

Scrutiny Committee

Date: **Tuesday, 22 October 2019**

Time: **10am**

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

Persons attending the meeting are requested to turn off mobile phones.

Membership:

Cllr Steve Morphew (Chair)
Cllr Alison Thomas (Vice-Chair)

Cllr Roy Brame	Cllr Keith Kiddie
Cllr Ed Connolly	Cllr Ed Maxfield
Cllr Emma Corlett	Cllr Joe Mooney
Cllr Phillip Duigan	Cllr Richard Price
Cllr Ron Hanton	Cllr Daniel Roper
Cllr Chris Jones	

Parent Governor Representatives

Mr Giles Hankinson
Vacancy

Church Representatives

Ms Helen Bates
Mr Paul Dunning

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

1 To receive apologies and details of any substitute members attending

2. Minutes

(Page 5)

To confirm the minutes from the Meeting held on 17 September 2019

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.

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, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

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

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

5 Public Question Time

Fifteen minutes for questions from members of the public of which due notice has been given. Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by 5pm on **Thursday 17 October 2019**. For guidance on submitting a public question, please visit <https://www.norfolk.gov.uk/what-we-do-and-how->

6 Local Member Issues/Questions

Fifteen minutes for local member to raise issues of concern of which due notice has been given. Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Thursday 17 October 2019**

7 The deadline for calling-in matters for consideration at this meeting of the Scrutiny Committee from the Cabinet meeting held on Monday 7 October 2019 is 4pm on Monday 14 October 2019

8 Call in: Strategic and Financial Planning- Budget 2020-21 (Page 15)

9 Call in: Norfolk Fire and Rescue Service Draft Integrated Risk Management Plan (Page 24)

10 Scrutiny Committee Forward Work Plan (Page 33)

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

Date Agenda Published: 14 October 2019



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Scrutiny Committee Meeting

Minutes of the Meeting Held on 17 September
at 10am in the Council Chamber, County Hall, Norwich

Present:

Cllr Steve Morphew (Chair)
Cllr Alison Thomas (Vice-Chair)

Cllr Roy Brame
Cllr Ed Connolly
Cllr Emma Corlett
Cllr Phillip Duigan

Cllr Ron Hanton
Cllr Ed Maxfield
Cllr Joe Mooney
Cllr Richard Price

Parent Governor Representatives:

Mr Giles Hankinson

Substitute Members present:

Cllr David Harrison for Cllr Dan Roper
Cllr Graham Middleton for Cllr Keith Kiddie
Cllr Terry Jermy for Cllr Chris Jones

Also present:

Cllr Bill Borrett	Cabinet Member for Adult Social Care, Public Health and Prevention
Helen Edwards	Chief Legal Officer (Monitoring Officer)
Sara Tough	Executive Director of Children's Services
James Bullion	Executive Director of Adult Social Services
Cllr Andrew Jamieson	Cabinet Member for Finance
Cllr Greg Peck	Cabinet Member for Commercial Services and Asset Management
Simon George	Executive Director of Finance and Commercial Services
Tom McCabe	Executive Director of Community and Environmental Services
Cllr Andrew Proctor	Leader of the Council
Simon Hughes	Head of Property
Cllr Martin Wilby	Cabinet Member for Highways and Infrastructure
Cllr Andy Grant	Cabinet Member for Environment and Waste
Chris Walton	Head of Democratic Services
Karen Haywood	Democratic Support and Scrutiny Manager
Fiona McDiarmid	Executive Director Strategy and Governance

1 Apologies for Absence

- 1.1 Apologies were received from Paul Dunning, Cllr Chris Jones (Cllr Terry Jermy substituting), Cllr Keith Kiddie (Cllr Graham Middleton substituting) and Cllr Dan Roper (Cllr David Harrison substituting)

2. Minutes

- 2.1 The minutes of the extraordinary meeting held on 22 July 2019 were agreed as an accurate record and signed by the Chair.
- 2.2 The minutes of the meeting held on 30 July 2019 were agreed as an accurate record and signed by the Chair.

3 Declarations of Interest

- 3.1 There were no declarations of interest.

4. Urgent Business

- 4.1 No urgent business was discussed

5. Public Question Time

- 5.1 No public questions were received

6. Local Member Issues/Questions

- 6.1 No local member questions were received

7. Call ins

- 7.1 No call ins had been received

8. Strategic and Financial Planning Scrutiny

- 8.1.1 The Committee invited Cabinet Members and Executive Directors to Scrutiny Committee meetings to discuss underlying risks and activities on any firm budget proposals before they were presented to Cabinet
- 8.1.2 The Chair asked for background information on financial planning in preparation for the release of budget proposals, due in the upcoming weeks. The Chair thanked the Leader for attending to provide information on the portfolio of the Cabinet member for Children's Services in Councillor Fisher's absence.
- 8.2.1 Cabinet Member for Highways and Infrastructure, Cllr Martin Wilby, gave background to the position of budgetary issues and priorities related to his portfolio:
 - The current budget for service transport strategy had no identified variances; highways had a predicted underspend of £154k; passenger transport which included concessionary fares, and flood water management showed no variance from budget
 - The services under Cllr Wilby's portfolio were on track to deliver to budget and it was assumed that there would be an overall balanced position
 - Pressures were expected in 2020-21 related to on-street parking costs and

the roll out of street lighting improvements, which was forecast to cost £160k, and was on track to be delivered

- Capitalisation of activities had been carried out to release revenue savings
- Highways commercialisation involved new operations with Norse and was on target to be delivered
- Emerging areas of risk were: transport and highways pressures related to inflation and highway maintenance, labour cost increases, dealing with floods and managing the highway network
- The passenger transport contract was due to end in March 2020 and negotiations were underway with operators about a new contract

8.2.2 The Committee questioned Cllr Wilby about strategic and financial matters related to his portfolio:

- The Chair queried the passenger transport deficit; Cllr Wilby clarified that £8-9m was received from Government for concessionary fares and the Council had a budget of £14m to cover the costs. The Council had lobbied for extra funding but been unsuccessful; there was no risk of extra costs related to this
- Cllr Wilby confirmed that the Members Allowance Scheme consisted of £6000 per Member for highways projects in their division. The scheme had been successful and £0.5m would be included in next year's budget to continue it. The Parish Partnership Scheme, which cost £330,000 per year, had also been successful and would also continue
- Cllr Wilby confirmed that a scheme was in place to replace street lighting with LED lighting and would continue
- Cllr Wilby reported that the 10 major accident blackspots in Norfolk had been slowly reduced by introducing schemes such as the Hempnall roundabout
- Cllr Wilby confirmed in response to a query about priorities moving forward, that he would like to see safer roads which were easier to use and a continuation of campaigning for dualling of the A47.
- A Member queried spending for non-road-based projects; Cllr Wilby reported that Transforming Cities funding had given access to £6m to make major infrastructure improvements including for non-road-based traffic such as walking and cycling in the greater Norwich area. Officers had carried out studies in market towns to identify improvements to infrastructure, including walking, cycling and public transport
- Cllr Wilby reported that the Great Eastern Main Line Task Group was looking into a line between Norwich and London, introducing more trains on smaller lines, and trains towards Sheringham. There had also been a meeting to discuss introducing a train line between Kings Lynn and Hunstanton
- A Member noted that local residents had commented on how tidy the Hempnall Roundabout site was during building and landscaping
- Cllr Wilby reported that the application for Major Road Network Funding for the Long Stratton Bypass had been submitted in July 2019 and a response was expected at the end of 2019.
- Cllr Wilby confirmed that during renegotiation of the passenger transport contract, discussions would be held with providers about upgrading fleets
- A Member felt that some of the off-road cycle tracks in Norfolk needed improvement and more were needed; Cllr Wilby spoke about the cycling tourism in the County, the Marriott's Way, and a new cycle way from Wymondham to Norwich which was being worked on
- A Member asked whether the Chancellor's announcement would allow the

opportunity to widen the approach to dealing with issues such as potholes, speeding and capacity of rural roads. Cllr Wilby noted the work with Market Towns to identify infrastructure improvements, and the Parish Partnership Scheme which had funded many SAM2 machines for rural villages which had a positive impact on speeding

- Cllr Wilby noted that the Broadland Northway had improved accessibility to the North Norfolk Coast, impacting positively on the experience of visitors to businesses in this area. He felt that the Norwich Western Link would have a similar positive impact on businesses and tourists in surrounding areas
- The Chair asked for more information on the Market Town studies; Cllr Wilby clarified that 5 had been carried out in the first year and 5 in the second year of the project. From the studies, schemes for the Market Towns had been drawn up which would bring improvements to roads, cycle ways, rail and walking facilities through seeking funding bids.
- Other pieces of work included discussions about the East West Rail and work by the Walking and Cycling Champion.
- Cllr Wilby had no information about plans to develop a rail station at Broadland Business Park
- Cllr Wilby reported that success factors would be that the budget was deliverable, taking into account that there would be unknown impacts on it, and maintaining the network to a high standard.
- The Executive Director of Community and Environmental Services clarified that short-term measures would include completion of the inspection regime; 3-monthly inspections being completed and; how quickly the department was responding to urgent defects.
- A Member noted that some of the trees planted on the Broadland Northway had died in the heatwave; Cllr Wilby reported that those which required it had been replanted.
- The Committee thanked the Cabinet member and noted the comments

8.3.1 Cabinet Member for Commercial Services and Asset Management, Cllr Greg Peck, gave background to the position of budgetary issues and priorities related to his portfolio:

- Cllr Peck's portfolio covered commercial services, related to income generation, and asset management, management of the council estate through disposals or utilisation of assets
- The service was exceeding budget by £140k
- Income generation was exceeding targets related to Scottow Enterprise Park and income generation from gypsy and traveller sites was on target.
- Contracts were being rationalised for 140 buildings and other small savings were being made on rent and domestic rates
- against the savings target set by Council of £23.6m over 3 years, a saving of £8m had been achieved in 3 months
- The income target for Scottow Enterprise Park had increased by £200,000 and been exceeded due to securing rents and additional space; the site was currently at 80-90% occupancy
- the gypsy roma sites services had met the income target and would upgrade some of the sites
- in general, there had been an over delivery on savings forecast
- emerging areas and pressures included:
 - Scottow Enterprise Park, as there were buildings on the site in need of

maintenance and repair. All buildings would be assessed to see how much work was needed.

- Facility improvements required on the gypsy and roma sites and identifying the impact this may have on rents in the future
- National economic factors which may affect income, for example, changes to the farming subsidy could impact on farm tenants
- More exits from buildings were planned for 2020-21
- Corporate decisions on office use would impact on savings

8.3.2 The Committee questioned Cllr Peck about strategic and financial matters related to his portfolio:

- It was noted that Scottow Enterprise Park could be advertised more widely
- Cllr Peck confirmed that some building sales were subject to contract with lawyers and **agreed** to provide Members with a list of sold buildings
- Cllr Peck reported that some of the success measures for his portfolio included meeting the needs of other areas, such as renovating buildings used by Children's Services; rationalising the property portfolio and bringing staff into buildings generated savings and efficiencies which meant other services could gain financial benefits. The Chair noted that at the meeting on the 30 July 2019, Cabinet Members had been asked to quantify the added value to other departments through their portfolios. The Chair **suggested** that Cllr Peck could do this also.
- The Vice-Chair asked for information on rationalisation of office provision at Carrow House; Cllr Peck confirmed that the site would go on market in the Autumn of 2019 and staff would start to move after this time
- Cllr Peck clarified that when looking at sharing facilities with other service users, facilitation related to the building would come under his portfolio, and the overall decision would be taken by the relevant Cabinet Member; for example, when closing police stations or building fire stations, the decision was taken by Cabinet Member for Communities and Partnerships
- The Executive Director of Finance and Commercial Services reported that the back-office team had been capitalised against capital projects with money found through borrowing or other means; he **agreed** to share information with the Committee after the meeting
- The Committee thanked the Cabinet member and noted the comments

8.4.1 The Leader of the Council, Cllr Andrew Proctor, gave background to the position of budgetary issues and priorities related to the portfolio of the Cabinet Member for Children's Services, Cllr John Fisher, in his absence:

- Adult Social Care and Children's Services were the key, demand led services for the Council
- The Children's Services budget had an overall spend of £211m and a projected £7m overspend
- Pressures for this service included looked after children, young people leaving care and support for children and families
- At the end of July 2019, the number of looked after children in Norfolk reduced to 1151
- there was an increased complexity of how children were looked after and increased residential care costs
- sustained transformation had been going on for some time focussed on changing the model of social care and Children's Services staffing structure

- There was a shortage of social workers and an increased cost from agency social workers
 - The overspend related to the dedicated schools grant and impact on the high needs block was £15m
 - The Government Spending Review gave £7m towards Special Educational Needs and Disabilities, and £10m had been given to NCC to pay off some debt and short-term pressures
 - The strategy for this service was to continue to deliver good outcomes for children; improve the Ofsted outcome when re-inspected; embed the transformation programme around value for money and the new model of working and; address staffing issues and staff retention
- 8.4.2 The Committee questioned the Leader about strategic and financial matters related to the Children's Services Portfolio:
- Cllr Proctor reported that the final figures from the Government Spending Review were still being worked through
 - A Member asked about success measures and outcomes for the new Early Years' service going live the following month; Cllr Proctor confirmed that performance measures were built into the contract with the provider. The Executive Director of Children's Services reported that impacts were set out as part of the service design and **agreed** to share further information with Members after the meeting
 - A discussion was held about court delays for children in the care system, the impact this could have on children and the financial impact on the Council; the Executive Director of Children's Services reported that the courts were aware of the impact, but budget reductions meant they had less availability to see cases timely. A new judge was in post and the Executive Director of Children's Services was due to meet with her. This had also been raised nationally as it was an issue across the Country.
 - Cllr Corlett declared a non-pecuniary interest as she had temporary approval as a foster carer
 - Cllr Proctor noted that the one-off funding could help alleviate pressures in the system however would not solve budgetary issues in the long term.
 - The Executive Director of Children's Services reported that the transformation programme started in 2018 and projects were now in place to ensure more integrated working, better commissioning and more innovative working; successes were starting to be seen and would lead to cost avoidance and an impact on future year budgets.
 - Early Childhood and Family Service (ECFS) was at an early stage, but all partners were committed to implementing the new approach. The Chair confirmed that ECFS would be scrutinised 6 months after implementation
 - Cllr Proctor reported that the Scrutiny Committee would be required to scrutinise the performance of Children's Services at Ofsted inspection and ECFS would come up as part of this. The Chair would look at how to take this forward
 - The Committee thanked the Leader and noted the comments
- 8.5 The Committee had a break from 11:20 until 11.31
- 8.6.1 Cabinet Member for Environment and Waste, Cllr Andy Grant, gave background to the position of budgetary issues and priorities related to his portfolio:

- The service was forecasting an underspend of £111,000
- Emerging areas and pressures were: waste procurement in 2020 and the environmental policy which would bring additional cost
- All areas of Cllr Grant's portfolio were either on budget or predicting an underspend

8.6.2 The Committee questioned Cllr Grant about strategic and financial matters related to his portfolio:

- A Member queried Norfolk's recycling rate of 40%, which was low compared to some other Counties, and what could be done to improve it. Cllr Grant replied that work had been done to remove green bins in areas with high contamination rates and further work would be carried out to reduce contamination of recycling waste. Discussions were ongoing with the Norfolk Waste Partnership.
- If the recycling rate was increased to 60%, this could reduce costs to the Council by millions of pounds.
- Cllr Grant felt that public awareness of what could and could not be recycled needed improving
- Cllr Grant confirmed that he would work with districts to improve rates without setting targets. The Chair wondered if incentivising districts to meet targets could be beneficial; Cllr Grant felt that different approaches may be needed in different areas
- The Vice-Chair noted there were other ways to deal with food waste such as home composting; Cllr Grant reported that the council encouraged home composting and sold compost bins, but better communication was needed to educate people on how to use them
- A discussion was held about recycling alternative materials, such as polystyrene from retail; Cllr Grant reported that alternative recycling was being looked at, including polystyrene, however it was not yet known if this was financially viable. Recycling of mattresses had been trialled and it would hopefully be expanded to other centres.
- Working with businesses to encourage business recycling was an area of action, however Cllr Grant was wary of setting up plants to recycle alternative materials which may be banned in the long term.
- Cllr Grant confirmed that an additional budget would be put in, with specific funding set aside for staff for the climate change project. This would be a global team across the council, with staff from each department.
- The Committee thanked the Cabinet member and noted the comments

8.7.1 Cabinet Member for Adult Social Care, Public Health and Prevention, Cllr Bill Borrett, gave background to the position of budgetary issues and priorities related to his portfolio:

- Adults Social Care was the largest of the demand led services to NCC and demand to this service was dependent on public need
- The promoting independence programme had focussed on managing demand through supporting people to be independent for longer, meeting the aspiration of service users who had said they wanted to remain independent
- The budget for the service was £420m, with a net of £247m. A cost overspend of 2% was being reported, of around £4m, mostly due to the pressure on purchase of care budget
- It was difficult to quantify the success of the prevention agenda, as it was

difficult to identify where people would have been without intervention however Cllr Borrett was pleased with its progress

- A £220m cost had been taken out of services to deliver last year, the reablement service had been expanded; 2000 extra people had returned home instead of to care homes because of the service
- Money had been invested to take cost out of the system; some of these costs accrued were to the NHS. Working more closely with the NHS was a key priority
- Social workers had been taken on to work with people at discharge to help them find support and meet their needs in a more personalised way using the three conversations model
- Cllr Borrett hoped that the service would achieve 80% of the £17m forecast savings
- There would be pressure from new deprivation of liberty safeguarding legislation; there was a large backlog of people who required assessment

8.7.2 The Committee questioned Cllr Borrett about strategic and financial matters related to his portfolio:

- The Vice-Chair asked whether the Council could do anything to encourage the NHS to take up their responsibilities; the Executive Director of Adult Social Services reported that Officers worked with the NHS on intervention where possible and engaged with Senior Officers to ensure close working. The Executive Director of Adult Social Services was the lead Officer for primary care and NHS across Norfolk on the Sustainability and Transformation Partnership (STP)
- The Executive Director of Adult Social Services reported in response to a query that there were 6 specialist roles in continuing healthcare embedded in community healthcare teams to train social workers, and that there should always be a social worker present at assessment. Work was underway to encourage assessments to take place outside of a ward environment to get a more accurate picture of each person's nursing and care needs
- A Member asked if there would be workforce and care cost issues related to Brexit; Cllr Borrett noted that at that time there were vacancies, but implementation of the living wage had had a positive effect; better wages were sometimes paid for caring roles in the NHS and this could impact on staffing. Adult Social Care was supporting care providers with recruitment, training and retention of staff, for example the Association of Care Providers was being re-established
- Cllr Borrett felt that the Government position related to people without settled status was clear that they would be able to remain after Brexit and therefore that staffing would remain more stable now than it had been in the past
- A Member asked about the funding from the Government Spending Review; Cllr Borrett thought that use of a lot of this would be prescribed from Government, but had no detail on how much would be received and what it would be for
- Cllr Borrett was asked about the Adult Social Care council tax precept; he replied that he would like to look into it in more detail before committing to saying whether a rise would be recommended
- Cllr Borrett confirmed that there was a target to find £17m of savings in 2020-21; he noted that savings went back into meeting increased demand, and one-off funding from government would not allow for long term planning

- Cllr Borrett fed back from an Adult Social Care staff conference at Carrow Road which demonstrated the commitment of staff; he noted that prevention focussed on areas which also reduced the risk of dementia by 30% such as exercise, diet and learning new skills
 - The aspirations around short-term funding and commitment of staff were noted by the Committee
 - The Chair queried measuring success of the prevention strategy; Cllr Borrett replied that one way to do this was to look at people treated through prevention, and compare this to where they would have been without it; for example, reablement preventing people going into care homes
 - The Committee thanked the Cabinet member and noted the comments
- 8.8.1 The Cabinet Member for Finance, Councillor Andrew Jamieson, gave background to the Committee on the report “Financial Monitoring Report 2019-20 P4: July 2019”, which had previously been reported to Cabinet:
- Adult Social Care was forecasting an overspend in the current financial year, 2019-20, and this had been reduced from £6m to £5m; further detail was shown on page 6 of the report
 - The overspend would reduce throughout the year as money was received back from the NHS and public health
 - The overspend of Children’s Services had been reduced to £7m from £9m using capital receipts to assist the invest to save transformation programme
 - The Spending Review funding was for one year, so did not support long term planning for the Council; approximately £18m would come to Norfolk
 - The overall overspend of £11.9m gross was offset by savings from corporate finance; an underspend was caused by revised business rates, and income from insurance,
 - £20m had been borrowed the previous month, consisting of two lots of £10m, and £5m at 1.83% had been borrowed this month
 - The total debt of the Council was £683m at an average of 4%
 - Cllr Jamieson felt that a balanced budget could be achieved in 2021 but was awaiting detail on the Government settlement; further savings may be needed in 2021-22
- 8.8.2 The Committee asked questions of Cllr Jamieson on the report:
- Cllr Jamieson reported that the borrowing of £20m and £5m was for the capital programme, which had been previously been reported on
 - A Member noted that the debt was around 60% of the income of the Council and queried what policies had been applied when ensuring the Council’s deb was sustainable; Cllr Jamieson felt it was better to monitor debt based on the total interest being paid, which was well below what he would regard as the limit. He **agreed** to provide a written answer on the Government guidelines around this
 - The Committee thanked the Cabinet member and noted the comments
- 9. Scrutiny Committee Forward Work Plan**
- 9.1 The Committee considered and discussed the forward work plan.
- 9.2.1 The Chair reported that the cycling topic would be taken on by a Select Committee

- 9.2.2 The Chair was looking at a system for the Committee to receive briefing papers on issues which arose, so that Members could decide whether to consider them at a meeting. A formal process would be drawn up around how to circulate these briefing papers to Committee Members
- 9.2.3 The topics of “Regional Schools Commissioner” and “Norwich Opportunity Area” would be considered together as the Regional Schools Commissioner attended these meetings; an invitation had been sent to the Commissioner to attend a Meeting
- 9.3 Members discussed additions to the forward plan:
- The Vice-Chair suggested looking at capital investment in Special Educational Needs and Disability (SEND) provision; the Chair agreed that this could be added to the forward plan
 - The Chair noted that there would also be future meetings to look at the Ofsted inspection when it occurred. He would discuss how to manage this. The Vice-Chair felt there was a role for scrutiny to challenge Children’s Services as the Children’s Services Improvement Board was not continuing
 - A Member suggested looking at the climate change agenda and no deal Brexit or Brexit preparations.
 - The Chair suggested a briefing paper was circulated to members on Brexit for them to decide whether to discuss this at a future meeting
 - The Chair noted that the climate change agenda was going to Full Council in November and Cabinet for implementation; he suggested the Committee could scrutinise it after this time
 - A Member noted that capital spend for SEND provision also included in-county support for looked after children and care for looked after children out-of-county;
- 9.4 The committee **AGREED** the forward plan with the addition of the discussed items

The meeting concluded at 12.43

Chair

Scrutiny Committee

Decision making report title:	Call in: Strategic and Financial Planning- Budget 2020-21
Date of meeting:	22 October 2019
Responsible Cabinet Member:	Cllr Andrew Jamieson (Cabinet Member for Finance)
Responsible Director:	Simon George, Executive Director of Finance and Commercial Services
Introduction This report relates to the call-in of item 15 of the Cabinet papers of 7 th October 2019 entitled, ' Strategic and Financial Planning: Budget 2020-21 '.	

1. Background and Purpose

- 1.1. At the meeting on 7th October 2019 Cabinet considered a report entitled '**Strategic and Financial Planning: Budget 2020-21**'¹ which recommended that they:
1. note how the development of the Medium Term Financial Strategy is informed by the Council's vision and strategy (paragraph 1.2);
 2. consider the latest assumptions about funding following the 2019 Spending Round announcements (paragraph 1.3), the emerging pressures (paragraph 2.3), and the council tax assumptions (paragraph 2.11), which will collectively inform Council's Budget planning for 2020-21;
 3. consider and agree the proposed savings as set out in section 2 to be taken forward in budget planning for 2020-21, subject to final decisions about the overall Budget in January and February 2020, noting the level of savings already included from the 2019-20 Budget process;
 4. agree that public consultation be undertaken on the 2020-21 Budget and saving proposals, and the level of council tax and Adult Social Care precept for 2020-21, as set out in paragraph 2.13;
 5. note the responsibilities of the Executive Director of Finance and Commercial Services under section 114 of the Local Government Act 1988 and section 25 of the Local Government Act 2003 to comment on the robustness of budget estimates as set out in paragraph 4.2; and

¹ [Cabinet 7 October 2019 – Item 15 – Strategic and Financial Planning Budget 2020-21](#)

6. note the Budget planning timetable (paragraph 3.3).

1.2. The minute extract from the Cabinet meeting is as follows:

15 Strategic & Financial Planning – Budget 2020-21

- 15.1 Cabinet received the report by the Executive Director of Finance & Commercial Services providing an overview of the saving proposals which had been identified as part of the process to address the Council's overall gap position as forecast in the Medium Term Financial Strategy agreed by Full Council in February 2019. It summarised the proposed approach to public consultation on the 2020-21 Budget and the next steps in the process leading to budget setting in January and February 2020.
- 15.2 The Chairman highlighted that this report provided an outline of the proposed budget process, the proposed savings and also the impact of the recent spending review.
- 15.3 The Cabinet Member for Finance introduced the report and moved the recommendations. The Cabinet Member highlighted the Chancellor's spending review announcement and what that meant for Norfolk and how it might help to solve the current budget problem.
- 15.4 The Chairman welcomed the additional money from Government in the spending review but said that the additional resources were expected to be substantially absorbed by ongoing demand and demographic pressures and without addressing the emerging 2020-21 budget pressures. He added that in the context of the points already raised with government, it was consistency and certainty of future funding arrangements which was needed to avoid raising council tax to support funding which should come from central government.
- 15.5 The Cabinet Member for Adult Social Care, Public Health and Prevention said that people living longer was good news which should be celebrated although, whilst he fully supported the proposals to Promote Independence, it created an £8m budget pressure.

The Cabinet Member also referred to the care market which was a large part of the Adult Social Care budget spend and the expected care price inflation which was expected to be around £7m. He added that this was not about private providers making excessive profits, it was about maintaining the standards of services offered.

The Cabinet Member continued that the national living wage increase of a further £8m, which although a good thing as the care market had been difficult to recruit to as it was not the best paid sector, the living wage increase created another pressure.

The Cabinet Member said he would like to thank the Government for the additional funding, which the Leader, Deputy Leader and himself had lobbied hard for.

The Cabinet Member said he was pleased the Public Health grant had increased in line with inflation, underlining that the government recognised the case that prevention was key and that the focus of Public Health was on prevention.

The Cabinet Member said that he fully supported the proposal for a 2% increase in the Adult Social Care precept which would help maintain services and that the Government was expecting councils to increase council tax accordingly.

The Cabinet Member stated that he fully endorsed the proposals and was proud of the budget proposals which were positive steps in delivering the savings necessary to support Adult Social Care in the future. He thanked Officers for the work they had done.

- 15.6 The Cabinet Member for Innovation, Transformation & Performance referred to the business transformation programme which came from the Medium Term Financial Strategy and was looking to save £7.7m during four years of the strategy, adding that transformation was not about cuts, it was also about looking at ways of working and how they could be improved through technology to drive transformation.
- 15.7 The Cabinet Member for Children's Services endorsed the comments which had already been made. Children's Services had identified that an Invest to Save approach was required, investing in social workers to approach some of the issues at an early stage, with early intervention by working with families to keep them together. Although the number of looked after children was high, with more work with families at an early stage the numbers could reduce.
- 15.8 The Chairman highlighted the 3 objectives of the proposals:-
- To maintain a budget for the whole of the county and all services.
 - To achieve a Balanced budget.
 - That the Section 151 Officer needed to ensure the budget fulfilled its requirements.

15.9 **Decision**

Cabinet considered the report and **RESOLVED** to

1. **Note** how the development of the Medium Term Financial Strategy is informed by the Council's vision and strategy.
2. **Note** the latest assumptions about funding following the 2019 Spending Round announcements, the emerging pressures and the council tax

assumptions which will collectively inform Council's Budget planning for 2020-21.

3. **Agree** the proposed savings (section 2) to be taken forward in budget planning for 2020-21, subject to final decisions about the overall Budget in January and February 2020, noting the level of savings already included from the 2019-20 budget process.
4. **Agree** that public consultation be undertaken on the 2020-21 Budget and savings proposals, and the level of council tax and Adult Social Care precept for 2020-21 as set out in paragraph 2.13 of the report.
5. **Note** the responsibilities of the Executive Director of Finance and Commercial Services under section 114 of the Local Government Act 1988 and section 25 of the Local Government Act 2003 to comment on the robustness of budget estimates as set out in paragraph 4.2, and
6. **Note** the budget planning timetable (paragraph 3.3).

15.10 **Alternative Options**

Refer to paragraph 5 of the report.

15.11 **Reason for Decision**

Refer to paragraph 4 of the report.

2. Call in

- 2.1. Notification was received on 14 October 2019 that Cllr Steve Morphew, with the support of the Members set out in the attached appendix, wishes to call in the decision of the Cabinet relating to Item 15 - Strategic & Financial Planning – Budget 2020-21. The reasons for call in are attached at Appendix A. The Head of Law and Monitoring Officer has confirmed that it is valid under the requirements of the Constitution.
- 2.2. The final list of witnesses to be invited to attend will be agreed by the Chair and those calling in this decision.

3. Background Papers

- 3.1. [Cabinet 7 October 2019 – Item 15 – Strategic and Financial Planning Budget 2020-21](#)

[Cabinet minutes from meeting held on 7 October 2019](#)

Officer Contact

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

Officer name: Chris Walton

Tel No.: 01603 222620

Email address: chris.walton@norfolk.gov.uk



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Call in Request Form

This form is to be completed and signed by any Member of the Council, with the support of at least 3 other Members and must be returned to Democratic Services at committees@norfolk.gov.uk within 5 working days of the Cabinet decisions being published or, if the decision has been taken by an individual member or Chief Officer, within five working days of the decision being published under the Access to Information Procedure Rules in Appendix 13 of the Constitution. Where education matters are involved, the Parent Governor and Church representatives together count as one Member.

Please telephone the Head of Democratic Services on 01603 222620 or Democratic Support and Scrutiny Manager on 01603 228913 to make them aware that the call-in form is on its way. You will receive a confirmation email once it has been received.

A Call-In request will only be valid if it has been received in person by the above people within the 5 working day deadline which will be specified in the decision letter. The form may be emailed or hand delivered.

Please note that the call-in procedure does not apply to urgent decisions.

Decision Title and minute number
Strategic and Financial Planning – Budget 2020-21

Decision taken by (i.e. Cabinet, Cabinet Member, Chief Officer)
Cabinet

Date of Decision
07 October 2019

	Reasons for call in	Highlight which of the following apply and explain why you consider the process/principle has not been followed by the decision maker (as appropriate)
1.	The decision is not in accordance with the budget and policy framework	
2.	The decision is a key decision and it has not been taken in accordance with the Constitution.	
3.	There is evidence that the principles of decision-making (as set out in Article 12 of the Constitution) have not been complied with. These principles are:	

	a) Actions agreed will be in proportion with what the Council wants to achieve.	
	b) Appropriate consultation will have been carried out and decisions will take account of its results and any professional advice given by Officers.	We believe the consultation that is consequent on this decision will not contain enough information for the public to make an informed response. Cabinet sets out objectives and allocates a proposed budget but there is no evidence that will enable the public or councillors to comment on the rationale or actions that links the two as there is none in the report considered by cabinet
	c) Decisions will reflect the spirit and requirements of Equalities and Human Rights legislation.	In the absence of details of how the budget decisions will be implemented there is no Equality Impact Assessment. There is not enough detail in the report to provide those likely to be affected by measures to implement the budget to be able to respond to the consultation.
	d) The presumption that information on all decisions made by the Council, the Executive and Committees should be public with only those issues that need to be exempt by virtue of the Access to Information Rules will be taken in private.	Measures are being worked up to deliver the budget. The nature of them are not being made available to councillors or the public. Not informing the public of those proposals when they are being expected to respond to a consultation fails to meet the Access to Information Rules as there is no justification for this information to be kept confidential, or we have not been told what any grounds for confidentiality.
	e) Decisions will be clear about what they aim to achieve and the results that can be expected.	<p>The decision only sets out the financial implications, not what the consequences will be to services affected by budget decisions. The absence of information regarding who will be affected and how fails to meet the requirement to be clear about what the results are that can be expected.</p> <p>The "Gunning principles" re-affirmed in the case of <i>Draper v Lincolnshire CC</i> are:</p> <ul style="list-style-type: none"> • Consultation should occur when proposals are at a formative stage; • Consultations should give sufficient reasons for any proposal to permit intelligent consideration; • Consultations should allow adequate time for consideration and response; <p>In <i>Moseley v Haringey</i>, the Supreme Court also endorsed the Gunning principles and added two further general principles:</p> <ul style="list-style-type: none"> • The degree of specificity regarding the consultation should be influenced by those who are being consulted; • The demands of fairness are likely to be higher when the consultation relates to a decision which is likely to deprive someone of an existing benefit.

Detailed reasons for call in or any additional information in support of the call in that you wish to submit

See above

Please use the space below to add any further comments. You may wish to consider:

- The outcome you would like to see as a result of this decision being called in
- Any further information that the Scrutiny Committee might wish to consider when assessing this call in.*
- Any Cabinet Members/Officers you would like to attend the meeting.*

* Please note this will be at the Chair of Scrutiny Committee's discretion

We would like the Scrutiny Committee to

1. seek additional information on what measures are proposed by cabinet to achieve the budget proposals
2. recommend to cabinet additional information that should be put into the public domain as part of the consultation in order that the public and councillors can make informed responses.

Currently the report deals in high level intention with little specific information to evidence on the effect on services will be.

We would like cabinet members and officers with knowledge of measures being developed to implement the budget proposals to give evidence so that Scrutiny Committee can make recommendations on what should be included as part of the consultation.

Although it is not a constitutional requirement you are advised to speak to the Chair of Scrutiny Committee before submitting your call in. If you wish to record any comments from the Chair please insert them below

Call in signatories include Chair of Scrutiny

Name (please print)	Signature	Date
Steve Morphew	Steve Morphew	14/10/2019

In accordance with the Constitution you must sign this form and obtain the signatures of at least three other Members of the Council:

Name (please print)	Signature	Date
Ed Maxfield	Ed Maxfield	14/10/2019
Emma Corlett	Emma Corlett	14/10/2019
Steff Aquarone	Steff Aquarone	14/10/2019
Mike Smith Clare	Mike Smith Clare	14/10/2019
Eric Seward	Eric Seward	14/10/2019
Kim Clipsham	Kim Clipsham	14/10/2019
Brian Watkins	Brian Watkins	14/10/2019
Tim Adams	Tim Adams	14/10/2019
Terry Jermy	Terry Jermy	14/10/2019

Jess Barnard	Jess Barnard	14/10/2019
Danny Douglas	Danny Douglas	14/10/2019
Chrissie Rumsby	Chrissie Rumsby	14/10/2019
Brenda Jones	Brenda Jones	14/10/2019
Chris Jones	Chris Jones	14/10/2019
Sandra Squire	Sandra Squire	14/10/2019
Julie Brociek-Coulton	Julie Brociek-Coulton	14/10/2019
Mike Sands	Mike Sands	14/10/2019
Coleen Walker	Colleen Walker	14/10/2019

I have considered the above call in and confirm that it is valid under the requirements of the Constitution.

Signed by the Chief Legal and Monitoring Officer Helen Edwards, 14 October 2019

Please return to Democratic Services at committees@norfolk.gov.uk

Scrutiny Committee

Decision making report title:	Call in: Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan
Date of meeting:	22 October 2019
Responsible Cabinet Member:	Cllr Margaret Dewsbury (Cabinet Member for Communities and Partnerships)
Responsible Director:	Tom McCabe, Executive Director of Community and Environmental Services
Introduction This report relates to the call-in of item 7 of the Cabinet papers of 7 th October 2019 entitled, ‘Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan 2020-23.	

1. Background and Purpose

1.1. At the meeting on 7th October 2019 Cabinet considered a report entitled **‘Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan 2020-23¹** which recommended that they:

- **Agree to proceed to public consultation on the draft Integrated Risk Management Plan 2020-23, set out at Appendix B.**

1.2. The minute extract from the Cabinet meeting is as follows:

7 Norfolk Fire & Rescue Integrated Risk Management Plan 2020-2023

7.1 Cabinet received the report by the Executive Director of Community & Environmental Services setting out the draft Integrated Risk Management Plan 2020-23.

7.2 In introducing the report, the Cabinet Member for Communities & Partnerships highlighted that, as the Norfolk Fire & Rescue Authority, Norfolk County Council had a statutory duty to develop an Integrated Risk Management Plan (IRMP) for at least the next three years. She added that, as the current plan ended in March 2020, the drafting of the new draft IRMP had started at the Communities Committee meeting in October 2018.

¹ [Cabinet 7 October 2019 – Item 17 – Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan 2020-23](#)

The Cabinet Member highlighted the main aims of the plan and also that the IRMP addressed the key risks facing Norfolk communities by setting out the community safety and operational response strategies that would be used to reduce commercial, economic and social impact of fires and other emergencies to mitigate the risks to the community and to try to reduce risks and demands on the service.

The Cabinet Member also highlighted the five areas of development which had been identified, adding that it was proposed to hold a public consultation so that local people could give their views on the following proposals:

- Proposal 1 – to strengthen community fire protection services and create additional capacity within protection services.
- Proposal 2 – to develop a new concept of operations – carry out a review of technology, vehicles, equipment, data and systems of work.
- Proposal 3 – explore the potential to undertake co-responding, eg medical co-responding to cardiac arrests.
- Proposal 4 – Maintain Norfolk's specialist water rescue capability. The service had responded to approximately 350 call-outs about flooding over the recent torrential rain experienced in Norfolk
- Proposal 5 – Change the way performance was measured for Norfolk Fire and Rescue Emergency response standards by adopting the new set of national standards when they were introduced.

The Cabinet Member highlighted that the report had identified 44% of dwelling fires last year did not have a working smoke detector on the premises and said there was a need for a media campaign to educate people about fire protection and also to encourage the wider use of smoke detectors. For this reason, a request was being made for additional funding for fire safety inspectors who would work with businesses to help protect them; funding to provide and fit smoke detectors for vulnerable people to help Norfolk's ageing population. There was also a need to recruit and retain more fire-fighters as Norfolk Fire & Rescue Service had an ageing full-time workforce nearing retirement which would incur additional costs to ensure new fire fighters were fully trained before others could retire. She also highlighted the wish to retain the specialist water rescue capability, which no longer received government funding and requested Cabinet's support in continuing this service.

- 7.3 The Police & Crime Commissioner for Norfolk, Lorne Green, commended the Norfolk Fire & Rescue Service for its outstanding work during the recent flooding caused by torrential rain. He also welcomed the co-location of the NFRS HQ into the Police Headquarters.

As the Police & Crime Commissioner wished to raise several questions, the Chairman invited him to put his questions, which would be answered. The following questions were noted:

- The report stated that NFRS had now co-located the control room and the PCC asked what the main benefits of co-location of the control room with the police were and what this meant in practice.
- As NFRS was leading the way on how it collaborated, which was very positive, how much money had been saved so far.
- Through the MOU and Collaboration Agreement signed in January 2019, what could the County Council expect to see in terms of new and emerging projects moving forward.
- The PCC said he was delighted that public consultations would be held in October/November which would allow communities an opportunity to comment on the proposals. He asked if there was a schedule available of when public meetings would take place across the county to give communities a chance to raise questions, concerns and make observations.
- The PCC asked the Chief Fire Officer to comment on whether he had received assurances from the County Council that the budget cuts of the past were no longer being considered and that Norfolk Fire & Rescue Service could now expect budgetary growth year on year.

7.4 In response to the questions raised in paragraph 7.3 above, the Cabinet Member for Communities & Partnership provided the following responses:

- Staff working at the co-location sites were best placed to say how the co-location was working.
- With regard to savings, the Cabinet Member said she understood that between the Fire and Police services approximately £490,000 had been saved to date, although she did not have a breakdown of the split between the Fire Service and the Police.
- Joint funding of some services and working together on community safety and activities to train staff would be undertaken in the future.
- No dates had yet been arranged to hold public consultation meetings, but as the IRMP would be going out to public consultation, these would be arranged.

7.5 The Chief Fire Officer advised that the benefits of working more closely with the Police was recognised as good practice in national doctrine. Results had shown that the co-location was demonstrating that operators talking directly to each other about how to respond to emergencies was beneficial.

- 7.6 The Cabinet Member for Communities and Partnerships highlighted that the report was being presented for Cabinet to agree to go to public consultation to ascertain what members of the public thought about the proposals and if they had ideas or suggestions on topics that may have been missed.
- 7.7 In response to the question from the PCC, the Chief Fire Officer confirmed that, while he had been in post, there had been no budget reduction to the service and that significant inward investment with the improvement plan recently established was the continued expected direction of travel.
- 7.8 The Chairman endorsed the comments made about the work of the Norfolk Fire & Rescue Service over the recent period of bad weather in managing its response in a difficult situation.
- 7.9 The Cabinet Member for Highways, Infrastructure & Transport wished to place on record his thanks to the Highways Teams who had coped well to keep roads open and traffic moving during the recent flooding caused by torrential rain.
- 7.10 The Cabinet Member for Children's Services endorsed the suggestion to retain the water rescue service.
- 7.11 The Cabinet Member for Growing the Economy agreed that it was important to recognise that the Government had withdrawn its funding for the water rescue service and that Norfolk County Council was proposing to fund that service.
- 7.12 **Decision**
- Cabinet **RESOLVED** to:
- **Agree** to proceed to public consultation on the draft Integrated Risk Management Plan 2020-23, as set out at Appendix B of the report.
- 7.13 **Alternative Options**
- Refer to Cabinet report.
- 7.14 **Reasons for Decision**
- Norfolk County Council, as the Fire and Rescue Authority for Norfolk, had a statutory duty to develop an IRMP covering at least three years. The current IRMP sets out the service strategy for the period 2016-2020. Therefore, there was a need to develop a new plan for 2020 onwards.

2. Call in

- 2.1. Notification was received on 14 October 2019 that Emma Corlett, supported by Chrissie Rumsby, Mike Smith-Claire and Brenda Jones, wishes to call in the decision of the Cabinet relating to item 7 Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan 2020-23. The reasons for call in are attached at Appendix A.

The Head of Law and Monitoring Officer has confirmed that it is valid under the requirements of the Constitution.

- 2.2. The final list of witnesses to be invited to attend will be agreed by the Chair and those calling in this decision.

3. Background Papers

- 3.1. [Cabinet 7 October 2019 – Item 7 – Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan 2020-23](#)

[Cabinet minutes from meeting held on 7 October 2019](#)

Officer Contact

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

Officer name: Chris Walton

Tel No.: 01603 222620

Email address: chris.walton@norfolk.gov.uk



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Please telephone the Head of Democratic Services on 01603 222620 or Democratic Support and Scrutiny Manager on 01603 228913 to make them aware that the call-in form is on its way. You will receive a confirmation email once it has been received.

A Call-In request will only be valid if it has been received in person by the above people within the 5 working day deadline which will be specified in the decision letter. The form may be emailed or hand delivered.

Please note that the call-in procedure does not apply to urgent decisions.

Decision Title and minute number
Agenda Item 7 – Norfolk Fire and Rescue Service Draft Integrated Risk Management Plan (IRMP) 2020-2023 (minute 7.12)

Decision taken by Cabinet
To proceed to public consultation on the draft IRMP 2020 - 2023

Date of Decision
7 October 2019

	Reasons for call in	Highlight which of the following apply and explain why you consider the process/principle has not been followed by the decision maker (as appropriate)
1.	The decision is not in accordance with the budget and policy framework	

2.	The decision is a key decision and it has not been taken in accordance with the Constitution.	
3.	There is evidence that the principles of decision-making (as set out in Article 12 of the Constitution) have not been complied with. These principles are:	
	a) Actions agreed will be in proportion with what the Council wants to achieve.	
	b) Appropriate consultation will have been carried out and decisions will take account of its results and any professional advice given by Officers.	
	c) Decisions will reflect the spirit and requirements of Equalities and Human Rights legislation.	
	d) The presumption that information on all decisions made by the Council, the Executive and Committees should be public with only those issues that need to be exempt by virtue of the Access to Information Rules will be taken in private.	
	e) Decisions will be clear about what they aim to achieve and the results that can be expected.	This draft IRMP is lacking in sufficient detail for the public to genuinely know what they are consulting on, therefore the consultation as it stands cannot be meaningful. Guidance states that consultations should be informative and give enough information to ensure that those consulted understand the issues and can give informed responses.

Detailed reasons for call in or any additional information in support of the call in that you wish to submit

This document is not clear on what potential changes in response times would mean for rural areas. The statements are so broad as would be difficult for any member of the public to disagree with, such as “review our concept of operations” and “speak to other fire services to explore how they deal with incidents”. Proposal 5 outlines adopting national

standards but this is not sufficiently clearly spelled out what this would mean for rural and urban residents. It is not specific or measurable.

There is such a lack of detail that this consultation is not clear about what they want to achieve, unless what they want to achieve is the ability to implement future significant and specific changes without the need for further consultation.

The plan should outline all foreseeable fire and rescue related risks, HOW the service will allocate resources across prevention, protection and response, detail resource allocation for mitigating risks and the management and risk strategy for ensuring that fire safety regulation will be met. The consultation document falls short on those issues.

The consultation document as agreed at cabinet would not enable an open, honest, transparent and meaningful consultation with Norfolk's residents as they would not be able to make sufficiently well informed decisions based on the information provided.

Please use the space below to add any further comments. You may wish to consider:

- **The outcome you would like to see as a result of this decision being called in**
- **Any further information that the Scrutiny Committee might wish to consider when assessing this call in.***
- **Any Cabinet Members/Officers you would like to attend the meeting.***

* Please note this will be at the Chair of Scrutiny Committee's discretion

We would like the cabinet member for fire and rescue to attend cabinet
If further evidence is able to be taken we would like to hear a view from staff representative bodies as well as chief fire officer
We would like cabinet to reconsider the lack of content in this document and make the relevant changes needed in order that a meaningful consultation with the public can take place.

Although it is not a constitutional requirement you are advised to speak to the Chair of Scrutiny Committee before submitting your call in. If you wish to record any comments from the Chair please insert them below

Have spoken with the Chair of scrutiny who is aware of this call-in and our concerns.

Name (please print)	Signature	Date
Emma Corlett		14.10.2019.

In accordance with the Constitution you must sign this form and obtain the signatures of at least

three other Members of the Council:

Name (please print)	Signature	Date
Chrissie Rumsby		
Brenda Jones		
Mike Smith-Clare		

I have considered the above call in and confirm that it is valid under the requirements of the Constitution.

Signed by the Chief Legal and Monitoring Officer Helen Edwards Date 14th October 2019

Please return to Democratic Services at committees@norfolk.gov.uk

Report to Scrutiny Committee

Report title:	Forward Work Plan
Date of meeting:	22 October 2019
Responsible Cabinet Member:	N/A
Responsible Director:	Executive Director of Strategy and Governance
Is this a key decision?	N/A
Actions required The Scrutiny Committee is asked to consider and agree the draft forward work plan and any future items for scrutiny.	

1. Background and Purpose

- 1.1. At the last Scrutiny Committee meeting on 17 September 2019 Members considered a forward plan of scrutiny work. The proposed issues for future scrutiny have subsequently been considered by the Chair and Vice Chair of the Committee and a suggested way forward has been agreed for each topic, as outlined in the draft work plan at Appendix A.

2. Proposals

- 2.1. It is suggested that the Committee considers the draft forward work plan and agrees any future possible items for scrutiny. When considering items for scrutiny the Committee could consider:

- What the benefits are that scrutiny could bring to this issue?
- How the committee can best carry out work on this subject?
- What the best outcomes of this work would be?
- How this work could engage with the activity of the Cabinet and other decision makers, including partners?

Scrutiny should ideally also:

- Have a clear process and methodology
- Be aligned to Council priorities
- Reflect the priorities of the community
- Be Member led

- 2.2. The Committee may also wish to consider the Cabinet Forward Plan of key decisions and work plan in order that it can schedule any pre-scrutiny it wishes to undertake in advance of a Cabinet decision. A copy of the Cabinet Forward Plan is attached [here](#).
- 2.3. The current Select Committee forward work programmes are available at the following links to ensure any suggested areas for scrutiny are considered by the

most appropriate body and to avoid duplication of topics.

- [Corporate Select Committee](#)
- [Infrastructure and Development Select Committee](#)
- [People and Communities Select Committee](#)

- 2.4. The Committee currently have an item on the forward work programme looking at the 'cumulative impact of cutting services for families with disabilities. The Chair and Vice Chair have agreed that considering the complex nature of this topic that it would be best considered in a task and finish working group. It is suggested that the Committee agree the size and political balance of the group and ask the Task and Finish Group to develop terms of reference for final agreement by the Chair and Vice Chair.

3. Resource Implications

3.1. **Staff:**

Support for the Council's scrutiny function is provided by the Head of Democratic Services and the Democratic Support and Scrutiny Manager as part of their wider roles. There is no dedicated additional support for task and finish groups.

3.2. **Property:**

None

3.3. **IT:**

None

4. Other Implications

4.1. **Legal Implications:**

In considering their forward work plan the Scrutiny Committee should have regard to the Government's Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities. A copy can be found [here](#).

4.2. **Human Rights implications**

None

4.3. **Equality Impact Assessment (EqIA) (this must be included)**

None

4.4. **Health and Safety implications (where appropriate)**

None

4.5. **Sustainability implications (where appropriate)**

None

4.6. **Any other implications**

None

5. Risk Implications/Assessment

5.1. None

6. Select Committee comments

- 6.1. The Scrutiny Committee should take into consideration any comments raised by the Select Committees regarding their own forward work plans to avoid duplication.

7. Recommendation

7.1. The Scrutiny Committee is asked to:

- consider and agree the draft forward work plan and any future possible items for scrutiny.

- Agree to establish a task and finish group to scrutinise the ‘cumulative impact of cutting services for families with disabilities’. The task and finish group is asked to develop terms of reference for this scrutiny for final agreement by the Chair and Vice Chair.

8. Background Papers

- 8.1. [Ministry of Housing, Communities and Local Government- Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities](#)

[Norfolk County Council's Constitutions – Appendix 10: Overview and Scrutiny Procedure Rules](#)

Officer Contact

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

Officer name: Karen Haywood

Tel No: 01603 228913

Email address: Karen.haywood@norfolk.gov.uk



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Scrutiny Committee Forward Work Plan

Date of meeting	Scrutiny Topic	Areas for focus	Cabinet member	Executive Director
22 October 2019	Strategic and Financial Planning – Budget 2020-21		Andrew Jamieson	Simon George
19 November 2019	Major Infrastructure Projects	<ul style="list-style-type: none"> Review of the NDR process and the lessons learned and whether these are being applied to future projects in terms of process, planning and funding. Third River Crossing. 	Martin Wilby	Tom McCabe
	Norwich Opportunity Area	To provide an update on the role, priorities and achievements of the Norwich Opportunity Area	John Fisher	Sara Tough
17 December 2019	Peer Review	To review the outcomes of the Peer Review	Andrew Proctor	Fiona McDiarmid
	Local Enterprise Partnership		Graham Plant	
	Norfolk and Suffolk Local Industrial Strategy		Graham Plant	
28 January 2020	IRMP		Margaret Dewsbury	
	Strategic and Financial Planning		Andrew Jamieson	
18 February 2020				
17 March 2020	Changes to the Child and Family Support Service	Six-month review of changes	John Fisher	Sara Tough
	Regional Schools Commissioner	To understand the role of the Regional Schools		

		Commissioner and how this links with that of our Children's Services department regarding exclusions from schools and SEND provision. The RSC, Sue Baldwin, will be attending this meeting.		
21 April 2020				

Update on further items following consideration by the Chair and Vice Chair of Scrutiny Committee:

Following the last meeting the Chair and Vice Chair have met to consider allocation of the issues raised on the forward work programme. An update on these issues is provided below:

- **Ofsted and Children's Services Performance indicators**

The Chair and Vice Chair will be meeting with the Executive Director of Children's Services on 16 October 2019 to discuss areas for scrutiny that the Committee may wish to add to the forward work programme. An update on the outcomes from this will be provided in the meeting.

- **Revenue Generation**

Particularly the wider implications of revenue generation, e.g. property portfolio and maximising the bottom line, as well as the social impact on users and buildings as well as on the property portfolio.

This issue was initially raised with Cabinet member Greg Peck at the 17 September meeting and it was agreed that it be kept on the work programme for consideration in 2020.