

## **Policy and Resources Committee**

**Minutes of the Meeting Held on 8 February 2016**

**10:00am Edwards Room, County Hall, Norwich**

### **Present:**

Mr G Nobbs (Chair)

Mr S Agnew  
Mr M Castle  
Mrs H Cox  
Mr A Dearnley  
Mr C Jordan  
Mrs J Leggett  
Mr I Mackie  
Mr I Monson

Mr S Morpew  
Mr A Proctor  
Mr D Roper  
Mr R Smith  
Dr M Strong  
Mrs A Thomas  
Mr M Wilby

### **Substitute Members present:**

Mr J Childs for Mr M Baker

### **Members Present:**

Mr R Coke  
Mr J Joyce  
Mr P Smyth  
Mrs C Walker  
Ms S Whitaker

Mr B Bremner  
Ms A Kemp  
Mr H Humphrey  
Mr J Timewell  
Mr B Spratt

#### **1.1 Apology for Absence**

1.2 An apology for absence were received from Mr M Baker.

#### **2A Minutes**

2A.1 The minutes of the previous meeting held on 30 November 2015 were confirmed by the Committee and signed by the Chairman.

#### **2B Leader's Announcements**

2B.1 The Chairman said that, following the disruption to the Council's internet service on Thursday 4 February 2016, he had asked for a briefing on the reasons for this and its impact to be provided for the Committee at the end of today's agenda. This

can be found at Appendix A to these minutes.

### **3 Declarations of Interest**

3.1 There were no declarations of interest.

### **4. Item of Urgent Business**

4.1 There were no items of urgent business.

### **5 Local Member Issues**

#### **5.1 Question from Mr Jonathan Childs:**

Please can you confirm that Gorleston and Great Yarmouth Fire Stations will stay as they are with the same shift pattern and cover?

#### **5.2 Answer by the Chairman:**

Subject to whatever is agreed at today's meeting, cover will not be downgraded in Great Yarmouth, Gorleston or King's Lynn.

### **6 Agreeing a 3 Year County Council Strategy – Re-imagining Norfolk and Revenue and Capital Budget 2016-19**

#### **6.i Re-Imagining Norfolk – the County Council Plan**

6.i.1 The annexed report (6.i) by the Managing Director was received.

6.i.2 The Committee received a report by the Managing Director that provided strategic direction for the Council and to guide and shape choices about investments and priorities for the coming medium term period 2016-2019.

6.i.3 Cllr Jordan stated that his group would be abstaining on the strategy because they had not had sufficient input into its formulation.

6.i.4 Other Members' spoke about the importance of the County Council's continuing focus on supporting vulnerable people and targeting interventions at the people who most needed help and support. They stressed the importance that the Council would attach to the work of the "Troubled Families" team in providing targeted family support and in raising the profile of professional social workers through the "Stand Up for Social Workers Campaign".

6.i.5 Members also spoke about the excellent work undertaken by the Norfolk Youth Parliament and in particular its current campaign to help young people reaching adulthood to feel equipped to make life choices and to take responsibility for themselves and their future.

6.i.6 **RESOLVED** (by 6 votes to 0 and with 10 abstentions):

To note:

1. the overall County Council Plan as set out in the report;
2. the whole-council improvement areas, including the targets set out in Appendix 1 to the report.

6.i.7 **RESOLVED to Recommend to Council:**

3. Re-Imagining Norfolk – the County Council Plan, for approval.

6.ii **The results of Public Consultation, and Equality and Rural Assessments of the savings proposals for 2016-17**

- 6.ii.1 The annexed report (6.ii) by the Head of Business Intelligence and Performance Service and Corporate Planning and the Executive Director of Finance was received.
- 6.ii.2 The Committee received a report that set out the findings of public consultation and rural and equality impact assessments that supported Members in making decisions about the service and financial planning 2016-2019.
- 6.ii.3 Members spoke about the value of the public consultation exercise, particularly in that it had included seven accessible events. This had involved direct contact with groups of service users who were likely to be directly affected by the savings proposals. Members also spoke about the importance of the attempts that were being made to address the intergenerational divide in Norfolk's society and reach out to children and young people and encourage them to comment on the savings proposals either to the Council directly or through the work that the Council was doing with the Norfolk Youth Parliament.
- 6.ii.4 Members drew attention to the range of views that had been expressed during the public consultation exercise against the changes in the Historic Environment Service (HES); with many of the responses emphasising the high quality and value of the HES, Members were pleased to note that no changes in this service were now being proposed.

6.ii.5 **RESOLVED:**

To note:

1. the findings of public consultation;
2. the Council's duty under the Equality Act 2010 to have due regard to the need to:
  - a. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
  - b. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
3. the findings of equality impact assessments and rural impact assessments

and agree to the mitigating actions for each assessment, as set out in Appendix 1 to the report.

**6.iii Minimum Revenue Provision Policy 2015-16 (revision) and 2016-17**

- 6.iii.1 The annexed report (6.iii) by the Executive Director of Finance was received.
- 6.iii.2 The Committee received a report by the Executive Director of Finance that explained the Council's minimum revenue provision (MRP) policy that was set each year by the County Council. The revised policy that was reported to the Committee, if approved, would release revenue to support the revenue budget, without compromising the Council's responsibility to set aside amounts sufficient to re-pay its debt.
- 6.iii.3 In answer to questions, the Executive Director of Finance said that the proposed MRP policy changes would result in all Council debt paid in line with current maturities and would not result in more long term borrowing. The effect of increasing cash balances and low interest rates meant that the Executive Director of Finance could see no reason for an increase in the Council's borrowing in the foreseeable future.
- 6.iii.4 **RESOLVED:**
1. to approve the revised 2015-16 Minimum Revenue Provision statement set out in Appendix 2 to the report, to be applied in 2015-16 and 2016-17;
  2. to note that the policy is approved annually by County Council and
  3. to note that the policy will be scrutinised annually by the Treasury Management Panel before passing to the Policy and Resources Committee for further debate, to ensure the policy continues to reflect the needs of the authority.

**6.iv Annual Investment and Treasury Strategy 2016-17**

- 6.iv.1 The annexed report (6.iv) by the Executive Director of Finance was received.
- 6.iv.2 The Committee received a report by the Executive Director of Finance that, in accordance with regulatory requirements, presented the Council's investment and borrowing strategies for 2016-17, including the criteria for choosing investment counterparties.
- 6.iv.3 **RESOLVED to endorse and recommend to County Council:**
- The Annual Investment and Treasury Strategy for 2016-17, including the treasury management Prudential Indicators detailed in Section 8 of the report.

**6.v County Council Budget 2016-17 to 2019-20: Revenue Budget 2016- 17**

- 6.v.1 The annexed report (6.v) (with the first and the second of the supplementary agendas) by the Executive Directors of Finance was received.

- 6.v.2 The Committee received a report by the Executive Director of Finance that set out the background to consideration of the 2016-17 Revenue Budget, initial growth and savings budget proposals for 2017-18 to 2019-20, and a proposal for the level of Council Tax in 2016-17.
- 6.v.3 Councillor Roper moved the recommendations and Councillor Proctor proposed that in 6.v.5 1. II (below) “will” be amended to “may”. This amendment was agreed. The Committee’s attention was drawn to the expenditure and savings proposals set out in tables 4 and 5 of the report that would achieve a broadly balanced budget. It was pointed out that these proposals were based on changes following the Service Committee meetings and on the assumption that Council Tax in 2016-17 would be increased by 3.99%, incorporating a general Council Tax increase of 1.99% and an increase of 2% in respect of the adult social care precept.
- 6.v.4 The Committee’s attention was also drawn to the work that the County Council was undertaking with the District Councils to review the position taken on Council Tax discounts across the county and the decisions taken by the ED&T Committee to use part of its capital budget to pay for some highway maintenance costs, to restore/reopen the recycling centres (mentioned in table 5 of the report) and no longer to go ahead with a redesign of the Historic Environment Service. It was suggested that the changes in the recycling centres should be publicised widely across the county, including on appropriate Parish Council notice boards.

6.v.5 **RESOLVED to recommend to County Council:**

1. That in noting the specific recommendations for budgets and saving proposals relating to the Policy and Resources Committee’s own budgets, as set out in Appendix F to the report, Policy and Resources Committee recommend to County Council:
  - a) An overall County Council Net Revenue Budget of £338.960m for 2016-17, including budget increases of £124.950m and budget decreases of £104.418m as set out in Table 7 of the report, and the actions required to deliver the proposed savings.
  - b) The budget proposals set out for 2017-18 to 2019-20, including authorising Chief Officers to take the action required to deliver budget savings for 2017-18 to 2019- 20 as appropriate.
  - c) With regard to the future years, that further plans to meet the remaining budget shortfalls in the period 2017-18 to 2019-20 are developed and brought back to Members during 2016-17.
  - d) Note the comments of the Section 151 Officer, at paragraph 2.13(b) and Appendix D of the report, on the financial impact of an increase in Council Tax, as set out in section 3, and confirm the assumptions that:
    - I. The Council’s 2016-17 budget will include a general Council Tax increase of 1.99% and a precept of 2% for Adult Social Care, and overall increase of 3.99% (shown at Appendix D of the report).

II. The Council's budget planning in future years may include Council Tax increases according to County Council requirements.

- e) That the Executive Director of Finance be authorised to transfer from the County Fund to the Salaries and General Accounts all sums necessary in respect of revenue and capital expenditure provided in the 2016-17 Budget, to make payments, to raise and repay loans, and to invest funds.
- f) That the Executive Director of Finance be authorised to take appropriate steps to ensure that the Council is in a position to access the four-year allocations of funding set out in the Provisional Local Government Finance Settlement.

2. That Policy and Resources Committee recommend to Council the Integrated Risk Management Plan (IRMP) to County Council for approval, subject to the Chief Fire Officer and the Director of Community and Environmental Services amending the draft IRMP to reflect the outcomes of the Committee deliberations at this meeting.

**6.vi County Council Budget 2016-17 to 2019-20: Statement on the Adequacy of Provisions and Reserves 2016-20**

6.vi.1 The annexed report (6.vi) (with the first supplementary agenda) by the Executive Director of Finance was received.

6.vi.2 The Committee received a report that detailed the County Council's reserves and provisions, including an assessment of their purpose and expected usage during 2016-20. The report included an assessment of the Council's financial risks that should be taken into consideration in agreeing the minimum level of General Balances held by the Council.

**6.vi.3 RESOLVED to recommend to County Council:**

- 1. To note the planned reduction in non-schools earmarked and general reserves of 32.3%, from £87.7m (March 2015) to £59.3m (March 2020) (paragraph 5.3 of the report);
- 2. To note the policy on reserves and provisions in Appendix C to the report;
- 3. To agree, based on current planning assumptions and risk forecasts set out in Appendix D to the report:
  - I. for 2016-17, a minimum level of General Balances of £19.2m, and
  - II. a forecast minimum level for planning purposes of
    - 2017-18, £23.3m;
    - 2018-19, £25.7m; and
    - 2019-20, £26.2mas part of the consideration of the budget plans for 2016-20, reflecting the transfer of risk from Central to Local Government, and supporting recommendations;

4. To agree the use of non-school Earmarked Reserves, as set out in Appendix E to the report;
5. To agree that the Executive Director of Finance further reviews the level of the Council's Reserves and Provisions as part of closing the 2015-16 accounts in summer 2016.

**6.vii County Council Budget 2016-17 to 2019-20: Robustness of Estimates**

- 6.vii.1 The annexed report (6.vii) (with the first supplementary agenda) by the Executive Director of Resources was received.
- 6.vii.2 The Committee received a report by the Executive Director of Resources that provided an analysis of the robustness of the estimates used in the preparation of the County Council's budget, which was reported elsewhere on the agenda.
- 6.vii.3 **RESOLVED to recommend to County Council:**  
  
To agree the level of risk and set of assumptions set out in the report, which underpin the revenue and capital budget decisions and planning for 2016-20.

**6.viii Capital strategy and programme 2016-20**

- 6.viii.1 The annexed report (6.viii) by the Executive Director of Resources was received.
- 6.viii.2 The Committee received a report by the Executive Director of Finance that presented the proposed capital strategy and programme for 2016-19 including information on the funding available to support the programme.
- 6.viii.3 Dr M Strong proposed duly seconded by Mr C Jordan:  
  
That Committee agree to the addition of £500k to the 2016/17 Capital Programme (Ref: 6 viii Capital Strategy & Programme 2016-20) for additional expenditure on the Better Broadband for Norfolk programme (BBfN), to service the hardest and most expensive to reach properties in the County.  
  
The Committee agreed unanimously to this proposal.
- 6.viii.4 Dr Strong said that the BBfN "contract one" had almost doubled coverage in Norfolk enabling fibre broadband to over 80% of properties. She said that based on £5.3 million take-up rebate, and assuming all District Councils confirmed the allocations they made, thereby attracting Government match funding, then coverage was expected to increase to 95%. Underspend from contract one would further increase coverage. However there would remain a few percent of Norfolk properties without fibre. That percentage would remain because they would be the very hardest and most expensive to reach. The Government was aware that a small percentage of properties, across the country, might not obtain good broadband speeds via current technologies and therefore had work underway regarding alternative, new, viable technologies. Therefore an allocation of £500,000 capital that could be used in the future to address some if not all of the remaining properties with new technology would be most useful.

6.viii.5 The following advice from the Sec 151 Officer was noted:

The £500k capital expenditure in 2016/17 would not incur any Minimum Revenue Provision charge and would be unlikely to incur any borrowing costs due to the Council's current cash holdings (lost interest would be circa. £2k which could be accommodated within the existing Treasury budget). As such no additional revenue expenditure needed to be budgeted for in 2016/17.

For 2017/18 the additional MRP and interest charge would be circa £50k. If the amendment was approved the cost would be added to the MTFS for approval at Full Council.

6.viii.6 In reply to questions, the Executive Director of Resources confirmed that sufficient funding was available to meet the Council's three year capital programme, the details of which could be found in paragraph 4.3 of the report.

6.viii.7 **RESOLVED:**

1. To agree the proposed 2016-20 capital programme of £433.618m;
2. To refer the programme in Appendix A to the report to the County Council for approval, including the new and extended capital schemes outlined in Appendix B to the report;
3. To agree the prioritisation model in Appendix C to the report;
4. To agree the Capital Strategy at Appendix D to the report as a framework for the prioritisation and continued development of the Council's capital programme;
5. **To agree to recommend to the County Council** the Prudential Indicators in Appendix E to the report;
6. To note capital grant settlements summarised in Section 4 of the report;
7. To note the estimated capital receipts to be generated over the next three years and beyond to support those schemes not funded from other sources, as set out in Table 6 to the report.
8. That the Committee agree to the addition of £500k to the 2016/17 Capital Programme (Ref: 6 viii Capital Strategy & Programme 2016-20) for additional expenditure on the Better Broadband for Norfolk programme, to service the hardest and most expensive to reach properties in the County.

## **6IX County Council Budget 2016-17 to 2019-20: Medium Term Financial Strategy 2016-20**

6IX.1 The annexed report (6.ix) by the Executive Director of Finance was received.

6IX.2 The Committee received a report by the Executive Director of Finance that set out details of the national and local context and framework for budget planning included in the Medium Term Financial Strategy (MTFS) covering the years 2016-17 to 2019-20. Members were asked to consider and agree the strategy as part of recommending the Revenue Budget and Capital Programme.



6IX.3     **RESOLVED to recommend to County Council:**

1. To note the comments of the Section 151 Officer, set out in paragraphs 7.5 and Appendix A to the report regarding the Government's assumptions about Council Tax increases;
2. To agree the Medium Term Financial Strategy 2016-20, including the two policy objectives to be achieved:
  - I.     **Revenue:** To identify further funding or savings for 2017-18 to 2019-20 to produce a balanced budget in all years 2016-20, in accordance with the timetable set out in the Revenue Budget report.
  - II.    **Capital:** To support the proposed long-term strategy to invest in the Council's assets while minimising the impact on the revenue budget.
3. To note the terms of the Government's offer of four year funding allocation certainty, and agree the MTFS proposals regarding the use of this certainty for the mutual benefit of residents and citizens as set out in the report.

7            **Acquisition of land at London Road, Attleborough for a new primary school building**

- 7.1        The Vice-Chairman, Mr D Roper, took the Chair while the Committee considered the above mentioned item.
- 7.2        The Committee received a report at item 7 (together with an appendix containing exempt information at item 14) by the Executive Director of Finance and Executive Director of Children's Services about a new primary school site in Attleborough that was required to meet the County Council's statutory duty to provide sufficient pupil places across Norfolk. The acquisition would also provide the basis for a statutory reorganisation from infant/junior to all-through primary across the town, which was supported locally.
- 7.3        The Committee was asked to consider excluding the public from the meeting under Section 100A of the Local Government Act 1972 for consideration of the information contained in the appendix to the report (at item 14 on the agenda) on the grounds that it involved the likely disclosure of exempt information as defined by paragraph 3 of Part 1 of the Schedule 12A to the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.
- 7.4        Paragraph 3 concerned "information relating to the financial or business affairs of any particular person" (including the Authority holding the information).
- 7.5        Having applied the "Public Interest Test" it was **RESOLVED** to confirm the exclusion listed below:-

The exempt appendix to the report covered the Council's proposals to acquire a site for a new school building, and the negotiations and discussions that had taken place with the landowner to date to agree terms and conditions for acquisition by

the Council. The Council's residual negotiating position could be prejudiced if this report was available to the public. The landowner's commercial interests would be prejudiced, which was contrary to public interest.

The public interest was therefore in excluding the press and public whilst the appendix was considered.

- 7.6 The Committee was informed that the proposed land acquisition of the London road site at Attleborough would allow for the relocation of the existing infant school site and its reorganisation to primary as part of a town-wide reorganisation and that this site was favoured on educational, community and delivery grounds.
- 7.7 Representatives of NPS Property Consultants Ltd answered Members detailed questions about the comparative costs of the site options for the new school that were set out in the "exempt" section of the report. They commented in particular on the negotiated terms with the site owner of the preferred London road site (including "overage payments"), the evidence for the valuation of the site and other issues that had previously been considered by the Capital Priorities Group in November 2015. The Representatives of NPS Property Consultants Ltd also answered Members detailed questions about other sites with planning consent in the town that had development potential.
- 7.8 The Committee was informed that the local County Councillor and Attleborough Town Council supported both reorganisation from infant/junior to all-through primary across the town and the building of a new primary school.
- 7.9 It was confirmed that the major growth that was planned for the town would require further primary phase schools at some future date.
- 7.10 At this point in the proceedings the Public were invited to return to the Committee room and the Committee reached the decision set out below.
- 7.11 **RESOLVED:**

That Policy and Resources Committee approve acquisition of the London Road site on terms set out in the exempt section of the report at Item 14 on the agenda.

- 7.12 At this point in the proceedings Mr G Nobbs retook the Chair.

## **8 Norwich Northern Distributor Road Land Acquisition**

- 8.1 The annexed report (8) by the Executive Director of Finance and Executive Director of Community and Environmental Services was received.
- 8.2 The Committee received a report by the Executive Director of Finance and the Executive Director of Community and Environmental Services that asked Members to approve a mechanism to agree land acquisition compensation decisions for the construction of the Norwich Northern Distributor Road.
- 8.3 **RESOLVED:**

That the Policy and Resources Committee adopt Option 2 (set out in paragraph 2.2 in the report) and, provided figures are monitored and remain within the available land acquisition budget of the approved Norwich NDR, delegate all land acquisition decisions for the NDR to the Executive Director CES in consultation with the Corporate Property Officer, Executive Director of Finance, County Council Leader and Chair of EDT Committee.

## 9 Social Care Systems Re-procurement

- 9.1 The annexed report (9) (with the second supplementary agenda) by the Executive Director of Resources and Executive Director of Adult Social Services was received.
- 9.2 The Committee received a report by the Executive Director of Resources and Executive Director of Adult Social Services that proposed to allow an exemption to Contract Standing Orders to extend the contract for the current CareFirst system to March 2018. The report also sought authority to permit a phased transition and to replace the current CareFirst social care system through a re-procurement process that would be in place by April 2018.
- 9.3 Members' were informed that the new system was being procured as a corporate project for Adults, Children's, Procurement and Finance departments and reports had been taken to the Adult Social Care Committee on 25 January 2016 and Children's Services Committee on 26 January 2016.
- 9.4 Members' stressed the importance of service committees being kept informed about "value for money" considerations for such a complex project that relied heavily on specialist external consultants during the development stage.

## 9.5 **RESOLVED:**

That the Committee:

- a. Allow an exemption to Contract Standing Orders to extend the contract for the current CareFirst system to March 2018, to permit a phased transition;
- b. Agree to the procurement of a replacement social care recording system that meets current and future business requirements, effectively
- c. Agree the associated capital funding of £7.926m;
- d. Note the need for up to one-off £0.478m project revenue funding for 2016/17, £0.914m for 2017/18 and £0.879m for 2018/19, for the corporate Social Care System re-procurement as part of the overall NCC budget. These are initial estimates for approval following further scrutiny and annual review, and
  1. **Recommend** that Council consider the funding of the project revenue requirement of up to £0.150m for 2015/16 and £0.479m for 2016/17 from the Council's Innovations Reserve
  2. **Recommend** Council consider the project revenue requirement of up to £0.914m for 2017/18 and £0.879m for 2018/19 be taken into account in the budget planning assumptions in the 2017/18 Medium Term Financial Strategy.

- e. Add the risks associated with the transition to the Corporate Risk Register;
- f. Receive the comments and recommendations from Adult Social Care and Children's Committees that are set out in the report.

## 10 **Financial Savings/Monitoring Reports**

### 10.A **Finance Monitoring Report P8 November 2015**

- 10.A.1 The annexed report (10.A) by the Executive Director of Finance was received.
- 10.A.2 The Committee received a report by the Executive Director of Finance that provided details of the forecast position for the 2015-16 Revenue and Capital Budgets, General Balances, and the forecast Council's Reserves at 31 March 2016, together with related financial information. The report also provided a brief commentary on Resources and Finance budgets which were the responsibility of this Committee.
- 10.A.3 The Executive Director of Finance explained that government grants and savings from department budgets were released at an uneven rate throughout the year and that he remained confident that the County Council would be able to achieve a balanced budget at the end of the current financial year.

#### 10.A.4 **RESOLVED:**

To note:

- 1. The period 8 forecast Revenue overspend of £3.133m (previous period 7, overspend £4.280m, period 6 £5.743m) on a net budget of £318.428m, as set out in Appendix 1 to the report;
- 2. The forecast General Balances at 31 March 2016 of £19.200m, before taking into account any over/under spends;
- 3. The forecast financial information in respect of Resources and Finance budgets which are the responsibility of this Committee, as set out in Appendix 2 to the report;
- 4. The revised expenditure and funding of the 2015-18 capital programme as set out in Appendix 3 to the report.

### 10.B **Delivering Financial Savings 2015/16- Month 8**

- 10.B.1 The annexed report (10.B) by the Executive Director of Finance was received.
- 10.B.2 The Committee received a report by the Executive Director of Finance that provided an overview of the progress in delivering the savings agreed by the County Council at its meeting on 16 February 2015.
- 10.B.3 The Committee's attention was drawn to the specific actions that were being taken to deliver the identified shortfall in savings that could be found in paragraph 2.8 of

the report.

**10.B.4 RESOLVED:**

That the Committee note:

1. The forecast total shortfall of £13.431m in 2015-16, for which alternative savings need to be identified;
2. the budgeted value of 2015-16 savings projects rated as RED of £18.865m, of which £5.277m are now forecast to be delivered;
3. the forecast savings shortfall on AMBER rated projects of £0.204m; and
4. the forecast over-delivery of GREEN and BLUE rated projects totalling £0.361m.

**11 Notifications of Exemptions Under Contract Standing Orders**

11.1 The annexed report (11) by the Executive Director of Resources was received.

11.2 The Committee received a report by the Executive Director of Resources that set out the exemptions that had been made under paragraph 9.11 of Contract Standing Orders and that were over £250,000 and therefore needed to be notified to the Policy and Resources Committee since 1st October 2015.

**11.3 RESOLVED:**

1. That as required by paragraph 9.12 of the Council's Contract Standing Orders, Policy and Resources Committee note the exemptions that had been granted under paragraph 9.11 of Contract Standing Orders by the Head of Procurement and Head of Law in consultation with the Chairman of Policy and Resources Committee that were over £250,000.
2. That a report notifying Policy and Resources Committee of relevant exemptions under paragraph 9.12 of the Council's Contract Standing Orders is submitted every 3 months.

**12 Decisions Taken Under Delegated Powers**

12.1 The annexed report (12) by the Managing Director was received.

12.2 Members' asked that future reports on property decisions taken under delegated authority include the costs of those decisions.

**12.3 RESOLVED:**

To note the report.

That Members' receive by email the costs of the decisions taken under delegated authority that are mentioned in the report.

**13 Exclusion of Public**

13.1 This was agreed at item 7 on the agenda.

14 **Acquisition of land at London Road, Attleborough for a new primary school building—Exempt Information**

14.1 This report was taken with item 7 on the agenda.

**The meeting concluded at 12.15 pm**

**Chair**



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**Appendix A to the Policy and Resources Committee minutes of 8 February 2016 —Minute 2 B refers**

Note from Kurt Frary ICT Infrastructure Services Manager ICT Shared Services

Summary of the incident  
When and what?

On Thursday 4th February 2016 between 10:15 and 21:30 the Authority lost access to the internet which had a significant impact to the business.  
Impact.

How the fault affected the authority

- ☐ All users with the exception of a few located at specific sites could not access
  - o Email
  - o Access to Online services
  - o Web Browsing
  - o The ability to make BACS payments

#### Unaffected

- ☐ www.norfolk.gov.uk
- ☐ Schools internet
- ☐ Telephony

#### The Fault

The network team took the following action

- ☐ Backed out all the changes
- ☐ Failed over to alternative network equipment
- ☐ Failed over to alternative network connections
- ☐ Routed our internet traffic over the working schools internet pipe

We currently believe the fault was due to a BT Managed security box that is designed to protect the Authority which was restricting outbound internet access incorrectly.

On discovery BT removed part of the configuration and restored service.

#### Next steps

1. BT are to deliver a Major incident report which includes recommended actions with 5 Days.
2. We have implemented a change freeze for 7 days
3. Resilience team are facilitating a lessons learned session
4. We have already anticipated this scenario in the new design and it includes
  - a. Separate diverse resilient internet links
  - b. Separate Microsoft Office 365 resilient connection