

Council

Date: **Monday 13 April 2015**

Time: **10.00 a.m**

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

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

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Prayers

To Call the Roll

AGENDA

1. Minutes

To confirm the minutes of the meeting of the Council
held on 16 February 2015

Page 5

2. To receive any announcements from the Chairman

3. Members to declare any interests

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

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

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

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

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

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

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

4. **Questions to Leader of the Council**

5. **Recommendations from Service Committees**

- | | |
|--|---------|
| • Policy & Resources – 23 March 2015 | Page 15 |
| • Adult Social Care – 9 March 2015 | Page 17 |
| • Communities – 11 March 2015 | Page 19 |
| • Environment, Development & Transport – 16 January 2015 | Page 21 |

Reports from Committees

6.

(i) Service Committees (Questions to Chairs)

- | | |
|---|---------|
| • Policy & Resources – 26 January & 23 March 2015 | Page 22 |
| • Adult Social Care – 12 January & 9 March 2015 | Page 28 |
| • Children's Services – 13 January, 10 & 17 March 2015 | Page 34 |
| • Communities – 14 January & 11 March 2015 | Page 45 |
| • EDT – 16 January & 13 March 2015 | Page 49 |
| • Economic Development Sub-Committee – 19 January & 19 March 2015 | Page 57 |

| | | |
|------|--|----------|
| (ii) | <u>Other Committees</u> | |
| | Personnel Committee | |
| | - 2 March 2015 | Page 61 |
| | Audit Committee | |
| | - 29 January 2015 | Page 68 |
| | Health Overview and Scrutiny Committee | |
| | - 15 January 2015 | Page 80 |
| | - 26 February 2015 | Page 82 |
| | Health and Wellbeing Board | |
| | - 4 February 2015 | Page 84 |
| | Planning (Regulatory) Committee | |
| | - 9 January 2015 | Page 87 |
| | - 20 February 2015 | Page 89 |
| | - 27 March 2015 | Page 92 |
| | Joint Museums Committee | |
| | - 8 January 2015 | Page 94 |
| | Records Committee | |
| | - 8 January 2015 | Page 97 |
| | Norwich Highways Agency Joint Committee | |
| | - 27 November 2014 | Page 98 |
| | - 22 January 2015 | Page 105 |
| 7. | New regulatory requirement to establish a Local Pension Board for the Norfolk Pension Fund under the Public Service Pensions Act 2013 | Page 108 |
| | Report by Interim Executive Director of Finance and the Head of the Norfolk Pension Fund | |
| 8. | Appointments to Committees, Sub-Committees and Joint Committees (Standard Item) | |
| (i) | <u>Appointment to Bus Lane Adjudication Service Joint Committee</u> | Page 122 |
| | Report by Executive Director of Community and Environmental Services | |
| (ii) | <u>To note any appointments made under delegated Powers:</u> | Page 129 |

- (iii) To consider any proposals from Group Leaders for changes to committee places.

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

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

Date Agenda Published: 1 April 2015

For further details and general enquiries about this Agenda please contact the Assistant Head of Democratic Services:

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Norfolk County Council

Minutes of the Meeting Held on 16 February 2015

| | | |
|-----------------|-----------------------------------|----------------------------|
| Present: | | |
| | Mr A ADAMS | Mr C JORDAN |
| | Mr S AGNEW | Mr J JOYCE |
| | Mr S ASKEW | Ms A KEMP |
| | Mr M BAKER | Mr M KIDDLE-MORRIS |
| | Mr R BEARMAN | Mr J LAW |
| | Mr R BIRD | Mrs J LEGGETT |
| | Mr B BORRETT | Mr B LONG |
| | Dr A BOSWELL | Mr I MACKIE |
| | Mr B BREMNER | Mr I MONSON |
| | Mrs J BROCIEK-COULTON | Mr J MOONEY |
| | Mr A BYRNE | Ms E MORGAN |
| | Mr M CARTTISS | Mr S MORPHEW |
| | Mr M CASTLE | Mr G NOBBS |
| | Mrs J CHAMBERLIN | Mr W NORTHAM |
| | Mr J CHILDS | Mr R PARKINSON-HARE |
| | Mr S CLANCY | Mr J PERKINS |
| | Mr T COKE | Mr A PROCTOR |
| | Mr D COLLIS | Mr D RAMSBOTHAM |
| | Ms E CORLETT | Mr W RICHMOND |
| | Mrs H COX | Mr D ROPER |
| | Mr D CRAWFORD | Mr M SANDS |
| | Mr A DEARNLEY | Mr E SEWARD |
| | Mrs M DEWSBURY | Mr N SHAW |
| | Mr N DIXON | Mr R SMITH |
| | Mr J DOBSON | Mr P SMYTH |
| | Mr T EAST | Mr B SPRATT |
| | Mr T FITZPATRICK | Mr M STOREY |
| | Mr C FOULGER | Dr M STRONG |
| | Mr T GARROD | Mrs A THOMAS |
| | Ms D GIHAWI | Mr D THOMAS |
| | Mr P GILMOUR | Mr J TIMEWELL |
| | Mr A GREY | Miss J VIRGO |
| | Mr P HACON | Mrs C WALKER |
| | Mr B HANNAH (In the Chair) | Mr J WARD |
| | Mr D HARRISON | Mr B WATKINS |
| | Mr S HEBBORN | Ms S WHITAKER |
| | Mr M Chenery of HORSBRUGH | Mr A WHITE |
| | Mr H HUMPHREY | Mr M WILBY |
| | Mr B ILES | Mrs M WILKINSON |
| | Mr T JERMY | |

Present: 79

Apologies for Absence:

Apologies for absence were received from Mr C Aldred, Mr A Gunson, Mrs S Gurney, Mr M Smith and Mrs M Somerville.

1 Minutes of the Previous Meeting

- 1.1 The minutes of the Council meeting held on 15 December 2014 were confirmed as a correct record and signed by the Chairman, subject to the following amendment:
- Paragraph 3.1. Delete reference to Mr D Harrison from the declarations of interest relating to credit unions.
- 1.2 Mr R Smith had not received the written response to his question about how the Council managed to find the cash resources to make the large compensation payments to Cory Wheelabrator, as set out in paragraph 6.1.1. The Leader would ensure that a reply is sent to Mr Smith.

2 Chairman's Announcements

- 2.1 The Chairman announced the sad passing of The Reverend Jonathan Peel, a former Councillor. Reverend Peel had been a Conservative County Councillor, elected in 1973, subsequently becoming Chairman of Planning and Transportation and the Police Committee and he had been the first Chairman of the Broads Authority. He had also held, amongst others, the positions of Deputy Lieutenant, Vice-Lord Lieutenant and High Sheriff. Members stood in silence in memory of Reverend Peel.
- 2.2 The Chairman said he would be sleeping rough in Norwich on 7 March to raise awareness and funds for homeless people in Norfolk. He asked Members to support him by pledging sponsorship and said he had nearly achieved his target of £700 which would support the work of YMCA Norfolk which provided accommodation and support for young people across the county and helped vulnerable young people to independent living.

3 Declarations of Interest

- 3.1 Mrs A Thomas declared an Other Interest as she had recently become a Trustee of Border Hopper, a community run bus service.
- 3.2 Ms A Kemp declared an Other Interest, as one of her family members resided in a Norfolk Care Home.
- 3.3 Mr P Hacon declared an Other Interest as he had two family members working in the Fire Service.
- 3.4 Mr T FitzPatrick declared an Other Interest as a Director of NEWS Ltd.
- 3.5 Mr T Garrod declared an Other Interest as a Trustee of The Garage Trust and as a Trustee of SeaChange Arts

4 Norfolk County Council Revenue and Capital Budget 2015-18.

- 4.1 The report setting out the budget proposals was received.
- 4.2 The Leader of the Council, Mr G Nobbs, moved the budget recommendations as set out in the report. The Leader also referred to Recommendation 3 regarding the £227k additional funding, which had not yet been allocated to any service. He said that in moving the recommendations, after officer advice, he gave his word that if Council voted to support the budget, he would allocate this money to the Adult Social Services budget so it could be used where it was most needed. Specifically, £100k would be allocated so the proposed reductions in Adult Services transport costs could be taken off the table and the remainder would be placed in Adult Social Services reserves.
- 4.3 The Deputy Leader of the Council, Mr D Harrison, seconded the proposals.
- 4.4 The Leader of the Conservative Group, Mr T FitzPatrick, proposed an amendment to the Budget proposals as shown in Appendix A.
- 4.5 Mr A Proctor seconded the amendment.
- 4.6 Following debate, the amendment from Mr FitzPatrick was put to the vote; with a recorded vote (Appendix B) there were 35 votes in favour, 42 votes against and 0 abstentions and the motion was **LOST**.
- 4.7 The Leader of the Green Group, Mr R Bearman, proposed an amendment to the Budget proposals as shown in Appendix C.
- 4.8 Mr A Dearnley seconded the amendment.
- 4.9 Following discussion, the amendment from Mr Bearman was put to the vote; with a recorded vote (Appendix D) there were 5 votes in favour, 53 votes against and 21 abstentions and the motion was **LOST**.

The meeting adjourned at 1.05pm and reconvened at 1.45pm.

- 4.10 The substantive motion was then debated and, following a summing up by the Leader of the Council, the matter was put to a recorded vote (Appendix E). With 36 votes in favour, 40 votes against and 1 abstention, the motion was **LOST**.

The meeting adjourned at 3.20pm and reconvened at 4.15pm.

- 4.11 The Leader of the Conservative Group, Mr T Fitzpatrick, proposed the following amendment to the budget proposals for 2015/16:
- A fourth corporate priority be adopted by Council as follows: “To work to improve and safeguard the quality of life for all the people of Norfolk and particularly Norfolk’s most vulnerable people”.
 - That the £500k efficiency savings money should be put back into Adult Social Care
 - An undertaking that the reduced opening hours of recycling centres be referred

back to EDT Committee to be re-examined, together with the charging scheme that was proposed.

- 4.12 Mr A Proctor seconded the amendment.
- 4.13 The Leader of the Council confirmed that he accepted the amendment.
- 4.14 Upon being put to a recorded vote (Appendix F), with 36 votes in favour, 5 votes against and 37 abstentions the substantive motion as amended was **CARRIED** and was **RESOLVED** accordingly.

The meeting concluded at 4.20pm

Chairman



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Conservative Budget Amendment – 16th February 2015Additional Savings (Revenue):

| | 2015/16 (£m) | 2016/17 (£m) | 2017/18 (£m) |
|--|--------------|--------------|--------------|
| Improved Performance Management | 0.500 | 0.000 | 0.000 |
| Improved Digitalisation Rationalising Property Improved Ways of Working Better Procurement Cultural Change Reduced Waste Co-location / One Public Estate Improved Working with Partners | 0.000 | 10.000 | 20.000 |

Additional Spend (Revenue):

| | 2015/16 (£m) | 2016/17 (£m) | 2017/18 (£m) |
|-------------------------------------|--------------|--------------|--------------|
| Adult Social Care: Invest to Save | 0.500 | 5.000 | 0.000 |
| Adult Social Care: Purchase of Care | 0.000 | 0.000 | 5.000 |
| Corporate Invest to Save | 0.000 | 5.000 | 15.000 |

RECORDED VOTE

VOTING – Paragraph Number: 4.6 – Conservative Group Amendment.

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

With 35 votes in favour, 42 votes against and 0 abstentions, the amend motion was **LOST**.

Green Amendment, County Council Budget 2015/16 – 16th February 2015

Adult Social Care Committee

1. Adult Social Care Committee (Council agenda papers page 89, Con Ref 5a saving ref 4a), transport subsidy for personal budgets.

Following our previous discussions we remain concerned about proposals to save money of the Transport costs of Adult Social Care service users by £0.1m in 2015/16 and £0.9m and £0.8m for 2016/17 and 2017/18 respectively.

Thus we wish to remove the whole of the saving for 2015/16 of £0.1m and removing the future savings for subsequent years.

2. We propose an Increase in Council tax by 1.99% resulting in gross £6.193m income.
- LESS Council Tax Freeze Grant of £3.542m, net gain of £2.651m. £0.1m to go to savings reference 4a.

The remaining sum of £2.551m to be allocated to Adult Social Care Committee (savings), (Council agenda papers page 89, Con Ref 31 saving ref 4b) - funding for well-being activities through a personal budget.

3. EDT Committee Capital budget

Under Item 8 Option 2 - ETD papers 16/1/15, (Council agenda papers page 164, Community and Environmental Services, Structural Maintenance, £30.428m), £0.25m of the additional £1.797m was re- allocated to Local Safety Schemes (LSS) to help address accident problems, taking the LSS budget to £0.5m.

We wish to propose increasing the LSS Budget by a further £0.5m to a total £1m by taking this amount from the additional £1.797m for Structural Maintenance. As this would be a re-allocation of funds this proposal would not increase pressure on the Budget.

The original DfT allocation for Structural maintenance is £28.537m. Integrated transport was £4.141m, of which £2m was transferred to Structural maintenance by EDT committee in October. Following the ETD meetings of 16 October and January 2015 additional funding of £1.797m was identified from the Structural maintenance allocation of July 2014.

RECORDED VOTE

VOTING – Paragraph Number: 4.9 – Green Group Amendment.

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

With 5 votes in favour, 53 votes against and 21 abstentions, the amendment was **LOST**.

RECORDED VOTE

VOTING – Paragraph Number: 4.10 – Substantive Motion.

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

With 36 votes in favour, 40 votes against and 1 abstention, the substantive motion was **LOST**.

RECORDED VOTE

VOTING – Paragraph Number: 4.13 – Substantive Amended Motion.

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

With 36 votes in favour, 5 votes against and 37 abstentions, the substantive amended motion was **CARRIED** and was **RESOLVED** accordingly.

Recommendation of the Policy and Resources Committee meeting held on 23 March 2015

- 1 **A. 2014-15 Revenue monitoring report month 9 (December 2014)**
 B. 2014-15 Revenue monitoring report month 10 (January 2015).

1.1 The reports by the Executive Director of Finance (Interim) were received.

- 1.2 In respect of month 9 (December 2014) the Committee **RESOLVED** to note
- Revenue expenditure is forecast to underspend by £0.919m (previous month £0.328m) on a net budget of £308.397m.
 - General balances were forecast to be £19.00m at 31 March 2015 before taking into account the forecast underspend.

- 1.3 In respect of month 10 (January 2015) the Committee **RESOLVED** to:
- Note that Revenue expenditure was forecast to underspend by £1.043m on a net budget of £308.397m;
 - Note that General Balances are forecast to be £19.000m at 31 March 2015, before taking into account the forecast underspend;
 - Approve the creation of a new Scottow Enterprise Park trading account reserve as set out in paragraph 3 and paragraph 7.7 of the report.
 - Approve three debt write-offs over £10,000 totalling £64,423.05 as set out in paragraph 3 of the report and paragraph 9.5 of the report.
 - Recommend that Chief Officers identify and address areas of expenditure where the raising of orders after the invoice date was prevalent, in particular high value and high-volume commitments in Children's Services, Resources and Finance, and to report progress to this committee.

- 1.4 In February 2015, the County Council approved the annual 2015-16 Investment and Treasury Strategy which included an update to pre-empt the withdrawal of implied sovereign support ratings used by credit rating agencies. The rating agencies have now started the process of removing this element from their ratings, and as a consequence our Treasury Advisors have recommended the removal of the Lowest Common Denominator

assessment from the Council's investment strategy. Its removal will prevent the actions of any one particular credit rating agency impacting directly upon our credit rating criteria and approved counterparties being unnecessarily removed. Further details of the reasons for this recommendation are shown in section 8 of the report considered by the Committee.

1.5 The Committee therefore:

Recommends to County Council the removal of the Lowest Common Denominator assessment from the 2015-16 Annual Investment and Treasury Strategy, as explained in paragraph 1.4 above and in section 8 of the report to the P&R Committee.

Note by Head of Democratic Services

A copy of the report considered by the Committee (at item 13b of the 23 March agenda) can be viewed on the committee papers area on the County Council's website. A full copy will also be placed in the Members' Room.

**George Nobbs
Chairman, Policy and Resources Committee**

Recommendations from the Adult Social Care Committee Meeting held on 9 March 2015

1. **Review of the Residential and Non-Residential Charging Policy Associated with War Veterans**
- 1.1 The report from the Executive Director of Adult Social Services was received. The report provided the Committee with a review of the charging policy for Residential and Non-Residential care that is associated with War Veterans. The report considered the issues made by the Royal British Legion as part of the national campaign.
- 1.2 The Committee **RESOLVED** to;
 - Note that any change in policy around War Veterans would cost approximately £400k annually to implement.
 - Note that neighbouring councils who responded to enquiries have a similar if not identical charging policies in force with respect to War Veterans and have no plans to change these policies.
 - Note that any change in policy on charging is likely to lead to other groups raising similar requests.
 - **Recommend to full council that the relevant council policy be changed in this cycle to grant the request put forward by the Royal British Legion in respect of charging policies in force affecting war veterans i.e. paragraphs 2 and 3 of the introduction of the Royal British Legion submission attached to this report.**
 - Recommend, in the interim, that Policy and Resources Committee officers bring forward to that committee urgently options to find within this financial year and beyond the £400,000 per annum which is estimated to be the cost of the change.

Sue Whitaker
Chair, Adult Social Care Committee

Note by Monitoring Officer (Head of Law) and Section 151 Officer (Interim Executive Director of Finance)

Following the referral to Policy and Resources Committee, the issue was discussed by that Committee at its meeting on 23 March (see separate report at Page 27 of this agenda). The P&R Committee decided that after the final Accounts have closed

for the year, officers will prepare considered funding options to be brought to the next available Council meeting after the Annual General Meeting. That will be the 27 July Council meeting.

The proposed change in policy has significant budgetary implications and before reaching a decision about the Adult Social Care Committee's recommendation, Council needs to be fully aware of those implications and of the funding options. In the light of the P&R Committee's decision to ask officers to prepare funding options, Council should not consider this item at this meeting but should instead defer consideration to the 27 July meeting, when the full financial information will be available.

Note by Head of Democratic Services

A copy of the report considered by the Adult Social Care Committee (at item 14 of the 9 March agenda) can be viewed on the committee papers area on the County Council's website. A full copy will also be placed in the Members' Room.

Recommendations from the Communities Committee Meeting held on 11 March 2015

1. Trading Standards Service Plan

- 1.1 The report from the Executive Director of Community and Environmental Services was received. The report presented recommendations to Committee on the proposed policies and priorities for 2015/2016 for consideration and comment prior to making recommendations on adoption of the plan to Full Council.
- 1.2 The Committee **RESOLVED** to;
- Review the Trading Standards Service Plan including Annexes I and II and **Recommend adoption of the plan to Full Council**
 - Approve the Business Services Policy and the Consumer Services Policy and their adoption by the Trading Standards Service.
 - Support the Trading Standards Service's proposal to explore alternative options to generate additional income in 2016/17.

Note by Head of Democratic Services

A copy of the report considered by the Committee (at item 7 of the 11 March agenda) can be viewed on the committee papers area on the County Council's website. A full copy will also be placed in the Members' Room.

2. Customer Service Strategy 2015-2020

- 2.1 The report from the Executive Director of Community and Environmental Services was received. The Customer Service Strategy defines the transformation of service delivery over the next 5 years (2015-2020) by simultaneously improving focus on customer service, and reducing cost. The strategy forms part of the Council's policy framework and is therefore a matter for Full Council.

2.2 The Committee **RESOLVED** to;

- Agree the proposed Customer Service Strategy and implementation approach for the financial year 2015/16.
- **Recommend the Customer Service Strategy for agreement by Full Council.**

Note by Head of Democratic Services

A copy of the report considered by the Committee (at item 11 of the 11 March agenda) can be viewed on the committee papers area on the County Council's website. A full copy will also be placed in the Members' Room.

Paul Smyth
Chairman, Communities Committee

Recommendations of the Environment, Development and Transport Committee Meeting held on 16 January 2015

1. Highway Capital Programme and Transport Asset Management Plan (TAMP)

1.1 The Committee received the report from the Executive Director of Community and Environmental Services. The report summarised:

1. The final Local Transport Plan (LTP) Settlement for 2015/16, and proposed two options for allocating the additional budget.

2. Department for Transport proposals for allocation of future funding.

1.2 The Committee RESOLVED with 15 votes For and 1 Against and 1 Abstention to **Recommend to Full Council** that Option 2: the allocation for the additional £1.797m DfT funding be as follows:

- £0.585m to Structural Maintenance (Surfacing)
- £0.862m to Structural Maintenance (Machine Laid Patching)
- £0.25m to Improvements (Local Safety schemes)
- £0.1m to Parish Partnerships (if required)

Note by Head of Democratic Services

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

Toby Coke
Chairman, EDT Committee

Report of the Policy and Resources Committee meetings held on 26 January 2015 and 23 March 2015

A Items from the meeting of 26 January 2015

1 2014-15 Revenue Monitoring Report –Month 8

1.1 The Committee received a report relating to the forecast outturn position for the 2014-15 Revenue Budget, General Balances, and the Council's Reserves at 31 March 2015, together with related financial information.

1.2 The Committee **RESOLVED:**

- To note Revenue expenditure was forecast to overspend by £0.328m on a net budget of £308.397m.
- To note General Balances were forecast to be £19.000m at 31 March 2015, before taking into account the forecast underspend.

2 2014-15 Capital Monitoring Report –Month 8

2.1 The Committee received a report that provided an update on the progress towards the achievement of the capital programme set by the Council in February 2014.

2.2 The Committee **RESOLVED:**

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

3 Norfolk County Council Capital Constructor's Framework Renewal

3.1 The Committee received a report that stated the current capital construction partnering framework was due to conclude in September 2015 and in order for a new framework to be implemented, procurement needed to commence shortly to ensure continuity of provision.

3.2 The Committee **RESOLVED**:

- To authorise the procurement of a partnering construction framework, structured to deliver all significant (greater than £300,000) construction works on behalf of Norfolk County Council to be ready for implementation around September 2015, with the following characteristics:
 - That the framework have the ability to be utilised by other publicly funded bodies
 - That the framework have at its heart the aim of supporting the local economy and aiding the achievement of Norfolk's and other publicly funded organisations' ambitions and priorities.
 - That the framework have two lots. Lot 1 (simple projects): £300k – £3m with five to six constructors. Lot 2 (complex projects): £3m+ with three or four constructors.
- That Members agree that no further consultation is required further to the Public Contracts (Social Value) Act 2012.
- That Members delegate to Heads of Procurement and Property the finer details of Framework design, including the finer details of the OJEU evaluation model, but that the award decision be retained by Policy and Resources Committee.

4 **NDR – Acquisition of “The Railway Crossing” at Thorpe End**

4.1 The Committee received a report that stated the County Council had accepted a Blight Notice in respect of the property known as “The Railway Crossing” at Thorpe End in June 2014.

4.2 The Committee **RESOLVED**:

- To agree the terms set out in the report for the Acquisition of “The Railway Crossing” property at Thorpe End.

B Items from the meeting of 23 March 2015

1 Chairman's Announcements

1.1 The Chairman congratulated Mr C Jordan on his recent election as Chairman of the Conservative Group at Norfolk County Council.

1.2 The Chairman reminded Members about the Strategic and Financial Planning 2016-19 workshops which had been arranged for 25 March and 17 April and urged all Members to attend.

- 1.3 The Committee was also reminded that a special meeting of the Policy & Resources Committee had been convened for 20 April to consider the governance review and recommendations to full Council.

2 The Essex, Suffolk and Norfolk Partnership with the Jiangsu Province.

- 2.1 The Committee received and **noted** a presentation from Mrs Colleen Walker and Mr Peter Manning, Essex County Council) outlining the work of the Norfolk, Suffolk and Essex Partnership with Jiangsu Province, China.

3 Sharing Information Effectively for the purposes of Public Protection in Norfolk.

- 3.1 The Committee received a report by the Interim Executive Director of Children's Services setting out the arrangements for the Council to effectively share information with its partner organisations and proposed a shift in the organisational culture to one that operated in a high trust climate with partners and that started from a premise that if it was in the interests of public protection, information would be shared.
- 3.2 The Committee **RESOLVED** to endorse and agree the policy framework to be adopted by Norfolk County Council for information sharing in the interests of public protection.

4 Delivering DNA (Digital Norfolk Ambition)

- 4.1 The report by the Executive Director of Resources was received.
- 4.2 The Committee **RESOLVED** to
- Note that after initial delays, good progress was being made on the more routine aspects of the programme – device rollout and server migration.
 - Note that DNA was essential to resolving a number of critical issues for the council – in particular better information sharing and better targeting of resources – and that good progress was being made in these areas.
 - Agree to receive an updated programme and a further financial update on 1 June 2015.

5 Reprourement of telephony and data network services.

- 5.1 The Committee received a report by the Executive Director of Resources setting out the progress to date on the Digital Norfolk Ambition (DNA) project.
- 5.2 The Committee **RESOLVED** to:
- approve the proposed new contractual arrangements set out at section 1B of the report.
 - Note the list of stakeholders and stakeholder engagement to date as set out in section 1C of the report.

- Approve the proposed critical success factors at section 1D of the report.
- Approve the proposed evaluation weightings at section 1E of the report.

6 **Exemption to Contract Standing orders for Homecare in the East of the County**

- 6.1 The report by the Executive Director of Adult Social Services was received. The report provided notification that an exemption to Contract Standing Orders had been approved to allow the Homecare arrangements in two areas of the east of the county to be extended until mid-April 2016.
- 6.2 The Committee **RESOLVED** to:
- note the exemption to Contract Standing Orders, which had been approved by the Head of Procurement and Head of Law.

7 **Monitoring of Financial Savings 2015-16**

- 7.1 A report by the Executive Director of Finance (Interim) was received, providing the Committee with an overview of the progress in delivering the savings agreed by the County Council at its meeting on 16 February 2015.
- 7.2 The Committee **RESOLVED** to:
- approve the format for the regular reporting of savings tracking in 2015-16; and
 - confirm that this report provided members with the necessary information to fulfil their scrutiny role and ensure that effective action was being undertaken by Chief Officers to deliver the agreed level of savings.

8 **Performance and Risk Monitoring Report**

- 8.1 The report by the Head of Business Intelligence and Performance Service and Corporate Planning and Partnerships Service was received. The report proposed changes to the way in which performance information and analysis was reported to the Committee and the other service committees.
- 8.2 The Committee **RESOLVED** to:
- Agree the revised approach to performance management, including a strengthened role for the Policy and Resources Committee in overseeing and assuring performance across the council, as outlined in Section 3 of the report.
 - Review and comment on the performance information in Section 4 of the report.
 - Review and comment on the new, trial format of the performance dashboard in Appendix A of the report.
 - Carry out a more in-depth analysis of corporate business mileage to reduce the amount of business miles.

9 A. 2014-15 Capital Finance monitoring report month 9 (December 2014)
B. 2014-15 Capital Finance monitoring report month 10 (January 2015).

9.1 The annexed reports (14a and 14b) by the Executive Director of Finance (Interim) were received.

9.2 In respect of month 9 (December 2014) the Committee **RESOLVED** to note

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

9.3 In respect of month 10 (January 2015) the Committee **RESOLVED** to note:

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

10 Annual report on the Norfolk Infrastructure Fund

10.1 The report by the Executive Director Community and Environmental Services was received and **noted**. The report provided the Committee with a progress update on the activity and spend in 2014/15 and outlined commitments already scheduled after this financial year. The report had been considered by the Economic Development Sub-Committee at its meeting on 19 March 2015.

11 Review of the Residential and Non-Residential Charging Policy Associated with War Veterans.

11.1 The report by the Executive Director Adult Social Services was received. The report provided the Committee with a review of the charging policy for Residential and Non-Residential care that was associated with War Veterans, and considered the issues made by the Royal British Legion as part of the national campaign

11.2 The Committee **RESOLVED** that :

- After the final Accounts have closed for the year, officers are asked to prepare considered funding options to be brought to the next available Council meeting after the Annual General Meeting.

George Nobbs
Chair, Policy and Resources Committee

Report of the Adult Social Care Committee Meetings held on 12 January 2015 and 9 March 2015

A Items from the meeting of 12 January 2015

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

1.1 Four members of the Committee reported on meetings they had attended.

2. Director's Update

2.1 The Executive Director of Adult Social Services reported that consultant John Bolton was spending some time with the department analysing how to improve the way of working. A session for members would take place.

2.2 It was reported that the Henderson Ward at the Julian Hospital had to be closed on Christmas day and all patients moved to wards at NNUH.

2.3 The implementation of the Care Act was being prepared for which would mean significant changes in the way the department operated.

3. Adult Safeguarding Board Peer Review Update

3.1 The annexed report from the Executive Director of Adult Social Services was received. The report set out the key findings and the progress made on the recommendations. The Safeguarding responsibilities of Local Authorities would become statutory under the Care Act from April 2015.

3.2 The Committee **RESOLVED**;

- That Members note the progress on the recommendations of the Peer Review as set out in Appendix 1 of the report.
- All Members should undertake the training in Basic Awareness of Adult Safeguarding in order to support the profile of the work of NSAB.

4. Service and Budget Planning 2015-18

4.1 The annexed report by the Executive Director of Adult Social Services was received. The report contained proposals which would contribute towards the County Council setting a legal budget for 2015/16 which would see its total resources of £1.4billion focused on meeting the needs of residents.

4.2 The Committee **RESOLVED** to;

- Consider and agree the findings of public consultation.
- Consider and agree the findings of equality and rural assessment, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
 - Advance equality of opportunity between persons who share a

- relevant protected characteristic and persons who do not share it.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- Recommend to Policy and Resources that Adult Social Services reserves should not be used to support the 2015/16 budget shortfall because of the adverse impact on the ability to make future savings and changes but instead Policy and Resources Committee should consider a 'whole Council' approach to the use of reserves to fund budget shortfalls.

5. **Adult Social Care Finance Monitoring Report Period Eight (November) 2014-15**

- 5.1 The annexed report by the Executive Director of Adult Social Services was received. The report provided the Committee with financial monitoring information, based on information to the end of November 2014. It provided a forecast for the full year, analysis of variations from the revised budget, with recovery actions to reduce the overspend and the forecast use of Adult Social Care (ASC) reserves.
- 5.2 The Committee **RESOLVED** to note;
- The forecast revenue outturn position for 2014-15 as at Period 8 of an overspend of £6.094m.
 - The recovery actions being taken to reduce the overspend.
 - The current forecast for use of reserves.
 - The forecast capital outturn position for the 2014-15 capital programme.

6. **Better Care Fund**

- 6.1 The annexed report by the Executive Director of Adult Social Services was received. The report provided information with regards to the Better Care Fund. It explained that the BCF required local authorities with responsibility for social services and clinical commissioning groups (CCG's) to create a pooled commissioning fund for the provision of integrated health and community care services, with a priority purpose of reducing unplanned admissions to hospitals. It formed part of a wider programme of integration with health services.
- 6.2 The Committee **RESOLVED** to;
- Endorse the proposed approach to preparing for the Better Care Fund pooled fund under section 75 of the NHS Act.
 - Agree the final proposal for a pooled fund was brought to Committee In March for final approval.

7. **The Care Act 2014**

- 7.1 The annexed report by the Executive Director of Adult Social Services was received. The Care Act consolidates existing legislation for adult social care in England into a single framework and introduces reforms to the way care and support will be accessed and funded in future. The Care Act is the biggest change in social care legislation since 1948. It became law on 15 May 2014.
- 7.2 The Committee **AGREED** to;
- Continue to not charge carers for support.

- Continue with the current policy that the person making the ‘top-up’ payments pays the ‘top-up’ amount to the local authority.
- Continue with the current policy of charging for respite based on the Residential Charging Policy.
- Charge an arrangement fee to those people who pay for their own care when Norfolk County Council arranged their care for them and to set a fixed price which would be reviewed annually.
- Offer deferred payments to those living in Housing with Care and Supported Living as well as those living in residential care.
- Assess all new cases from April 2015 in line with the non-residential policy, i.e. on an individual basis, leave the existing couples’ assessments unchanged with a review in 2016.
- For people in prisons who need social care - keep social care and assessments in house and commission the provision of services, building on what already exists, e.g. NRS contract for equipment, existing prison healthcare contract.

8. Care and Support Services Quality Framework

- 8.1 The annexed report from the Executive Director of Adult Social Services was received. The report explained that the Care Act 2014 would place new statutory duties on councils with adult social care responsibilities to promote an effective and efficient market in high quality social care and support services focused on promoting independence and individual wellbeing. The council currently invests over £260m a year in the market and it was imperative that the investment secures the quality of services that people actually need to support their independence, meet core care needs and represents good use of, and value for, public money. A new Quality Assurance Framework was proposed that will enable the Council to ensure that it is only investing at the scale it needs to and that the investment is buying high quality, effective value for money services.
- 8.2 The Committee **RESOLVED** to;
- Adopt the proposed Care and Support Quality Framework to secure high quality, effective value for money social care services in Norfolk.
 - Agree to the proposed initial investment

9. Review of Citizens Advice Bureau Funding

- 9.1 The annexed report by the Executive Director of Adult Social Services was received. The proposals identified in the report would enable the Council to retain valued information and advice services and in addition to address statutory duties placed on local authorities by the Care Act 2014.
- 9.2 The Committee **RESOLVED** to;
- Approve the extension of CAB grant funding at the current levels for an

additional six months to 30/09/15 with the following conditions;

- That CAB engages with the Council to support the strategic review of information, advice and advocacy services.
- That CAB implements an effective plan within the resources they have to manage unanswered calls to the countywide CAB Adviceline.
- Requires commissioners to complete a strategic review of information, advice and advocacy services and to bring a commissioning proposal to Committee for implementation from October 2015. This will address Care Act duties, seek a Norfolk-wide approach with district councils and will identify any efficiency savings.

10. Transfer of Mental Health Social Care from Norfolk and Suffolk NHS Foundation Trust to Norfolk County Council

- 10.1 The annexed report by the Executive Director of Adult Social Services was received by the Committee. The report highlighted that the Adult Mental Health social care teams moved to NCC from Norfolk and Suffolk Foundation Trust (NSFT) on 1 October 2014.
- 10.2 The Committee **RESOLVED** to;
- Note the report.

B Items from the meeting of 9 March 2015

1 Norfolk Adults Safeguarding Adults Board Strategic Plan 2015 to 2018

- 1.1 The annexed report by the Executive Director of Adult Social Services was received. The report outlined the Norfolk Safeguarding Adults Board Strategic Plan 2015-2018 and Norfolk Safeguarding Business Plan 2015/16. Safeguarding responsibilities of Local Authorities would become statutory under the Care Act from April 2015.
- 1.2 The Committee **RESOLVED** to:
- Endorse the content of the Strategy and Business Plan
- ### **2. Update from Members of the Committee regarding any internal and external bodies that they sit on**
- 2.1 Four members of the Committee reported on meetings they had attended.
- ### **3. Director's Update**
- 3.1 The Executive Director reported the implementation of the Care Act continues. There is ongoing monitoring of residential placements.
- 3.2 All management posts had been recruited to. Lorraine Barrett is the new Director of Integrated Care (a joint NCC/NCHC post).
- 3.3 The focus continued on Accident and Emergency with regular meetings monitoring the overall capacity.

4. Performance Monitoring Report

- 4.1 The annexed report by the Executive Director of Adult Social Services, containing quarter 3 performance results, was received.
- 4.2 The Committee **RESOLVED** to;
- Review and comment on the performance information
 - Consider any areas of performance that required a more in-depth analysis
 - Review whether the performance indicators that form the basis of this report enabled a robust assessment of performance across the service areas covered by the Committee.

5. Adult Social Care Finance Monitoring Report Nine (December) 2014-15

- 5.1 The annexed report by the Executive Director of Adult Social Services was received. The report provided the Committee with financial monitoring information, based on information to the end of December 2014. It provided a forecast for the full year, analysis of variations from the revised budget, with recovery actions to reduce the overspend and the forecast use of Adult Social Care (ASC) reserves.
- 5.2 The Committee **RESOLVED** to note;
- The forecast revenue outturn position for 2014-15 as at Period Nine of an overspend of £5.900m.
 - The recovery actions being taken to reduce the overspend.
 - The current forecast for use of reserves.
 - The forecast capital outturn position for the 2014-15 capital programme.

6. The Care Act 2014

- 6.1 The annexed report from the Executive Director of Adult Social Service was received. There are some requirements of the Care Act which had to be implemented in April 2015 and some in April 2016. The report asked Members to agree the Deferred Payments policy and the Debt Recovery Policy for Adult Care Charges which both would have to be implemented in April 2015.
- 6.2 The Committee **RESOLVED** to;
- Agree the Norfolk County Council Deferred Payments Scheme.
 - Agree the Norfolk County Council Debt Recovery Scheme for Adult Social Care Charges.

7. Better Care Fund Pooled Fund Arrangements

- 7.1 The annexed report from the Executive Director of Adult Social Services. The Better Care Fund requires local authorities for social services and clinical commissioning groups (CCG's) to create a pooled commissioning fund for the provision of integrated health and community care services, with a priority purpose of reducing unplanned admissions to hospital. The pooled fund must be secured through an agreement under section 75 of the national Health Service Act 2006.
- 7.2 The Committee **RESOLVED** to;
- Approve the proposed approach to the Better Care Fund pooled fund under section 75 of the NHS Act.
 - Agree to delegate to the Executive Director Adult Social Services the responsibility to finalise the individual s75 agreements with individual CCGs.

8. Cost of Care and Developing the Market with the Independent Care Sector

- 8.1 The annexed report from the Executive Director was received. The report explained that the Council relies primarily on a market of independent businesses for the provision of key adult social care and support services to vulnerable people for which it pays more than £260m p.a. The promotion of an effective and efficient market in such services becomes a statutory responsibility from April and is essential in order to be confident that the market can continue to provide these services as commercially viable businesses within the funding available. This requires the Council to consider both the level of financial investment providers require and the relationship it develops with providers so that services can be provided on a sustainable basis.
- 8.2 The Committee **RESOLVED** to;
- Agree the proposal to raise provider fees by 1.5% for providers of residential care for older people and 1% for other providers with effect from April 2015 to reflect net inflationary pressures in the market, contractual obligations and the Council's financial position.
 - Support the proposal to establish a Working Group to carry out a fundamental review of the costs of providing residential care bringing a report for consideration by the Adult Social Care Committee on 29 June 2015. The Working Group to be chaired by the Committee Chair and to include representatives from Norfolk Independent Care and relevant NCC functions.
 - Agree to the continuation of the market development fund pending further consideration at the 11 May Adult Social Care Committee of future arrangements for sector led support covering the remainder of 2015/16 and the period 2016/17 to 2018.

9. Amendment to NorseCare Contract

- 9.1 The annexed report from the Executive Director of Adult Social was received. The report seeks approval to amend the current contract between the council and NorseCare.
- 9.2 The Committee **RESOLVED** (as an item of exempt business) to;
- Authorise the Executive Director of Adult Social Services to enter a formal variation to the NorseCare contract on the basis set out in the report.

10. Great Yarmouth and Waveney Integrated Home Care

- 10.1 The annexed report from the Executive Director of Adult Social Services was received. The proposal outlined in the report supports both the Council's intention to realise opportunities to work more collaboratively with Suffolk County Council, and the development of more integrated services with health and in particular the development of an integrated care system across the Great Yarmouth and Waveney Clinical Commissioning Group (CCG) area.
- 10.2 The Committee **RESOLVED** (as an item of exempt business) to;
- Support the proposal to extend the One to One contract by 11 weeks and the Care UK contract by 24 weeks to facilitate the development of the integrated service across the Great Yarmouth and Waveney CCG area.

Sue Whitaker, Chair, Adult Social Care Committee

Report of the Children's Services Committee Meetings held on 13 January 2015, 10 March 2015 and 17 March 2015

A Items from the meeting of 13 January 2015

1 Items of Urgent Business

- 1.1 The Committee was informed that the Interim Director Children's Services would be remaining in post until at least June and the Assistant Directors would remain in post until at least April. This would ensure a smooth transitional period.
- 1.2 The Committee was informed that the Interim Executive Board (IEB) request regarding the Hewett school had been made to the Department for Education, but no response had been received yet.
- 1.3 From May 2015, Children's Services Committee meetings would commence at 10am.
- 1.4 The Chairman received a petition regarding the Hewett School. The petition 'We're Backing Hewett' had 766 signatures. The Committee welcomed the petition and agreed that they supported the Hewett school in its improvement work.

2 Local Member Issues/Member Questions

- 2.1 Following a request from Ms E Corlett, the Chairman **agreed** to write to the exam boards regarding the issue of sanctions schools had received for cheating to confirm whether any of the schools in question were Norfolk schools.

3 Service and Financial Planning 2015-18

- 3.1 The Committee received a presentation by the Delivery Manager, Business Intelligence and Performance Service and a report by the Interim Director of Children's Services. The report set out the proposal that would contribute towards the County Council setting a legal budget for 2015/16 which would see its total resources of £1.4bn focused on meeting the needs of residents and ensuring the continued delivery of the planned improvement strategy for Children's Services to achieve better outcomes for Norfolk's children.
- 3.2 The Committee **RESOLVED** to:
 - **Acknowledge** the findings of the public consultation.

- **Acknowledge** and **note** the findings of the equality and rural assessment, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- **Agree** to recommend a budget as set out in appendix A and any associated risks and issues to Policy & Resources Committee for consideration on 26 January 2015, to enable Policy & Resources Committee to recommend a sound, whole-Council budget to Full Council on 16 February 2015

4 Dedicated Schools Grant

- 4.1 The Committee received a report by the Interim Director of Children's Services presenting the changes to the distribution for the Dedicated Schools Grant from April 2015, in line with the Department of Education's Fairer School Funding arrangements. This included the funding distribution formula that delegated the funding into maintained schools and academies who were responsible for using this to ensure the educational outcomes for their children.
- 4.2 The Committee **agreed** the Dedicated Schools Grant funding and the changes to the funding formula (as detailed in section 1.27 of the report) that was used to allocate funding to schools and academies.

5 Norfolk County Council's Promise to Children and Young People in its Care

- 5.1 The Committee received a report by the Interim Director of Children's Services providing an update on the current position with regard to the dissemination of the Promise, six months after its launch date.
- 5.2 The Committee **RESOLVED** to:
- Endorse the plan of action.
 - Receive a further report in six months when the figures available would be sufficient to collate into a report highlighting dissemination, feedback from children and young people and tracking if there had been a rise in either complaints or advocacy requests as a result.
 - Write a letter to staff to highlight the importance of delivering the Promise.

6 Local Growth and Investment Plan

- 6.1 The Committee received a report by the Interim Director of Children's Services proposing, in the form of a summary of the Growth and Investment Plan for pupil place provision, the strategic direction of travel for areas of the county where pupil numbers were expected to increase in the next 10-15 years.

- 6.2 The report also asked the Committee to approve the terms of reference for the Capital Priorities Group and for a means of delegation of decision-making to the Interim Executive Director of Children's Services, advised by this group and subject to regular reporting to the Committee.
- 6.3 The Committee **RESOLVED** to
- Agree the strategic direction and financing of the medium/long-term provision of school places as set out in the report.
 - Agree delegation of decision-making to the Director of Children's Services, advised by the Capital Priorities Group; and agree the terms of reference for the Capital priorities Group as set out in the report. In doing so, the Committee agreed that the Capital Priorities Group should appoint its own named substitutes for each political group and for the non-elected members.
 - Agree the corporate capital bids considered by CPG at its November meeting.
 - Note that Local Members were being kept fully informed about the school planning process for their area and that Children's Services saw this very much as a two-way process whereby Local Members comments were welcomed at any time.
- 7 **Private Fostering Arrangements in Norfolk: Submission of Private Fostering Annual Report for 2014.**
- 7.1 The Committee received a report by the Interim Director of Children's Services about private fostering arrangements in Norfolk. The report included as an appendix, the 2014 Annual Report that described the continuing effort being made to improve the efficiency of the private fostering process in Norfolk and most of all to ensure that the quality of assessment was strengthened with the child's wishes and feelings at the core of the work.
- 7.2 The Committee **RESOLVED** to **note** and endorse the analysis and findings of the Annual Report, in particular the continuing need to promote the recognition of private fostering arrangements within the communities of Norfolk and the duty to report them to the Local Authority.
- 8 **Final report by Members of the Children's Centres Task and Finish Group**
- 8.1 The Committee received a report by the Chairman of the Task and Finish Group, presenting the final report and recommendations on the future of Children's Centres within the County and relating to current contractual arrangements due to cease in March 2016.
- 8.2 The Committee welcomed the report and supported the recommendations that were contained in it. Members recognised that further detailed work would be necessary to identify how the recommendations could best be implemented and how this could be done at the earliest opportunity.

8.3 The Committee asked that the Members who had served on the Task and Finish Group be kept informed about how it was intended to implement the recommendations and there could be an opportunity to do this at the forthcoming stakeholder meeting.

8.4 The Committee **RESOLVED** to

- Welcome the conclusions of the Task and Finish Group and support the recommendations, as set out in the report.
- Ask that the Interim Director of Children's Services develop an action plan and options appraisal for each of the recommendations and bring a report back on this matter to the March 2015 meeting of the Committee.

9 Emotional Wellbeing and Mental Health Strategy

9.1 The Committee received a report by the Interim Director of Children's Services setting out how Children's Services, through an early help offer, wished to provide services to support children's emotional wellbeing and mental health at the earliest opportunity, based on understanding the needs of individuals, cohorts of children, their families and communities.

9.2 The Committee **RESOLVED** to

- Agree support of the over-arching strategic aims of the Emotional Wellbeing and Mental Health Strategy that are set out in the report.
- Support ongoing implementation of the Emotional Wellbeing and Mental Health Strategy by further involving children and young people and partners.
- Agree delegating approval of finalised strategy and implementation to the Chairman of Children's Services Committee with a requirement for a suggested outcome framework to come back to the Committee at the earliest opportunity.
- Support the setting up of a Norfolk Emotional Wellbeing and Mental Health Summit of all partners and organisations to explore key issues for improvement, share young people's views of service provision, share best practice and identify ways forward.
- As part of the improving early help and preventative services, agree resourcing implications including increasing investment to improve support and interventions for emotional wellbeing and mental health in line with 'Getting in Shape' restructure proposals.
- Agree the key outcomes the Committee wish to achieve from the strategic direction that were set out in the report.
- Agree that further work was needed with partner organisations to make this Children's Services strategy into a jointly approved strategy.

10 Signs of Safety

10.1 The Committee received a report by the Interim Director of Children's Services that explained how 'Signs of Safety' was now a central tenet to the Children's

Services Improvement plan. The report pointed out that Norfolk was one of ten authorities included in a national consortium to implement 'Signs of Safety' through a project part funded by the Innovation Fund.

10.2 The Committee **RESOLVED** to

- Welcome the 'profound cultural change' that would be brought about within Children's Services by the implementation of Signs of Safety.
- Actively endorse and promote this major change project.

11 Young Carers and Families Legal Reform Implementation Project

11.1 The Committee received a report by the Interim Director of Children's Services setting out the Norfolk context for young carers and proposals to ensure both Children's Services and Community Services were able to implement the new duties. Members asked a number of questions about current services and challenged whether performance was good enough.

11.2 The Committee **RESOLVED** to:

- Agree and support the project objectives including project reporting requirements and timescales.
- Agree to re-endorse and operationalise, alongside Adult Social Care, the Norfolk Joint Memorandum of Understanding Working Together to Support Young Carers and their families.
- Agree to invest in the implementation of legal reform project by building capacity into the proposed Children's Services Structure within Early Help to ensure commissioned services are available to meet the needs of young carers and their families and that the resources are aligned with those of other agencies supporting young carers and their families.
- Recognise that Children's Services and Adult Social Services needed to demonstrate that they would work together to make a difference to young carers.

12 Integrated Performance and Finance Monitoring report 2014-15

12.1 The Committee received a report by the Interim Director of Children's Services providing an update on operational performance within Children's Services including Support for School Improvement, Social Care and Safeguarding and finance monitoring data for the period ending 30 November 2014 and the variations between the approved budget for 2014/15 and the actual spending during the year. The paper commented on the Children's Services Revenue Budget, Capital Budget, School Balances and Children's Services Reserves and Provisions.

12.2 The Committee noted the information contained in the report, in particular:

- The early data received from schools and the trends that were being established.

- Social Care Performance data in a number of domains was improving but it was recognised that there was a fine equilibrium and that improvement in some areas created difficulty in others.
- The continued focus required on the Looked after Children reduction to deliver the budgeted savings.
- The increased cost of Special Educational Needs transport.
- The cost associated with the use of temporary social workers.
- The additional costs of educating children with a high level of additional need.
- The actions being taken in response to the financial pressures to deliver a balanced budget.

B Items from the meeting of 10 March 2015

1 Items of Urgent Business

- 1.1 The Committee received a verbal update from the Interim Executive Director of Children's Services about the current situation at the Hewett School. Members **agreed** to hold an additional Children's Services Committee meeting on Tuesday 17 March at 2pm to discuss the issues related to the Hewett School.

2 Local Member Issues/Member Questions

- 2.1 Two Local Member Questions were received and two supplementary questions were asked at the meeting. The first question was pertaining to Sewell Park College with the second question relating to the Hewett School.

3 Presentation/Update from Youth Parliament

- 3.1 The Committee received a report from the Head of Business Intelligence and Performance Service and Corporate Planning and Partnerships Service providing the annual review of Norfolk Youth Parliament's work both nationally and locally.
- 3.2 The Committee welcomed Kieran Buxton, Member of the Youth Parliament who attended the meeting to update Members on the work of the MYPs.
- 3.3 The Committee **NOTED** the report and the presentation.

4 A Good Education for Every Norfolk Learner

- 4.1 The Committee received a report by the Interim Executive Director of Children's Services summarising the existing strategy for supporting education improvement, specifically the Local Authority's strategy for supporting school improvement and **AGREED** to:
- Support the current approach to education improvement including the LA's strategy for supporting school improvement.
 - Endorse the transition of N2GG to NB2B in September 2015 as requested by Norfolk Education Challenge Board.

- Note the approach to improvement planning approved by Norfolk Education Challenge Board.
- Approve the important broadening of the overall approach from ‘A Good School for Every Norfolk Learner’ to ‘A Good Education for Every Norfolk learner’ in working with Norfolk’s education providers.

5 Sustaining High Quality leadership – responding to the Ofsted Challenge

- 5.1 The Committee received a report by the Interim Executive Director of Children’s Services setting out the proposals to support the strategy ‘A Good School for Every Norfolk Learner’ by utilising our school organisation function and partnership opportunities. The report outlined ways of using every opportunity to support our aims by affecting schools structures.
- 5.2 The Committee **APPROVED** the implementation of the strategy.

6 Open Consultations into major changes to School Organisation requiring the publication of a Statutory notice or Determination.

- 6.1 The Committee received a report by the Interim Executive Director of Children’s Services informing the Committee about the progress of four proposals.
- 6.2 The Committee
- **Agreed** the proposal regarding Churchill Park School, a Foundation School, to increase the number of pupils on roll from the current 150 to 205.
 - **Agreed** the proposal by the Federated Governing Body to close Horsford Voluntary Controlled Infant School and Horsford Voluntary Controlled Junior School, related to a proposal by the Diocese of Norwich, to open a new Voluntary Aided Primary School on the existing sites.
 - **Requested** the Interim Executive Director of Children’s Services to publish a statutory notice concerning the proposal to discontinue the Sixth Form at Sewell Park College.
 - **Requested** the Interim Executive Director of Children’s Services to publish a statutory notice concerning the proposed closure of Mileham Primary School in order to amalgamate it with Litcham School.

7 Admission Arrangements for September 2016

- 7.1 The Committee received a report by the Interim Executive Director of Children’s Services summarising the statutory consultation outcomes and proposing Norfolk’s Admissions co-ordination scheme and the admissions policy for Community and Voluntary Controlled schools for the academic year 2016/17.
- 7.2 The Committee **AGREED**:
- With regard to Local Authority admissions co-ordination, the 2015/16 co-ordination schemes and timetables including in-year co-ordination for 2016/17.

- With regard to Admission arrangements for Community and Voluntary Controlled schools, that the 2015/16 admission arrangements be maintained for 2016/17.
- That the Schools Admissions Forum be formally ceased from 31 August 2015.

8 Apprenticeships – Moving Forwards

- 8.1 The Committee received a report by the Interim Executive Director of Children's Services and Executive Director of Community and Environmental Services informing Members of the need to further stimulate the market for apprenticeships working with communities, schools and employers.
- 8.2 The Committee **AGREED** to:
1. Endorse the approach outlined in the report.
 2. Promote apprenticeships to the communities with whom members work – schools, employers, parents and carers.
 3. Ensure access to relevant data, in order that a looked after child, care leaver or vulnerable young person who had the aspiration to, and capability of, successfully completing an apprenticeship, could receive appropriate support.

9 Norfolk Youth Justice Plan 2015-16

- 9.1 The Committee received a report by the Interim Executive Director of Children's Services. The existing Norfolk Youth Justice Plan had been updated to outline the actions, risks and opportunities identified to ensure that desired outcomes for young people and the victims of their crime were achieved by Norfolk Youth Offending Team in 2015-16. The Plan set out the key external and internal drivers behind this area of the County Council's work which was delivered in partnership with the required statutory agencies on the Norfolk Youth Justice Board (Health, Police and Probation) and others such as the County Community Safety Criminal Justice Board.
- 9.2 The Committee **ASKED** Norfolk Youth Justice Board to take on board the comments made by the Committee and to recommend consideration of the finalised Norfolk Youth Justice Plan 2015-16 to Full Council in May 2015.

10 Domestic Abuse and Violence Progress Report

- 10.1 The Committee received a report by the Interim Executive Director of Children's Services providing an update on the multi-agency work in Norfolk to reduce domestic abuse and violence.
- 10.2 The Committee **AGREED** to endorse the strategy and allocation of resources.

11 Final report by Members of the Looked After Children's Task and Finish Group

- 11.1 The Committee received the final report by Members of the Looked after Children's Task and Finish Group which was presented by the Chairman of the Task and Finish Group, Mrs J Leggett.
- 11.2 The Committee **AGREED** the recommendations set out in the report and asked the Interim Executive Director of Children's Services to produce an action plan which embraced all 13 recommendations and the actions being taken. The action plan to be presented to the next meeting of the Children's Services committee.
- 12 Final report by Members of the Variations in Educational Attainment by District Task and Finish Group.**
- 12.1 The Committee received the final report by Members of the Variations in Educational Attainment by District Task and Finish Group which was presented by the Chair of the Task and Finish Group, Mr Richard Bearman.
- 12.2 The Committee **AGREED** the recommendations as set out in the report and asked the Interim Executive Director of Children's Services to produce an action plan which embraced all the recommendations and the actions being taken, together with how the work fit in with the work of the department. The action plan to be presented to the next meeting of the Children's Services Committee.
- 13 Children's Services Integrated Performance and Finance Monitoring Draft Report for 2014/15.**
- 13.1 The Committee received a report by the Interim Executive Director of Children's Services providing an update on operational performance within Children's Services including Support for School Improvement, Social Care and Safeguarding and finance monitoring information for the 2014/15 financial year. The report also set out financial monitoring data for the period ending 31 January 2015, together with the variations between the approved budget for 2014/15 and the actual spending during the year. The paper also commented on the Children's Services Revenue Budget, Capital Budget, School Balances and Children's Services Reserves and Provisions.
- 13.2 The Committee **NOTED** the report, specifically:
- the data received from schools and the trends that were being established.
 - Social Care and Early Health Performance data.
 - and **AGREED** that an action plan would be brought to the next Children's Services Committee meeting, including the actions being taken to mitigate the financial pressures in delivering a balanced budget.
- 14 Healthy Child Programme**
- 14.1 The Committee received and **noted** the verbal update by the Public Health Commissioning Manager for Children and Young People about the Healthy Child Programme.

15 Exclusion of the Public

- 15.1 Following the presentation of the public interest test, the Committee **agreed** that the public should be excluded whilst agenda item 20 was presented.

16 Norfolk Children's Centre Vision and Delivery Option from 1 April 2016.

- 16.1 The Committee received the exempt report by the Interim Executive Director of Children's Services.
- 16.2 The Committee **AGREED** to commission the Task and Finish Group to carry out some additional investigations with regard to the proposed options and to bring a further report to the May meeting of the Committee.

The Committee **AGREED** the new vision for Children's Centres in Norfolk.

C Items from the meeting of 17 March 2015

1 Hewett School Norwich

- 1.1 At its meeting on 10 March 2015, the Committee agreed to hold a special meeting to discuss the issues with regard to the Hewett School Norwich and the awaited Secretary of State's decision on whether the school should become an Academy.
- 1.2 The Committee received an update from the Assistant Director – Education about the background leading up to the Secretary of State's decision and the Committee was asked to consider whether or not it wished to reserve the Council's position on legal action at this stage as to whether there would be a full and effective consultation with the local community prior to a final decision on conversion being made.

2 Exclusion of the Public

- 2.1 Upon being put to the vote, with 9 votes in favour and 7 votes against, the Committee **RESOLVED** to exclude the public from the debate about the Potential legal challenge to Section 4 Academy Order for the Hewett School.
- 2.2 The Committee debated the various options available and received advice and guidance from Mike Garwood, Solicitor, npLaw.

3 Return to public session

4 Hewett School, Norwich

- 4.1 On being put to the vote, the Committee unanimously **RESOLVED** to:
- Reserve the Council's position on legal action at this stage as to whether there would be full and effective consultation with the local community prior

to a final decision on conversion being made;

- Request the Interim Executive Director of Children's Services to make a further report to the Children's Services committee once the actions and intentions of the Secretary of State become clearer; and
- That all Members of the Children's Services Committee to be kept fully informed of all events concerning the Hewett School at this crucial time.

James Joyce
Chairman, Children's Services Committee

Report of the Communities Committee Meetings held on 14 January 2015 and 11 March 2015

A Items from the meeting of 14 January 2015

1. Update on Key Service Issues and Activities

- 1.1 The Committee received the report from the Interim Executive Director of Community and Environmental Services which provided Members with fortnightly updates about key service issues and activities. The update enabled Members to discuss the latest position and identify any areas where the Committee would like to receive further information or update.

- 1.2 The Committee **RESOLVED** to;
- Note the latest service update.

2. Service and Financial Planning 2015-18

- 2.1 The Committee received the report from the Interim Executive Director of Environmental and Community Services. The report identified proposals which had been put to public consultation and would contribute towards Norfolk County Council setting a legal budget for 2015/16 which would mean its total resources of £1.4 billion focused on meeting the needs of residents.

- 2.2 The Committee **RESOLVED** to;
- **Consider and agree** the findings of equality and rural assessment, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristics and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - **Agree and recommend** the budget as set out in Appendix A of the report and any associated risks or issues to Policy and Resources Committee for consideration on 26 January 2015, to enable Policy and Resources Committee to recommend a sound, whole-Council budget to Full Council on 16 February 2015.

3. Finance Monitoring Report at Period Eight 2014-15

- 3.1 The Committee received the report from the Interim Director of Communities and Environmental Services. The report provided the Committee with information on the financial position of the Service for 2014-15 and was the third financial

monitoring information for the new financial year. It provided information on variances from the original budget, emerging issues and the position on the expected use of reserves for Communities purposes.

3.2 The Committee **RESOLVED** to;

- Note the forecast revenue outturn position for 2014-15 as at Period 08 of a £0.023m underspend.
- Note the forecast capital outturn position for the 2014-15 capital programme.
- Note the current forecast for use of reserves.

4. Member Working Groups – Terms of References

4.1 The Committee received the report from the Interim Director of Communities and Environmental Services which outlined the terms of references, along with outline timetable information and details of the group membership for the proposed working groups under the headings of Libraries, Fire and Rescue and Adult Education.

4.2 The Committee **RESOLVED** to;

- To agree the proposed terms of reference for the Libraries Working Group set out in Appendix A of the report.
- To agree the proposed terms of reference for the Fire and Rescue Working Group as set out in Appendix B of the report.
- To agree the proposed terms of reference for the Adult Education Steering group set out in Appendix C of the report.
- To agree the outline timescales for all three Working Groups set out in para 1.4 of the report.

5. Forward Plan

5.1 The Committee received a copy of the forward plan for information. The plan set out the items and decisions programmed to be brought to the Committee for consideration

5.2 **The Committee RESOLVED;**

- To note the forward plan.

B Items from the meeting of 11 March 2015

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

1.1 The Committee had a discussion regarding ways that the service Committees (except Adult Social Care) would achieve the extra £500k of efficiency savings that had been agreed at Full Council as part of the amended budget. The chair asked the Conservative Group members of the committee if they had any plans

concerning the share of the agreed savings that the Communities Committee would be responsible for making.

2. Norfolk Armed Forces Community Covenant Annual Report 2014-15

2.1 The report from the Executive Director of Community and Environmental Services was received. The report detailed the action undertaken to support the Norfolk Armed Forces Community.

2.2 The Committee **RESOLVED** to;

- Note the progress of the Norfolk Armed Forces Community Covenant.
- Agree that regular updates would be given in the fortnightly update on key service issues and activities.

3. Communities Committee Finance Monitoring Report at period 10 2014-15

3.1 The report from the Executive Director of Community and Environmental Services was received. The report provided the Committee with information on the financial position of the Service for 2014/15. It provided information on the variances from the original budget, emerging issues and the position on the expected use of reserves for Communities purposes.

3.2 The Committee **RESOLVED** to;

- Note the forecast revenue outturn position for 2014-15 as at Period 10 of a £0.039m underspend.
- Note the forecast capital outturn position for the 2014-15 capital programme.
- Note the current forecast use of reserves.

4. Performance Monitoring and Risk Report

4.1 The report from the Executive Director of Community and Environmental Services was received. The report reviewed quarter three (October to December 2014) performance results for the services areas that are covered by the Communities Committee.

4.2 The Committee **RESOLVED** to;

- Review and comment on the performance information
- Consider any areas of performance that require a more in-depth analysis

5. Adult Education Service Performance Academic Year August 2013 to July 2014

5.1 The report from the Executive Director of Community and Environmental Services was received. The agenda item was changed to enable the Communities Committee to receive a verbal report on the outcomes of the recent Ofsted inspection for the Adult Education Service and the planned initial response to that report.

- 5.2 The Committee **RESOLVED** to;
- Comment on the outcome of the Ofsted inspection and note the planned response to that report.

6. Norfolk Fire and Rescue Authority Statement of Assurance 2014

- 6.1 The annexed report from the Executive Director of Community and Environmental Services was received. The report enabled the County Council, as the Fire and Rescue Authority for Norfolk, to meet its statutory obligations to produce an annual Statement of Assurance.

- 6.2 The Committee **RESOLVED** to;
- Note the assurances that financial, governance and operational management of Norfolk Fire and Rescue Service meet statutory requirements.
 - Consider and approve the Norfolk Fire and Rescue Authority Statement of Assurance 2014 (Appendix 1 of the report) and commend the statement for signature by the Chief Fire Officer and by the Committee Chair on behalf of the Communities Committee.

7. Appointment to Norfolk Tobacco Control Alliance (NTCA) and Charles Burrell Community Benefit Society

- 7.1 The annexed report from the Executive Director of Community and Environmental Services was received. The report highlighted the objective of the Norfolk Tobacco Control Alliance.

- 7.2 The Committee **RESOLVED** to;
- Appoint Mr P Smyth to Norfolk Tobacco Control Alliance
 - Appoint Mr I Monson to Charles Burrell Community Benefit Society

8. Update on Key Service Issues and Activities

The Committee received the report from the Executive Director of Community and Environmental Services which provided Members with fortnightly updates about key service issues and activities. The update enabled Members to discuss the latest position and identify any areas where the Committee would like to receive further information or update.

- The Committee **RESOLVED** to;
- Note the latest service update.

Paul Smyth
Chairman, Communities Committee

Report of the Environment, Development and Transport Committee Meetings held on 16 January and 13th March 2015.

A – Items from the meeting of 16th January 2015

1. Local Member Issues / Member Questions

- 1.1 Mr B Spratt asked the Chairman whether the staff car parking issue had been resolved and was informed that it was still being considered as there was still a need to find over £400k and there were few other options but that there would be changes to what was originally proposed.
- 1.2 The Chairman advised that he thought there would be member involvement in the decision making and that the issue was currently with the Chief Officer Group.

2. Finance Monitoring Report

- 2.1 The Committee received the report from the Executive Director of Community and Environmental Services. The report provided the Committee with information on the forecast outturn for the relevant services from the newly formed Community and Environmental Services department, for 2014-15. It provided information on variances from the original budget, emerging issues and the position on the expected use of reserves for those services.
- 2.2 The Committee **noted** the forecast out-turn position for Environment Transport and Development and the management action in place to reduce the forecast overspend.

3. Service and Financial planning 2015-18

- 3.1 The Committee received a report that set out proposals to contribute towards the County Council setting a legal budget for 2015/16 which would see its total resources of £1.4billion focused on meeting the needs of residents.
- 3.2 The Committee **RESOLVED** to:
 - To **note** and **agree** the findings of public consultation.
 - To **note** and **agree** the findings of equality and rural assessment, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected

characteristic and persons who do not share it.

- To **agree** and **recommend** a budget as set out in Appendix A of the report or any appropriate amendments and any associated risks or issues to Policy & Resources Committee for consideration on 26 January 2015, to enable Policy & Resources Committee to recommend a sound, whole-Council budget to Full Council on 16 February 2015.

4. Road Casualty Reduction Partnership

- 4.1 The Committee received and noted a presentation from the Executive Director of Community and Environmental Services. The presentation outlined the work undertaken by the newly formed Road Casualty Reduction Partnership Board.

5. Improvements to A47

- 5.1 The Committee received the report by the Executive Director of Community and Environmental Services which considered how the county council could be most effective in bringing forward improvements on stretches not included in the A47 Feasibility Study trunk road programme, it summarised the main issues on schemes included in the latest announcements.
- 5.2 The Committee **AGREED** the following recommendations.
1. Continued working with government and the Highways Agency on the development and timely delivery of these proposed schemes.
 2. The county council continuing to lead work with the A47 Alliance to bring forward the case for the remaining schemes not included in the trunk road programme and to include the A47 Acle Straight dualling and A47 Tilney to East Winch dualling as our number 1 and 2 priorities respectively.
 3. Changing signs on the local road network to reflect the proposed renumbering of the A12 trunk road to the A47, with funding coming from existing budgets.
 4. Committee to ask officers to engage with the HA and the Broads Authority in the detailed development of their plans with Natural England for the mitigation of environmental concerns along the Acle Straight, with a view to implementation of such plans by March 2017.
 5. The Committee recommend to the Policy and Resources Committee that the council allocate £1 million from the imminent sale of the Acle development land (part of the county farms estate) to support the council's objectives to dual the Acle Straight.

6. The Planning System in Norfolk

- 6.1 The Committee received and noted a presentation from the Principal Planner outlining planning processes and initiatives.
- 6.2 Officers were asked to provide details on what the cost to the Norfolk County

Council was on maintenance on existing and new roads with housing developments.

- 6.3 Mr T East proposed seconded by Mr J Timewell that officers write to central government to gain clarification and raise concern around the health care provision in new development.
The motion was **carried** unanimously.

7. Wash East Coast Strategy

- 7.1 The Committee received the report from the Executive Director of Community and Environmental Services which outlined the Wash East Coastal Management Strategy which had been developed jointly by the Borough Council of King's Lynn & West Norfolk and the Environment Agency to meet their statutory requirements.
- 7.2 The Committee **RESOLVED** to refuse to provide an endorsement in support of the document or to approve the motion put forward by John Dobson.

8. Update from the previous Economic Development Sub Committee

- 8.1 The Committee received and noted the report from the Executive Director of Community and Environmental Services which gave an update from the November meeting of the Economic Development Sub Committee.

9. Coastal Flooding - Member Working Group

- 9.1 The Committee received the report from the Executive Director of Community and Environmental Services which gave the Terms of Reference and Membership for the Coastal Flooding Member Working Group.
- 9.2 The Committee **agreed** the Terms of Reference and Membership for the Coastal Flooding Member Working Group.

10. Silica Sand Review of the Minerals Site Specific Allocations Plan

- 10.1 The Committee received the report from Executive Director of Community and Environmental Services which outlined the Silica Sand Review of the Plan to be completed by 2016. The report set out the process to be carried out and contained the proposed Initial Consultation document and Sustainability Appraisal Scoping Report.
- 10.2 The Committee **RESOLVED** to:
- 1) Note the process for the Silica Sand Review of the adopted Minerals Site Specific Allocations Plan detailed in the report
 - 2) Agree to the publication of the Initial Consultation document and the Sustainability Appraisal Scoping Report for a six week consultation period, as the first stage in the process of the Silica Sand Review;
 - 3) Following the end of the consultation period, authorise officers to undertake a Call for Sites for potential silica sand extraction sites and carry out consultation internally and with the Environment Agency, Natural England,

English Heritage, the Borough Council of King's Lynn and West Norfolk and the Highways Authority on any specific sites submitted, as part of the assessment to inform the next stage of public consultation

4) Authorise the Executive Director of Community and Environmental Services, in consultation with the Chairman and Vice-Chairman of EDT committee to make minor corrections and non-material changes that are identified prior to the issue of the Silica Sand Review consultation document in February 2015.

11. Consultation on the draft Environment Agency Flood Risk Management Plan

- 11.1 The Committee received the report from Executive Director of Community and Environmental Services which set out the proposed measures for the management of flood risk in the Anglian River Basin from 2015 to 2021.
- 11.2 The Committee **agreed** to endorse the approach and responses to the consultation on the draft Flood Risk Management Plan.

12 Decisions taken under delegated authority – update

- 12.1 The Committee received and noted the report from the Executive Director of Community and Environmental Services which provided an update on decisions taken under delegated powers by the Director in consultation with the Chairman and Vice Chairman between 8 November 2014 and 30 December 2014.

13. Forward Plan for Environment, Development and Transport Committee

- 13.1 The Committee received and noted the report from the Executive Director of Community and Environmental Services which set out the Forward Plan for the Environment, Development and Transport Committee for the next 12 months.

B – Items from the meeting of 13th March 2015.

1. Items of Urgent Business

- 1.1 The Committee discussed a letter received from the Chairman of Economic Development Sub-Committee which outlined concerns around Environmental Agency's role in local matters and the proposed energy plant Generation Park.
- 1.2 The Committee **Agreed** that the Flood Working Group would do a piece of scrutiny on the Environmental Agency's role in local matters and bring a report back to EDT Committee.

The Committee **Agreed** to defer discussing the concern of the proposed energy plant until the matter had been taken further by the district council.

2. Members Issues/Questions

- 2.1 Three Local Member Questions were received and one supplementary question was asked at the meeting.
The first question related to a review of the Council's route hierarchy, the second, the future of Docking and Heacham recycling centres and the third question was regarding rail investment.

3. Performance monitoring and risk report

- 3.1 The Committee received and noted the report from the Executive Director of Community and Environmental Services which reviewed quarter three (October to December 2014) performance results for service areas that are covered by the EDT Committee.

4. Finance Monitoring Report

- 4.1 The Committee received the report from the Executive Director of Community and Environmental Services which provided the Committee with information on the forecast outturn for the relevant services from the Communities and Environmental Services department, for 2014-15. It provided information on variances from the original budget, emerging issues and the position on the expected use of reserves for those services.
- 4.2 The Committee **noted** the forecast out-turn position for Environment Transport and Development and **noted** the management action in place to reduce the forecast overspend.

The Committee **RESOLVED** to approve reallocation of £1m of the ETD Highways reserves to create a specific "A47 Development Reserve"

5. Highway Parish Partnership schemes 2015/16

- 5.1 The Committee received the report from the Executive Director of Community and Environmental Services which set out the proposed parish partnership programme for 2015/16 and the reasoning used to assess and prioritise bid applications.
- 5.2 The Committee **RESOLVED** to:-
- Approve all bids listed in the Appendix C, for inclusion in the parish partnership programme for 2015/16.
 - Approve continuation of the programme in 2016/17 and beyond with £300,000 of the highway improvements budget allocated to the Parish partnerships programme and the County Council funding contribution kept at up to 50%.
 - Approve increasing the county council funding contribution on a scheme by scheme basis in 2016/17 and beyond for bidding councils with income below £2,000.

6. Household Waste Recycling Centre – Budget Saving Proposals

- 6.2 The Committee received the report from the Executive Director of Community and

Environmental Services which provided information on the current proposals and potential options following the recommendation made at Full Council in February that “An undertaking that the question of hours of recycling centres is referred back to the EDT Committee, together with the charging regime that was proposed”.

- 6.3 The Committee **RESOLVED** that no changes should be made to opening hours nor possible charges and that the scheduled plans in April be put on hold until the strategic review was completed and a full and comprehensive report was brought to the EDT Committee in September.

7. Residual Waste - Securing Replacement Services for 2016 to 2020

- 7.1 The Committee received the report from the Executive Director of Community and Environmental Services which outlined the approach to securing replacement services for dealing with left over rubbish collected by Norfolk’s local authorities from 2016 to 2020

- 7.2 The Committee **RESOLVED:-**

- To approve commencing a procurement process to secure services to process, treat and dispose of Norfolk’s residual municipal waste using the evaluation principles detailed in the report.
- To approve commencing a procurement process to secure local delivery points for Norfolk’s residual municipal waste using the evaluation principles detailed in the report.
- To confirm that through Service Level Agreement contracts News Ltd will continue to provide local delivery points for waste at Transfer Stations in its control until 2024.
- To confirm that Service Level Agreements contracts with News Ltd for the disposal and treatment of waste that can end in 2016 will not be extended.
- To confirm an extension of the inter authority agreement with Suffolk County Council to 2020 can be delegated to the Executive Director under the guidance of the Chair and Vice Chair of this Committee, if the agreement is capable of generating savings in each year compared to the current price, and if the price and benefits of the agreement can be shown to be comparable with alternatives.

8. Norfolk’s Local Flood Risk Management Strategy

- 8.1 The Committee received the report from the Executive Director of Community and Environmental Services which sought the approval by members of the draft Local Flood Risk Management Strategy and accompanying documentation to enable it to be presented to the public as part of a statutory consultation process. Members were also invited to consider and approve the extent of this consultation process.

- 8.2 The Committee **AGREED** to:-

- The publication of the draft Local Flood Risk Management Strategy and the Sustainability Appraisal/Strategic Environmental Assessment, Habitats Regulation Assessment and Equality Impact Assessment for a six week period of public consultation which would include 3 public events in key settlements of Great Yarmouth, King's Lynn and Norwich.
- Authorise the Executive Director of Community and Environmental Services, in consultation with the Chairman and Vice-Chairman of EDT committee to make any minor corrections and non-material changes that are identified prior to the issue of the Consultation Draft of the Local Flood Risk Management Strategy.

9. Local Transport Plan Implementation Plan: Roll-Forward to 2021

- 9.1 The Committee received the report from the Executive Director of Community and Environmental Services which outlined the roll-forward of the Local Transport Plan Implementation Plan.
- 9.2 The Committee **AGREED** the roll-forward of the updated Local Transport Plan Implementation Plan

10. Norfolk Cycling & Walking Implementation Plan

- 10.1 The Committee received the report from the Executive Director of Community and Environmental Services which asked members to agree measures that would improve opportunities for cycling and walking.
- 10.2 The Committee **RESOLVED:-**
- To note DfT's request for Cycling Delivery Partners
 - To appoint Mrs H Cox to the position of a Cycling and Walking Champion.
 - To approve the setting up of a Walking and Cycling Implementation Plan Working Group; and for this to be chaired by the Cycling and Walking Champion and for the membership to be agreed by the Chair and Vice Chair of the working group in consultation with the Executive director of Community and Environmental Services.
 - Delegation to the Executive Director of Community and Environment Services in consultation with the Chair and Vice Chair of EDT and the Cycling and Walking Champion the submission of funding bids and linked plans.

11. Update from the previous Economic Development Sub Committee

- 11.1 The Committee received and noted the report from the Executive Director of Community and Environmental Services which provided an update from the Economic Development Sub-Committee meeting on the 19 January 2015.

12. Provision of residential disabled parking bays

- 12.1 The Committee received the report from the Executive Director of Community and Environmental Services which outlined the provision of parking bays which forms part of the County Council's Traffic Management Programme.
- 12.2 The Committee reviewed and noted the current approach to residential disabled parking bays.

13. Recommendations of the Norfolk Strategic Planning Member Forum

- 13.1 The Committee received the report from the Executive Director of Community and Environmental Services which outlined the recommendation of the Norfolk Strategic Planning Member Forum, 'that the constituent authorities support the principle of working together to produce a "non-statutory strategic framework", subject to further work on the detail.
- 13.2 The Committee **AGREED** to endorse the recommendation of the Norfolk Strategic Planning Member Forum to agree the principle of working together to produce a non-statutory strategic framework

14. Decisions taken under delegated authority – update

- 14.1 The Committee received and noted the report from the Executive Director of Community and Environmental Services which provided an update on decisions taken under delegated powers by the Director in consultation with the Chairman and Vice Chairman between 8 November 2014 and 30 December 2014.

15. Forward Plan for Environment, Development and Transport Committee

- 15.1 The Committee received and agreed the report from the Executive Director of Community and Environmental Services which set out the items/decisions programmed to be brought to the Committee for consideration in relation to environment, development and transport issues in Norfolk.

Toby Coke
Chairman, EDT Committee

Report of the Economic Development Sub-Committee Meetings held on 19 January 2015 and 19 March 2015.

A - Items from the meeting of 19 January 2015

1 Items of Urgent Business

- 1.1 In follow up to an item from the Environment, Development and Transport (EDT) Committee, the members discussed the issue of coastal defences.
- 1.2 The Committee **agreed** that the Chairman of the Economic Development Sub-Committee would write to the Chairman of EDT Committee to make him aware of the concerns raised around this important issue.
- 1.3 The Committee discussed the recent suggestions of a possible 55ft incinerator to be built on the outskirts of Norwich.
- 1.4 The Committee **agreed** that the Chairman of the Economic Development Sub-Committee would write to the Chairman of EDT Committee to gain further information on this and highlight the concern of the Sub-Committee on this topic.
- 1.5 The Committee received an update from the chairman of County Farms working group.
- 1.6 The Committee received an update from Mrs C Walker regarding the Norfolk, Suffolk, Essex China Partnership
- 1.7 The Chairman brought to the Sub-Committee's attention the growth and establishment of Great Yarmouth as an important hub for grain export from East Anglian farms.

2 Presentation on Norfolk's Economic Growth

- 2.1 The Sub-Committee received and noted a presentation from Mr John Fisher from Grant Thornton.

3. Norfolk Rail Group

- 3.1 The Sub-Committee received a report from the Executive Director of Community and Environmental Services which outlined the Terms of Reference for this Group which had been reviewed in the light of the change of Governance.
- 3.2 The Sub-Committee **agreed** the proposed amendments to the Terms of Reference of the Norfolk Rail Group.

4. Scottow Enterprise Park Working Group

- 4.1 The Sub-Committee received a report from the Executive Director of Community and Environmental Services which outlined the proposals for the new Member

Working Group for Scottow Enterprise Park.

- 4.2 The Sub-Committee **RESOLVED**:
- i) to establish a Member Working Group for Scottow Enterprise Park, to replace the current Member Steering Group.
 - ii) That this should be an advisory, rather than task and finish group.
 - iii) The membership for the Member Working Group.

5. Finance and Performance Monitoring report

- 5.1 The Sub-Committee received and noted the report from the Executive Director of Community and Environmental Services which provided the Sub Committee with the updated Financial Position to the end of November.

6. NORA housing project update

- 6.1 The Sub-Committee received the report from the Executive Director of Community and Environmental Services which provided an update to the 2012 business case and outlined changes that had occurred during the Phase 1 build out, which now required consideration before progressing to Phases 2 and 3.
- 6.2 The Sub-Committee **RESOLVED** to:
- (i) To note the updated Business Plans for Phases 1 and 2 and the additional costs incurred
 - (ii) To agree to allocate an additional £0.2m to Phase 2, which could be recouped by the end of Phase 3
 - (iii) To agree that nplaw drafts a deed of amendment to the JVA, limiting NCC's liability
 - (iv) To receive a report on Phase 3 as soon as possible.

7. North Walsham and Dilham Canal

- 7.1 The Sub-Committee received and noted a presentation from Mr Ivan Cane from the North Walsham and Dilham Canal Trust

8. Forward Plan

- 8.1 The Sub-Committee received and noted the Forward Plan.

B – Items from the meeting of 19 March 2015

1. Items of Urgent Business

- 1.1 It was decided that Mr B Spratt should take Mrs C Walker's place on the Agri-Tech Programme Board.
- 1.2 Mr M Wilby proposed, seconded by Mr I Mackie that the Sub-Committee recommend that the property portfolio should be brought under the remit of Economic Development Sub-Committee and that this should be fed into the review of the committee system.
- The Sub-Committee **agreed** with 6 votes **For** and 2 **Abstained** and the motion

carried.

The Sub-Committee **agreed** that it should be fed into the Committee review that the property portfolio is brought to the Economic Development Sub-Committee.

2. Updates from Member Working Groups

2.1 The Sub-Committee received verbal updates from members for the following outside bodies:-

- Norfolk Rail group
- Scottow Enterprise Park Working Group
- County Farms
- Norfolk, Suffolk, Essex China Partnership

3. Visit Norfolk tourism contract

3.1 The Sub-Committee received a report from the Executive Director, Community and Environmental Services and a presentation from Mr Pete Waters from Visit Norfolk. The report provided background to the current Visit Norfolk contract, which comes to an end on 11 May 2015. The presentation that accompanied the paper, from the Norfolk Brand Manager, outlined some of the achievements of the Partnership during the contract period.

3.2 The Sub-Committee **RESOLVED** to endorse the allocation of Economic Development funds, in the form of an annual grant, over the period 2015-18.

4. Apprenticeships – moving forward

4.1 The Sub-Committee received a report from the Executive Director, Community and Environmental Services and the Interim Executive Director of Children's Services which informed members of the need to further stimulate the market for apprenticeships, working with communities, schools and employers. The Council had facilitated the Apprenticeships Norfolk Network to ensure sustainability and impact.

4.2 The Sub-Committee **RESOLVED** to:-

- To endorse the approach outlined in the paper.
- To promote apprenticeships to the communities with whom members work schools, employers, parents and carers.
- To ensure access to relevant data in order that a looked after child, care leaver or vulnerable young person who has the aspiration to, and capability of, successfully completing an apprenticeship, can receive appropriate support.

5. Annual report on the Norfolk Infrastructure Fund

5.1 The Sub-Committee received a report from the Executive Director, Community and Environmental Services which gave a progress update on activity and spend in 2014/15, outlined the commitments already scheduled beyond this financial year and invited suggestions from members for broad priorities for the £0.451m that

was available for new commitments.

- 5.2 The Sub-Committee noted the report and **agreed** that a scoping paper be produced and brought to the sub-committee for consideration around mobile phone signal and connectivity as a possible priority.

6. Finance and Performance Monitoring report

- 6.1 The Sub-Committee received and noted the report from the Executive Director, Community and Environmental Services which provided the Sub-Committee with the financial position for the service to the end of February, including the planned use of reserves. It also gave an overview of some of EDS' key areas of service delivery.

7. Forward Plan

- 7.1 The Sub-Committee received and noted the report from the Executive Director, Community and Environmental Services which set out the items/decisions programmed to be brought to the Sub-Committee for consideration in relation to economic development issues in Norfolk.

Bev Spratt
Chairman, Economic Development Sub-Committee

Report of the Personnel Committee Meeting held on 2nd March 2015

1. Pay Policy Statement 2015 -16

- 1.1 Under the Localism Act 2011 every local Authority is required to approve a Pay Policy Statement at the beginning of each financial year with any in-year changes also approved by full Council. The current published Statement was approved by Council in July 2014.
- 1.2 The Committee received a copy of the draft Statement for 2015/16 which had no substantive changes from that approved by Council in July 2014. The Committee agreed to recommend the Pay Policy Statement to full Council ready for publication. A copy of the Statement is attached at Appendix A to this report.
- 1.3 The Committee has reviewed the draft 2015/16 Pay Policy Statement, and
 - **RECOMMENDS** to Full Council that the draft Statement (attached at Appendix A) be approved, and published as soon as possible thereafter.

2. Living Wage

- 2.1 In December 2014 the Committee received an exempt report summarising the County Council's considerations to date to investigate the adoption of a Living Wage policy. It was agreed that the Acting Head of Human Resources (HR) should continue work on researching possible options.
- 2.2 The Committee noted that UNISON had raised the issue of the Living Wage at the January 2015 JCNC meeting and an update on the current status was provided, including the need to recognise the costs of implementation, not just for County Council staff but also for contractors and schools. A representative from UNISON was present at the Committee meeting and spoke in support of the County Council introducing the Living Wage.
- 2.3 The Committee received the exempt report from the Acting Head of HR updating the Committee on the progress to date and noted developments since the December meeting.
- 2.4 The Committee **RESOLVED** that further work be undertaken on Living Wage considerations as part of wider work on workforce transformation and reductions in employment costs.

George Nobbs
Chairman

DRAFT

NORFOLK COUNTY COUNCIL

Pay Policy Statement ~~2014-2015~~ **2015-2016**

Approved by County Council on **[date]**

Text is the same as for the 2014/15 Statement except for:

- deletions shown thus: ~~deletions~~
- new wording shown thus: **New wording**

1. Introduction and Scope

- 1.1. Norfolk County Council is committed to accountability, transparency, equity and fairness in pay, reward and remuneration. This Pay Policy Statement outlines the Council's pay and reward policies for ~~2014-2015~~ **2015-2016**. These ensure that pay and rewards policies are appropriate for the Council's aims, are competitive and affordable, and are consistently and equitably applied.
- 1.2. The policies referred to in this Statement are relevant to Council employees generally. However the scope of this Statement does not include all pay policies relating to certain categories of employees, including:
 - a) Fire-fighters (covered by the National Conditions for Local Authorities' Fire Brigades)
 - b) Teachers (covered by statutory School Teachers' Pay and Conditions)
 - c) Employees in schools
 - d) Employees paid on national pay rates determined by the Soulbury Committee covering Education Improvement Professionals and Educational Psychologists
 - e) Employees in Public Health on NHS conditions of employment.
- 1.3. The Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011.

2. Definitions

- 2.1. The Council defines the total employment package as consisting of both tangible and intangible elements. The pay policy statement focuses on the tangible pay and reward elements, including salary, allowances, benefits in kind, pension enhancement and payments relating to the ceasing of employment.
- 2.2. The Council defines "lowest paid employees" as staff paid on the first spinal column point of the County Council's pay grades for National Joint Council (NJC) for Local Government Services staff, as this is the lowest pay rate generally applied to NCC roles.
- 2.3. The Council employs some apprentices under the national Apprenticeship framework, who are paid at less than the Council's minimum salary point, in line with the National Minimum Wage for apprentices set by the Department for Business, Innovation and Skills. The rate from October ~~2013~~ **2014** is ~~£2.68~~ **£2.73** per hour (equivalent to ~~£5,170~~ **£5,266** per annum for a 37 hour week).

3. The Council's Pay and Rewards Strategy

- 3.1. The Council's overall approach to pay and reward is set out in its [Pay and Rewards Strategy](#). The objectives set out in that document are to:
- Attract and retain people with the skills and talent the County Council needs to deliver excellent services in Norfolk.
 - Encourage and reward high levels of contribution, new ways of working, and relevant skills acquisition through experience and development, by employees at all levels.
 - Provide a fair system of reward for employees.
- 3.2. The Council's pay policies are designed to achieve those objectives within the Principles and Core Standards set out in the strategy. Pay policies, and strategy, are kept under review and updated from time to time as necessary.

4. Governance Arrangements

- 4.1. The Council's Personnel Committee determines the terms and conditions of employment for all staff within the scope of this statement, including the application of any discretions available under the Local government Pension Scheme. The full remit of the Personnel Committee is detailed in the [Council's Constitution](#).
- 4.2. The Officer Employment Procedure Rules of the [Council's Constitution](#) provide for designated Senior Officers to take certain delegated decisions in relation to employment matters, within the policy framework approved by the Personnel Committee.

5. Publication of and access to information relating to pay

- 5.1. The Council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Department of Communities and Local Government. Information is published on the [Council's website](#) and in the [Council's Statement of Accounts](#).

6. Basic Pay Determination

Pay levels for all employees are determined by the following:

- 6.1. The Council uses the Hay Job Evaluation Scheme to establish the relative “sizes” of jobs within the organisation. An evaluation results in an overall job evaluation score, which is used to rank jobs within the organisation. The overall job evaluation score for a job is used to allocate that job to the appropriate pay grade of the Council's [grade structure](#). For jobs at Scale P and above (£77,232+ as at 31st March ~~2014~~ **2015**), external evaluation specialists will be commissioned to independently review and validate the job evaluation rationale. The outcome is subject to approval by the Personnel Committee.
- 6.2. Appointment - The incremental point at which an individual will be appointed to within the grade will normally be the minimum of the scale. However appointment may be at a higher point within the scale where necessary to appoint the best candidate. In the case of the appointment of Chief Officers and Deputy Chief Officers, views of Members of the Appointments Panel will inform the decision.
- 6.3. As the existing arrangements for determining senior salaries are robust and transparent, the County Council has decided that a vote on salary packages above a defined threshold prior to appointment would not add to democratic accountability, would cause delay in recruitment, and would not be an efficient process.
- 6.4. Progression – all employees are eligible to receive annual incremental increases within the grade structure until they reach the top increment of the grade. There is no further base pay progression once the employee reaches the maximum spinal column point, or maximum of the grade range, for the role. Incremental progression is subject to satisfactory performance as defined by the Council's [performance appraisal policy](#). An increment may be withheld from an individual where a satisfactory rating is not achieved. New starters must complete a 6-month period before becoming eligible for incremental increases.
- 6.5. The Council's pay scale values are subject to annual review. For Norfolk grades from Scale A to Scale O, the Council applies the annual pay award agreed by the National Joint Council for local government services. For grades Scale P and above, the County Council locally reviews pay levels annually having regard to national settlements covering local government and local affordability.
- 6.6. General Review - Pay levels are set with reference to a number of internal and external factors and market forces. Where a need is identified to review the levels of basic pay at all or some pay grades (for example in the light of sustained recruitment and retention difficulties), the Council will commission research into market levels. Any decision on changes as a result of this research would be considered by the Personnel Committee, taking account of affordability.

7. Additional Pay Determination

In addition to basic pay the Council's reward package may include additional pay elements.

- 7.1. The Council will consider the payment of salary supplements in the event of external market pressures for recruitment and retention. Payments must be based on genuine

objective grounds and driven by business requirements and not individual circumstances. Payments must be applied consistently based on sound, recognised and robust pay data in accordance with Equal Pay legislation and the [Equal Opportunities in Employment Policy](#). Market supplements are applied, reviewed and withdrawn in accordance with the Council's [Policy and Procedure for Market Supplements \(recruitment and retention\)](#).

- 7.2. There will be occasions where, due to the service needs, employees will temporarily be required to undertake work or perform beyond the normal remit of their substantive role (for example working to a higher level role, or undertaking additional responsibilities). Payment for these extra duties will be made in accordance with the [Acting Up and Honorarium Policy and Procedure](#). All payments are regularly monitored and reviewed as outlined in the policy.
- 7.3. The County Council does not operate a performance pay scheme outside the incremental grading structure that determines basic pay and therefore there are no performance or bonus payments paid to employees of the Council.
- 7.4. Employees that are redeployed, due to redundancy or disability, to a post at a lower grade may be eligible for a redeployment compensation payment. This will be paid in accordance with the Redeployment Policy and Procedure.
- 7.5. The Council employs the use of a number of additional allowances and enhancements to reflect and recompense for additional responsibilities, duties and working patterns. The eligibility to these enhancements varies depending upon the nature of the allowance or enhancement. The applicable principles, scope, eligibility, process and rates are detailed in the respective policy documents. These are kept under review and changes or additional policies would be approved by the Personnel Committee.
- 7.6. The Council operates a Car Provision Scheme, which provides lease cars to employees on a contributory basis. This is restricted to employees that have to travel on a regular basis to fulfil the duties of their role.

8. Termination of Employment

- 8.1. The Council's policy on redundancy is contained within the [Staffing Adjustment Policy](#), which details the conditions under which redundancy payments can be made. Where an employee is made redundant, severance benefits will be based on the number of weeks in the statutory Redundancy Pay Table based on actual weekly earnings. Where full time weekly earnings are less than the statutory cap, employees will receive a rate equivalent to the statutory cap per week, pro rata for part time staff.
- 8.2. Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The Council operates the [Local Government Pension Scheme \(LGPS\)](#) for most employees within the scope of this statement. Some employees may be members of the Teachers' Pension Scheme (TPS), the Fire Fighters Pension Scheme (now closed to new entrants) (FPS) and the New Fire Fighters Pension Scheme (NFPS).
- 8.3. The Council's practice for early termination of employment arrangements (for reasons other than redundancy) are detailed in the [Retirement of Members of Local Government Pension Scheme Policy and Procedure](#); and any additional discretions under the pensions regulations for the LGPS are detailed in [Employers Statement of Exercise of Discretionary Powers](#).
- 8.4. Only in very exceptional circumstances and where the business case supports it might the Council agree to any arrangements in relation to termination of employment outside those referred to above, to avoid or settle a legal claim.
- 8.5. The Council's policy on the employment of people retired on redundancy grounds from Norfolk County Council, or on ill-health or efficiency grounds from any local authority

employment, is that any such case must show clear organisational and financial benefits to the Authority. Each case must be considered by the Head of HR and Organisational Development. The remuneration on employment would be determined in the same way as for any other appointment.

- 8.6. Where severance payments over £100,000 are considered, the Managing Director will consult the members of the Personnel Committee and will refer the matter to full Council.

9. Remuneration of staff on a Contract for Services

- 9.1. In common with any large organisation in the public or private sector, from time to time and on a temporary basis the Council needs to use interim staff who are not directly employed. In such cases the Council would not incur the costs of national insurance, pension contributions, annual leave or sick pay.
- 9.2. This happens where we have a short term need for particular skills or where we are experiencing recruitment and retention difficulties. When we use interim staff they are usually sourced through specialist agencies.
- 9.3. In line with the Agency Workers Directive, the Council will aim to pay staff on a Contract for Services at a rate consistent with the pay and reward of the Council's directly employed staff performing a role of comparable responsibility. However, as with the employed workforce the Council retains the discretion to take into account market factors in determining the appropriate pay level, whilst demonstrating value for money for the remuneration offered.
- 9.4. The Council's guide to [Recruiting to Temporary Appointments](#) outlines the actions required when there is a requirement for interims or consultants. This confirms the financial threshold at which a business case will need to be submitted for Chief Officer approval and Cabinet Member endorsement, prior to any contractual commitment.

10. Fairness in pay

- 10.1. As already stated, the Council recognises the importance of fairness in pay and utilises the following approaches to maintain this:
 - a) the Council's pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories;
 - b) the Council's Personnel Committee is responsible for setting the pay and conditions policies of all employees within the scope of this statement;
 - c) the Council involves the workforce and trades unions in any proposals to change pay and rewards policies and practices. Regular consultation and negotiation take place on all employment matters, including pay and reward;
 - d) all categories of employees are covered by recognised trades unions;
 - e) the Council's approach to publishing information on pay is set out in paragraph 5.1 to ensure that pay policies are open to scrutiny.
- 10.2. The current ratio of the Managing Director's ~~salary~~ **pay** to the median salary in the organisation is published as set out in paragraph 5.1. ~~The Council intends to move to publishing more comprehensive information on the relationship of senior pay to that of other employees, including non-basic pay elements. Over time, this will enable changes in these relationships to be clearly seen, and reasons for any changes will be explained~~

11. Review

- 11.1. The pay policy statement is reviewed by the Personnel Committee and is recommended to Full Council for annual approval. The statement for ~~2015-16~~ **2016-17** will be submitted to Full Council for approval by 31 March ~~2015~~ **2016**.

Report of the Audit Committee Meeting held on 29 January 2015

- 1 **Norfolk Audit Services Quarterly Report for the Quarter ended 30 September 2014.**
 - 1.1 The Committee received and **noted** the report by the Executive Director of Finance (Interim) summarising the results of recent work by Norfolk Audit Services (NAS) to give an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and to give assurance that, where improvements were required, remedial action had been taken by Chief Officers; and provided an update on changes to the approved Norfolk Audit Services audit plan, traded schools audits and the preparations for an Audit Authority for the France Channel England Interreg VA Programme.
- 2 **Risk Management report (3rd Quarter 2014/15).**
 - 2.1 The Committee received the report by the Executive Director of Finance (Interim) providing an update of the Corporate Risk Register and other related matters following the latest quarterly review conducted during the third quarter of 2014/15. The update included details of twenty-one risks proposed for inclusion within the Corporate Risk Register.
 - 2.2 The Committee **NOTED** the changes to the risk register and **agreed** to ask the Communities Committee to review Business Continuity Plans to ensure the current arrangements were adequate.
- 3 **A Half-Yearly Update of the Audit Committee**
 - 3.1 The Committee received the report from the Chairman summarising the work of the Committee in the half year ended 30 September 2014, confirming that its function was consistent with best practice and demonstrated the impact of its work and how it added value.
 - 3.2 **RESOLVED to note** that the Committee:
 - was independent of the executive function, reported directly to full Council and had terms of reference that were consistent with CIPFA's guidance and best practice.
 - Provided effective challenge across the Council and independent assurance on the system of internal control, including the management of risk, to members and the public;
 - Could demonstrate the impact and value of its work, and
 - Was monitoring the Secretary of State's plans for the Future of Local Public Audit.
- 4 **Internal Audit Strategy, Approach, Strategic Plan 2015-18 and Internal Audit Plan for 2015-16.**

4.1 The Committee received the report from the Interim Executive Director of Finance asking it to approve an Internal Audit Plan of work to fulfil the regulatory function.

4.2 **RESOLVED** to approve

- the Internal Audit Strategy as set out at Appendix A of the report,
- the Approach (Appendix B of the report),
- the Three Year Strategic Audit Planned Days to support the Audit Opinion (Appendix C of the report),
- the Summary Internal Audit Plan for work supporting the Strategy 2015-16 (Appendix D of the report), and
- the Detailed Internal Audit Plan for 2015-16 (Appendix E of the report).

5 **Review of the Internal Audit Terms of Reference and Code of Ethics**

5.1 The Committee received a report by the Executive Director of Finance (Interim) setting out the relevant Terms of Reference for the Internal Audit Function to meet regulations and best practice. The Committee was recommended to consider and approve the amended Internal Audit Terms of Reference and the amended Code of Ethics.

5.2 The Committee **RESOLVED** to approve

- the amended Internal Audit Terms of Reference (Appendix A), and
- the amended Code of Ethics (Appendix B).

6 **Anti-Fraud and Corruption Update**

6.1 The Committee received the report by the Practice Director Norfolk Public Law (NPLaw) providing an update for the Committee on the Council's Anti-Fraud and Corruption activity for the period from June to December 2014.

6.2 The Head of Internal Audit explained the reasons Norfolk had been unsuccessful in securing a share of the £60m fund from the Department of Communities and Local Government (DCLG) to help finance work previously carried out by Investigators for benefit fraud following their being brought under one area and the recognition that they had also carried out other anti-fraud work.

6.3 The Committee unanimously agreed the following amendment to the recommendation in the report:

The Audit Committee ~~to consider and commend~~ to strongly recommend to Chief Officers that ~~some~~ 'Fraud Awareness' training be made a mandatory requirement for **all** employees.

6.4 **RESOLVED:**

- The mandatory information would be published as required by the due deadline (February 2015) for the DCLG Transparency Code 2014 – Anti-Fraud Section requirements (as set out in Appendix A of the report). The

information 'recommended' for publication in that Code would be investigated and reported to the next meeting.

- A statement regarding the adherence to the Code would be included in the Council's Annual Governance Statement, as required by the CIPFA Code of Practice on Managing the Risk of Fraud.
- A report would be made to the next meeting of the Audit Committee regarding the National Audit Office Whistleblowing Report – November 2014 and their earlier report 'Making a Whistleblowing Policy Work' – 18 March 2014.
- Actions arising from the CIPFA Anti-Fraud Benchmarking Report 2014 had been included in the Action Plan (as set out in Appendix D of the report).

To note:

- The questions posed in the Audit Commission Fraud Briefing 2014 (Appendices B1 and B2).
- The questions posed in the Audit Commission Protecting the Public Purse Report 2014 (Appendix C of the report).
- The questions posed in the Audit Commission Fighting Fraud Checklist for Governance 2014 (Appendix E of the report).
- The Government's UNK Anti-Corruption Plan (para 2.15 of the report) which had no direct actions for Local Councils and direction was awaited from DCLG in due course.
- The NFI Progress report, at paragraphs 2.16 – 2.18 of the report.
- The Anti-Fraud and Corruption Strategy 2014 remained fit for purpose.
- The work to date by Norfolk Audit Services, that there had been adequate progress and the plan for future work as set out in Appendix D of the report.

Agreed:

- To strongly recommend to Chief Officers that 'Fraud Awareness' training be made a mandatory requirement for all employees.

7 Audit Committee Work Programme

- 7.1 The Committee received and **noted** the report by the Executive Director of Finance (Interim) setting out the programme of work for the Committee.

**I Mackie
Chairman, Audit Committee**

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Internal Audit - Terms of Reference

1 RESPONSIBILITIES AND OBJECTIVES

- 1.1 Internal Audit is an assurance function that provides an independent and objective opinion to the organisation on its control environment comprising risk management, internal control and governance. It achieves this by evaluating the control environment's effectiveness in achieving the organisations objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

2 REPORTING LINES AND RELATIONSHIPS

- 2.1 Internal Audit forms part of the Finance Department. The Chief Internal Auditor reports directly to the Section 151 Officer (Executive Director of Finance (Interim) , who in turn reports to the Managing Director.
- 2.2 The Council has an Audit Committee and the Chief Internal Auditor reports to the Audit Committee on a quarterly and annual basis, through the Executive Director of Finance (Interim). The Chief Internal Auditor's Annual Report includes an 'opinion' on the adequacy and effectiveness of risk management and internal control within the authority.
- 2.3 The Audit Committee is responsible for endorsing the Annual Internal Audit Plan. The quarterly and annual reports from the Chief Internal Auditor show progress against the Plan through a summary of audit work over the period. Quality feedback from questionnaires received from clients following audits is also presented to the Audit Committee.
- 2.4 The Audit Committee Chairman meets separately and privately with the Chief Internal Auditor and with the Council's External Auditor from time to time.

3 INDEPENDENCE AND ACCOUNTABILITY

- 3.1 Internal Audit is independent of the activities that it audits which enables the auditors to perform their duties in a manner which facilitates impartial and effective professional judgements and unbiased recommendations. Internal auditors have no operational responsibilities.

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Internal Audit - Terms of Reference

- 3.2 Internal Audit determines its priorities in consultation with the Audit Committee. The Chief Internal Auditor has continual direct access to Council records, officers and reports and the ability to report independently and impartially if required. Accountability for the response to the advice and recommendations of Internal Audit lies with Chief Officers and Heads of Service, who either accept and implement the advice or choose another course of action on a risk assessed basis.

4 STATUTORY ROLE

- 4.1 Internal Audit is a statutory service in the context of the Accounts and Audit Regulations (England) 2011, which state in respect of Internal Audit that:
'A relevant body must undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Any officer or member of a relevant body must, if the body requires make available such documents and records as appear to that body to be necessary for the purposes of the audit; and supply the body with such information and explanation as that body considers necessary for that purpose. A larger relevant body must, at least once in each year, conduct a review of the effectiveness of its internal audit. The findings of the review referred to in paragraph (3.) must be considered, as part of the consideration of the system of internal control referred to in regulation 4(3), by the committee or body referred to in that paragraph'.
- 4.2 The statutory role is recognised and endorsed within the Council's Financial Regulations (Appendix 16 of the Constitution), which provide the authority for Internal Audit's access to officers, members, premises, assets, documents and records and to require information and explanation as necessary. These rights of access also extend to partner organisations.

5 Consultancy or advisory reviews

- 5.1 In addition to formal audit work, Internal Audit perform consultancy or advisory reviews as part of the annual internal audit plan, or on an ad hoc basis when requested by management. All such advisory work will be clearly identified in the Internal audit Plan. Where a significant consultancy or advisory service is required, either within or external to the Council approval will be sought from the Audit Committee. Reports from this type of work contain findings, audit views and recommendations and whilst no formal opinion is given, this work does inform the Chief Internal Auditor's overall opinion on the adequacy and effectiveness of internal controls.

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Internal Audit - Terms of Reference

6 INTERNAL AUDIT STANDARDS

- 6.1 There is a statutory requirement for Internal Audit to work in accordance with 'proper audit practices'. These 'proper audit practices' are in effect 'the Standards' for local authority internal audit.
- 6.2 CIPFA and the IIA have now published the UK Public Sector Internal Audit Standard which comes into force from 1st April 2013. CIPFA has also published in consultation with the IIA a Local Government Application Note with respect to the Standards. Our Internal Audit Terms of Reference, Code of Ethics are compliant with the Standard and Guidance.

7 INTERNAL AUDIT SCOPE

- 7.1 The scope for Internal Audit is 'the control environment comprising risk management, control and governance'. This means that the scope of Internal Audit includes all of the Council's operations, resources, services and responsibilities including those where the Council works with other bodies. This definition shows the very wide scope of Internal Audit's work.
- 7.2 In order to turn this generic description of scope into actual subjects for audit, the Chief Internal Auditor uses a risk assessment to identify high-risk areas. This risk assessment includes an assessment of the effectiveness of the systems of internal audit, reviewing the adequacy and effectiveness of risk management and reviewing corporate and departmental risk registers. This process inevitably identifies the Council's fundamental financial systems as being 'high risk', but other non-financial systems and functions are also identified as important areas for review by Internal Audit, for example project management/ICT and Health and Safety.

8 INTERNAL AUDIT RESOURCES

- 8.1 The Chief Internal Auditor has ensured that the resources of the Internal Audit Section are sufficient to meet its responsibilities and achieve its objectives. If a situation arises whereby the Chief Internal Auditor concludes that resources are insufficient, he must formally report this to the Section 151 Officer.
- 8.2 The Chief Internal Auditor has been responsible for appointing the staff of the Internal Audit Section and has ensured that appointments have

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been made to achieve the appropriate mix of qualifications, experience and skills.

- 8.3 Internal Audit is appropriately staffed in terms of numbers, grades, qualification levels and experience, having regard to its objectives and to the Standards. Internal Auditors are properly trained to fulfil their responsibilities and maintain their professional competence through appropriate development programmes.
- 8.4 Where skills do not exist within the team, the Chief Internal Auditor buys in resources from external sources to provide an adequate, effective and professional service, for instance with respect to ICT or Health and Safety audits.
- 8.5 If Internal Audit staff are appointed from operational roles elsewhere in the Authority, they do not undertake an audit in that operational area during the first year of their appointment, except by prior agreement between the Chief Internal Auditor and the relevant Head of Service.

9 FRAUD AND CORRUPTION

- 9.1 The Anti Fraud and Corruption Strategy was revised and updated in light of the Bribery Act that came into force on 1 July 2011 and endorsed by the Audit Committee at its September 2011 meeting. The Strategy sets out the responsibilities of the various parties. These include, amongst other things, that the promotion of and revision to the Strategy lies with Monitoring Officer (Head of Law) advised by the Chief Internal Auditor. Managing the risk of fraud and corruption is the responsibility of Chief Officers; Internal Audit does not have responsibility for the prevention or detection of fraud and corruption. Audit procedures alone, even when performed with due professional care, cannot guarantee that fraud or corruption will be detected. Internal auditors will, however, be alert in all their work to risks and exposures that could allow fraud or corruption. Internal Audit may be requested by management to assist with fraud related work. A training programme to develop fraud investigatory skills within the team is included within the development plans.
- 9.2 The Chief Internal Auditor advises Chief Officers on fraud and corruption issues.
- 9.3 The Chief Internal Auditor has made arrangements to be informed of all suspected or detected fraud, corruption or improprieties so that he can consider the adequacy of the relevant controls, and evaluate the implications for the opinion on the internal control environment.

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10 REPORTING ACCOUNTABILITIES

- 10.1 A written report is prepared for every internal audit in accordance with the appropriate standards. The report is agreed with the Principal Client Manager before being issued to the responsible Assistant Director or Head of Service. The reports include an 'opinion' on the adequacy and effectiveness of risk management and internal controls in the area that has been audited.
- 10.2 Internal Audit make practical recommendations based on the findings of the work and discuss these with management to establish an appropriate action plan.
- 10.3 The Assistant Director or Head of Service is asked to respond to the report's recommendations within an agreed timescale. The response must show what actions have been taken or are planned in relation to each recommendation. If a recommendation is not accepted by the manager, this is also stated. The Chief Internal Auditor assesses whether the managers response is adequate.
- 10.4 Any findings given a high priority are monitored and reported in a separate High Priority Findings (HPF) report. Management assurance is obtained to ensure the agreed actions have taken place and updates about the progress of dealing with high priority findings are reported to Chief Officers Group monthly. If actions have not been implemented satisfactorily by the agreed dates, the Chief Internal Auditor will make a risk based assessment to determine what further follow-up audit and subsequent reporting to Chief Officers Group is required.
- 10.5 Any reports that, in consultation with Chief Officers, are judged to be "Corporately Significant" based upon agreed criteria are reported to the Audit Committee. These reports are subject to a full follow up audit.
- 10.6 The Chairman can request a sample of audit reports to review periodically.

11 RESPONSIBILITIES

- 11.1 In meeting its responsibilities, Internal Audit activities are conducted in accordance with Council strategic objectives and established policies and procedures. In addition, Internal Auditors shall comply with the Code of Ethics and the Code (UKPSIAS) and other such codes of professional bodies of which internal auditors are members, such as

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the Chartered Institute of Internal Auditors.

- 11.2 Internal Audit co-ordinate their work with that of the external auditors and assist the external auditors as required to ensure that appropriate reliance can be placed on Internal Audit's activities; Internal Audit may also place reliance upon the work of the external auditors.
- 11.3 Internal Audit will work in partnership with other bodies to secure robust internal controls that protect the Council's interests.

12 RELATED DOCUMENTS

- 12.1 This document is one of a series that, together, constitute the policies of the authority in relation to anti-fraud and corruption. The other documents include:

Anti-Fraud and Corruption Strategy
Whistle-Blowing Policy
Code of Conduct for Members and Co-opted Members
Officers Code of Conduct.

13 DEFINITIONS

In terms of the PSIAS and the LGAN:-

Audit Charter – these Terms of Reference for Internal Audit represent the Audit Charter.

Senior Board – functions are exercised by the Audit Committee

Senior Management – functions are exercised by the Chief Officer Group

PSIAS - CIPFA and IIA's UK Public Sector Internal Audit Standard, which came into force on 1 April 2013. The PSIAS and the Local Government Application Note (the Application Note) together supersede the 2006 CIPFA *Code of Practice for Internal Audit in Local Government in the United Kingdom* (the 2006 Code).

LGAN - Local Government Application Note published by CIPFA in collaboration with the IIA in April 2013

Introduction

Delivering Audit Opinions, findings, certifications and undertaking investigations requires strong moral character. Recruitment, selection, training, development and supervision all encourage and promote positive moral qualities. Management set the tone for how the team works and the decisions that are made.

A code of ethics is necessary and appropriate for the profession of internal auditing, founded as it is on the trust placed in its objective assurance about risk management, control, and governance. This code is complementary to, and should be read in conjunction with the CIPFA “Ethics and You” A Guide to the CIPFA Standard of Professional Practice on Ethics (June 2006). This code is compatible with the new UK Public Sector Internal Audit Standard.

The Code of Ethics is based on five pillars,

**Integrity,
Objectivity,
Confidentiality,
Competency and
Professional Behaviour.**

The Five Pillars

1. Integrity

The integrity of internal auditors is founded upon trust and thus provides the basis for reliance on their judgement. Internal auditors will never use their authority or office for personal gain. They will seek to uphold and enhance the standing of the profession. Internal auditors will maintain an unimpeachable standard of integrity in all their business relationships both inside and outside the organisations in which they are employed. They will reject any business practice, which might reasonably be deemed improper.

Internal auditors:

- 1.1. Will perform their work with honesty, diligence, and responsibility.
- 1.2. Will observe the law and make disclosures expected by the law and the profession.
- 1.3. Will not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organisation or themselves in their professional capacity. The fact that an action is legal does not necessarily mean that it is ethical.
- 1.4. Will declare any personal interest, which may impinge or might reasonably be deemed by others to impinge on impartiality in any matter relevant to his or her duties.
- 1.5. Will respect and contribute to the legitimate and ethical objectives of the organisation.
- 1.6. Will be trustworthy, truthful and honest. They should also promote and support these fundamental principles by leadership and example.

2. Objectivity

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgements.

Internal auditors:

- 2.1. Will not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organisation.
- 2.2. Will not accept anything that may impair or be presumed to impair their professional judgement
- 2.3. Will disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review or distort their reports or conceal unlawful practice.
- 2.4. Will at all times maintain their professional independence. They must be fair and must not allow prejudice or bias, conflict of interest or the influence of others to override their judgement and actions.

3. Confidentiality

Internal auditors respect the value and ownership of information they receive and do not hold or disclose information without appropriate authority unless there is a legal or professional obligation to do so.

Internal auditors:

- 3.1. Will be prudent in the use and protection of information acquired in the course of their duties.
- 3.2. Will not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation.
- 3.3. Will respect the proper confidentiality of information acquired during the course of performing professional services: information given in the course of duty should be true and fair and never designed to mislead
- 3.4. Will not use or disclose any such information without specific authority unless there is a legal or professional right or duty of disclosure.

4. Competency

Internal auditors apply the knowledge, skills, and experience needed in the performance of internal auditing services. Internal auditors foster the highest possible standards of professional competence amongst those for whom they are responsible optimising the use of resources for which they are responsible to provide the maximum benefit to their employing organisation

Internal auditors:

- 4.1. Will engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2. Will continually improve their proficiency and the effectiveness and quality of their services.
- 4.3. Will perform professional services with due care, competence and diligence, and have a continuing duty to maintain their professional knowledge and skill at a level required to ensure that an employer or client receives the advantage of a competent professional service based on up-to-date developments in practice, legislation and techniques.
- 4.4. Will carry out professional services in accordance with the relevant technical and professional standards.

5. Professional Behaviour

Internal auditors comply with standards and laws and must not bring the reputation of the profession into disrepute in their behaviour and actions.

Internal auditors:

- 5.1 will behave in a professional manner both during their day to day work and activities outside of work.

Report of the Norfolk Health Overview and Scrutiny Committee meeting held on 15 January 2015

1 Members Visit to Norfolk Police Headquarters Control Centre at Wymondham

- 1.1 Margaret Somerville updated the Committee on what five Members had learnt from a visit to the Police Control Centre at Wymondham to observe the service provided to people who needed support because of mental health issues rather than Police intervention. In April 2014, the first integrated Mental Health Team in the country was established in the Police Control Centre at Wymondham. Funding for this initiative had followed a bid to the Home Office Innovation Fund to establish an Integrated Mental Health Team. Mrs Somerville said that to have a dedicated team within the Police Control Centre who not only understood the mental health conditions, but also knew how to evaluate, refer and reassure those with mental health needs with their professional expertise, had proved invaluable. She said that by averting the need for a Section 136 Notice, the team had reduced the pressure on the Mental Health Trust while at the same time giving those with mental health needs immediate support and a better quality of care. Those with serious mental health issues were not detained in padded police cells but were taken to Hellesdon, or a place of safety, to await assessment and a suitable bed wherever that might be. A further opportunity for Committee Members to visit the Police Control Centre was to be arranged for the end of January / February 2015.

2 Integration of Health and Social Care Services, Central and West Norfolk

- 2.1 The Committee received evidence from Catherine Underwood, Director of Integrated Commissioning, Debbie Olley, Interim Director of Integrated Care and Laura Clear, Deputy Director Integrated Care and Systems Lead Norfolk County Council / Norfolk Community Health and Care who updated the Committee on integrated commissioning and operational plans across central and west Norfolk in 2015-16. The Committee also received a presentation from Dr Anoop Dhesi, Chairman of North Norfolk CCG, about the effectiveness of integrated services developed in North Norfolk in 2014-15.
- 2.2 In the course of discussion the following key points were made:
- The witnesses said that for the foreseeable future integration would continue to be a key theme for both health and social care services. Norfolk County Council and Norfolk Community Health and Care NHS Trust (NCH&C) had entered into a formal agreement to create a single management arrangement for social care and community nursing and therapies across Norfolk, except for the Great Yarmouth and Waveney CCG area, which would be looked at separately by the Great Yarmouth and Waveney Joint Health Scrutiny Committee in due course.
 - Very strong progress had been made in ensuring that people had a joined

up experience of health and social care but there were significant decisions still to be made, not least because of the requirements of the new Better Care Fund (BCF) for the pooling of health and social care resources.

- The establishment of the BCF for 2015 onwards would provide a national push towards much greater integration than had been achieved by the pilot schemes of the past.
- Health and Social Care Services had appointed to a new senior management structure for integrated services across its organisations at no additional management cost.
- Mental Health Services were seen as an important aspect of an integrated health and social care services. A partnership board had been established to provide leadership and to provide joint work on mental health issues.
- The witnesses said that health and social care commissioners and providers were concentrating on the integration of services for adults, however, the needs of young people and the needs of carers of young people, to access services in a way that would be of benefit to them in planning for the services that were needed in adulthood was very important.
- As well as integration with social care, new methods of integrated working between different parts of the NHS (e.g. primary and community care; community care and acute care; acute care and primary care) were being tried across the county.

2.3 It was **agreed** that the Committee might wish to invite commissioners and providers to report back in 12 months on progress with health and social care integration.

3 NHS Workforce Planning for Norfolk

3.1 The Committee **agreed** terms of reference for a task and finish group to scrutinise NHS workforce planning for Norfolk and made appointments to that group.

4 Forward work programme and appointment of substitute link members with local NHS Trusts and Clinical Commissioning Groups

4.1 The Committee made appointments of **substitute** link members with local NHS Trusts, where some vacancies existed and agreed to make a number of changes to its Forward Work Programme

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

**Michael Carttiss
Chairman**

Report of the Norfolk Health Overview and Scrutiny Committee meeting held on 26 February 2015

1 Diabetes Care within Primary Care Services in Norfolk

- 1.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to a report from NHS England East Anglia Area Team (EAAT), with input from Norfolk County Council Public Health, on the performance of services commissioned for detection and diagnosis of diabetes and for the long term care of people with diabetes in Norfolk.
- 1.2 The Committee welcomed a witness from Diabetes UK who gave the charity's views about diabetes services in Norfolk. The Committee also heard from a Public Health Consultant at Norfolk County Council who answered questions regarding prevention of diabetes and NHS Health Checks in Norfolk.
- 1.3 In the course of discussion the following key points were made:
 - Across the full range of care processes and treatments included in the Diabetes UK audit, North Norfolk and South Norfolk were the 1st and 2nd best performing areas out of 19 areas in the region. West Norfolk was 7th, Norwich was 11th and Great Yarmouth and Waveney was 19th.
 - Factors which influenced someone's risk of type 2 diabetes included: weight, waist circumference, and age, lack of physical activity and whether or not they had a family history of type 2 diabetes.
 - The witnesses did, however, say that they were unaware of any research into the links between children with diabetes and if their parents had such a condition but would investigate the matter and let Mrs Orr, the Democratic Support and Scrutiny Team Manager, know the outcome.
 - The witnesses said that some medications were shown to lower the risk of type 2 diabetes amongst particularly high-risk cases, such as those with mental health issues, where lifestyles interventions alone might not be enough. There had also been research into emergence of diabetes as a side effect of certain drugs used for psychiatric disorders.
- 1.4 The Committee **agreed** that information about links between drugs for mental health issues and diabetes should be circulated to Members. The Committee also **agreed** that NHS England East Anglia Area Team (the current commissioners of GP services) should be invited to attend a future meeting to answer Members' questions. In addition, the Committee **agreed** that representatives from the West Norfolk Clinical Commissioning Group area should be invited to that meeting to discuss their performance in delivering care processes and treatment targets for diabetes in primary care.

2 Ambulance response times and turnaround times at hospitals in Norfolk

- 2.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to reports on trends in ambulance response and

turnaround times in Norfolk, and the action underway to improve performance. The reports were from the East of England Ambulance Service NHS Trust (EEAST), the Norwich University Hospitals NHS Foundation Trust (NNUH) as the largest hospital in Norfolk, and the North Norfolk CCG as the lead commissioner of the NNUH.

2.2 The Committee welcomed witnesses from EEAST, North Norfolk CCG, the NNUH and Healthwatch Norfolk. The Committee also heard from David Russell, a Member of the public (formerly a member of the LINK ambulance group).

2.3 In the course of discussion the following key points were made:

- The witnesses explained the detailed ambulance response times for Norfolk, set against the agreed trajectories for each CCG, that were included in the report. The witnesses also explained performance trends in respect of response times, stroke 60 transport times and turnaround times at the three acute hospitals in Norfolk.
- The witnesses said that EEAST was experiencing high levels of activity which had impacted on its ability to make improvements in its services. However, ambulance crew recruitment and training activity was on track and more trainees were now working on the ambulances.
- The NNUH planned to take on 9 additional junior doctors in a staged approach with 5 to be recruited this year and 4 next year to cope with increased A&E demand.
- The witnesses said that when ambulance handover delays occurred at the NNUH it was usually as a consequence of reduced flow throughout the hospital and/or a significantly higher than expected demand on the emergency admission areas.
- The witnesses said that during January 2015 there had been no breaches in agreed Red 1 ambulance back up response times and only two breaches of agreed Red 2 back up response times. The Red 1 and Red 2 call standards were reported to the Commissioners on a simple pass / fail basis that did not reflect the length of time that a 'failed' response actually took.
- Research undertaken by Healthwatch Norfolk showed that there was a 90% public satisfaction rate with the ambulance service.

2.4 It was **agreed** that the Commissioners and EEAST should be asked to provide additional information about how much EEAST and the acute hospitals in Norfolk paid in penalty fines for breach of contract in relation to ambulance response times and handover times; which Commissioners had levied the contract penalty fines and what the Commissioners had done with the money that has been paid in fines by EEAST and the acute hospitals in this context? The Committee **agreed** to return to the subject in 12 months' time.

3 Forward work programme

3.1 The Committee agreed to update its work programme to take account of the decisions regarding diabetes care and ambulance response times and turnaround times in hospitals in Norfolk that had been made at this meeting.

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

**Michael Carttiss
Chairman**

Report of the Health and Wellbeing Board Meeting held on 4 February 2015

1. Joint Health and Wellbeing Strategy 2014-17 – Implementation Update

- 1.1 The Norfolk Health and Wellbeing Board Strategic Plan was approved by the Board in May 2014 and a sub group of the Board had been tasked with steering the work forward. The report aimed to give Members an update on the progress and issues arising to date. The Board split into three groups, each identified by the Health and Wellbeing Boards' priorities.
- 1.2 The Board **RESOLVED** to;
- Note the progress and work underway by partners and to feed this back to their respective officers in the organisations they represent to encourage participation.
 - Comment on the immediate forward plans for each theme
 - Consider how the larger challenges within the Strategy could be addressed.

2. Launch of the Better Care Fund

- 2.1 The Norfolk Better Care Fund Plan was approved with conditions in October 2014. It was resubmitted with the additional requirement in December. The outcome of this resubmission is now awaited.
- 2.2 The Board **RESOLVED** to;
- Note the resubmission of Norfolk's Better Care Fund plan to the national assurance programme.

3. Norfolk Pharmaceutical Needs Assessment (PNA)

- 3.1 Health and Wellbeing Boards (HWBs) must publish a pharmaceutical needs assessment (PNA) by 1 April 2015. The PNA will be used by NHS England when making decisions
- 3.2 **The Board RESOLVED** to;
- Agree that the Director of Public Health will act as accountable officer with responsibility for ensuring that the HWB's duties in accordance with the Regulations (2013) are met.
 - Note the requirements of the Regulations (2013) to publish a PNA by 1 April 2015 that will be used by NHS England in determine applications for the provision of pharmaceutical services and maintain the PNA so that it is kept up-to-date.
 - Approve and publish the Pharmaceutical Needs Assessment 2015-2018 to ensure that the legal requirement to publish an up-to-date PNA by 1 April 2015 is met.

4. Children's Services Improvement and Performance Update

- 4.1 The report provided an update on Children's Services improvement and performance. The Board were presented with an update of the department which provided details of the Social Care Performance Overview Dashboard as at December 2014.
- 4.2 The Board **RESOLVED** to;
- Note the report

5. The Report into Rotherham – implications for Norfolk

- 5.1 The Board received a presentation from Temporary Assistant Chief Constable (T/ACC) Nick Dean and Sheila Lock, Interim Executive Director Children's Services which set out what was being done in Norfolk to take on board the lessons learnt from the investigation into Rotherham.
- 5.2 The Board **RESOLVED** to;
- Note the presentation

6. Forward Plan, Review and Development

- 6.1 The report set out the draft forward plan and enabled the Board to review and comment on its programme of work for the coming year. The report also outlined initial proposals for the Board to conduct a review of its current working arrangements, including reflecting and testing itself on whether it is focused on the right things, working effectively, and adding value, and through this identifying areas for development.
- 6.2 The Board **RESOLVED** to;
- Note the report
 - Agree the forward plan for the year ahead
 - Decide how best to progress a review of the Health and Wellbeing Board

7. NHS England – verbal update

- 7.1 The Board received a short update from NHS England, which explained that there had been a restructure at area team level. It was hoped that by 1st April, all the positions in the new structure would be filled. There would be a more detailed update at the next meeting.

8. Healthwatch Norfolk minutes of the meetings held on 22 September and 17 November 2014

- 8.1 The Board received and **NOTED** the minutes of the meetings of Healthwatch Norfolk which took place on 22 September 2014 and 17 November 2014.
- 9. **Norfolk Health and Overview Scrutiny Committee minutes of meetings held 16 October and 27 November 2014**
- 9.1 The Board received and **NOTED** the minutes of the meetings of Norfolk Health Overview and Scrutiny Committee which took place on 27 November 2014 and 15 January 2015.

Dan Roper
Chairman, Health and Wellbeing Board

Report of the Planning Regulatory Committee Meeting held on 9 January 2015

- 1 King's Lynn and West Norfolk Borough Council: Y/2/2014/2014: Erection of extension comprising 8 no classrooms, a kitchen extension, a new school hall, staff room and ancillary accommodation. External works include sports pitch provision, MUGA, new car park and associated works at St Martha's RC VA Primary School, Field Lane, Gaywood, King's Lynn: Roman Catholic Diocese of East Anglia/Norfolk County Council on behalf of the Director of Children's Services**
 - 1.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission for the erection of an extension to the school, external sports provision, a new car park and associated works.
 - 1.2 The Executive Director of Community and Environmental Services was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.
- 2 South Norfolk District Council: Y/7/2014/7011: Extension to Queens Hill Primary School, Costessey, comprising of 10 no. classrooms, new main school entrance, administrative and ancillary accommodation, new car park, external teaching spaces and play areas: Director of Children's Services**
 - 2.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission to extend Queens Hill Primary School, Costessey. The proposed development consisted of ten new classrooms; a new main entrance, including new lobby, administrative accommodation and toilets; a new car park adjacent to the new main entrance with 41 car parking spaces; new hard play areas with a new playing field, to create a 3 form entry 630 pupil school to meet the needs of the expanding Queens Hill development at Costessey.
 - 2.2 The Executive Director of Community and Environmental Services was authorised to:

- i) Grant planning permission subject to the conditions outlined in section 12 of the report.
- ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

3 Breckland District: C/3/2013/3017: Thetford Household Waste Recycling Centre: Retrospective minor material amendment: Variation of condition 2 of planning permission ref. C/3/2011/3021 to make changes to reuse shelter (PV panels), and layout of site (drainage layout, ramp, car parking and addition of safety bollards): Norfolk County Council, Interim Executive Director of Community and Environmental Services

- 3.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission to vary condition 2 of planning permission reference C/3/2011/3021 to authorise a number of minor changes to the existing Household Waste Recycling Centre at Telford Way, Thetford. The proposed changes were in respect of the number and configuration of PV panels of the roof of the re-use building and the layout of the site with regard to drainage arrangements, the ramp that connected the split levels, car parking and also the installation of safety bollards.
- 3.2 The Executive Director of Community and Environmental Services was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

David Collis
Chairman, Planning (Regulatory) Committee

Report of the Planning Regulatory Committee Meeting held on 20 February 2015

- 1 **South Norfolk District: C/7/2012/7017: Norton Subcourse Quarry, Loddon Road, Norton Subcourse, Extension to existing quarry involving the extraction of sand and gravel from three parcels of land with restoration to agriculture and heathland integrating with existing restored areas, retention of existing aggregate processing plant, silt lagoons, stocking area and access/haul road: Cemex UK Operations Ltd.**
 - 1.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission for the extension of mineral extraction onto three areas of land adjoining the existing quarry, over a period of between 11 and 21 years, with progressive restoration to agriculture and heathland. The proposal includes retention of the existing aggregate processing plant complex and access/haul road.
 - 1.2 The Executive Director of Community and Environmental Services was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.
- 2 **King's Lynn and West Norfolk Borough Council: C/2/2014/2016: Erection of a building to house a replacement waste baler and generator with associated improvements to bunding and landscaping arrangements. Glazewing House, Station Road, West Dereham, King's Lynn, Norfolk, PE33 9RR: Glazewing Ltd.**
 - 2.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission to erect a building to house a replacement waste baler and generator with associated improvements to bunding and landscaping arrangements.
 - 2.2 The Committee **agreed** that the following condition should be included:

Details of the external finish to the building shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. The development shall be completed in accordance with the approved details.

Reason: In order for the Local Planning Authority to be satisfied that the materials to be used will be visually appropriate for the approved development and its surroundings, in accordance with Policy CS 08 of the adopted Core Strategy of the Borough Council of King's Lynn & West Norfolk.

2.3 The Executive Director of Community and Environmental Services was authorised to:

- i) Grant planning permission subject to the conditions outlined in section 12 of the report including the additional condition as set out in the above paragraph.
- ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

3 North Norfolk District Council: Y/1/2014/1007. RAF Coltishall Airfield. Erection of live fire training facility, enlargement of existing hard-standing area and retention of four fire training containers; plus change of use of building 440 to provide briefing, mess and rest room facilities and building 109a for ancillary storage: Executive Director of Community and Environmental Services.

3.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission for the erection of a live fire training facility, enlargement of existing hard-standing area and retention of four fire training containers; plus change of use of building 400 to provide briefing, mess and rest room facilities and building 109a for ancillary storage.

3.2 The Executive Director of Community and Environmental Services was authorised to:

- i) Grant planning permission subject to the conditions outlined in section 12 of the report.
- ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

- 4 Great Yarmouth Borough Council: Y/6/2014/6009. Change of use of former caretaker's accommodation (C3) to office accommodation (B1a) at the Time and Tide Museum, 16 Blackfriars Road, Great Yarmouth. Executive Director of Community and Environmental Services.**
- 4.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission to change the use of the former caretaker's accommodation to office accommodation at the Time and Tide Museum. No internal or external alterations were proposed.
- 4.2 The Executive Director of Community and Environmental Services was authorised to:
- i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

David Collis
Chairman, Planning (Regulatory) Committee

Report of the Planning Regulatory Committee Meeting held on 27 March 2015

- 1 **The Broads Authority Executive Area: C/6/2014/6007: Bentley's Farm, Low Road, West Caister. Change of Use of Commercial Kennels to a Mixed Use comprising Commercial Kennels and Pet Incinerator, to include installation of Incinerator, 2000 litre fuel tank and refrigeration shed: Barry Franks.**
 - 1.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission for a change of use of Commercial Kennels to a Mixed Use comprising Commercial Kennels and Pet Incinerator. The application to include installation of an incinerator, 2000 litre fuel tank and refrigeration shed.
 - 1.2 The Executive Director of Community and Environmental Services was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.
- 2 **Breckland District Council. Y/3/2014/3009. Change of use of open space for school use to include new car parking, playingfield and MUGA. Expansion of existing school to two form entry: works to include extensions and alterations to existing school and associated works. Drake Infant School & Nursery, Fairfield, Thetford. Norfolk. IP24 1JW. Director of Children's Services**
 - 2.1 The Committee received a report by the Executive Director of Community and Environmental Services seeking planning permission for the extension and expansion of the school, external sports provision, additional car park and associated works. The proposal would allow the school to expand to a two-form entry 420 place Primary School.
 - 2.2 The Committee **RESOLVED** that the Executive Director of Community and Environmental Services should be authorised to:

- i) Grant planning permission subject to the conditions outlined in section 12 of the report.
- ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

David Collis
Chairman, Planning (Regulatory) Committee

Report of the Norfolk Joint Museums Committee meeting held on 8 January 2015

1 Norfolk Joint Museums Service – Integrated Finance and Risk Monitoring Report for 2014/15

1.1 Members received a report that (based on budget out-turns as at 31 October 2014) covered progress with the NMS revenue budget for 2014/15, reserves and provisions and the capital programme, and savings applied to the revenue budget for 2015/16. The report also provided the Committee with an update on progress with the management of risk within the NMS.

1.2 In the course of discussion, the following key points were noted:

- All risks within the NMS had been carefully assessed and were well managed.
- Progress with NMS Revenue budgets and Reserves and Provisions indicated that the Service should achieve a break-even position at the year end.
- ACE had provided funding of £1.2m in 2014-15 and had confirmed in principle that it would provide a further £4.1m for the period 2015-18 subject to continuing levels of funding from NCC and other Joint Museums Agreement partners.

1.3 The Joint Committee **resolved** to note:

- (a) Progress with the revenue budget, capital programme and reserves and provisions forecast out-turn positions for 2014/15.
- (b) Progress with the management of risk within the NMS based on the most recent review of September 2014.
- (c) The proposed savings for 2015/16 and beyond.

2 Norfolk Museums Service – Performance & Strategic Update Report

2.1 The Joint Committee received a report that provided progress with performance against the NMS agreed service plan for 2014/15 and progress with strategic developments within the Service including the NMS's Arts Council England budget for 2015-18 and an update on the Gressenhall 'Voices from the Workhouse' development that had been agreed with the Heritage Lottery Fund with full delivery expected to take place over the next 18 months.

2.2 During discussion, the following key points were noted:

- The NMS had been successful in obtaining funding for the continuation at Time and Tide Museum of the Department for Education/Arts Council England Museums and Schools literacy programme 'Stories from the Sea' for at least another year beyond spring 2015.
- The NMS continued to compile indicative costs for the display of the West Runton mammoth which could be located in the Rotunda at the Castle Museum.
- Fund raising had begun for re-gilding the frame of the Paston Treasure artwork. Small as well as large contributions towards this project were being sought through the Art Fund's 'Art Happens' crowd funding scheme.
- Most of the second cohort of NMS Teaching Museum trainees had found or were in advanced stages of obtaining suitable employment. The 2015 cohort was currently being recruited. The HLF supported Skills for the Future trainees also continued to deliver outstanding results.
- The Joint Committee noted that while a number of budget savings were already agreed for 2015/16 and beyond, changes to the financial environment meant further savings were required for the next financial year. One of these savings involved the Service undertaking a consultation regarding a proposed staff restructuring exercise that impacted on 14 NMS posts (including 3 senior management posts) and would, if carried through, result in the net loss to the NMS of c.10 posts. The staff restructuring proposed would have an equal impact across the whole Service. The budget savings would result in no changes in museum opening times, the work undertaken with partner organisations or in the NMS capital programme.
- The Chairman referred to the successful fundraising event and special dinner that had been held at the Ancient House Museum, Thetford on 11 December 2014 to mark the 90th anniversary of the museum.
- It was suggested that the NMS should look to achieve a wider distribution of its museum leaflets. It was suggested that leaflets about each museum should be available at all 10 NMS Museums and in the county's libraries. It was also suggested that the NMS should look to work more closely on the distribution of its publicity material with the National Trust and other non-profit making organisations.
- The NMS national-standard Design and Conservation Teams had achieved a quicker take up of these services than was anticipated. Discussions with the District Councils concerning the Museums Agreement were going well. Discussions with Broadland District Council had been a particular success and good progress was also being made with South Norfolk Council and with King's Lynn and West Norfolk Borough Council.

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

- (a) Progress with performance against 2014/15 Service Plans, especially commercial goals.
- (b) That work on agreeing the Arts Council England budget was on-going with full sign-off expected ahead of the financial year-end.
- (c) That the *Permission to Start* for the Gressenhall 'Voices from the Workhouse' development was agreed with the Heritage Lottery Fund and full delivery would take place over the next 18 months.

3 NMS Collections Rationalisation Programme 2012-15

- 3.1 The Joint Committee agreed to the rationalisation of certain items that had been considered for rationalisation by Norwich City Council's Area Museums Committee and by the Museums Service Level Review Committee of North Norfolk District Council. This was agreed subject to further work being done to identify suitable homes for some of these items.

John Ward
Chairman

Report of the Norfolk Records Committee Meeting held on 8 January 2015

1. Norfolk Record Office Finance and Risk Report

- 1.1 The report from the Interim Executive Director of Community and Environmental Services was received. The report covered the forecast position and risk management for the Norfolk Records Committee in 2014/15 as at 31st October 2014.
- 1.2 The Committee **RESOLVED** to;
- Consider the performance with the revenue budget and reserves and provisions for 2014/15.
 - Consider the management of risk for 2014/15.
 - Note the proposed budget savings for 2015/16 and beyond.

2. Norfolk Record Office Service Development Report

- 2.1 The report from the Interim Executive Director of Community and Environmental Services was received. The report considered ways in which the Norfolk Record Office could develop and attract new ways of funding activities.
- 2.2 The Committee **RESOLVED** to;
- Consider and comment on the contents of this report.
 - Approve the use of £85k from reserves to support the work.

3. Norfolk Record Office Opening Hours

- 3.1 The report from the Interim Executive Director of Community and Environmental Services was received. The report reviewed the impact of the changes to the opening hours since April 2014.
- 3.2 The Committee **RESOLVED** to;
- Consider and comment on the contents of the report
 - Approve the continuation of late opening on a Thursday evening

Dr C. J. Kemp, Chairman

Norwich Highways Agency Committee Report of the meeting held on 27 November 2014

1 Petitions

The Committee received two Petitions, one relating to the closure of the Park Lane to Vauxhall Street section of the Norwich City Council's Push the Pedalways Scheme and the second relating to the Avenue Road bus service/bus stop infrastructure.

2 Push the Pedalways – Tombland and Palace Street

The Committee RESOLVED unanimously, with all 4 voting members voting in favour, to

- (1) defer consideration of the proposed scheme for the Push the Pedalways – Tombland and Palace Street, to the next meeting (22 January 2015);
- (2) ask the head of city development services to advertise additional Traffic Regulation Orders with respect to:
 - (a) the additional loading bay outside 7-11 Tombland;
 - (b) adjustments to the parking arrangements on the north-south arm of the "Tombland Triangle" to include a new loading bay;
 - (c) the reversion of part of the 24 hour taxi rank on the east-west arm of the "Tombland Triangle" to pay and display parking during the day (reverting to a taxi rank in the evening, as the existing bay does).

3 Push the Pedalways – Park Lane to Vauxhall Street

The Committee RESOLVED unanimously, with all 4 voting members voting in favour, to:

- (1) note the results of the consultation;
- (2) agree that the following proposals should not be adopted;
 - (a) the proposed road closures on Park Lane to the immediate north of the junction with Avenue Road and on Avenue Road to the immediate east of Maida Vale;

- (b) the move of Maida Vale from controlled parking zone R to P;
- (3) agree that the following proposals should be implemented, as shown on plan numbers CCAG8-CON-09 and 10;
 - (a) amend the parking restrictions on Avenue Road;
 - (b) replace the speed cushions on Avenue Road with sinusoidal humps;
 - (c) extend the footpath on the northern side of Avenue Road across the junctions of Swansea Road, Cardiff Road and Pembroke Road;
 - (d) remove the existing signalled crossing on Unthank Road and replace with a zebra crossing;
 - (e) introduce a raised table on Unthank Road between from just south of the Park Lane junction to just north of the Essex Street junction;
 - (f) extend the existing 20mph restriction on Unthank Road to the north of the Essex Street junction;
 - (g) introduce a signed only contra flow cycle lane on Essex Street;
 - (h) introduce contra flow cycling on the section of Rupert Street between Trinity Street and Cambridge Street;
- (4) ask the head of city development services to complete the necessary statutory procedures associated with the measures described in 3 (a) – (h);
- (5) ask the head of city development services to proceed with the necessary statutory processes to amend the waiting restrictions on Vauxhall Street, Chester Street and York Street and introduce shared use facilities for cyclists as shown on Plan no CCAG8-CON-11 & 01; and subject to the number and scope of the responses received to these proposals, delegate authority to the head of city development services, in consultation with the chair and vice chair of this committee, to consider any comments or objections;
- (6) ask the head of city development services to work with the Department for Transport to agree detailed proposals for the cycle street concept and report to a future meeting of this committee on how this will be implemented in Essex Street, Avenue Road and Park Lane between Unthank Road and Avenue Road;
- (7) ask the head of city development services to investigate ways of improving the cycle link between Mill Hill Road and West Pottergate, subject to funding.

4 Push the Pedalways – Project 4 – The Avenues and Project 19 – 20mph areas (west section).

Members discussed how 20mph speed restrictions could be enforced and

suggested that roundels in the road were an effective method of alerting drivers to the speed restriction.

RESOLVED unanimously, with all 4 voting members voting in favour, to:

- (1) acknowledge the response to the consultation;
- (2) ask the head of city development services to carry out detailed design and installation of the amended proposal for The Avenues as shown on drawing Nos. -PE4073MMD-301739cb04-PRE-1101, 1102, 1103 and 1104 and consisting of ; a) Continuous one way cycle tracks 2m-2.2m in width on both sides of The Avenues between Bluebell Road and Colman Road built over the verge with a 40mm low kerb separating them from the carriageway:
 - (a) speed reducing crossing tables for cyclists and pedestrians travelling along The Avenues at the following side roads: George Borrow Road, Lovelace Road, Stannard Road and the entrances to Bluebell allotments; also at the junction of The Avenues with Bluebell Road;
 - (b) the provision of cycle tracks partly separated from the footway on the north side of The Avenues linking to the toucan crossing over Colman Road and at the Bluebell Road junction linking the cycle track both on the north and south of The Avenues to the existing shared cycleway/footpath on Bluebell Road;
 - (c) extension of the existing 20mph restrictions so that all streets within the area bounded by Earlham Road, Bluebell Road, Jessop Road and Christchurch Road are covered by a 20mph restriction. Bluebell Road between Earlham Road and North Park Avenue and North Park Avenue will also be subject to the 20mph restriction;
 - (d) the reinforcement of sufficient verge space with a porous material on The Avenues between Stannard Road and Bluebell Road to allow residents' to park cars off the carriageway, without obstructing the cycle tracks, and access parking within the curtilage;
 - (e) alterations to the traffic signals at the junction of Colman Road and The Avenues to:
 - (i) give cyclists dedicated signals that release them to cross Colman Road several seconds ahead of vehicles;
 - (ii) provide a signalised pedestrian crossing over Colman Road immediately to the south of The Avenues with raised table courtesy crossings at the entrances to the service lanes;
 - (iii) convert the crossing over Colman Road immediately to the north of The Avenues into a toucan crossing that cyclists can ride across alongside pedestrians;
 - (iv) advanced stop boxes enlarged to 7.5m.

- (3) complete the necessary statutory processes associated with the installation of the 20mph Speed Restriction Order and the amendment to the University CPZ Traffic Regulation Order for 5m of double yellow line on Lovelace Road as shown on Plan Nos. PL/TR/4142/225/1 and PL/TR/3584/285 respectively.
- (4) proceed with the necessary statutory processes to obtain a Traffic Regulation Order to prohibit parking on the grass verges in The Avenues between Bluebell Road and Colman Road and also give notice to the proposed changes in design for the speed tables in Bluebell Road at the junctions with The Avenues and Cow Drive along with two sets of traffic calming cushions.
- (5) Subject to the number and scope of the responses received to the verge parking TRO, delegate authority to the Head of City Development Services, in consultation with the Chair and Vice-Chair of this Committee, to consider any comments or objections.

5 End of life signalled crossings

The Committee RESOLVED unanimously, having considered the report, with all 4 voting members voting in favour, to ask the head of city development services to progress statutory procedures to implement the legal orders and notices that are associated with the scheme as shown on drawing HMMAS/NSD052/TY/001 which include:

- (a) the replacement of pelican crossing with toucan;
- (b) the conversion of the footpath/verge on the corner of Earlham Green Lane /Earlham Grove pedestrian / cyclist shared use;
- (c) the removal of adjacent pedestrian refuge to the northwest of the junction;
- (d) the provision of a speed table provided across Hutchinson Road.

6 Catton Grove Road and St Augustine's Street proposed zebra crossings.

The Committee RESOLVED unanimously, with all 4 voting members voting in favour, to ask the head of city development services to arrange for the installation of:

- (a) the local safety scheme on Catton Grove Road as advertised and detailed on Plan Nos. 14/HD/28/02b&03;
- (b) the zebra crossing on St Augustine's Street as shown on Plan No. 14/HD/23/D4/A.

7 Highway improvement and maintenance programmes for 2015-16

During discussion members noted the constraints of funding for the fifth year running and that the city received its fair proportion of the funding available across the county. External funding, such as the City Cycle Ambition Grant, was also being used to implement road safety schemes through the Push the Pedalways scheme.

RESOLVED unanimously, with all 4 voting members voting in favour, to:

- (1) note that the allocation of local transport plan funding within the Norwich city council area is:

| Type | Scheme | Cost |
|--------------------|-------------------------------|-----------------|
| Road crossings | Dropped kerbing | £25,000 |
| Walking | Telegraph Lane by Quebec Road | £30,000 |
| | Grove Road outside shops | £30,000 |
| Traffic Management | NATS design | £200,000 |
| | Minor works | £10,000 |
| Public Transport | Bus stop infrastructure | £10,000 |
| Local Safety | Ketts Hill | £28,000 |
| Total | | £333,000 |

- (2) note the capital maintenance allocation is £1,381,582 and will fund the programme listed below:

| Location | Description | Estimate £ |
|--|------------------|--------------------------------|
| "A" Roads | | |
| Heartsease Lane/Salhouse Road junction | Resurfacing | £92,473 |
| Thorpe Road, near Lower Clarence Road | Resurfacing | £69,305 |
| Aylsham Road(Mile Cross Road to Drayton Road) | Surface dressing | £99,311 total for all sites |
| Mile Cross Road (Aylsham Road to Mile Cross RAB) | Surface dressing | |
| Canary Way (Koblenz Av to Broadsman Close) | Surface dressing | |
| Koblenz Avenue | Surface dressing | |
| Saint Crispins Road | Surface dressing | |
| | | |
| | | |

| | | |
|------------------------|--|------------------|
| Total "A" Roads | | £261, 089 |
|------------------------|--|------------------|

| Location | Description | Estimate £ |
|---|--------------------|-------------------|
| "B" Roads | | |
| Magdalen Road, near Sprowston Road junction | Resurfacing | £34,375 |
| | | |
| Total "B" Roads | | £34,375 |

| | | |
|--|------------------|-----------------|
| "C & U" Roads | | |
| Rider Haggard Road junctions of Gawdy Road and Gunn Road | Resurfacing | £20,167 |
| Various sites around City | Surface dressing | £423,400 |
| | | |
| Total "C&U" roads | | £443,567 |
| | | |
| Embrey Crescent | Drainage | £83,819 |
| | | |

| | | |
|----------------------------------|----------------|-------------------|
| Footways | | |
| Corton Road | Reconstruction | £18,682 |
| Nelson Street | Reconstruction | £35,479 |
| Irving Road | Reconstruction | £63,339 |
| Malbrook Road | Reconstruction | £27,316 |
| Waring Road | Reconstruction | £27,955 |
| Friends Road | Reconstruction | £63,960 |
| Guernsey Road Alley | Reconstruction | £9866 |
| Rider Haggard Road | Reconstruction | £40,663 |
| Ethel Road | Reconstruction | £8289 |
| Clancy Road | Reconstruction | £17,867 |
| Tuckswood Centre | Reconstruction | £17,508 |
| Union Street | Reconstruction | £46,524 |
| Maid Marion Road | Reconstruction | £14,702 |
| Caroline Court | Reconstruction | £27,545 |
| Various Minor footway schemes | Reconstruction | £38,370 |
| Various across City | Slurry Seal | £100,667 |
| Total Footways | | £558,732 |
| | | |
| Total Capital Maintenance | | £1,381,582 |

8 Major road works – regular monitoring

The Committee, having considered the report, **RESOLVED** unanimously, with all 4 voting members voting in favour, to note the report.

Tony Adams
Chairman, Norwich Highways Agency Committee

Norwich Highways Agency Joint Committee Report of the meeting held on 22 January 2015

1 Push the Pedalways – Tombland and Palace Street

The Committee **RESOLVED**, unanimously, to

- (1) note the results of the consultation on the proposed plans for Tombland and Palace Street and the progress since the November meeting as detailed in the report;
- (2) agree the following modifications to the plans, which respond to objections raised through the consultation:
 - (a) replacing the proposed Toucan crossing on Tombland with a traffic light control at the junction of Princes Street and Tombland, with a pedestrian crossing on Tombland immediately to the north of the junction;
 - (b) introducing an additional loading bay outside 9-12 Tombland and in the “Tombland triangle”;
 - (c) omitting the proposed pinch point / raised table crossing on Palace Street immediately south of the junction with Pigg Lane;
 - (d) revising the detail of the courtesy crossing at Erpingham Gate (appendix 1); and
 - (e) revising the layout of the parking and taxi rank arrangements in the “Tombland Triangle”.
- (3) agree not to implement the proposal to provide contra-flow cycling facilities in the “Tombland triangle”;
- (4) approve the plans for Tombland and Palace Street which (in addition to the features mentioned in 2 above include:
 - (a) replacing the roundabout in front of the Maids Head Hotel with a priority junction;
 - (b) removing the central island on Tombland in front of the Erpingham Gate;
 - (c) removing the existing signal controlled pedestrian crossing on Tombland;
 - (d) providing a two-way cycle track on the eastern side of Tombland and the southern side of Palace Street between Princes Street and St Martin at Palace Plain;

- (e) widening the footpaths in the northern part of Tombland; and
 - (f) amending the waiting, loading and parking restrictions in the area.
- (5) ask the head of city development services to complete the statutory procedures for the following the Traffic Regulation Orders that have been advertised:
- (a) providing a two-way cycle track on the eastern side of Tombland and the southern side of Palace Street from Princes Street to St Martin at Palace Plain;
 - (b) introducing a no waiting no loading restriction on Tombland and Palace Street between Princes Street and St Martin at Palace Plain;
 - (c) introducing a loading bay on Tombland outside Samson and Hercules House;
 - (d) amending the loading bay outside the Maids Head Hotel;
 - (e) shortening the coach bay on Palace Street by St Martin at Palace Plain;
 - (f) amending the position of the bus stops on the west side of Tombland;
 - (g) adjustments to the parking arrangements on the north-south arm of the "Tombland Triangle" to include a new loading bay;
 - (h) The reversion of part of the 24 hour taxi rank on the east-west arm of the "Tombland Triangle" to pay and display parking during the day (reverting to a taxi rank in the evening, as the existing bay does);
- (6) ask the head of city development services (Norwich City Council) to:
- (a) advertise any minor amendments to the already advertised Traffic Regulation Orders required for the revised scheme and in particular the minor adjustment with respect to the loading bay now outside nos. 9-12 Princes Street; and
 - (b) publish the appropriate crossing and hump notices to take account of the revisions to the scheme;.
- (7) delegate the consideration of any objections to these minor changes in (6) above to the head of city development services in consultation with the chair and vice-chair.

2 **Norwich Area transportation strategy (NATS) implementation plan Cycling Ambition Grant Programme – ongoing funding.**

The Committee **RESOLVED** to note that:

- (1) the city and county council have accepted the invitation from the Department for Transport to apply for additional funding for the Greater Norwich Area from its cycling ambition grant programme;

- (2) Councillor Stonard will propose that the Push the Pedalways executive board incorporates the principle proposed by Councillor Carlo into its statement of community involvement.

3 Future expansion of the Norwich Car Club

The Committee **RESOLVED**, unanimously to

- (1) note the continued demand for the car club and welcome its planned extension across Norwich as a result of successful award of Car Club Development funding from the Department for Transport;
- (2) authorise the head of city development services to carry out the necessary statutory procedures to introduce car club bays as detailed in appendix 1 of the report and associated changes to waiting restrictions.

4 Major road works – regular monitoring

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

Tony Adams
Chairman, Norwich Highways Agency Committee

Regulatory requirement to establish a Local Pension Board for the Norfolk Pension Fund under the Public Service Pensions Act 2013

Report by the Interim Executive Director of Finance and Head of the Norfolk Pension Fund

1. Purpose

- 1.1 The purpose of this report is to request Council to:
- 1.2
 - Agree arrangements to enable mandatory compliance with the Public Service Pensions Act 2013 (PSPA13) and the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 which establish a new requirement for each Local Government Pension Scheme (LGPS) Administering Authority to establish a Local Pension Board in addition to the existing statutory Section 101 requirement (Pensions Committee).
- 1.3
 - Approve the proposed Terms of Reference and associated arrangements for the establishment of the Norfolk Pension Fund's Local Pension Board (LPB) in accordance with the Regulations as agreed by Pensions Committee on 24th February 2015.
- 1.4
 - To delegate authority to the Head of the Norfolk Pension Fund, following consultation with the Chair and Vice Chair of Pensions Committee to agree detailed arrangements to implement the requirements, including minor drafting amendments to the Terms of Reference as required.

2. Background and purpose

- 2.1 The Public Service Pensions Act 2013 provide the framework for reform of the LGPS as an outcome of the government's public sector pensions review led by Lord Hutton and his recommendations regarding the governance and administration of public service pension schemes.
- 2.2 Key provisions of the new [LGPS](#) governance regulations relate to the establishment of new Local Pension Boards for each Administering Authority and a single National Pension Board for the LGPS. The governance regulations aim to enable each LGPS fund to determine their local arrangements; they also aim to enable each Fund's new Local Pension Board to be established within a reasonable timeframe.
- 2.3 The Norfolk Pension Fund LPB will:
 - Be a 'critical friend' to the Section 101 Committee (Pensions Committee);
 - Not be unwieldy in size but to have equal scheme and employer member representation, with appropriate experience, co-opting if necessary;

- Assist Pensions Committee (in accordance with the PSPA13) in meeting the Norfolk Pension Fund's compliance requirements with legislation, regulations, guidance and with The Pension Regulator's (tPR's) new Code of Practice for Public Sector Pension Schemes (Code of Practice 14); and
- Provide oversight of decisions made by Pensions Committee and officers to ensure that due process has been followed (the draft Terms of Reference as proposed ensure that any intervention or escalation is on material grounds only).
- produce an annual report in accordance with requirements, guidance and general accountability to stakeholders;

2.4 Pensions Committee on 24th February 2015 considered and agreed Terms of Reference for the Norfolk Pension Fund Local Pension Board. The report to Pensions Committee can be found [here](#). These Terms of Reference have had external legal consideration by Evershed's, who drafted the Government's guidance on the establishment of Local Pension Boards. Pensions Committee also considered a number of proposed amendments to the Terms of Reference put forward by UNISON. The Committee recommended that the revisions to the governance structure of the Norfolk Pensions Fund be presented to the County Council for approval. These are set out in the appendix to this report at Appendix A.

3 **Resource implications**

- 3.1 Responsibility for establishing a Local Pension Board rests with the administering authority of each LGPS fund, as the 'scheme manager' under the LGPS Regulations 2013, and is mandatory, not optional.
- 3.2 The expenses of a Local Pension Board will be an additional administration cost for its associated LGPS fund (i.e. the Norfolk Pension Fund).
- 3.3 Provision has been made within the Norfolk Pension Fund's budget for the establishment and operation of the Norfolk Pension Fund Local Pension Board.

4 **Other Implications**

- 4.1 **Equality Impact Assessment (EqIA)**
All employers and members within the Fund must have equal opportunity to be nominated for the role of employer or member representative through an open and transparent process.
- 4.2 **Any Other Implications**
Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

5. **Section 17 – Crime and Disorder Act**

- 5.1 There are no implications under the Crime and Disorder Act.

6. Recommendations

6.1 Pensions Committee recommends that the Council:

- agrees and approves the proposed Terms of Reference and associated arrangements (attached) so that work can commence to establish the Local Pension Board in compliance with the regulations.

6.2 It is further recommended:

- to delegate authority to the Head of the Norfolk Pension Fund, following consultation with the Chair and Vice Chair of Pensions Committee to agree detailed arrangements to implement the legislative requirements, including minor drafting amendments to the Terms of Reference as required.

Background Papers

Appendix A – Proposed Terms of Reference

Officer Contact

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

Nicola Mark Tel no: 01603 222171 email address: Nicola.mark@norfolk.gov.uk
Head of the Norfolk Pension Fund



If you need this Report in large print, audio, Braille, alternative format or in a different language please contact Doreen Metcalf on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

NORFOLK PENSION FUND PENSIONS OVERSIGHT BOARD PROPOSED TERMS OF REFERENCE & DELEGATED AUTHORITIES

1) Introduction

This document sets out the terms of reference for the Local Pension Board of the Norfolk Pension Fund ("NPF") as required under the Local Government Pension Scheme Regulations 2013 ("the Regulations").

The NPF is maintained and administered by Norfolk County Council ("the Council") in its capacity as the 'administering authority' for the purposes of the Regulations and the 'scheme manager' for the purposes of section 4 of the Public Service Pensions Act 2013 ("PSPA13") and the Council is referred to in these terms of reference as "the Administering Authority" when acting in those capacities.

The Local Pension Board for the NPF will be called the 'Norfolk Pension Fund Pensions Oversight Board' and known colloquially as the 'Pensions Oversight Board'. The Pensions Oversight Board is not a committee of the Council but will in its functions and actions assist the Administering Authority and its Pension Committee in its administration management, decision making and governance.

The Pensions Oversight Board is established by the Administering Authority and will operate independently of the Pension Committee as set up by the Council under the powers of section 101 of the Local Government Act 1972. No general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or Scheme of Delegation of the Council apply to the Pensions Oversight Board unless expressly included in this document.

2) Role of the Pensions Oversight Board

The role of the Pensions Oversight Board (as defined by Regulation 106 of the Regulations), is to:

- Assist the Administering Authority to secure compliance with:
 - the Regulations and any other legislation relating to the governance and administration of the Local Government Pension Scheme ('LGPS');
 - requirements imposed in relation to the LGPS by the Pensions Regulator (tPR); and
 - such other matters as the LGPS regulations may specify.
- Assist the Administering Authority to ensure the effective and efficient governance and administration of the NPF;
- Provide the Administering Authority with such information as it requires ensuring that any member of the Pensions Oversight Board or person to be appointed to the Pensions Oversight Board does not have a conflict of interest.

The Pensions Oversight Board will also help ensure that the NPF is managed and administered effectively and efficiently and complies with the Code of Practice ("the

Code”) on the governance and administration of public service pension schemes issued by tPR.

The creation of the Pensions Oversight Board does not change the core role of the Administering Authority nor the way it delegates its pension functions to the Pensions Committee. The Pensions Oversight Board does not replace the Administering Authority nor make decisions which are the responsibility of the Administering Authority under both the Regulations and other relevant legislation.

The Pensions Oversight Board will only have the power to oversee decisions made by the Administering Authority and to make recommendations to improve the efficient and effective administration and governance of the pensions function, including funding and investments. The Administering Authority will however reasonably facilitate the discharge of the Pensions Oversight Board’s functions.

The Pensions Oversight Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.

3) Appointment of members of the Pensions Oversight Board

The Pensions Oversight Board shall consist of 7 members and be constituted as follows:

- 3 employer representatives (with voting rights) made up from the following groups of employers in the NPF:
 - 1 from the Council;
 - 2 from the other employers including District Councils, Borough Councils, Police, Fire, Parish and Town Councils, Academies, Colleges and Admitted Bodies.
- The employer representatives may be elected members or officers of the authorities mentioned (except the Council).
- 3 scheme member representatives (with voting rights) of which 1 will be nominated by the trade unions and the rest drawn from the total NPF membership (actives, deferreds and pensioners);
- 1 independent Chairman (with no voting rights).

No substitutes will be permitted.

Employer and scheme member representatives will be appointed through an open and transparent process but the appointment mechanism will be dealt with separately as determined by the Administering Authority. The independent Chairman will be appointed by the Administering Authority subject to ratification by the Pensions Board.

Each member of the Pensions Oversight Board will be responsible for the oversight of the overall effective and efficient governance and administration of the NPF and will not act solely in the interest of the constituent group (s)he is representing.

No officer of the Administering Authority who is either responsible for discharging any function in relation to the Regulations or has delegated decision making authority in relation to LGPS matters may be a member of the Pensions Oversight Board.

No member of the Pensions Oversight Board will be a member of the Pensions Committee. All members of the Pensions Oversight Board may attend the meetings of the Pensions Committee. However, the Pensions Oversight Board will appoint 1 representative as official observer to the Pensions Committee. The observer may be appointed by rotation at the discretion of the Pensions Oversight Board and will be required to report back to the Pensions Oversight Board.

4) Quorum

The Pensions Oversight Board shall have a formal quorum of 3 which will require the Chairman, 1 employer representative and 1 scheme member representative to be present.

5) Conflicts of Interest

A policy for identifying conflicts of interest for the Pensions Oversight Board shall be set out in a separate policy document.

6) Pensions Oversight Board Review Process

The Pensions Oversight Board will undertake each year a formal review process to assess how well it and its members are performing with a view to seeking continuous improvement in the Pensions Oversight Board's performance. The first review will take place no later than 1 October 2016.

7) Knowledge and Skills

Pensions Oversight Board members will comply with the NPF training policy, and training opportunities will as far as possible be shared with the Pensions Committee. Each member of the Pensions Oversight Board will be responsible for complying with the knowledge and understanding requirements of section 248A of the Pensions Act 2004.

8) Pensions Oversight Board Meetings

Meetings will be held during working hours at offices of the Administering Authority as notified prior to each meeting.

The Administering Authority shall give reasonable notice to all Pensions Oversight Board members of every meeting of the Pensions Oversight Board. The Administering Authority shall ensure that a formal record of Pensions Oversight Board proceedings is maintained. Following the approval of the minutes by the Chairman of the Pensions Oversight Board, they shall be circulated to all members of the Pensions Oversight Board for agreement at the next meeting.

There will be at least 2 Pensions Oversight Board meetings a year.

9) Remit of the Pensions Oversight Board

The Pensions Oversight Board must assist the Administering Authority with such other matters as the Regulations may specify. It is for Regulations and the Administering Authority to determine precisely what the Pensions Oversight Board's role entails.

The Pensions Oversight Board will:

- be a 'critical friend' to the Pensions Committee;
- assist the Pensions Committee (in accordance with the Regulations) in meeting the NPF's compliance requirements with legislation, regulations, guidance and the Code;
- provide oversight of decisions made by the Pensions Committee to ensure that due process has been followed.

The Pensions Oversight Board will report any concerns over a decision made by the Pensions Committee or any officer with the relevant delegated authority. The concern will in the first place be reported to the relevant party in relation to that decision, where at least 2 of the employer representatives and at least 2 of the scheme member representatives believe that one or more of the following has happened:

- 1 Under the Council's Scheme of Delegation, the Pensions Committee or officer did not have the power to make the decision in question;
- 2 The decision was in breach of legislation and/or the Regulations;
- 3 The decision maker(s) did not follow professional advice given (or didn't take professional advice) and it is believed that this could result in a materially bad outcome for the NPF;
- 4 The approach to making the decision did not follow one or more of the following principles:

- The decision-maker(s) did not ask themselves the right questions;
- The decision-maker(s) did not direct themselves correctly in law; in particular did not adopt a correct interpretation of the legislation and regulations relevant to the NPF;
- The decision-maker(s) did not take into account all relevant facts and disregard any irrelevant facts;
- The decision-maker(s) arrived at a perverse decision (i.e. a decision to which no reasonable body of decision-makers would have reached).

- 5 A new material factor has come to light that had it been known at the time of the decision, might have resulted in a different outcome provided that the original decision has not yet been irrevocably implemented.

If the Pensions Oversight Board is dissatisfied with the response or resolution to the concern raised, it will seek the advice of the Head of NPF. Where the decision-maker in question is the Head of NPF or the Pensions Oversight Board remains dissatisfied with the response or resolution from the Head of NPF, the concern will be escalated within the Administering Authority as far as possible before seeking the advice of the Scheme Advisory Board.

Pensions Committee may invite the Pensions Oversight Board to reduce Pensions Committee's workload and allow / enable Pensions Committee to focus on strategic issues and decision making at the discretion of the Pensions Committee.

This may include (but is not limited to) by asking the Pensions Oversight Board to look at:

- the risk management process e.g. detailed review of risks and detailed review of the risk register whilst noting that the Pensions Committee remains responsible for the identification and management of those risks;
- review administration standards to ensure fit-for-purpose, review administration performance and review efficacy of scheme member and employer communications;
- review published policies to ensure they remain fit for purpose and are complete;
- review NPF annual reports;
- be considered an integral part of any consultation process with the purpose of adding value to that process based on, for example, their representation of employers and scheme members;
- discuss strategic matters such as communications where requested by the Pensions Committee.

10) Standards of Conduct

The Pensions Oversight Board shall have a code of conduct to which all members will abide.

The role of Pensions Oversight Board members requires the highest standards of conduct and therefore the “seven principles of public life¹” will be applied to all Pensions Oversight Board members and embodied in their code of conduct.

These are:

- Selflessness;
- Integrity;
- Objectivity;
- Accountability;
- Openness;
- Honesty;
- Leadership.

11) Decision making

Pensions Oversight Board members’ entitlement to vote will be as stated at paragraph 2 (Role of the Pensions Oversight Board) and in accordance with the Regulations.

Each employer and member representative of the Pensions Oversight Board will have an individual voting right but it is expected the Pensions Oversight Board will as far as possible reach a consensus.

If consensus is not reached in respect of any business requiring a decision, the Administering Authority will be informed of the business discussed and the differing views expressed by the Pensions Oversight Board and decide on the action (if any) to be taken. This will then be communicated to the Pensions Oversight Board as soon as is reasonably practical for their consideration.

12) Publication of Pensions Oversight Board information

Information in accordance with LGPS legislation and Regulations will be posted on the NPF website (www.norfolkpensionfund.org).

¹ Standards Matter: a review of best practice in promoting good behaviour in public life”, Committee on Standards in Public Life, January 2013

13) Reporting Breaches

The Pensions Oversight Board shall have a policy statement on reporting breaches in line with the Code. The Head of NPF should be consulted to obtain clarification on whether a breach has occurred, to determine the facts, to establish materiality and to deal with difficult cases. Serious breaches must be reported to tPR promptly, taking the advice of the Head of NPF as appropriate. All breaches, even if they're not reported to tPR should be recorded, for example to establish if there is any pattern. TPR should be alerted directly to events involving theft, suspected fraud or other serious offences if discussion would otherwise alert those implicated or impede the actions of the police or a regulatory authority.

14) Budget

The Pensions Oversight Board will have access to a budget for seeking professional advice, training for members, accommodation costs or meeting the costs of any claim for expenses. If additional finance is required, agreement, which will not reasonably be withheld, will be sought from the Head of NPF before incurring additional expenditure.

15) Board Support

The Pensions Oversight Board will be supported in its role and responsibilities by the NPF officers and may finalise a business plan that the Administering Authority will be responsible for ensuring complies with the Regulations and which is achievable in agreement with the Head of NPF and the Chair of Pensions Committee.

The Pensions Oversight Board, with the agreement, of the Chair of Pensions Committee and the Head of NPF, may from time to time co-opt membership for the sole purpose of supplementing their experience and / or knowledge and skills (this could include co-option to working groups of sub committees). Co-opted members will have no voting rights.

The Pensions Oversight Board will have full and unrestricted access to:

- Any reports produced by or for the Pensions Committee and / or NPF officers where they directly relate to the governance and administration of the NPF;
- The NPF's annual reports;
- The NPF's performance and administration information;
- Actuarial reports and valuations of the NPF; and
- Published NPF policies.

In addition, the Pensions Oversight Board may requisition a report from the Head of NPF on any aspect of the NPF's governance, management or administration which must be provided in a reasonable time.

Where any item being reviewed by the Pensions Oversight Board has been a restricted agenda item of the Pension Committee, it will also be a restricted matter for the Pensions Oversight Board and any members of the press and public will be excluded from the meeting during consideration of the item.

Any material previously treated as confidential cannot subsequently appear in the public domain by virtue of being business discussed by the Pensions Oversight Board unless expressly authorised by the Head of NPF (see also section 12 of the terms of reference "Publication of Pensions Oversight Board information").

External advisers to the Pensions Oversight Board will not use or disclose any information (verbal or written) gained in assisting the business or as an attendee of the Pensions Oversight Board, for personal, commercial or political gain.

16) Accountability

The Pensions Oversight Board will be collectively and individually accountable to the Administering Authority.

17) Expense reimbursement

Allowances and expenses will be in accordance with established practice for the committees of the Council. It is expected that employers will facilitate reasonable paid absence to allow Pensions Oversight Board members to fulfil their role.

Version control

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|-----------|---|
| Version 1 | These Terms of Reference were reviewed by Eversheds on 17 February 2015, approved by Pensions Committee on 24 February 2015 |
| | Endorsed by Norfolk County Council on [] and by the Pensions Oversight Board on []. |

ANNEX TO PENSIONS OVERSIGHT BOARD PROPOSED TERMS OF REFERENCE & DELEGATED AUTHORITIES

Clarification notes and initial arrangements on setting up the Pensions Oversight Board from 1 April 2015

A) Appointment of members of the Pensions Oversight Board (Paragraph 3)

Each member of the Pensions Oversight Board will have an initial 2 year term of office to be extended to up to 4 years subject to the review after the first 18 months.

The independent Chairman will in the first term of the Pensions Oversight Board be the Director of the Essex Pension Fund whilst there is a reciprocal arrangement for the Head of the Norfolk Pension Fund to chair Essex Pension Fund's local pension board.

It will be the role of the Chairman to ensure that all members of the Board show due respect for process, that all views are fully heard and considered and to determine when consensus has been met.

Proposed employer and member representatives will initially be shortlisted to determine capacity and suitability by a panel consisting of at least 3 of the following – The Head of the Norfolk Pension Fund, the Chair of the Pension Committee, the 151 Officer, the Monitoring Officer for the Council and an independent panel members at the discretion of the Administering Authority (e.g. other officers of the Administering Authority or professional advisers to the NPF).

Employer representative vacancies will be decided by a vote of all active employers participating in the NPF.

Other than the 1 member representative who will be nominated by the trade unions the other member representatives drawn from the total NPF membership will ideally but need not be spread across the types of scheme member (e.g. 1 from active, 1 from deferreds and pensioners).

Each Pensions Oversight Board member should endeavour to attend all Pensions Oversight Board meetings and commit to maintaining their level of knowledge and skills to carry out their role effectively. In the event of non-attendance at two successive Pensions Oversight Board meetings without an explanation deemed reasonable by the majority of the Board or the failure of a member to attain the required knowledge and skills measurements as set out in the training policy, then the tenure of that membership should be reviewed by the other Pensions Oversight Board members in liaison with the Administering Authority.

Other than by ceasing to be eligible as set out above, a Pensions Oversight Board member may only be removed from office during a term of appointment by the unanimous agreement of all of the other members of the Pensions Oversight Board. The removal of the independent Chairman requires the consent of the Administering Authority.

Although there will be a nominated observer from the Pensions Oversight Board attending the meetings of the Pensions Committee, there is an expectation this will

be reciprocal and members of the Pensions Committee will be welcome to observe the meetings of the Pensions Oversight Board.

B) Conflicts of Interest (Paragraph 5)

A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Pensions Oversight Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the LGPS .

Any conflict of interest has to be seen in the light of the role of the Pensions Oversight Board in that it is not making direct decisions in respect of the NPF.

C) Knowledge and Skills (Paragraph 7)

In accordance with the requirements of the Pensions Act 2004, a member of the Pensions Oversight Board must be conversant with:

- The legislation and associated guidance of the LGPS;
- Any document recording policy about the administration of the LGPS which is for the time being adopted by the NPF.

A member of the Pensions Oversight Board must have knowledge and understanding of:

- The law relating to pensions, and
- Any other matters which are prescribed in regulations.

It is for individual Pensions Oversight Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Pensions Oversight Board.

In line with this requirement Pensions Oversight Board, members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. Pensions Oversight Board members are therefore required to maintain a documented record of relevant training and development.

Pensions Oversight Board members will undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses.

D) Publication of Pensions Oversight Board information (paragraph 12)

Scheme members and other interested parties will want to know that the NPF is being efficiently and effectively managed. They will also want to be confident that the Pensions Oversight Board is properly constituted, trained and competent in order to comply with the Regulations, the governance and administration of the LGPS and requirements of tPR.

Information will be provided showing:

- The names and information of the Pensions Oversight Board members including who they represent;
- The responsibilities of the Pensions Oversight Board as a whole;

- The full terms of reference and policies of the Pensions Oversight Board and how the Board operates;
- The Pensions Oversight Board appointment process;
- Who each individual Pensions Oversight Board member represents; and
- Any specific roles and responsibilities of individual Pensions Oversight Board members.

The Pensions Oversight Board will produce an annual report in accordance with any regulatory requirements.

Pensions Oversight Board papers, agendas and minutes of meetings will be published on the NPF website. These may at the discretion of the Administering Authority be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

Where any item being reviewed by the Pensions Oversight Board has been a Part II agenda item of the Pension Committee, it will also be a Part II matter for the Pensions Oversight Board and not necessarily be published in full.

Where personal scheme member information is being discussed, it will be published in a manner that does not lead to identifying such scheme member.

Information records created or obtained by the Pensions Oversight Board may be accessible from it, or any part of the NPF in accordance with the Freedom of Information Act 2000.

The Administering Authority will also consider requests for additional information to be published or made available to individual scheme members to encourage scheme member engagement and to promote a culture of openness and transparency.

Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Head of NPF.

Version control

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|-----------|---|
| Version 1 | This Annex to the Terms of Reference were reviewed by Eversheds on 17 February 2015, approved by Pensions Committee on 24 February 2015 |
| | Endorsed by Norfolk County Council on [] and by the Pensions Oversight Board on []. |

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|--|---|
| Report title: | Appointment to Bus Lane Adjudication Service Joint Committee |
| Date of meeting: | 13 April 2015 |
| Responsible Chief Officer: | Tom McCabe, Executive Director of Community and Environmental Services |
| Strategic impact Membership of the Bus Lane Adjudication Service Joint Committee (BLJC) will enable the Council to enforce against various traffic offences and so ensure safe and convenient movement of buses. | |

Executive summary

To enable the civil enforcement of bus lanes in the Greater Norwich Area there is a requirement for the County Council to be represented on the Bus Lane Adjudication Service Joint Committee (1 Member of the Council and named substitute). The Norwich Area Transportation Strategy was adopted by members in 2009, this included the installation and enforcement of bus lanes. The appointment will also give the flexibility should members, in the future, wish to implement and enforce similar proposals in the County.

The BLJC is a National Body and currently meets three times a year. Meetings are currently convened in London and in the Birmingham area.

The appointment of a Councillor to the Bus Lane Adjudication Service Joint Committee (BLJC) is the final part of the process required to enable Norfolk County Council (and Norwich City Council as per the Highways Agency Agreement) to enforce moving traffic contraventions of Bus Lanes under the Civil Enforcement Process, which could previously only be undertaken by the Police.

Recommendation

- **That Council appoint 1 representative and 1 named substitute**

1. Proposal

That Council considers making appointments to the following Joint Committee.

a. The Bus Lane Adjudication Service Joint Committee (1 Member of the Council and a named substitute)

The Committee is a joint committee between Local Authorities and has been established to adjudicate on Bus Lane Contraventions. The Secretary of State has approved under the provisions of the Bus Lane Contraventions (Approved Local) (England) Order 2005 (as amended) (inter alia) the Local Authorities listed in Schedule 1 to this deed as "Approved Local Authorities" for the purpose of section 144 of the Transport Act 2000 (civil penalties for bus lane contraventions).

The agreed primary objectives of the joint committee are the provision of:

- a fair adjudication service for appellants including visible independence of adjudicators from the Local Authorities in whose areas they are working;
- consistency of adjudication across the service;
- a cost effective and equitable adjudication service for all Local Authorities in relation to whose area the Secretary of State has made an order under sections 144 (3)(b) and (14) of the 2000 Act;
- flexibility to deal with a wide range of Local Authorities with varying levels of demand for adjudication;
- and such other functions as may be conferred on the joint committee by statute from time to time.

2. Financial Implications

The civil enforcement of Bus Lanes in the Norwich will be carried out via camera enforcement and is self-supporting and therefore is not intended to be profit generating. Therefore the cost of the enforcement and its related costs, including Members travel costs in attendance of the Bus Lane Adjudication Service Joint Committee will be covered by the income generated by the fixed penalty notices.

3. Issues, risks and innovation

4.1 There are no other relevant implications to be considered by members.

4. Background

4.1 It is for Full Council to make appointments to Joint Committees.

Background Papers – Members' briefing note is attached at Appendix A

Officer Contact

If you have any questions about matters contained within this report or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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

Officer Name: **Tel No:** **Email address:**

Jon Barnard 01603 224414 jon.barnard@norfolk.gov.uk



If you need this Agenda in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Member Briefing Note

1. Introduction to the Traffic Penalty Tribunal

The Traffic Penalty Tribunal is an independent tribunal where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been issued with:

- Penalty Charge Notices (or have been removed or clamped) by councils in England and Wales enforcing parking under the Road Traffic Act 1991 and the Traffic Management Act 2004.
- Penalty Charge Notices by councils in England undertaking civil bus lane enforcement under The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations (2005 SI No 2757).

The principal objective of the Traffic Penalty Tribunal is to provide independent, impartial and well considered decisions based on fact and law in a way that is user-focused, efficient, timely, helpful and readily accessible.

The Traffic Penalty Tribunal has its headquarters in Manchester but operates across England (outside London) and Wales with its Adjudicators and Hearing Centre Supervisors working remotely and from hearing venues in over 70 locations. The Traffic Penalty Tribunal deals with some 10,000 plus appeals per annum and has 32 Adjudicators including a Chief Adjudicator, 15 Hearing Centre Supervisors and twenty staff. Appellants and Councils are given a named Appeals Coordinator who will handle the administration of their appeal from the Notice of Appeal through to the Decision being issued.

It is the Adjudicator's function is to independently decide the appeals and issue any directions required for the management of appeals.

The Traffic Penalty Tribunal comes under the supervision of the Administrative Justice and Tribunals Council which has established a Framework of Standards for Tribunals which states that tribunals should:

- Be independent
- Provide open, fair and impartial hearings
- Be accessible to users
- Focus on the needs of users
- Offer cost effective procedures
- Be properly resourced and organized
- Work with first tier decision makers to improve the "end to end" experience for the user.

Both parties, Councils and Appellants, have a right to a personal hearing, but alternatively may agree to have a postal hearing and, more recently a hearing by telephone. The Traffic Penalty Tribunal is also actively encouraging councils to provide the facility for appellants to appeal on line.

Technology is central to the whole operation. A new case management system introduced in 2006 has enabled the tribunal to handle cases and communicate with all parties in a more effective way. The Traffic Penalty Tribunal is actively working with councils and IT suppliers

to promote electronic transfer of evidence which will provide efficiency savings for both councils and the tribunal.

For more information

For more information about The Traffic Penalty Tribunal, members are requested to:

- Visit the tribunal's web site at www.trafficpenaltytribunal.gov.uk.
- Refer to the Adjudicators Annual Report – copies are routinely circulated to new councilors
- Contact the Head of Service who will be pleased to provide additional information or arrange a visit to the Manchester offices.
- Members are welcome to participate in any tribunal events e.g. council induction events or council user groups.

2. Background to the Joint Committees

The PATROL Adjudication Joint Committee, formerly the National Parking Adjudication Service Joint Committee, has been established to enable Councils having Civil Enforcement Area Orders to exercise their functions under Section 81 of the Traffic Management Act 2004 and Regulations 17 and 18 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. These functions are exercised jointly with the other councils in accordance with the requirements of Regulation 16 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

The functions exercised by the PATROL Adjudication Joint Committee on behalf of its constituent councils are appointing independent adjudicators to the Traffic Penalty Tribunal (subject to the consent of the Lord Chancellor), providing these adjudicators with administrative staff and accommodation and providing hearing venues. **Its remit in relation to the Tribunal is limited to these matters.** The Joint Committee also undertakes such other associated functions as the Participating Authorities may lawfully arrange Joint Committee to perform as they from time to time consider appropriate.

The Agreement that regulates the setting up of the Joint Committee provides for one Representative for each constituent Council. Members of the Joint Committee need not be an "Executive Member" of their Council, but this is a matter for each Council to decide. If the nominated Representative cannot attend the meeting, provision is made for a named substitute to attend in his/her place.

In 2006 with the introduction of civil bus lane enforcement, it was agreed that there would be an integrated tribunal for parking and bus lane enforcement. However, there must be a separate Joint Committee, the Bus Lane Adjudication Service Joint Committee until such time as both areas of enforcement are governed by the same legislation i.e. the Traffic Management Act 2004. Where councils enforce bus lanes, they are required to become a member of the Bus Lane Adjudication Service Joint Committee.

3. Role of Joint Committee Members

The role of Members of the Joint Committee is to oversee the functions of The Traffic Penalty Tribunal as an Independent Tribunal.

There is not a role as such in respect of the parking/bus lane enforcement activities of the Local Authority they represent on the Joint Committee nor do members have the remit to discuss or influence Adjudicator decisions. The independence and integrity of the tribunal is paramount.

Typically agenda items will include:

- Appointment of adjudicators
- New member councils
- Budgets
- Budget monitoring
- Governance Matters
- Service Charges to user councils
- General progress and service standards
- Establishment of Sub Committees and Advisory Board.
- Other relevant items of interest to the Joint Committee in exercising its duties

Members elect a Chair, Vice Chair and in the case of the PATROL Adjudication Joint Committee, an Assistant Chair. Meetings are attended by the Chair of the Advisory Board, the Chief Adjudicator and Head of Service.

The Head of Service presents reports to the Joint Committee meetings on behalf of the Lead Officer in relation to administrative matters and the Chief Adjudicator presents on judicial matters, administrative responsibilities delegated to her within the scheme of delegation and the Annual Report of the Adjudicators.

4. Joint Committee Primary Objectives

The agreed primary objectives of the Joint Committees are the provision of:

- a) A fair adjudication service for Appellants including visible independence of adjudicators from the authorities in whose areas they are working.
- b) Consistency in access to adjudication.
- c) A cost effective and equitable adjudication service for all Parking Authorities and Bus Lane authorities in England and Wales.
- d) Flexibility to deal with a wide range of local authorities with varying levels of demand for adjudication.

In addition, the Joint Committee oversees any agreed PATROL initiatives e.g. commissioning Independent Reviews and the provision of public information.

5. Joint Committee Meetings

The annual meeting of the PATROL Adjudication Joint Committee takes place in September each year in the Birmingham area.

In addition the Joint Committee has established an Executive Sub Committee which meets twice a year in January and June, again in the Birmingham area. Where possible, Bus Lane Adjudication Joint Committee meeting are scheduled to coincide with the January, June and September meetings.

The PATROL Adjudication Joint Committee has also established an Executive Sub Committee (Wales) with specific reference to matters arising from the separate regulations for the civil enforcement of parking in England and Wales.

In addition to local authority councilors and officers, the Joint Committee meetings are attended by the Chief Adjudicator, Chair of the Advisory Board and Head of Service. Local authority officers are also welcome to attend.

Members are encouraged to attend in order to broaden their appreciation of the functions of the Joint Committee.

Notices and papers in respect of Joint Committee meetings are issued by the Lead Authority. Please note that, in the interests of efficiency, papers will only be issued to councilors who have confirmed that they wish to attend.

In addition, a full set of papers will be sent to the Chief Executive of each council for reference purposes.

6. Lead Authority and Lead Officer Role

Because the Joint Committees have no corporate status and cannot therefore contract, one of the constituent Councils has been appointed Lead Authority to enable goods and services to be provided on behalf of the Joint Committees. The responsibilities of the Lead Authority are set out in the Joint Committee's agreement and within the Scheme of Delegation. Initially Manchester has been appointed the Lead Authority.

The Joint Committees have delegated decision making in relation to the majority of day to day matters to a "Lead Officer" (initially the Lead Officer is the Chief Executive of Manchester) or to the Chief Parking Adjudicator/Bus Lane Adjudicator, depending on the subject matter. For the most part the Head of Service of Joint Committee Services acts on behalf of the "Lead Officer".

Except in the case of urgent business, the Lead Officer, in exercising the functions delegated to him, is required to consult with an officer working party (the Advisory Board) comprising the Lead Officer plus up to eleven people, including: seven representatives of local authorities with at least one representing: an English Authority; a Welsh Authority; a District Council; a County Council; a Unitary or Metropolitan Council and a bus lane enforcement

council. Representatives of the Department for Transport and National Assembly for Wales have been appointed members of the Advisory Board. There are also two other representatives, a lay member who is a member of the Lord Chancellor's judiciary appointments panel, and a representative from a motoring organization. The Advisory Board will have considered all papers being recommended to the Joint Committee.

7. Joint Committee Agreement

The form of the PATROL Adjudication Joint Committee and Bus Lane Adjudication Service Joint Committee Agreements, the articles by which local authorities becomes a member of the Joint Committee, has been the subject of detailed negotiations between the initial parties. Their final form has been approved by leading Counsel. For this reason it is requested that joining councils do not seek to make changes to the terms of the Agreements.

Whilst the Agreements provide for the terms on which the Joint Committees are to operate, including making provision for the joining of new members and for the appointment of a Lead Authority, they do not set out in detail the amount of contributions required from member councils. These contributions are decided by the Joint Committee and are set at a level which should not be prohibitive to any council wishing to join the Joint Committee. These charges will be reviewed annually by the Joint Committees at their January meetings.

8. Public Information

The Joint Committee has approved the provision of common public information on civil enforcement on behalf of local authorities. A public information web site is in operation at www.patrol-uk.info. Information about the web site can be sought from Miles Wallace on 0161 242 5290 or mwallace@patrol-uk.info.

Appointments to Committees made under delegated powers

Policy and Resources Committee

Appointed – Mr B. Borrett, Mr R. Smith, Mr I Monson

Replacing – Mr T. FitzPatrick, Mr T. Garrod, Mr T. Adams

Children's Services Committee

Appointed – Mr B. Long, Mr T. White, Mr B Spratt, Mr A. Adams

Replacing – Mrs J. Leggett, Mr T. Garrod, Mrs M. Dewsbury, Mr C. Foulger

Adult Social Care Committee

Appointed – Mr T. FitzPatrick, Mr W. Richmond

Replacing – Mr M. Chenery, Mr C. Jordan

EDT Committee

Appointed– Mr C. Foulger

Replacing – Mr W. Richmond

Personnel Committee

Appointed – Mr C. Jordan

Replacing – Mr T. FitzPatrick