

# Council

Date: **Monday 21 July 2014**

Time: **10.00 a.m**

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

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## Prayers

## To Call the Roll

## AGENDA

### 1. Minutes

To confirm the minutes of the meeting of the Council  
held on 27 May 2014

(Page 5)

### 2. To receive any announcements from the Chairman

### 3. Members to declare any interests

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

requirement.

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

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

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

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

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

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

#### **5. Reports**

##### **Service Committees (Questions to Chairs)**

Adult Social Care - 16 June & 7 July 2014 (to follow)	(Page 31)
Children's Services - 17 June & 15 July 2014 (to follow)	(Page 34)
Communities - 18 June & 9 July 2014 (to follow)	(Page 38)
Environment, Development and Transport - 20 June & 8 July 2014 (to follow)	(Page 40)
Economic Development Sub-Committee – 24 June 2014	(Page 43)
Policy and Resources – 23 June & 14 July 2014 (to follow)	(Page 45)

##### **Other Committees**

Audit Committee – 19 June 2014	(Page 46)
Personnel Committee – 24 June 2014	(Page 50)
Norfolk Health Overview and Scrutiny Committee – 29 May 2014	(Page 57)
Planning (Regulatory) Committee – 6 June 2014	(Page 60)
Joint Museums Committee – 27 June 2014	(Page 62)
Records Committee – 27 June 2014	(Page 64)
Norfolk Highways Agency Committee – 12 June 2014	(Page 65)

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

Council is required to make the following appointments:-

- (i) Norfolk Parking Partnership Joint Committee (1 Member of the Council)
- (ii) Planning and Traffic Regulation Outside London Joint Committee (1 Member of the Council)
- (iii) Norwich Highways Agency Joint Committee (Chair)

At the last meeting, Council appointed Tony Adams and Bert Bremner as the two voting members of the Joint Committee. The Constitution of the Joint Committee requires the County Council to appoint its Chairman and so Council now needs to appoint one of the two members as Chairman.

**7. To answer Questions under Rule 8.3 of the Council Procedure Rules**

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

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**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 27 May 2014**

<b>Present:</b>	Mr T Adams	Mr T Jermy
	Mr S Agnew	Mr C Jordan
	Mr C Aldred	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	Mrs E Morgan
	Mr M Carttiss	Mr S Morphew
	Mr M Castle	Mr G Nobbs
	Mrs J Chamberlin	Mr W Northam
	M Chenery of Horsbrugh	Mr R Parkinson-Hare
	Mr J Childs	Mr J Perkins
	Mr S Clancy	Mr A Proctor
	Mr R Coke	Mr D Ramsbotham
	Mr D Collis	Mr W Richmond
	Ms E Corlett	Mr D Roper
	Mrs H Cox	Mr M Sands
	Mr D Crawford	Mr E Seward
	Mr A Dearnley	Mr N Shaw
	Mrs M Dewsbury	Mr M Smith
	Mr J Dobson	Mr R Smith
	Mr N Dixon	Mr P Smyth
	Mr T East	Mrs M Somerville
	Mr T FitzPatrick	Mr B Spratt
	Mr C Foulger	Mr M Storey
	Mr T Garrod	Dr M Strong
	Ms D Gihawi	Mrs A Thomas
	Mr P Gilmour	Mr D Thomas
	Mr A Grey	Mr J Timewell
	Mr A Gunson	Miss J Virgo
	Mrs S Gurney	Mrs C Walker
	Mr P Hacon	Mr J Ward
	Mr B Hannah	Mr B Watkins
	Mr D Harrison	Ms S Whitaker
	Mr S Hebborn	Mr M Wilby
	Mr H Humphrey	Mrs M Wilkinson
	Mr B Iles	Mr A White

## **PART 1**

### **1 Election of Chairman**

(Mrs Cox in the Chair)

1.1 Upon the motion of Mr Bremner , seconded by Mrs Gihawi, it was

#### **1.2 RESOLVED (unanimously)**

That Mr Hannah be elected Chairman of the County Council for the ensuing year.

1.3 (Mr Hannah in the Chair)

1.4 Mr Hannah, having made the statutory declaration of office, thanked the Council for the honour and privilege conferred upon him and formally took the Chair. The Chairman began his year in office by saying that he was delighted to be the new Chairman as it was such a privileged position and that his theme for the year would be restorative approaches to justice and that he would use every opportunity to show his commitment to local issues and local values to more people in the county. He said it was a great honour to be Chairman of the County Council and he intended to fulfil the role with great enthusiasm.

### **2 Minutes of the Previous Meeting**

2.1 The minutes of the meetings of the Council held on 24 March 2014, 7 April 2014 and 28 April 2014 were confirmed as a correct record and signed by the Chairman.

### **3 Election of Vice-Chairman**

3.1 Mr Nobbs moved, seconded by Mr Coke, that Mr Parkinson-Hare be elected Vice-Chairman of the Council for the ensuing year.

3.2 It was then moved by Mr FitzPatrick, seconded by Mr Northam, that Mrs Thomas be elected Vice-Chairman of the Council for the ensuing year.

3.3 There followed a recorded vote (which can be found at Appendix A to these minutes) and with 40 votes in favour of Mrs Thomas and 42 votes in favour of Mr Parkinson-Hare and 2 abstentions it was

#### **3.4 RESOLVED**

That Mr Parkinson-Hare be elected as Vice-Chairman of the Council for the ensuing year.

### **4 Vote of Thanks to the Outgoing Chairman**

4.1 Mr Nobbs, as Leader of the Council, proposed a vote of thanks to the outgoing Chairman and thanked her for her hard work and dedication and for all that she had

done for Norfolk County Council during her demanding year of office.

4.2 Mr FitzPatrick seconded the motion and Mr Coke, Dr Strong, Mr Bearman and Ms Kemp paid tribute to the hard work of Mrs Cox.

4.3 The motion having been carried unanimously, it was

### **RESOLVED**

That the Council place on record its grateful thanks to Mrs Cox, stating that she had performed her duties admirably and was a great ambassador for the County.

4.4 Mrs Cox addressed the Council saying that it had been an honour and a privilege to serve as Chairman of Norfolk County Council during what had been a particularly demanding year. She paid tribute to the support that she had received from Democratic Services, and in particular from the Chairman's Officer, Catherine Wilkinson, from ICT, from the Communications Team and also from her husband William and the Trails Team who had supported her in her walk across Norfolk to raise money for the Big C Appeal.

## **5 Chairman's Announcements**

5.1 There were no Chairman's announcements.

## **6 Declarations of Interest**

6.1 There were no declarations of interest.

## **7 Cabinet Recommendations**

7.1 Mr Nobbs moved the first three recommendations from the Cabinet meetings held on 7 April 2014, 14 April 2014 and 12 May 2014.

7.2 Council **RESOLVED** to approve :

the Trading Standards Service Plan,  
the Norfolk Youth Justice Plan 2014-15;

The Special Educational Needs and Disabilities (SEND) Strategy, the direction of travel for that strategy and the plans for the implementation of the one off £10m high needs block funding.

Mr Nobbs then moved the recommendations contained in the Cabinet report concerning the replenishment of the General Reserve:

"That the Council:

Note the 2013-14 and 2014-15 savings agreed by Council of £11.26 m set out in Table 2;

Agree that the 2013-14 and 2014-15 budgets are reduced by £3.44m as set out at Table 2;

That, if savings options which have less direct impact on services emerge during 2014, substitution of these is an acceptable policy."

- 7.3** With regard to the recommendations from the Cabinet concerning the replenishment of the General Reserve, Mr R Smith moved, seconded by Mr J Dobson, an amendment which stated:

“Agree the first recommendation in the Cabinet report;  
amend the second recommendation in the Cabinet report so that it is subject to the deletion from item 4 of Table 2 of the words “Services, reductions from Directorates- Libraries £0.14m, Road Maintenance £0.86m”; the amount of £1m to come from reserves until other options have been explored and  
agree to the third recommendation in the Cabinet report.”

- 7.4** On being put to the vote, with 39 votes in favour 42 votes against and 2 abstentions the motion was declared **LOST**.

- 7.5** The recommendations from the Cabinet concerning the replenishment of the General Reserve were then put to the vote. On a show of hands there were 42 in favour 40 against and 2 abstentions whereupon

- 7.6** Council **RESOLVED**

To note the 2013-14 and 2014-15 savings agreed by Council of £11.26 m set out in Table 2;

Agree that the 2013-14 and 2014-15 budgets are reduced by £3.44m as set out at Table 2;

That if savings options which have less direct impact on services emerge during 2014, substitution of these is an acceptable policy.

## **8 Leader’s Report**

- 8.1** In commending his report to the Council the Leader placed on record his congratulations to Mr FitzPatrick on becoming Leader of the Conservative Group; he also pointed out that during the last year of the Cabinet system of governance the Council had put in place a 3 year rolling budget, resolved the land at the Willows issue, turned around Children’s Services and reached an outline agreement with Suffolk County Council for the future joint running of services.

- 8.2** Mrs Chamberlin asked if the report could include details of where the pictures contained in it were taken. In reply the Leader said that he would ensure that Mrs Chamberlin received this information.

- 8.3** Mr Long asked how much the report had cost to produce. In reply the Leader said that the report had been produced and distributed mostly in electronic form, and in house at minimum cost, with support from those outside of the Council being given free of charge, and that he would let Mr Long know the total cost after the meeting.

## **9 Reports**

- 9.1** **Questions to Cabinet Members**

- 9.2** **Questions to the Cabinet Member for Public Protection**



9.3 Question from Ms A Kemp

Had a reply been received from Mr Matthew Hancock MP about the issue of home insurance for those living in South Lynn that was raised with him when he recently visited Norfolk and, if not, could this be followed up?

The Cabinet Member said that he would follow up this matter and ensure that any reply was shared with Ms Kemp and other Members of the Council.

9.4 Question from Mr T East

Could an update be given on the Fakenham fire?

The Cabinet Member invited the local County Councillor Mr FitzPatrick to give an answer to this question.

Mr FitzPatrick praised the Fire and Rescue Service. He said that the Chief Fire Officer had kept him and others apprised of the situation throughout the work to tackle the fire. A huge amount of work had been done to prevent the spread of the fire to neighbouring buildings and no lives were lost. Fourteen appliances had attended the scene of the fire and the Council owed a huge debt of gratitude to all the fire officers who were involved in tackling the fire.

The Cabinet Member also placed on record his thanks to the Fire and Rescue Service.

9.5 **Questions to the Cabinet Member for Safeguarding**

There were no questions

9.6 **Questions to the Cabinet Member for Schools**

9.7 Question from Mr S Askew

9.8 Could the Cabinet Member give an assurance to the people of Eccles and the surrounding areas that the local primary school should remain open following a recent consultation which had seemed to some local people to be a "fait accompli?" The proposed building programme for new houses in the area meant that the school was vital for those living in the area.

The Cabinet Member said that he was not in a position to give an undertaking regarding the future of the school but that he felt sure that any comments from Mr Askew would be taken in consideration as part of the consultation process.

9.9 Question from Mrs J Leggett

9.10 What particular aspects of the Chinese education system would teachers visiting China this year be studying?

The Cabinet Member said that he had not spoken to anyone from the delegation that had returned from China and was therefore unable to give a direct answer to this question. In the past year Children's Services had shown itself to be willing to receive help from a range of external educational sources, including those in China.

9.11 Question from Mr R Smith

9.12 The Cabinet Member was asked to comment on how he saw the strategy for early years' services developing in the future, and the role that Children's Centres would have in achieving this.

The Cabinet Member said that refreshing the early years' strategy was very important for Norfolk and that he had recently visited a new early years' facility in an area of Great Yarmouth where the early years' strategy was particularly crucial and central to what the Council was trying to achieve.

9.13 **Questions to the Cabinet Member for Adult Social Services**

9.14 Question from Mrs S Gurney

Could the Cabinet Member provide an update on the position regarding personal budgets?

The Cabinet Member said that the additional money that the Council had provided for personal budget reviews would be used to bring them up to date. An update on the latest position regarding personal budgets would be provided after the meeting.

9.15 **Questions to the Cabinet Member for Communities**

There were no Cabinet Member questions about Communities

9.16 **Questions to the Cabinet Member for Economic Development**

9.17 Question from Mr M Wilby

Would the County Council have its stand at the Royal Norfolk Show this year and if not who took the decision not to have it and for what reason?

The Cabinet Member said that there would not be a County Council stand this year, and as yet she was unable to say who had reached this decision, but that she would provide an answer as soon as possible.

9.18 Question from Mr Borrett

Why had he not been informed as the appointee to the Royal Agricultural Association that there would not be a County Council stand at the show this year and why had this decision not been reached by a Member?

The Cabinet Member said that she had been informed that the decision was reached for budgetary reasons and that she would provide a detailed answer as soon as possible.

9.19 **Questions to the Cabinet Member for Environment, Development and Waste**

9.20 Question from Mrs S Gurney

When was something going to be done about the poor state of maintenance of some of

the grass verges in Hellesdon?

The Cabinet Member said that this matter was being followed up with officers and that action should be taken shortly.

9.21 Question from Mr M Wilby

Could the Cabinet Member confirm the start date for the NDR was 1 April 2015?

The Cabinet Member said that the NDR was running according to schedule and building work should commence next summer.

9.22 Question from Mr P Smyth

Would the Cabinet Member ask the Chairman of the Economic Development Sub Committee to be careful in discussions with others not to commit the County Council to an unachievable economic growth strategy for Norfolk?

The Cabinet Member said that Mr Smyth was free to raise this issue with the Chairman of the Sub-Committee directly in any form that he chooses.

9.23 Question from Ms A Kemp

Would officers of the County Council discuss the issue of flooding in West Winch with officers of the Borough Council?

There being insufficient time remaining to provide an answer to this question the Chairman said that this would be provided in writing after the meeting.

9.24 **Finance Corporate & Personnel**

9.25 There were no questions to the Cabinet Member for Finance Corporate & Personnel.

9.27 **Reports of the Cabinet Scrutiny Committee meetings held on 18 March 2014, 29 April 2014 and 20 May 2014**

Council **RESOLVED**: to note the reports

9.28 **Report of the Audit Committee meeting held on 24 April 2014**

Council **RESOLVED** to note the report

9.29 **Report of the Standards Committee meeting held on 19 March 2014**

Council **RESOLVED** to note the report

9.30 **Report of the Norfolk Health Overview and Scrutiny Committee meeting held on 17 April 2014**

Council **RESOLVED** to note the report

9.31 **Reports of the Planning (Regulatory) Committee meetings held on 21 March 2014 and 25 April 2014**

Council **RESOLVED** to note the reports

9.32 **Report of the Norwich Highways Agency Joint Committee meeting of 20 March 2014**

Council **RESOLVED** to note the report

9.33 **Report of the Joint Museums Committee meeting of 25 April 2014**

Council **RESOLVED** to note the report

9.34 **Report of the Records Committee meeting of 1 May 2014**

Council **RESOLVED** to note the report

9.35 **Report of the Overview and Scrutiny Panels**

Council **RESOLVED** to note the report

9.36 At this point in the proceedings all outstanding business relating to the Cabinet system of governance had been dealt with and the new Committee system of governance formally took effect as approved by Full Council on 28 April 2014. There then followed a short break in the proceedings before the Council reconvened to consider Part 2 of the agenda.

9.37 When the Council reconvened, Mr FitzPatrick placed on record a tribute to Mr Nobbs for the way in which Mr Nobbs had handled the difficult job of Leader of the Council during the final year of the Cabinet system of governance.

**PART 2**

10 **Review of Special Responsibility Allowance**

10.1 The Council received a report about special responsibility allowances that presented the recommendations of the Independent Remuneration Panel for consideration and approval.

10.2 The Chairman moved, seconded by the Vice-Chairman, the recommendations set out in paragraphs 4.3, 5.1 and 6.1 of the report of the Independent Remuneration Panel and to revoke the existing scheme of members' allowances and adopt the revised Scheme of Member Allowances as attached at Appendix 1 of the report of the Independent Remuneration Panel with effect from 27 May 2014.

10.3 Dr Strong moved as an amendment, duly seconded:

"That the Council accept the report of the Independent Remuneration Panel but ask the Independent Remuneration Panel to meet with all Group Leaders at the earliest opportunity to reconsider the report in relation to all its aspects and in particular

regarding the new Committee system.”

10.4 On being put to the vote, and on a show of hands, the amendment was **carried** and became the substantive motion.

10.5 Mr Bearman then moved, seconded by Mr Dearnley, the following amendment:

“To accept the report of the Independent Remuneration Panel subject to the removal of the qualifying threshold of 9 members for a group leader or deputy leader to receive a SRA. Regardless of the size of the political group extra work is required by the leader in attending additional meetings and responding to requests from the Senior officers of the Council. Thus it should attract an additional allowance over the basic and the table should be amended to include groups with fewer than 9 members at the same rate as 9-20 members.”

10.6 On being put to the vote (and on a show of hands) the amendment was declared **LOST**

10.7 The substantive motion that was on the table was then put to the vote and on a show of hands (with 2 votes against and 2 abstentions) it was carried.

10.8 **RESOLVED**

That the Council accept the report of the Independent Remuneration Panel but ask the Independent Remuneration Panel to meet with all Group Leaders at the earliest opportunity to reconsider the report in relation to all its aspects and in particular regarding the new Committee system.

11 **Election of Leader of the Council**

11.1 Mr Sands moved, seconded by Mr Joyce, that Mr Nobbs be elected Leader of the Council for the ensuing year.

11.2 Mr Borrett moved, seconded by Mr Proctor, that Mr FitzPatrick be elected Leader of the Council for the ensuing year.

11.3 There then followed a recorded vote (which can be found at Appendix B to these minutes) and with 43 votes in favour of Mr Nobbs and 40 votes in favour of Mr FitzPatrick it was **RESOLVED**

11.4 That Mr Nobbs be elected Leader of the Council for the ensuing year.

12 **Election of Deputy Leader of the Council**

12.1 Mr Nobbs moved, seconded by Mr Castle, that Mr Harrison be elected Vice-Chairman of the Council for the ensuing year.

12.2 On being put to the vote, (on a show of hands) there were 43 votes in favour of Mr Harrison and 40 votes against and it was

**RESOLVED**

12.3 That Mr Harrison be elected Vice-Chairman of the Council for the ensuing year.

### 13 **Proportional Allocation of Seats on Committees**

The Council received on the table a report from the Head of Democratic Services on the proportional allocation of seats on Committees.

The Leader moved the proposed allocation of seats that were set out in the report.

#### 13.1 Council **RESOLVED (unanimously)**

That with reference to the table in paragraph 1.2 of the report to Council, the following adjustments be made in order to achieve the required overall political balance:-

- (i) Conservative Group to receive 1 additional place on each of the Emergency Committee and the General Purposes (Regulatory) Committee
- (ii) Liberal Democrat Group to lose 1 place on each of the Emergency Committee and the General Purposes (Regulatory) Committee
- (iii) The Labour Group to lose 1 place on the Economic Development Sub-Committee
- (iv) The UKIP Group to lose 1 place on each of the EDT Committee and the Adult Social Care Committee
- (v) The Green Group to lose 1 place on the Health Overview and Scrutiny Committee
- (vi) The Independent Group to receive 1 additional place on each of, the Adult Social Care Committee, the EDT Committee, the Economic Development Sub-Committee and the Health Overview and Scrutiny Committee

### 14 **Appointments to Committees, Sub-Committees and Joint Committees for 2014/15**

- 14.1 Having received nominations from the political group leaders for places on Committees Sub-Committees and Joint Committees for 2014/15, the Council **RESOLVED (unanimously)** to make the appointments for 2014/15 that are set out in Appendix C to these minutes.

### 15 **Appointment of the Chairmen and Vice-Chairman of Service Committees**

- 15.1 The Leader put forward the following names for Chairman/Vice Chairman of Committees:

#### **Adult Social Care**

Chairman: Sue Whitaker

Vice-Chairman: Elizabeth Morgan

#### **Children's Services**

Chairman: James Joyce

Vice-Chairman: Richard Bearman

#### **Communities**

Chairman: Paul Smyth

Vice-Chairman: Margaret Wilkinson

#### **Environment, Development and Transport**

Chairman: Toby Coke

Vice-Chairman: John Timewell

- 15.2 Mr FitzPatrick, seconded by Mr Garrod, put forward the following names for Chairman/Vice Chairman of Committees:

**Adult Social Care**

Chairman: Shelagh Gurney

Vice-Chairman: Margaret Somerville

**Children's Services**

Chairman: Judy Leggett

Vice-Chairman: Roger Smith

**Communities**

Chairman: Harry Humphrey

Vice-Chairman: Margaret Dewsbury

**Environment, Development and Transport**

Chairman: Martin Wilby

Vice-Chairman: Brian Iles

- 15.3 On being put to the vote, on a show of hands, the proposal put forward by Mr Nobbs was agreed, there being 43 votes in favour and 40 votes against.

- 15.4 Council then **RESOLVED** accordingly.

16 **Questions to the Leader of the Council**

16.1 **Question from Mr R Smith**

- 16.2 What is your vision for the coming year?

The Leader responded that his vision was for all Members of the Council being united in working together on the new Committees in the best interests of Norfolk.

16.3 **Question from Mr Boswell**

When would Members receive a report about the additional £1m allocated to adult social services at the budget meeting in February 2014 and how that money was going to be spent on services in this financial year?

The Leader asked the Chairman of Adult Social Care to answer this question. She said that an answer on this issue had in part been given earlier in the meeting to the question from Mrs Gurney and that part of the money would be used to employ temporary additional staff to bring personal budgets and their reviews up to date and to review the transport element of personal budgets.

16.4 **Question from Dr Strong**

Would the Leader remind Mr FitzPatrick that the Liberal Democrat Group did not apply a party whip to its Members?

The Leader said that he hoped that Mr FitzPatrick would take into consideration all that Dr Strong said.

**16.5 Question from Mr Bearman**

What was the Leader intending to do this year to achieve the aspiration that he had outlined last year of introducing a Living Wage Policy for all Council staff and would he support the Unison proposal that all members of staff should be on at least the minimum living wage and make an arrangement for this to be brought in swiftly?

The Leader said that he thought this to be an excellent question. This was an aspiration that could probably not happen until there was a change in the approach that central government took on the issue and hoped that all the Groups would work together to press for this aim.

**16.6 Question from Ms Kemp**

What was being done to prevent the placement of people with mental health issues outside of the county and could the benefits of care farming that had been successfully introduced in Waveney be extended to other areas of the county such as west Norfolk?

The Leader asked Ms Whitaker to answer the question. She said that the Mental Health Trust was responsible for most of the work associated with these placements and that the Council had entered into discussions with Suffolk County Council on the benefits of care farms; she added that together with the Director of Social Services she would continue to raise the issue of care farms during forthcoming discussions with Members and officers of Suffolk County Council.

**17 Notice of Motion Proposed by Mr J Dobson**

17.1 In accordance with the Council's procedural rule 11.7 (a), the Council signified its acceptance, without discussion, of the following alteration to the motion set out on the agenda that was moved by Mr Dobson and seconded by Mr Boswell.

17.2 "We have the opportunity, rather than proceeding piecemeal in the way in which we arrange for the disposal in the medium and long term future of Norfolk's domestic waste arising's, to fashion a proper policy (Municipal Waste Strategy), together with Waste Partnership colleagues, and to bring it to full Council for approval. The formulation of such a policy should allow advantage to be taken of the much cheaper methodologies now available or shortly to become available, and for the clear financial net benefit of the recommended new arrangements to be demonstrated in order to counter the negative publicity of whatever penalties we may have to pay in the short term for the collapse of the Willows scheme. The Council now directs the management to set this process in train, with the aim of bringing a draft policy to full Council within six months and thus making good a vital policy deficiency. Until this policy is agreed by Council, disposal of the land at The Willows, including being part of a settlement with Cory Wheelabrator, will not be permitted without the approval of Full Council. The policy development should consider all options including alternatives to a single industrial-scale solutions and find ways to bring benefits to the local economy."

17.3 On being put to the vote, it was **RESOLVED** (by a show of hands, with 2 votes against



and 9 recorded abstentions)

That Council approve the motion set out in minute 17.2 above.

18 **To answer questions under Rule 8.3 of the Council Procedure Rules**

18.1 There were none.

The meeting concluded at 1.15 pm



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**Norfolk County Council**  
**27 May 2014**  
**Recorded Vote – Minute 3.4**  
**Election of Vice-Chairman of the Council**

Name	Mrs Thomas	Mr Parkinson-Hare	Abstain	Name	Mrs Thomas	Mr Parkinson-Hare	Abstain
<b>Adams</b> Tony	X			<b>Jermy</b> Terry		X	
<b>Agnew</b> Stephen		X		<b>Jordan</b> Cliff	X		
<b>Aldred</b> Colin		X		<b>Joyce</b> James		X	
<b>Askew</b> Stephen	X			<b>Kemp</b> Alexandra	X		
<b>Baker</b> Michael		X		<b>Kiddle-Morris</b> Mark	X		
<b>Bearman</b> Richard		X		<b>Law</b> Jason	X		
<b>Bird</b> Richard			X	<b>Leggett</b> Judy	X		
<b>Borrett</b> Bill	X			<b>Long</b> Brian	X		
<b>Boswell</b> Andrew		X		<b>Mackie</b> Ian	X		
<b>Bremmer</b> Bert		X		<b>Monson</b> Ian	X		
<b>Brociek-Coulton</b> Julie		X		<b>Mooney</b> Joe	X		
<b>Byrne</b> Alec	X			<b>Morgan</b> Elizabeth		X	
<b>Cartiss</b> Michael	X			<b>Morphew</b> Steve		X	
<b>Castle</b> Mick		X		<b>Nobbs</b> George		X	
<b>Chamberlin</b> Jenny	X			<b>Northam</b> Wyndham	X		
<b>Chenery of Horsbrugh</b> Michael	X			<b>Parkinson-Hare</b> Rex		X	
<b>Childs</b> Jonathon		X		<b>Perkins</b> Jim		X	
<b>Clancy</b> Stuart	X			<b>Proctor</b> Andrew	X		
<b>Coke</b> Toby		X		<b>Ramsbotham</b> David		X	
<b>Collis</b> David		X		<b>Richmond</b> William	X		
<b>Corlett</b> Emma		X		<b>Roper</b> Daniel		X	
<b>Cox</b> Hilary	X			<b>Sands</b> Mike		X	
<b>Crawford</b> Denis		X		<b>Seward</b> Eric		X	
<b>Dearnley</b> Adrian		X		<b>Shaw</b> Nigel	X		
<b>Dewsbury</b> Margaret	X			<b>Smith</b> Matthew		X	
<b>Dixon</b> Nigel	X			<b>Smith</b> Roger	X		
<b>Dobson</b> John	X			<b>Smyth</b> Paul		X	
<b>East</b> Tim		X		<b>Somerville</b> Margaret	X		
<b>FitzPatrick</b> Tom	X			<b>Spratt</b> Bev	X		
<b>Foulger</b> Colin	X			<b>Storey</b> Martin	X		
<b>Garrod</b> Tom	X			<b>Strong</b> Marie		X	
<b>Gihawi</b> Deborah		X		<b>Thomas</b> Alison	X		
<b>Gilmour</b> Paul		X		<b>Thomas</b> David		X	
<b>Grey</b> Alan		X		<b>Timewell</b> John		X	
<b>Gunson</b> Adrian			X	<b>Virgo</b> Judith	X		
<b>Gurney</b> Shalagh	X			<b>Walker</b> Colleen		X	
<b>Hacon</b> Pat		X		<b>Ward</b> John	X		
<b>Hannah</b> Brian		X		<b>Watkins</b> Brian		X	
<b>Harrison</b> David		X		<b>Whitaker</b> Sue		X	
<b>Hebborn</b> Stan		X		<b>White</b> Tony	X		
<b>Humphrey</b> Harry	X			<b>Wilby</b> Martin	X		
<b>Iles</b> Brian	X			<b>Wilkinson</b> Margaret		X	

**40 For Mrs Thomas**  
**42 For Mr Parkinson-Hare**  
**2 Abstentions**

**Norfolk County Council**  
**27 May 2014**  
**Recorded Vote – Minute 3.4**  
**Election of Leader of the Council**

Name	Mr Nobbs	Mr FitzPatrick	Abstain	Name	Mr Nobbs	Mr FitzPatrick	Abstain
<b>Adams</b> Tony		X		<b>Jermy</b> Terry	X		
<b>Agnew</b> Stephen	X			<b>Jordan</b> Cliff		X	
<b>Aldred</b> Colin	X			<b>Joyce</b> James	X		
<b>Askew</b> Stephen		X		<b>Kemp</b> Alexandra	X		
<b>Baker</b> Michael	X			<b>Kiddle-Morris</b> Mark		X	
<b>Bearman</b> Richard	X			<b>Law</b> Jason		X	
<b>Bird</b> Richard	X			<b>Leggett</b> Judy		X	
<b>Borrett</b> Bill		X		<b>Long</b> Brian		X	
<b>Boswell</b> Andrew	X			<b>Mackie</b> Ian		X	
<b>Bremmer</b> Bert	X			<b>Monson</b> Ian		X	
<b>Brociek-Coulton</b> Julie	X			<b>Mooney</b> Joe		X	
<b>Byrne</b> Alec		X		<b>Morgan</b> Elizabeth	X		
<b>Carttiss</b> Michael		X		<b>Morphew</b> Steve	X		
<b>Castle</b> Mick	X			<b>Nobbs</b> George	X		
<b>Chamberlin</b> Jenny		X		<b>Northam</b> Wyndham		X	
<b>Chenery of Horsbrugh</b> Michael		X		<b>Parkinson-Hare</b> Rex	X		
<b>Childs</b> Jonathon	X			<b>Perkins</b> Jim	X		
<b>Clancy</b> Stuart		X		<b>Proctor</b> Andrew		X	
<b>Coke</b> Toby	X			<b>Ramsbotham</b> David	X		
<b>Collis</b> David	X			<b>Richmond</b> William		X	
<b>Corlett</b> Emma	X			<b>Roper</b> Daniel	X		
<b>Cox</b> Hilary		X		<b>Sands</b> Mike	X		
<b>Crawford</b> Denis	X			<b>Seward</b> Eric	X		
<b>Dearnley</b> Adrian	X			<b>Shaw</b> Nigel		X	
<b>Dewsbury</b> Margaret		X		<b>Smith</b> Matthew	X		
<b>Dixon</b> Nigel		X		<b>Smith</b> Roger		X	
<b>Dobson</b> John		X		<b>Smyth</b> Paul	X		
<b>East</b> Tim	X			<b>Somerville</b> Margaret		X	
<b>FitzPatrick</b> Tom		X		<b>Spratt</b> Bev		X	
<b>Foulger</b> Colin		X		<b>Storey</b> Martin		X	
<b>Garrod</b> Tom		X		<b>Strong</b> Marie	X		
<b>Gihawi</b> Deborah	X			<b>Thomas</b> Alison		X	
<b>Gilmour</b> Paul	X			<b>Thomas</b> David	X		
<b>Grey</b> Alan	X			<b>Timewell</b> John	X		
<b>Gunson</b> Adrian		X		<b>Virgo</b> Judith		X	
<b>Gurney</b> Shalagh		X		<b>Walker</b> Colleen	X		
<b>Hacon</b> Pat			X	<b>Ward</b> John		X	
<b>Hannah</b> Brian	X			<b>Watkins</b> Brian	X		
<b>Harrison</b> David	X			<b>Whitaker</b> Sue	X		
<b>Hebborn</b> Stan	X			<b>White</b> Tony		X	
<b>Humphrey</b> Harry		X		<b>Wilby</b> Martin		X	
<b>Iles</b> Brian		X		<b>Wilkinson</b> Margaret	X		

**43 For Mr Nobbs**  
**40 For Mr FitzPatrick**

## **APPENDIX C**

### **Appointments to Committees, Sub-Committees and Joint Committees for 2014/15**

#### **SECTION 1**

#### **SERVICE COMMITTEES AND POLICY AND RESOURCES**

##### **Policy and Resources Committee - 17**

###### **Conservative (8)**

Tom FitzPatrick  
Andrew Proctor  
Tom Garrod  
John Dobson  
Tony Adams  
Shelagh Gurney  
Judy Leggett  
Alison Thomas

###### **Labour (3)**

Mick Castle  
Steve Morphew  
George Nobbs (Chairman)

###### **Liberal Democrat (2)**

Marie Strong  
David Harrison (Vice-Chairman)

###### **UKIP (3)**

Fred Agnew  
Michael Baker  
David Ramsbotham

###### **Green (1)**

Adrian Dearnley

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##### **Adult Social Care**

###### **Conservative (8)**

Margaret Somerville  
Shelagh Gurney  
Nigel Shaw  
Michael Chenery  
Cliff Jordan  
Andrew Proctor  
Alison Thomas  
Bill Borrett

###### **Labour (3)**

Julie Brociek-Coulton  
Deborah Gihawi  
Sue Whitaker (Chairman)

###### **Liberal Democrat (2)**

Brian Watkins  
Tim East

###### **UKIP (2)**

Denis Crawford

###### **Green (1)**

Elizabeth Morgan (Vice-Chairman) Rex Parkinson-Hare

###### **Independent (1)**

Alexandra Kemp

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##### **Children's Services - 17 plus 2 Church representatives (voting)**

**Conservative (8)**

Judith Virgo  
 Jenny Chamberlin  
 Roger Smith  
 Judy Leggett  
 Tom Garrod  
 Margaret Dewsbury  
 Mark Kiddle-Morris  
 Colin Foulger

**UKIP (3)**

Denis Crawford  
 Paul Gilmour  
 Jim Perkins

**Labour (3)**

David Collis  
 Emma Corlett  
 Deborah Gihawi

**Liberal Democrat (2)**

James Joyce (Chairman)  
 Eric Seward

**Green(1)**

Richard Bearman (Vice-Chairman)

**Communities - 17****Conservative (8)**

Harry Humphrey  
 Hilary Cox  
 Margaret Dewsbury  
 John Ward  
 Nigel Shaw  
 Nigel Dixon  
 Wyndham Northam  
 Jason Law

**UKIP (3)**

Colin Aldred  
 Jonathon Childs  
 Paul Smyth (Chairman)

**Labour (3)**

Emma Corlett  
 Mike Sands  
 Margaret Wilkinson (Vice-Chairman)

**Liberal Democrat (2)**

Daniel Roper  
 David Thomas

**Green(1)**

Adrian Dearnley

**Environment, Development & Transport - 17****Conservative (8)**

Joe Mooney  
 Stuart Clancy  
 Tony White  
 Brian Iles  
 William Richmond  
 Martin Wilby  
 Bev Spratt  
 Ian Mackie

**UKIP (2)**

Toby Coke (Chairman)  
 Stan Hebborn

**Independent (1)**

Richard Bird

**Labour (3)**

Bert Bremner  
 Terry Jermy  
 Colleen Walker

**Liberal Democrat (2)**

Tim East  
 John Timewell (Vice-Chairman)

**Green(1)**

Andrew Boswell

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## **SUB-COMMITTEES**

### **Economic Development Sub-Committee – 9**

#### **Conservative (4)**

Martin Wilby  
Stuart Clancy  
Ian Mackie  
Bev Spratt

#### **Labour (1)**

Collen Walker

#### **Liberal Democrat (1)**

John Timewell

#### **UKIP (1)**

Stan Hebborn

#### **Green (1)**

Andrew Boswell

#### **Independent (1)**

Richard Bird

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## **OTHER COMMITTEES**

### **Planning (Regulatory) Committee - 17**

#### **Conservative (8)**

John Ward  
Tony White  
Jason Law  
Stephen Askew  
Wyndham Northam  
Brian Long  
Martin Storey  
Colin Foulger

#### **Labour (3)**

Bert Bremner  
David Collis  
Mike Sands

#### **Liberal Democrat (2)**

Eric Seward  
Brian Watkins

#### **UKIP (3)**

Fred Agnew  
Michael Baker  
Alan Grey

#### **Green (1)**

Adrian Dearnley

### **Panel of Substitutes for Regulatory Committees - 17**

#### **Conservative (8)**

Brian Iles  
Jenny Chamberlin  
Adrian Gunson  
Ian Monson  
Alec Byrne  
William Richmond  
Margaret Somerville  
Nigel Dixon

#### **Labour (3)**

Awaiting confirmation

#### **Liberal Democrat (2)**

Tim East  
John Timewell

#### **UKIP (3)**

#### **Green (1)**

Colin Aldred  
Rex Parkinson-Hare  
David Ramsbotham

Richard Bearman

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### **Norfolk Health Overview and Scrutiny Committee 8**

#### **Conservative (4)**

Michael Carttiss  
Margaret Somerville  
Jenny Chamberlin  
Michael Chenery  
Judith Virgo (named substitute)  
Nigel Dixon (named substitute)

#### **Labour (1)**

Deborah Gihawi  
Plus a Named Substitute (awaiting confirmation)

#### **Liberal Democrat (1)**

David Harrison  
Tim East (named substitute)

#### **UKIP (1)**

Colin Aldred  
Named Substitute – Paul Gilmour

#### **Independent (1)**

Alexandra Kemp  
Richard Bird (Named Substitute)

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### **Audit Committee 7**

#### **Conservative (4)**

Ian Mackie  
Roger Smith  
John Dobson  
Adrian Gunson

#### **Labour (1)**

Bert Bremner

#### **UKIP (1)**

Rex Parkinson-Hare

#### **Liberal Democrat (1)**

James Joyce

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### **Standards Committee - 7**

#### **Conservative (4)**

Alec Byrne  
Ian Monson  
Mark Kiddle-Morris  
William Richmond

#### **Labour (1)**

Patrick Hacon

#### **UKIP (1)**

Rex Parkinson-Hare

#### **Liberal Democrat (1)**

John Timewell

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### **Emergency Committee - 5 (Must include the Leader of the Council)**

#### **Conservative (3)**

Tom FitzPatrick  
Wyndham Northam

#### **Labour (1)**

George Nobbs

Stephen Askew

**UKIP (1)**

Paul Smyth

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**General Purposes (Regulatory) Committee – 5**

**Conservative (3)**

Tom FitzPatrick

Ian Monson

Alec Byrne

**Labour (1)**

Mick Castle

**UKIP (1)**

Stan Hebborn

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**Pensions Committee 5**

**Conservative (2)**

Judith Virgo

Martin Storey

**Labour (1)**

Steve Morphew

**UKIP (1)**

David Ramsbotham

**Liberal Democrat (1)**

James Joyce

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

**Conservative (2)**

Tom FitzPatrick

Andrew Proctor

**Labour (1)**

George Nobbs

**UKIP (1)**

Toby Coke

**Liberal Democrat (1)**

Marie Strong

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## **SECTION 2**

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### **Employment Appeals Panel – 11 (5 Conservative, 2 Labour, 2 UKIP, 1 Liberal Democrat, 1 Green)**

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

#### **Conservative (5)**

Cliff Jordan  
Andrew Proctor  
Bill Borrett  
Tony White  
Judy Leggett

#### **Labour (2)**

Awaiting confirmation (2)

#### **Liberal Democrat (1)**

Marie Strong

#### **UKIP (2)**

Stan Hebborn  
David Ramsbotham

#### **Green (1)**

Richard Bearman

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### **Health and Wellbeing Board (3 Prescribed Members of the Council)**

- **The Leader of the Council**
  - **Chairman of the Children's Services Committee**
  - **Chairman of the Adult Social Care Committee**
-

## **SECTION 3**

### **JOINT COMMITTEES**

#### **Norfolk Joint Museums & Archaeology Committee – 9**

##### **Conservative (4)**

Harry Humphrey  
John Ward  
Mark Kiddle-Morris  
Martin Storey  
Jason Law (named substitute)

##### **Labour (2)**

Awaiting confirmation (2)  
Plus a named Substitute (awaiting)

##### **Liberal Democrat (1)**

James Joyce  
Tim East (named substitute)

##### **UKIP (1)**

Rex Parkinson-Hare  
Alan Grey (named substitute)

##### **Green (1)**

Adrian Dearnley  
Elizabeth Morgan (named Substitute)

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#### **Norfolk Records Committee – 3**

##### **Conservative (1)**

Michael Chenery  
Brian Iles (named Substitute)

##### **Labour (1)**

Awaiting confirmation (1)  
Plus a named Substitute (awaiting)

##### **UKIP (1)**

Paul Smyth  
Fred Agnew (named substitute)

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#### **Eastern Inshore Fisheries Conservation Authority – 3**

##### **Conservative (1)**

Hilary Cox

##### **Labour (1)**

Awaiting confirmation (1)

##### **UKIP (1)**

Michael Baker

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#### **Norfolk Police & Crime Panel – 3**

The Police & Crime Panel is a joint committee with the district councils, with the County having 3 places and each District having 1. The composition must be balanced to reflect the overall political group representation across the County Council and the 7 District Councils. The Panel's approved arrangements require that the County Council uses its 3 places to ensure that the correct overall political balance is achieved. The Panel composition has been reviewed after the district council elections on 22 May and the overall balance is now:-

Conservative – 6  
Labour – 2  
Liberal Democrat – 1  
UKIP – 1

Once the District Councils have made their appointments, the 3 County Council places will need to be used to achieve the overall balance. The Managing Director (Acting) has been given delegated authority to approve the allocation and to appoint the representatives in consultation with the relevant group leaders after the District Councils' appointments are known

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#### **SECTION 4**

##### **Norwich Highways Agency Joint Committee – 2**

**Conservative – Nigel Shaw**  
**Labour – Bert Bremner**

##### **Non-Voting Advisors (3)**

<b>Conservative (1)</b>	-	<b>Tony Adams</b>
<b>Labour (1)</b>	-	<b>Mike Sands</b>
<b>UKIP (1)</b>	-	<b>Stan Hebborn</b>

##### **Eastern Shires Purchasing Organisation Joint Committee- 2**

<b>Conservative –</b>	<b>Ian Monson</b>
<b>Labour –</b>	<b>Bert Bremner</b>

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##### **Norfolk Parking Partnership Joint Committee (1 Member of the Council)**

No Nominations received yet

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##### **Planning and Traffic Regulation Outside London Joint Committee (1 Member of the Council)**

No Nominations received yet

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## Appendix to minutes

Mr Long asked how much the Leader's report had cost to produce.

Response by the Leader, I promised to let Councillor Long know the costs of the annual report. We did not commission any new photographs and incurred no extra cost for their usage. The design costs were £800 but this has come from the corporate communication budget and does not represent an additional external cost to the Council. We have not printed any copies - we photocopied only a few in colour for my use. Any staff input for editing or liaising with graphics was part of the operational costs of the service associated with any council publication (no additional costs) I hope that this answers your question.

Ms Kemp asked had a reply been received from Mr Matthew Hancock MP about the issue of home insurance for those living in South Lynn that was raised with him when he recently visited Norfolk and, if not, could this be followed up?

We have been advised that the Minister would be feeding back his observations and information from his visits to the Prime Minister. We have had an acknowledgment from the Minister following his visit - but no specific response to this question.

Could Members be provided with an update on the position regarding personal budgets?

Answer: As part of the budget setting £3m of the savings for refocusing personal budgets was moved from 2014-15 to 2015-16. The Council also agreed to give an additional £1m to Adult Social Care to allow a phasing in of the saving around COM33 (Personal Budgets) and COM40 (Transport), and to fund face to face annual reviews in 2014-15 for all existing service users who will be affected by the COM33 saving. The budgeted savings for the three years from COM33 (Personal Budgets) are: 2014-15 £2m (£3m less £1m); 2015-16 £6m; and 2016-17 £3m. The Resource Allocation System which calculates a person's personal budget allocation was changed on 1 April 2014 for new service services to reduce the amount of funding allocated for the community activities/well being question and the transport element in the Personal Budget Questionnaire. Existing service users who have a personal budget will have a face to face review in 2014/15 and will be told if there will be a reduction in the transport element from 2014/15 and any community activity for 2015/16 onwards. Existing service users unlikely to be affected (eg Housing with Care) will be reviewed in the normal way.

Would the County Council have its stand at the Royal Norfolk Show this year and if not who took the decision not to have it and for what reason?

Why had Mr Borrett not been informed as the appointee to the Royal Agricultural Association that there would not be a County Council stand at the show this year and why had this decision not been reached by a Member?

Response by Mrs Wilkinson, at yesterday's County Council Meeting, during my temporary absence from the chamber, Councillor Wilby asked about plans for this year's Royal Norfolk Show and directed his enquiry to Colleen Walker as former Cabinet Member for Economic Development. It should have been directed to me as part of my former portfolio and I am happy to answer it.

You may recall that consultation proposals for 2014/17 were considered by all members. They included the proposals to cut £28K from the Royal Norfolk Show budget and scale back the County Council's presence. This proposal was part of the Resources proposals considered by CROSP in November and January again by Cabinet in January and then by full council. When we set the Budget in February, no member concerns were raised at any of those meetings. The remaining very limited budget is insufficient to fund a marquee and a presence as in previous year's, however in terms of the County Councils presence, I am pleased to confirm that it will still be considerable.

Staff from the communications team have been working closely and very constructively with the Show Association, who recognise the funding issues we face. They have agreed with us a plan which will see the following.

- \* A strong NCC presence (clearly branded) in the Skills and Education stand and area with no rental charge. This will also include an opportunity for our Chairman to be presented to visiting dignitaries as part of shows own programme.
- \* NCC sponsorship of a special skills and education trail and a countryside trail.
- \* Continuing NCC presence, In the countryside section (free of charge as normal).
- \* All Looked After Children receiving free entry.
- \* A detailed briefing to all members about this year's Show plans is scheduled to go out via Members Insight shortly and arrangements are included in Your Norfolk.

Councillor Borrett asked which Cabinet Member had approved the arrangements, I can confirm that the 2014 show proposals were approved by me as Cabinet Member for Customer Services and Communication and by George as Leader of the Council.

When was something going to be done about the poor state of maintenance of some of the grass verges in Hellesdon?

Response by Mr David Harrison, Cabinet Member for Environment, Transport, Development and Waste

We cut the urban highways verges up to five times per year. The first cut of the year in the Broadland area was instructed on 13 May with completion by 15 June. Cutting in Hellesdon started in week commencing 27 May. Unfortunately the vegetation growth has been vigorous and so the quality of the first cut has, in places, been poor. Staff have been monitoring progress carefully and it is the intention for the second urban cut to follow on immediately from the first cut. This should greatly improve the appearance of the verges in Hellesdon

Would officers of the County Council discuss the issue of flooding in West Winch with officers of the Borough Council?

Response by Mr David Harrison, Cabinet Member for Environment, Transport, Development and Waste

Norfolk County Councils Flood and Water Management Team have undertaken a Preliminary Flood Risk Assessment (PFRA) for the whole county to identify those areas where the greatest number of people and properties are threatened by local flood risk. The information from the PFRA has since been refined to develop a Surface Water management Plan (SWMP) for King's Lynn and West Norfolk area. This included an assessment of the flood risk in West Winch and North Roughton parishes but these particular areas are outside of the scope of the SWMP as they were not identified as priority areas. However, we would be more than happy to discuss the data we hold with regards to the Surface Water Management Plan for the King's Lynn and West Norfolk area.

NCC have been liaising with KLWNBC (Peter Jermany) and the Parish Council with regards to the West Winch and North Roughton Neighbourhood Plan. Graeme Taylor (NCC Flood Risk Engineer) has attended 2 Neighbourhood Planning meetings.

Graeme Taylor has offered to attend future meetings as required.

NCC are aware that the drainage for the proposed development site in West Winch drains into the Internal Drainage Board area and as such they have also been party to the discussion of the Neighbourhood Plan.

**Report of the Adult Social Care Committee Meeting  
held on 16 June 2014**

**16 June 2014**

**1. Adult Social Care Committee Plan**

The Committee received a report from the Director of Community Services which provided core-information to inform decision making on adult social care in Norfolk. The Committee agreed that a workshop would be held in order for members to give consideration to the issues that they wished to focus on within their forward work plan. It also agreed to include the following issues onto the Adult Social Care Plan for future consideration:

- Implications of the Care Act 2014
- Rural Challenge
- Social Enterprise
- Income generation
- Carers
- Focus on challenges

The Committee **RESOLVED**:

1. To agree to include the issues raised above onto the Adult Social Care Plan.
2. Noted that at the end of each financial year, the Chair, on behalf of the Committee, would provide an overview of the Committee's progress in achieving key priorities for adult social care in Norfolk. This information would assist the Policy and Resources Committee to monitor overall progress against the Council's key priorities and targets for adult social care in Norfolk.

**2. Internal and External Appointments**

The Committee received a report from the Acting Managing Director outlining the urgent appointments to internal and external bodies. The Committee agreed that it would receive a report from the appointed representatives to those organisations at each Committee meeting. The Committee agreed to re-establish the Homecare Scrutiny Working Group to review and monitor the work that had been undertaken in six months' time.

The Committee agreed that that the Chair and Mrs Gurney be appointed to the Independence Matters Enterprise Development Board.

The Committee **RESOLVED:**

1. To note that the existing appointments to external and internal bodies would continue pending a review to the September Committee cycle and that Member Champion appointments would remain until the November review.
2. Agreed that the Homecare scrutiny working group be re-established in six months' time to review and monitor the work being undertaken.
3. Agreed that where there was an urgent need to make appointments to internal and outside bodies that this authority be delegated to the Acting Managing Director, following consultation with the Chairman or Vice Chairman (and Group Spokespersons where appropriate).

### **3. Adult Safeguarding Peer Review**

The Committee received a report from the Director of Community Services. The report set out the recommendations made by the Local Government Association (LGA) of the Peer Review of Norfolk County Council's Adult Safeguarding arrangements.

The Committee **RESOLVED:**

1. To endorse the findings of the Peer Review and agree the action plan.
2. Agreed that a report be brought to the September meeting updating members on progress against the action plan.
3. Agreed that the Chair of the Safeguarding Board be invited to a future meeting to discuss progress made against the action plan.
4. Requested that the Director of Community Services would bring proposals for a joint Member group on Safeguarding with Children's Services to the next Adult Social Care Committee.

### **4. Care Act – Adult Social Care**

The Committee received a report from the Director of Community Services. The report outlined the actions being taken to prepare for the Care Act.

The Committee **RESOLVED:**

1. To note the action being taken to prepare for the implementation of the Care Act and agreed that there be regular updates to the Committee.



## **5. Winterbourne Investigation – Actions Taken in Response**

The Committee received a report from the Director of Community Services. The report updated members on the progress that has been made in responding to the recommendations of the National Winterbourne View Enquiry Report into abuse in a private sector assessment and treatment facility for adults with a learning disability.

The Committee **RESOLVED**:

1. To note the report and agreed to receive an update on progress on an annual basis.

Sue Whitaker  
Chair of Adult Social Care Committee

**Report of the Children's Services Committee Meeting  
held on 18 June**

**18 June 2014**

**1 Co-option of Non-Voting Advisers**

- 1.1 The Committee received the report by the Acting Managing Director and **RESOLVED** that the Parent Governor Representatives and Advisory Members be formally co-opted onto the committee, as follows:-

**Parent Governor Representatives**

Kirsty Byrne  
Sara Vertigan

**Advisory Members**

Schools Forum – Nomination to be confirmed  
Norfolk Governors Network – Alex Robinson  
Post-16 Education – Nomination to be confirmed  
Primary Education – Vicky Aldous  
Secondary Education – Chrissie Smith  
Special Needs Education – Tina Humber

**2 Items of Urgent Business**

- 2.1 The Committee received a handout at the meeting highlighting the main business of the Committee.

**3 Local Member Issues/Member Questions**

- 3.1 Ms Corlett would receive a written answer to her question about why speech and language therapy in schools had been restricted to four sessions per pupil.
- 3.2 It was noted that the protocol around public and Member questions would be considered in November 2014 as part of the committee system review. In the meantime questions could be asked to the Leader of the Council during full Council meetings and to Committee chairs at committee meetings, as long as the required notice of two working days was given.

**4 Appointments to Internal and External Bodies**

- 4.1 The Committee received and noted the report by the Acting Managing Director which proposed some changes to particular existing internal and external body appointments. Most existing arrangements would be maintained until September

2014 when a full review would take place.

4.2 The following changes to internal and external bodies were noted:

- Mr Smith would replace Mr Iles on the Capital Priorities Group.
- A Member of the Conservative Group would join the Small Schools Steering Group.
- Other representations would be forwarded in due course.

4.3 The Committee **RESOLVED** that:-

- Unless otherwise specified above or in Appendix A of the report, existing appointments to external and internal bodies would continue pending a review to the September Committee cycle and that Member Champion appointments would remain in force until the November review.
- Appointments to those particular external and internal bodies where there was a need to review appointments before the September meeting of the Committee be agreed, as set out in Appendix A of the report.
- Where there was a scrutiny working group whose work was not considered by Members to be have been complete, the Chief Officer would bring a report to allow Members to consider how/if they wish to progress these pieces of work.
- Authority to make appointments to internal and external bodies be delegated to the Acting Managing Director, following consultation with the Chairman or Vice Chairman (and Group Spokespersons where appropriate) where there was an urgent need.

## 5 **Quality Assurance Update**

5.1 The Committee received the report by the Interim Director of Children's Services updating Members on Quality Assurance activity within Children's Social Care over the first six months of 2014 and **RESOLVED** that:

- 5.2
- The approach to quality assurance be endorsed.
  - Quarterly updates would be received, to ensure that improvement activities continued to achieve improvements to social care practice and that the quality of service for children and families had improved.

## 6 **Update on Norfolk Family Focus**

5.1 The Committee received the report by the Interim Director of Children's Services, which provided an update to a report on Norfolk Family Focus and **RESOLVED** that:

- 5.2
- A written response would be provided to Members demonstrating progress against outcomes to date.
  - The report be noted and that a further written report be provided to the Committee in Autumn 2014, demonstrating where progress had been made.

## **6 Free School Meals Update**

6.1 The Committee received the report by the Interim Director of Children's Services. The report updated Members of eligibility for free school meals, provided progress report on preparations for the introduction of universal Infant free school meals and updated on pupil premium funding for schools. The Committee **RESOLVED** that:

- 6.2
- The report be noted.
  - An updated report should be brought to the Committee within six months.
  - The Government should be lobbied by the Committee regarding eligibility for free school meals, in order to ensure that all children who were entitled to free meals receive them, rather than the onus being on parents to apply.

## **7 Sustaining High Quality Leadership in Norfolk Schools – Progress Report**

7.1 The Committee received the report by the Interim Director of Children's Services which gave a progress report on sustaining high quality leadership in Norfolk schools and **RESOLVED** that:

- 7.2
- The contents of the progress report be noted
  - The model outlined in 2.1 of the report be supported, with its focus on risk assessment of schools, executive leadership of more than one school, strong governance and effective deployment of Local Authority capital funding.
  - The Small Schools Steering Group be reconvened to evaluate the impact of the autumn term 2013 review of small schools and make recommendations for further activity, with the Group being chaired by the vice-Chair of the Children's Services Committee.

## **8 Children's Services Integrated Performance and Finance Monitoring Draft Report for 2013-14.**

8.1 The Committee received the report by the Interim Director of Children's Services setting out the latest performance information under the revised framework for monitoring performance within Children's Services which was implemented in January 2014. The report also provided outcome based evidence of improvements and trends for a range of measures and indicators within children's social care services and support for school improvement.

8.2 The Committee **RESOLVED** that:-

- The following information be noted:
  - The predicted improvement in outcomes in early years.
  - Changes to predictions at Key Stage 2 and the explanation for this.
  - Predictions at Key Stage 4 which indicate we are on track to achieve the 2014 target (within tolerances).
  - Improvements in Ofsted ratings of 10% for primary schools and 18% for secondary schools.
  - Performance in LAC teams is not improving and urgent attention is being given to this.
  - Performance for teams dealing with child protection and children in need cases is continuing to improve with some markedly improved performance shown overall.
  - The pressures within the looked after children costs (specifically agency placements, Ofsted unregulated accommodation, and special guardianship orders) and special educational needs transport costs that significantly contributed to the overspend.
  - The overall reduction in school balances and the increase in balances held by clusters.
- A detailed report on case outcomes should be made available at the July 2014 Committee meeting.

James Joyce  
Chairman of Children's Services Committee

**Report of the Communities Committee Meeting  
held on 18 June 2014**

**18 June 2014**

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

- 1.1 The Chief Fire Officer updated members on the recent strike action and said that there were no significant incidents to report.

**2 Committee Plan**

- 2.1 The Committee received the report by the Head of Business Intelligence and Performance Service and Corporate Planning and Partnerships Service (item 5) which brought together core information to help inform Members decision making in relation to the services within the Communities Committee.

- 2.2 The Committee **RESOLVED** that:-

- The additional information identified by the Committee in the course of their consideration of this item would be added to the plan.
- At the end of the financial year, the Chairman, on behalf of the Committee, would provide an overview of the Committee's progress in achieving key priorities for Communities in Norfolk. This information would assist the Policy and Resources Committee to monitor overall progress against the Council's key priorities and targets for Communities in Norfolk.

**3. Appointments to Internal and External Bodies**

- 3.1 The Committee received the report by the Acting Managing Director (item 6) which proposed some changes to particular existing internal and external body appointments. It was noted that most existing arrangements would be maintained until September 2014 when a full review would take place.

- 3.2 The following changes to internal and external bodies were noted:

- Emma Corlett and Mike Sands were appointed to Norfolk Community Health and care NHS Trust Shadow Council of Governors representing Children and Adults respectively.
- Jonathan Childs was appointed to Governors Council of James Paget University Hospital NHS Foundation Trust.

- Paul Smyth replaced Daniel Roper as representative on East of England Trading Standards Association Member Group (EETSA).
- Mike Sands, Daniel Roper, Harry Humphrey, Nigel Dixon, Wyndham Northam, Nigel Shaw and Jonathan Childs were appointed to Fire Joint Consultative Forum.
- Mike Sands, Harry Humphrey and Colin Aldred were appointed to Norfolk Community Safety Partnership Sub Panel (CSP).

3.3 The Committee **RESOLVED** that:-

- Unless otherwise specified above or in Appendix A of the report, existing appointments to external and internal bodies would continue pending a review to the September Committee cycle and that Member Champion appointments would remain in force until the November review.
- Appointments to those particular external and internal bodies where there was a need to review appointments before the September meeting of the Committee be agreed, as set out in Appendix A of the report.
- Where there was a scrutiny working group whose work was not considered by Members to have been complete, the Chief Officer would bring a report to allow Members to consider how/if they wish to progress these pieces of work.
- Authority to make appointments to internal and external bodies be delegated to the Acting Managing Director, following consultation with the Chairman or Vice Chairman (and Group Spokespersons where appropriate) where there was an urgent need.

**7. Presentation from Director of Public Health**

7.1 The Committee received a presentation by the Interim Director of Public Health (item 7) which updated Members on the Public Health Outcomes for Norfolk 2014.

7.2 The Committee NOTED the presentation.

Paul Smyth  
Chairman of Communities Committee

## Report of the Environment, Development and Transport Committee Meeting held on 20 June 2014

### 1. Items of Urgent Business

#### 1.1 The Committee **RESOLVED** (with one abstention) to release the following statement:-

"I have circulated copies of letters dated 28 May and 6 June 2014 from the NCC planning services manager regarding the on-going saga of the Willows planning application.

The content of the letter has, understandably, caused considerable anxiety in King's Lynn and the west of Norfolk. I have discussed my concerns over the handling of this matter with the Managing Director and I would like to take this opportunity to clarify the situation and put many minds to rest.

The letters were part of a series of representations from various parties to the Secretary of State, who is still in the process of determining the planning application. Given the history of this planning application it would be politically naive to think a letter like this would not raise significant concerns in the local community. The content is such that I firmly believe that it was an error of judgement to send this letter. The Managing Director has confirmed that any future correspondence of this nature, dealing with this site, will be shared with me as your Chairman and Group spokespersons, on behalf of the committee.

I can also reassure you that the contract with Cory Wheelabrator for the construction and operation of an incinerator on this site has now been terminated. There is no longer any contract and there is no avenue by which this contract can be retrieved.

Finally, I can confirm that elected members of the County Council remain fully in control of the fate of this site. The County Council has resolved that until a new waste policy "is agreed by Council, disposal of the land at the Willows, including being a part payment with Cory Wheelabrator, will not be permitted without the approval of Full Council". In addition, any such sale could, if Full Council is so minded, contain a suitable covenant to prevent the land from being used for incineration."

### 2. Appointments to Internal and External Bodies

#### 2.1 In the light of changes to Group Leadership, the Committee reviewed its appointments to the Norfolk Flood and Water Forum, the Norfolk Waste Partnership Strategic Board, the RAF Coltishall Community Liaison Reference Group, the RAF Coltishall Member Steering Group and the Highways Procurement Mobilisation Member Reference Group before the review of appointments to external and internal bodies was reported to the September 2014 meeting of the Committee. The Committee also resolved to reform the Broadband, Phone and Digital Working Group with the following Members:- Dr Boswell, Dr Strong, Mr



Bremner, Mr FitzPatrick and Mr Hebborn.

### **3. The Council's Position of Hydraulic Fracturing ("Fracking").**

3.1 The Committee received the report which considered whether the work commenced by the former fracking Working Group should continue.

3.2 The Committee **RESOLVED** that:-

- The work commenced by the Working Group should continue, reporting to the EDT Committee.
- The Working Group be re-established to take this work forward with Membership comprising of Cllrs Andrew Boswell, Stan Hebborn, Bert Bremner, Tim East and Tony White.

### **4. Environment, Development and Transport Committee Plan**

4.1 The Panel received the report which brought together the core information Members would require to make informed decision making in relation to environment, development and transport issues in Norfolk.

4.2 The Committee **RESOLVED** that:-

- Additional information would be included within the Committee Plan on the subjects of potholes, gritting, climate change, recycling and landfill sites.
- At the end of each financial year, the Chairman, on behalf of the Committee, would provide an overview of the Committee's progress in achieving key priorities for environment, development and transport in Norfolk. This information would assist the Policy and Resource Committee to monitor overall progress against the Council's key priorities and targets for the environment, development and transport in Norfolk.
- A breakdown of individual budget spending on Highways would be provided

### **5. Norwich Northern Distributor Road: Local Impact Report**

5.1 The Committee received the report which provided Members with a draft Local Impact Report to consider.

5.2 The Committee **RESOLVED** that:-

The draft Local Impact Report be agreed and that delegated authority be given to the Assistant Director, Environment & Public Protection, in consultation with the Chairman of the EDT Committee, to jointly prepare and finalise with any further amendments and submit the final Local Impact to the Examining Authority.

### **6 Street Lighting Options for Reducing Energy Use**

6.1 The Committee received the report which provided both environmental and cost saving benefits for the County Council and for Norfolk.

- 6.2 The Committee **RESOLVED** that the following options should be assessed for further consideration:-
- Removing 'redundant' lighting on main roads
  - Removing lighting for some illuminated bollards/signs, where regulations allow
  - Increasing trimming
  - Increasing dimming
  - Extending part night lighting
  - Introducing LED technology
  - Introducing CMS technology

## **7 Forward Plan**

- 7.1 The Committee received the report which updated Members on the items and decisions which needed to be considered by the Committee in relation to environment, transport and development issues in Norfolk.
- 7.2 The Committee **RESOLVED** to add the following areas of interest to the forward plan:-
- A further report on street lighting energy use to be added for the November 2014 meeting.
  - A regular financial monitoring report would be included

**Chairman**



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## **Report of the Economic Development Sub-Committee Meeting held on 20 June 2014**

### **1. Election of Chairman**

- 1.1 Mr Spratt was elected as Chairman for the ensuing year.

### **2. Election of Vice Chairman**

- 2.1 Mr Hebborn was elected as vice Chairman

### **3. Appointments to Internal and External Bodies**

- 3.1 In the light of changes to Group Leadership, the Committee reviewed its appointment to the Local Transport Body before the review of appointments to external and internal bodies was reported to the September 2014 meeting of the Committee.

### **4. Economic Development Committee Plan**

- 4.1 The Committee received the report (item 8) which brought together the core information required by Members to inform decision making in relation to economic development issues in Norfolk.
- 4.2 The Committee **RESOLVED** that:-
- Information on the proposed solar farm at the former RAF Coltishall site and a report on funding in relation to the Local Enterprise Partnership be included in the Plan and that a site visit to the former RAF Coltishall be arranged.
  - At the end of each financial year, the Chairman, on behalf of the Committee, would provide an overview of the Committee's progress in achieving key priorities for economic development in Norfolk. This information would assist the Policy and Resources Committee to monitor overall progress against the Council's key priorities and targets for the environment, development and transport in Norfolk.

### **5. Presentation: Overview on the Role / Work of Economic Development and Strategy**

- 5.1 The Committee received a presentation which outlined the approach of the Committee with regard to strategy, operational plan, budget and priorities.

### **6 Report on County Farms Future Policy**

- 6.1 The Committee received the report (item 10) which considered the re-establishment of the County Farms Working Group.

6.2 The Committee **RESOLVED** that:-

- The County Farms Working Group be re-established in order to review the County Farms policy.
- The Chairman would write to the Chair of the Policy and Resources Committee to request that disposal of County Farms land or property should not proceed at the current time, in order to allow the new County Farms Working Group to carry out a policy review and a review of the strategic management proposals for the estate.

**7 Forward Plan for Economic Development Sub-Committee**

7.1 The Committee received the report (item 11) which set out the items and decisions programmed to be brought to the sub-committee for consideration in relation to economic development issues in Norfolk.

7.2 The Committee **RESOLVED** to add the following items to the forward plan:-

- RAF Coltishall solar farm
- Regular financial reports
- Reports on funding of both the Local Enterprise Partnership and the Norfolk Infrastructure Fund
- An update on apprenticeships

**Chairman**



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**Report of the Policy and Resources Committee Meeting  
held on 23 June 2014**

**1. Norfolk Context**

The Committee received a presentation by the Head of Planning Performance and Partnerships and the Interim Head of Finance of the main social, economic and demographic issues facing Norfolk, and an early indication of the financial challenges facing the County Council over the next 3-5 years.

**2. Policy and Resources Committee Plan**

The Committee received a report which provided core-information that could be used to monitor overall progress against the Council's key priorities and targets. The Committee noted that at the end of each financial year, the Chair, on behalf of the Committee, would provide an overview of the Committee's progress in achieving key priorities. This, along with information from service committees, would assist the Policy and Resources Committee to monitor overall progress against the Council's key priorities and targets.

**3. Appointments to External and Internal Bodies**

In the light of changes to Group Leadership, the Committee reviewed its appointments to the LGA/County Council Network before the review of appointments to external and internal bodies was reported to the September 2014 meeting of the Committee. The Committee also made appointments to the Constitution Advisory Group. This Group was previously appointed by Corporate Resources Overview and Scrutiny Panel. The Constitution (Article 13) required the Group to be appointed by this Committee.

George Nobbs  
Chairman of Policy and Resources Committee

## **Report of the Audit Committee Meeting held on 19 June 2014**

### **1 Election of Chairman**

- 1.1 Mr Ian Mackie was elected Chairman for the ensuing year.

### **2 Election of Vice-Chairman**

- 2.1 Mr John Dobson was elected Vice-Chairman for the ensuing year.

### **3 Email Outage Risk Report**

- 3.1 The Committee received the report by the Interim Head of Finance and the Head of ICT and Information Management. The report provided information with respect to the business continuity and risk management associated with the recent e-mail outage.
- 3.2 There was concern expressed about the length of time it took for e-mail to be available to Members once the issue had been rectified. It was also noted that constituents were not informed that Member's e-mails had been affected, and that a resilience plan should be identified to communicate with Members and their communities.
- 3.3 The Committee **RESOLVED** to note the report.

### **4 Monitoring Officer's Annual Report 2013-14**

- 4.1 The Committee received and noted a report by the Head of Law and Monitoring Officer which summarised the internal governance work carried out in 2013/14 and provided assurance that the organisation's control environment, in the areas which are the responsibility of the Monitoring Officer, was adequate and effective. The report supported the assurance statements included in the draft Annual Governance Statement for 2013/14, a draft of which was also presented to the Audit Committee.

### **5 Risk Management Policy and Framework**

- 5.1 The Committee received the report from the Interim Head of Finance which provided the Committee with an update following the full review of Norfolk County Council's management of risk policy and framework documents; "Well managed risks". These documents set out the County Council's commitment to the management of risks in accordance with the Accounts and Audit (England) Regulations 2011 and the Public Sector Internal Audit Standards. They demonstrated that the management of risk remained a key component of the County Council's planning and business management processes.

**5.2** The Committee **RESOLVED** to:-

- Note the report
- Consider the content of the updated risk management policy and framework 'Well Managed Risk'
- Approve the revised policy and framework 'Well Managed Risk'
- Recommend adoption of the policy and framework 'Well Managed Risk' to Full Council

**6 Risk Management Report (1<sup>st</sup> Quarter 2014/15)**

**6.1** The Committee received the report which provided an update of the Corporate Risk Register and other related matters following the latest quarterly review conducted during the first quarter of 2014/15. The update included details of twenty-one risks proposed for inclusion within the Corporate Risk Register.

**6.2** The Committee noted that the risk RM8680 'Failure to recover outstanding funds from Icelandic banks had been removed from the register. It was also noted that the following two new risks had been added to the register; RM14169 Failure to deliver planned revenue budget savings in 2014/15 and RM14172 Residual Waste Treatment Contract termination process.

**6.3** The Committee **RESOLVED** to:-

- Note the report
- Note the changes to the risk register
- Note the twenty-one corporate risks
- Note that the arrangements for risk management are acceptable and fulfil Norfolk County Council's 'Well Managed Risk – Management of Risk Framework'.

**7 Risk Management Report, Waste Management Risk Reporting**

**7.1** The Committee received the report from the Interim Head of Finance which provided Members with further information into the risk management process relating to waste management in Norfolk, as requested at the meeting on 29 April. The report provided a review of the risk management and recording process for risks relating to that specific area. The report identified when risks were developed and recorded on risk registers and noted the circumstances around changes to those risks. The report also noted the review process for all such risks and risk registers.

**7.2** A detailed discussion took place about obtaining further information of the risk analysis discussions at the time. It was proposed that 'In respect of the Willows Waste PFI Project (Mass Burn Incinerator) the Audit Committee ask for a further report giving clarification of the Chief Officer Group's (COG) detailed assessment of the corporate risk of not getting planning permission for the project in the time stipulated in the contract at the time it was drawn up, as well as their further detailed assessment of the same corporate risk as a consequence of the warning to the County Council from DEFRA in 2010 over the contract compensation arrangements, as revealed in the recent (2014) NAO report'. A vote was taken on this proposal and it was lost by 4 votes to 3.

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

## **8 Norfolk Audit Services Quarterly Report for Quarter ended 31 March 2014.**

8.1 The Committee received the report by the Interim Head of Finance which summarised the results of recent work undertaken by Norfolk Audit Services (NAS). The report gave an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and gave assurance that, where improvements were required, remedial action had been taken.

8.2 The Committee **RESOLVED** to note;

- The overall opinion on the effectiveness of risk management and internal control being 'acceptable' and therefore considered 'sound.'
- The changes to the approved 2014-15 internal audit plan, described in appendix D
- The summary high priority findings results at 4.7 table 1, being satisfactory with action planned for outstanding findings.
- Satisfactory progress regarding the traded schools audits and the preparations for an Audit Authority for the France Channel England Interreg Programme.

## **9 Annual Internal Audit Report 2013-14**

9.1 The Committee received the report from the Interim Head of Finance which outlined the key messages of the Internal Audit Report 2013-14.

9.2 The Committee **RESOLVED** to note that;-

- based on the report the Interim Head of Finance assured the Committee that the adequacy and effectiveness of the system of internal control including the arrangements for the management of risk during 2013-14 was acceptable and was therefore considered sound,
- internal audit was adequate and effective during 2013-14;
- the work of Norfolk Audit Services for the year and the assurance provided assists the Committee to reasonably assess the risk that the Financial Statements are not materially mis-stated due to fraud. The risks of Fraud and Corruption had been reviewed and planning and resources were considered adequate.
- For 2014-15, the team had plans to strengthen controls over costs and to further develop their approach and skill sets to provide new perspectives on how they approach audits to add value, be independent but also a partner to the business and take an active role in transformational change through critical thinking and value creation.

## **10 Statement of Accounts 2013-14 Verbal Report**

It was reported by the Interim Head of Finance that the accountants were preparing to publish the accounts at the end of June 2014.

## **11 Anti-Fraud and Corruption Update**

The Committee received the report from the Practice Director Norfolk Public Law



(NPLaw) which provided an update for the Committee on the Council's Anti-Fraud and Corruption activity for the period from January to May 2014.

11.2 The Committee **RESOLVED** to note that:-

- The work to date and there had been adequate progress
- The plan for future work as set out in section 7 of the report.

## **12 Norfolk Pension Fund – Governance Reports relevant to the Audit Committee**

12.1 The Committee received a report from the Interim Head of Finance which briefed members on Norfolk Pension Fund governance reports relevant to the Audit Committee in accordance with the Audit Committee's Terms of Reference.

12.2 The Committee **RESOLVED** to note that:-

- There were no exceptions to report.

## **13 Work Programme**

The Committee received and noted the report by the Interim Head of Finance setting out the work programme.

I Mackie  
**Chairman**

**Report of the Personnel Committee Meeting  
held on 24<sup>th</sup> June 2014**

**1. Election of Chairman**

Mr George Nobbs was elected Chairman for the ensuing year.

**2. Election of Vice Chairman**

Dr Marie Strong was elected Vice Chairman for the ensuing year.

**3. Minutes**

- 3.1 The Committee confirmed the minutes from the meetings held on 17 January and 25 February 2014.

**4. Matters Arising**

- 4.1 The Committee were updated on the 'Local Government Pension Scheme 2014' report from 25 February 2014. It was noted that the changes to the scheme had been seen as seamless from the employees perspective and that as a result of a comprehensive communications plan there had been low rates of enquiries despite employees seeing changes to their pay. Members passed on their thanks to the staff involved in Human Resources for their work in ensuring that the changes were implemented with minimum disruption.
- 4.2 The Committee agreed that a note should be sent to all members updating them on the implemented changes to the Local Government Pension Scheme.

**5. Localism Act – Pay Policy Statement**

- 5.1 The Committee has received a draft of the 2014/15 Pay Policy Statement as attached at Appendix A. The Committee noted that the Statement for 2014/15 was effectively unchanged from that approved by Full Council for 2013/14. The one minor change that had been agreed by Personnel Committee had been reported to full Council previously.
- 5.2 The Committee has reviewed:
- the draft 2014/15 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.

**6. National Pay Negotiations**

- 6.1 The Committee has received and noted an update report from the Acting Head of Human Resources which summarised the current position on the national pay negotiations.
- 6.2 The Committee noted that the pay negotiations were being led at a national level

although they would have an impact on staff locally. The Unions had rejected the employers' offer of a 1% pay increase and their members had been balloted for strike action.

- 6.3 The Acting Head of Human Resources advised the Committee that Business Continuity Plans were in place and Services would be advised to use them in order to minimise the impact of the strike on services.

**7. Exempt Minutes for the Meeting held on 25 February 2014**

- 7.1 The Personnel Committee was advised, with regard to the approval of the exempt minutes of the meeting held on 25 February 2014 and the following report, to consider whether to exclude the public for the consideration of this information

**8. Grading of Senior Management Post**

- 8.1 The Committee received the exempt report from the Acting Head of Human Resources and agreed the grade of the senior management post.

**George Nobbs  
Chairman**

## DRAFT

## NORFOLK COUNTY COUNCIL

Pay Policy Statement **2014–2015**Approved by County Council on **[date]**

[Text is the same as for the 2013/14 Statement except where shown in ***Blue Italics***]

## 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**. 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) Firefighters (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 is £2.68** per hour (equivalent to **£5,170** 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](#)), 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 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** will be submitted to Full Council for approval by **31 March 2015**.

For queries contact [hrreward@norfolk.gov.uk](mailto:hrreward@norfolk.gov.uk)



**Report of the Meeting of the  
Norfolk Health Overview and Scrutiny Committee  
Held on 29 May 2014**

**1 Hospital Complaints Processing and Reporting**

**1.1** The Committee received a suggested approach from the Scrutiny Support Manager (Health) to reports from the Norfolk acute hospitals on how their Boards and their Governors received information about complaints and how they learnt from and acted upon trends in complaints.

**1.2** The Committee received evidence from John Paul Garside, Board Secretary and Head of Legal Services, Norfolk and Norwich University Hospitals NHS Foundation Trust, Liz Libiszewski, Director of Nursing, Quality & Patient Experience, James Paget University Hospitals NHS Foundation Trust and Valerie Newton, Deputy Director of Nursing, Queen Elizabeth Hospital NHS Foundation Trust.

**1.3** In the course of discussion, the following key points were made:

- The witnesses said that the three Acute Trusts aimed to acknowledge complaints in writing within 3 days of receipt. A complainant could expect to receive a first response within 10 working days and a full substantive response within 25 working days.
- The witnesses said that local efforts to resolve complaints were usually successful and that very few complaints were referred to the Parliamentary and Health Service Ombudsman.
- The witnesses said that Information was provided on a monthly basis to the Boards of all three Trusts about the nature of the complaints that related to their hospitals, with a particular emphasis on the outcomes of the complaints process, and whether patients thought that their concerns had been 'properly heard and addressed'.
- In order to ensure that complaints were used to learn lessons that lead to service improvements for patients, information about complaints was also provided to the relevant ward/departmental manager and clinical director and elsewhere within management structures of the hospitals.
- The witnesses said that where complaints spanned organisational boundaries, there were arrangements in place for a 'joined up' approach to sharing them with the CCGs, Adult Social Services and other organisations so that they were dealt with effectively and as quickly as possible.
- The complaints were broken down into different categories of complaint and complaints about individual members of staff were dealt with sensitively in accordance with established HR practice.
- An established "Speak up Policy" at the NNUH gave staff a series of options whereby they could raise any issues of concern through local line management, with the Chief Executive, and with the hospital's HR department.
- The JPH had designated a senior member of staff within the hospital's HR

team with specific responsibility for whistleblowing, so as to ensure that the hospital acted on intelligence received from whistle-blowers.

- Val Newton agreed to supply information for Members of the Committee on how many people had brought up 17 cases of whistle-blowing at the QEH and how many of these individuals had brought forward more than one of these whistle-blowing cases.
- In response to a member question, John Garside explained that the Care Quality Commission's Intelligence Monitoring Report published on 21 October 2013 had shown the Norfolk and Norwich University Hospitals NHS Foundation Trust with an elevated risk due to four cases of whistle-blowing. The hospital no longer had such an elevated risk. Mr Garside also explained that there were no occasions in the last two years where staff had used the hospital's internal whistle-blowing process (i.e. the 'safety valve' in the Speak-Up Policy whereby staff could approach a Senior Independent Director).
- It was pointed out that none of the three acute hospitals had "gagging clauses" in contracts that prevented former members of staff raising issues of concern.
- Alex Stewart of Health-watch Norfolk explained Health-watch Norfolk's involvement in the NHS complaints process.

- 1.4** The Committee agreed to receive a report from Health-watch on complaints handling in Norfolk when it was published . It was noted that the Committee would then be able to decide whether to look further at the subject of hospital complaint handling.

## **2 End of Life Care in Norfolk's Acute Hospitals**

- 2.1** The Committee received a suggested approach from the Scrutiny Support Manager (Health) to an update on new end of life care practices in hospitals to replace use of the Liverpool Care Pathway.

- 2.2** The Committee received evidence from Jo Segasby, Director of Women, Children and Cancer Services, Norfolk and Norwich University Hospitals NHS Foundation Trust, Dr Lisa Cook, Queen Elizabeth Hospital NHS Foundation Trust, Liz Libiszewski, Director of Nursing, Quality & Patient Experience, James Paget University Hospitals NHS Foundation Trust and Dr Katie Soden, Lead Consultant at Priscilla Bacon Centre, Norfolk Community Health and Care NHS Trust.

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

- The witnesses pointed out that the Liverpool Care Pathway (LCP) was being phased out in Norfolk and replaced with more personalised plans for end of life care following the publication of an independent national report from the Leadership Alliance for the Care of Dying People.
- The witnesses added that Government guidance as to what policy would replace the LCP was awaited and this was causing some degree of uncertainty within the NHS.
- The witnesses added that they were working together to integrate care and develop a single "yellow folder " for patients with end of life needs and that they were piloting new electronic palliative care records.
- The acute hospitals in Norfolk had raised standards by ensuring that a named senior consultant was responsible for a patient's care needs.

**2.4** The Committee noted the information provided by the acute hospitals and Norfolk Community Health and Care.

**3 Terms of Reference for Great Yarmouth and Waveney Joint Health Scrutiny Committee**

**3.1** The Committee agreed the revised terms of reference for the Great Yarmouth and Waveney Joint Health Scrutiny Committee . Mr Carttiss, Mr Aldred and the NHOSC Member for Great Yarmouth Borough Council have been appointed to serve on the joint committee. All Members of the NHOSC are eligible to be substitute members of the Joint Committee.

**Michael Carttiss**

**Chairman**

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



**If you need these minutes in large print, audio, Braille, alternative format or in a different language please contact Tim Shaw on 0344 8008020 or 0344 8008011 (textphone) and we will do our best to help.**

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**Report from the Planning Regulatory Committee  
Meeting held on 6 June 2014**

**1 Election of Chairman**

Mr D Collis was elected Chairman of the Planning (Regulatory) Committee for the ensuing year.

**2 Election of Vice-Chairman**

Mr A Grey was elected Vice-Chairman of the Committee for the ensuing year.

**3 Nominations to serve on the Planning (Regulatory) Urgent Business Sub-Committee**

The Committee **agreed** the appointment of the following Members to the Planning (Regulatory) Urgent Business Sub-Committee:

Conservative	Mr A White
Conservative	Mr C Foulger
Labour	Mr D Collis
UKIP	Mr A Grey
Liberal Democrat	Mr B Watkins

**Applications referred to the Committee for Determination**

Reports by the Director of Environment, Transport and Development

**4 Great Yarmouth Borough Council. Y/6/2013/6006. Construction of a new Link Road from A143 Beccles Road, Bradwell, to a proposed roundabout to be constructed to serve retail development at Beaufort Way, Gorleston, and to link with A12. Proposed Link Road to comprise of a single carriageway highway, including grass verges, shared cycleway and footway and other associated works; including highway improvements on the A143 in the vicinity of the junctions with Browston Lane and New Road**

- 4.1 The Committee received a report by the Director of Environment, Transport and Development outlining the planning application for the construction of the A12-A143 Link Road, comprising of a new 1.8km road from the western end of Beaufort Way through the Beacon Business Park, north westwards to connect with the A143 Beccles road at a new roundabout junction to be located at the existing junction of the A143 with C620 New Road. The link road was required to facilitate the proposed new development in the south Gorleston area.

4.2 The Committee **RESOLVED** that the Director of Environment, Transport and Development be authorised to :

- i) Grant planning permission subject to the conditions outlined in section 12 of the report.
- ii) Discharge conditions 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 (in consultation with the Chairman and Vice-Chairman) to deal with any non-material amendments to the application that may be submitted.

David Collis  
**CHAIRMAN**



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**Report of the Meeting of the  
Norfolk Joint Museums Committee  
Held on 27 June 2014**

**1 Reports of the Area Museums Committees**

**1.1 Great Yarmouth**

To mark the 10th Anniversary of the opening of the Time and Tide Museum a reception was held on 14 July 2014 and all Members of the Area Museums Committee were invited to attend.

**1.2 King's Lynn**

The Lynn Museum was shortlisted as one of 20 museums from 800 nominations for a family friendly award that had been announced recently in the Sunday Telegraph. The next step in the process is for a shortlist of six museums to be drawn up and for these to be visited in the summer. The results of the competition will be reported to the Area Museums Committee.

**1.3 Norwich**

The Joint Committee noted that Norwich Castle Museum and Art Gallery continues to generate record visitor figures, largely as a result of a varied and high-quality exhibition and events programme. The Wonder of Birds exhibition, which combines art and natural history to explore the cultural impact of birds on humanity is proving to be a great success. The exhibition will be at the Castle Museum until 14 September 2014.

**1.4 North Norfolk**

The Joint Committee was informed that NNDC are re-examining what should be included in the Service Level Agreement between the NMS and NNDC and the possibility of reintroducing an Area Committee or other similar arrangement for joint working between the NMS and NNDC. The Head of Museums is taking up with NNDC the possibility of operational changes at Cromer Museum which will be reported to the next meeting of the Joint Committee.

**2 Annual Internal Audit Report 2013-14**

- 2.1** The Joint Committee noted the Norfolk Joint Museums Committee Annual Internal Audit Report for 2013/14, and the key message, based on an analysis of the audit work carried out and reports issued, meant that Norfolk Audit Services could assure the Joint Committee of the adequacy and efficiency of internal control, including the arrangements for Risk Management during 2013/14 were "acceptable" and therefore considered sound.

**3 Norfolk Museums Service – Integrated Finance and Risk Monitoring Report for 2013/14**

The Joint Committee noted progress with performance and 2013/14 service plans, progress with the revenue budget, capital programme and reserves and provisions out-turn positions for 2013/14 and progress with the management of risk within the NMS.

## **4 Norfolk Museums Service - Performance and Strategic Update Report**

- 4.1 The Joint Committee received a report that provided an update on performance against Norfolk Museums Service (NMS) service plans and included the Equalities Action Plan for 2014-15. The report explained final performance statements for 2013/14 and early performance against the agreed service plan for 2014/15. The report referred to future developments in the Service in meeting budgetary pressures and in responding to external opportunities in 2014/15. To that end, the Joint Committee approved its Governance statement for the Arts Council England's Accreditation assessment which will be submitted in the autumn. The NMS will be putting forward for continuing Accreditation for all of its sites except Lynn Museum, Cromer Museum and Ancient House Museum which were all Accredited in 2012. The Joint Committee also approved an outline timescale for the review and update of the Joint Museums Agreement. To that end, the Head of Museums agreed to write to JMC District Members to seek their guidance on the best way to obtain their respective Councils views on the renewal of the Agreement.
- 4.2 The Joint Committee placed on record its congratulations to Jamie Everett on being recognised nationally by the Collections Trust as being the Collections Manager of the Year for the whole of the country. In addition, congratulations were due to Wayne Holland and Dayna Albright on being recognised nationally by the Collections Trust as runners up in the category of young collections manager of the year for their work on the Shine a Light project at Gressenhall Rural Life Museum and Workhouse last year.

## **5 NMS Collections Management Strategy**

- 5.1 As part of the preparations for the NMS submission to the Arts Council in the autumn the Committee approved the NMS Collections Management Strategy which comprises of three documents previously submitted separately as part of the Accreditation process: the Collections Development Policy (formerly the Acquisition and Disposal Policy), the Documentation Policy (updated from the policy approved by the Committee in 2012) and the Collections Care and Conservation Policy (updated from the policy approved by the Committee in 2007).

## **6 NMS Presentation**

- 6.1 The Joint Committee received detailed presentations from the NMS and from Brigadier Max Mariner, Chairman of the Trustees of the Royal Norfolk Regimental Museum, about the work that was being undertaken on the collection and the need for an updated partnership agreement between the County Council and the Regimental Museum Trustees. The Joint Committee fully supported the renewal of the legal agreement between the County Council and the Regimental Trustees for the preservation and display of the Royal Norfolk Regimental Collection which was completed in 1990.

**John Ward**

**Chairman**

## **Report of the Norfolk Records Committee Meeting held on 27 June 2014**

### **1. Election of Chairman**

- 1.1 Dr Kemp was elected as Chairman for the ensuing year.

### **2. Election of Vice-Chairman**

- 2.1 Baron Chenery of Horsbrugh was elected as vice-Chairman for the ensuing year.

### **3. Matters of Urgent Business**

- 3.1 The Chairman agreed to receive an item of urgent business regarding the appointment of the co-opted members and observer.  
Mr Begley, Professor Rawcliffe and Professor Wilson were appointed as co-opted members for the ensuing year. Dr Morgan was appointment as an observer for the ensuing year.
- 3.2 The Chairman agreed to accept another item of urgent business regarding the Norfolk Records Committee Annual Accounting Statements 2013/14. The Committee approved the accounting statements and it was signed by the Chairman.

### **4. Norfolk Record Office Finance and Risk Report 2013/14**

- 4.1 The Committee received a report which provided information on performance against budget and risk for 2013/14 as at 31<sup>st</sup> March 2014, and included a breakdown of the 2014/15 revenue budget.
- 4.2 The Committee noted the report.

### **5. Norfolk Record Office Policy Report**

- 5.1 The Committee received a report which provided members with information on a review of policy and strategy documents being undertaken by the Norfolk Record Office. It detailed three policies; access policy, collection care policy and record appraisal policy.
- 5.2 The Committee agreed the adoption of the policies.

#### **Chairman**



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**Norwich Highways Agency Committee  
Report of the meeting held on 12 June 2014**

**1 Governance arrangements**

The Committee were advised that Norfolk County Council would be electing the chair of the committee at its meeting of full council in July 2014. The county council's voting members on the committee would be Councillors Adams and Bremner.

Norwich City Council's annual council had elected Councillor Stonard as vice chair of the committee. The committee agreed that in the absence of a chair being elected, the vice chair would act as chair for the purpose of the meeting.

**2 Petition**

The Committee received a petition from Mr Agombar about the consequences of closing Chapelfield North.

**3 Push the pedalways – Tombland and Palace Street**

The Committee received a report and noted that the plans had been revised and the crossing would now be placed immediately south of that junction to provide more space for both pedestrians and cyclists to wait.

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

- (1) approve in principle the proposals for the enhancement of facilities for cycling and walking in Tombland and Palace Street which 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 signalled crossing on Tombland by the Edith Cavell Statue and replacing it with a toucan crossing to the south of the Princes Street junction;
  - (d) Providing a two-way cycle track on the eastern side of Tombland and the southern side of Palace Street from just south of the new toucan crossing at the junction of Princes Street and Tombland to the junction of Palace Street with St Martin at Palace Plain;
  - (e) Widening the footpaths in the northern part of Tombland;
  - (f) Amending the waiting, loading and parking restrictions in the area;

- (g) Introduce contra flow cycling in the area known as the Tombland Triangle;
  - (h) Removing unnecessary street clutter such as guard railing and signage;
- (2) ask the head of city development services to progress statutory procedures associated with advertising legal orders and notices that are necessary for implementation of the scheme as shown on Drawings 301739CA-13-PE4082-PRE-004B and PRE-005A and which include:
  - (a) Providing a two-way cycle track on the eastern side of Tombland and the southern side of Palace Street from the new toucan crossing at the junction of Princes Street and Tombland to the junction of Palace Street with St Martin at Palace Plain;
  - (b) Introduce a no waiting no loading restriction on Tombland and Palace Street between Princes Street and St Martin at Palace Plain;
  - (c) Introduce a loading bay on Tombland outside the Samson and Hercules House;
  - (d) Amend the loading bay outside the Maids Head Hotel;
  - (e) Shorten the coach bay on Palace Street by St Martin at Palace Plain;
  - (f) Amend the position of the bus stops on the western side of Tombland;
  - (g) Allow contra flow cycling on the one way sections of the Tombland Triangle.

#### **4 End of life signalled crossings – options for 3 sites**

The Committee **RESOLVED** to:

- (1) approves in principle the proposals:
  - (a) with all 4 voting members voting in favour, to upgrade the Earlham Green Lane pelican crossing to a toucan crossing;
  - (b) with all 4 voting members voting in favour, to remove the pelican crossing on Bowthorpe Road and replace it with a zebra crossing;
  - (c) with all 4 voting members voting in favour, to remove the pelican crossing on Ber Street and replace it with a pedestrian refuge and associated kerb build out.
- (2) ask the head of city development services to carry out public consultation on the proposals and to progress the statutory procedures associated with advertising legal orders and notices that are necessary for implementation of the proposals.

#### **5 Experimental late night road closure of Cathedral Street, St Faiths Lane and Recorder Road between 11pm and 6am on Fridays and Saturdays**

The Committee noted that the proposal for the experimental late night road

closure was one of the actions identified in a report approved by the city council's cabinet in March 2014 and after discussion **RESOLVED**, unanimously, with all 4 voting members voting in favour, to:

- (1) approve the introduction of an experimental traffic regulation order that will operate between 11pm. and 6am. on Fridays and Saturdays and will have the effect of:
  - (a) preventing access to Cathedral Street, St Faiths Lane and Recorder Road from Prince of Wales Road by motor vehicles except those accessing residential or business properties on these roads;
  - (b) allowing private hire vehicles to wait in identified bus stop clearways on Castle Meadow and Bank Plain;
- (2) delegate powers to the head of city development services to vary the order in consultation with the chair and vice-chair of the committee;
- (3) note that a report to review the experimental order will be brought to a future meeting.

**6 Camera enforcement of bus lanes – Chapel Feld and St Stephens Street scheme**

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

- (1) agree to progress use of camera enforcement for the bus priority measures associated with the forthcoming St Stephens Street/ Chapel Field scheme for the bus gates at Rampant Horse Street and the 'bus only' measures in St Stephen's Street
- (2) ask the head of city development services to undertake consultation and publicity the introduction of camera enforcement in the City, and St Stephens Street and Rampant Horse Street in particular
- (3) delegate the implementation of a camera enforcement scheme for these sites to the head of city development services in consultation with the chair and vice-chair of the committee.

**7 Major road works – regular monitoring**

**RESOLVED** to note the report.

**Chairman**