

NORWICH CITY COUNCIL

Members of the council are hereby summoned to attend the meeting of the council, to be held in the council chamber, City Hall

Tuesday 22 July 2014

7.30pm

AGENDA

Page No.

1. Lord Mayor's announcements

2. Declarations of interest

3. Questions from the public

4. Petitions

5. Minutes

7

To agree the accuracy of the minutes of the council meetings held on 18 March and 10 June 2014.

6. Questions to cabinet members / committee chairs

(A printed copy of the questions and replies will be available at the meeting)

7. Review of the council's constitution

35

(Report of the executive head of strategy, people and democracy)

To consider an amendment to the council's constitution, as recommended by the cabinet and endorsed by the constitution working party as part of its fundamental review.

8. Appointment of the section 151 officer (chief finance officer) 43
(Report of the chief executive officer)

To consider the appointment of the chief finance officer

9. Annual review of the scrutiny committee 2013-2014 49
(Report of the executive head of strategy, people and democracy)

To consider the work and progress that has been made by the scrutiny committee for the civic year 2013 – 2014.

10. Treasury Management Full Year Review Report 2013-14 91
(Report of the chief finance officer)

To set out treasury management performance for the year ended 31 March 2014.

11. Norwich Annual Business Plan 2014-15 for strategic infrastructure projects 109
(Report of the deputy chief executive (operations))

To consider an annual business plan for 2014-15 for strategic infrastructure projects to support planned growth in Norwich. Following approval it is recommended that the attached business plan is presented to the Greater Norwich Growth Board for delivery in 2014-15 from pooled funding.

12. Appointment of representatives to outside bodies 2014-15 135
(Report of the executive head of strategy, people and democracy)

To consider appointments to outside bodies for the current civic year.

13. Motion – Yes to homes

Councillor Bremner to propose and Councillor Woolard to second:

Rising house prices mean home ownership is beyond the reach of many; the size of a mortgage deposit stops many would-be first time buyers from getting on the housing ladder. More people are pushed into the private rented sector and as demand rises there, so too do rents.

Council **RESOLVES** to:

- support the cabinet's commitment in its housing strategy to ensure an adequate supply of good quality homes across all tenures, especially social housing and by helping to build more houses at the right place, at the right price.
- support the Yes to Homes campaign.
- work with Yes to Homes supporters, local groups and organisations to actively make the case for new homes and explain the benefits of new homes for the whole community.

14. Motion – Transatlantic Trade and Investment Partnership

Councillor Grahame to propose and Councillor Henderson to second:

If the planned Transatlantic Trade and Investment Partnership (TTIP) goes ahead, there are concerns that it could reduce the council's options for providing public services in the interests of Norwich residents.

Council **RESOLVES** to call upon the leader of the council to write to all Norwich MPs and MEPs, and to the government, asking them to reject the Transatlantic Trade and Investment Partnership (TTIP).

15. Motion – governance arrangements

Councillor Neale to propose and Councillor Boswell to second:

Council passed a motion in June 2012 calling on the constitution working party to report to full council on new governance arrangements including moving to a committee system. When the working party considered this in March 2013, the request of full council was rejected on the votes of five of the ten members present.

In light of the fact that since this decision, Norfolk County Council has completed a cost neutral move to a committee system and an increasing number of councils around the country are changing governance arrangements, council once more:

RESOLVES to ask the constitution working party to make recommendations to council on future governance arrangements from May 2015 onwards, including consideration of the:

- impact of a committee system and other possible governance arrangements on value for money, quality of decision making, accountability, openness and transparency;
- preparation and overseeing of a programme of transition to any new arrangements;

- training needs for councillors and officers that may arise; and
- future scrutiny arrangements.

16. Motion – Pupil premium eligibility

Cllr Wright to move and Cllr Ackroyd to second -

Norwich has benefited significantly from Pupil Premium funding of £1,300 p.a. per primary pupil and £935 p.a. per secondary pupil with schools in the Norwich parliamentary areas estimated to receive over £7.5m extra funding this year alone.

According to the Carers Trust, 27% of secondary age young carers experience educational difficulties or miss school; 68% experience bullying; they have a significantly lower attainment level at GCSE and are twice as likely to be NEET (Not in Education, Employment or Training).

The Trust advocates using Pupil Premium to support young carers, which would enable Norwich schools to provide additional support to these young people

Council **RESOLVES** to ask the chief executive to write to the Secretary of State for Education, the Minister of State for Schools, and Dr. John Dunford OBE, the national Pupil Premium Champion, asking the government to widen the eligibility for Pupil Premiums to include young carers.



Russell O'Keefe
Executive head of strategy, people and democracy

FOR FURTHER INFORMATION PLEASE CONTACT -

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14 July 2014



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MINUTES

COUNCIL

7.30pm – 9.50pm

18 March 2014

Present: Councillor Driver (Lord Mayor), Mr Graham Creelman (Sheriff),
Councillors Ackroyd, Arthur, Barker, Blunt, Boswell, Bradford,
Bremner, Brimblecombe, Brociek-Coulton, Button, Carlo, Galvin,
Gayton, Gihawi, Grahame, Grenville, Haynes, Henderson, Howard,
Jackson, Kendrick, Little, Lubbock, MacDonald, Manning, Maxwell,
Neale, Price, Sands(M), Sands(S), Stephenson, Stonard, Storie,
Thomas, Waters and Wright

Apologies: Councillors Harris and Stammers

1. LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor welcomed Pamela Cary, Monitoring Officer, to her first meeting of council.

He said that since the last meeting he had attended a number of engagements including the opening of the refurbished post office at Tuckswood and a technology competition for schools at the Hewett School. He had also attended the Army Careers Day at the Forum.

He said that it was with great sadness that he had to report the death of Gordon Tilsley, a former town clerk of the Norwich Corporation and latterly the chief executive and town clerk of Norwich City Council. Gordon Tilsley had led the council through a period of great change and was particularly influential in bringing the University of East Anglia to Norwich. After a moment's silence in memory of Gordon Tilsley the Lord Mayor led council in a round of applause celebrating his life and his important contribution to the city.

At the invitation of the Lord Mayor, Councillor Arthur, leader of the council, informed members that the council had won the Local Government Association National Award of the most improved council. She said this was very good news not just for the council but for the people of Norwich. It recognised the hard work of many people including officers and councillors both past and present.

The Lord Mayor then invited group leaders to say a few words about councillors who would not be standing at the next election and for whom this was, therefore, their last council meeting. Councillor Arthur acknowledged the contribution of councillors Grenville, MacDonald, Storie and Thomas during their term of office. Councillor Boswell acknowledged the contribution of councillors Brimblecombe and Stephenson and Councillor Wright also commented on the contributions made by all those that were not standing.

2. DECLARATIONS OF INTEREST

Councillors Ackroyd, Grahame and Neale declared a personal prejudicial interest in item 11 – private sector housing standards.

3. QUESTIONS FROM THE PUBLIC

The Lord Mayor said that six questions had been received from members of the public.

Question 1

Chairman Wollard to the cabinet member for housing:

Could the council explain to me the impact upon Norwich families and individuals of the 'bedroom tax', especially those in the Mile Cross area and explain what steps are being taken to support those afflicted by this vicious tax?

Councillor Bremner, cabinet member for housing, replied:

We can be in no doubt that for many people in Norwich the impact of the removal of the spare room subsidy has been significant. Whilst we cannot unfortunately provide breakdowns of hardship by ward, it is clear that many individuals and families are facing increasingly tough decisions in order to make ends meet.

What I can confirm is that we have been able to make awards of Discretionary Housing Payments to households most affected by the removal of the spare room subsidy. Such payments can help make good some shortfall between rents and housing benefit or can help with one-off payments such as removal costs or rent in advance. The budget to make discretionary housing benefit payments is a limited one and will be exhausted by the end of the financial year – so I would encourage all those who are eligible to apply as soon as possible to ensure they receive the maximum benefit available.

As previously mentioned, approximately 15% of council tenant households have a deduction from their housing benefit in respect of the bedroom tax.

No evictions for only bedroom tax issues have taken place.

Housing Income officers continue to work with affected tenants, aiming to prevent arrears from accruing and avoiding legal action.

Question 2

Matthew Packer to the cabinet member for housing:

I was pleased to hear of the special event at The Forum telling us all about the achievements of the city council's 'Learning, Employment and Accommodation Project (LEAP). It demonstrated vividly the difference made to client's lives.

Can the cabinet member for housing update the council on the successes and development of LEAP, and the difference it has made in tackling homelessness in our city?

Councillor Bremner, cabinet member for housing, replied:

LEAP (The Learning, employment, accommodation project) was established in 2008 to help some of the most disadvantages people in society (85% of clients being ex-offenders. LEAP offers an holistic programme targeted at individuals who are experiencing disadvantage and inequalities in health, housing and employment. LEAP addresses the multiple needs of clients and invests in long term solutions. It achieves this through a mix of activities, support opportunities and collaborative working with partner agencies, delivered with the help of 30 trained volunteers.

LEAP has increased capacity in the last year by 23%. 203 people have accessed the service over the last two years (Jan 2014). One in four clients has gone on to employment following the programme (an increase of 116% from last year) and 81% of clients have said they have moved forward following their first assessment.

44 people have taken themselves out of homelessness and into their own independent accommodation; creating a new beginning for the individual and freeing up bed spaces in hostels. 90% of those who move into NCC private rented accommodation sustain their tenancy.

A recent Social Return on Investment Evaluation was carried out, highlighting that for every £1 spent on LEAP, £4 value was generated (based on savings to benefits and the areas of offending and health).

In the last quarter 22 new people have joined LEAP and LEAP has helped 14 people move into their own homes. 9 people have gained employment and 21 people have taken up training, education or volunteering.

It is well worth noting that 96% of the service users rated the service as good or excellent.

This is another example where the city, working with St Martins Housing, have made a difference to homelessness and more. When you meet with the people who have been helped by LEAP you will find people who have been empowered and lifted into positive belief – it is just brilliant.

Question 3

Rupert Read to the cabinet member for environment, development and transport:

When the current pedestrian signs were erected in the City Centre 7 years ago, I was a City Councillor and sought assurances from the administration that the classic old green cast iron signs would be reused or recycled: this was the only condition under which I felt comfortable about the premature removal of these classic signs. The assurances that I requested were duly given. Many years later the signs are still lying dumped randomly at the edge of the Mile Cross dump (where they have recently been joined by some of the signs that replaced them!). Could the cabinet member please tell me what the plans are for these old signs, and why they have lain abandoned for so long?

Councillor Stonard, cabinet member for environment, development and transport, replied:

Despite appearances, the former city centre pedestrian signage is stored at Mile Cross depot. Whilst the fingers are unlikely to be usable the posts are capable of re-use; for example to provide direction signage as part of a park upgrade - some parks already having this type of signage already in place.

It is common practice to place materials into store for future use. For example the council retains other items of street furniture or more valuable paving materials for this reason.

If it is decided that there is no longer any potential future use for an item it will either be re-cycled or sold on for re-use. Mr Read is correct in pointing out that it has been some years since the signage was removed and a decision over whether to continue to store the items will be made shortly.

Rupert Read asked, as a supplementary question, if the cabinet member thought it was wise to store metal signs outside with no protection. **Councillor Stonard** said that he could not comment as he had not seen where the signs were stored.

Question 4

Sandra Boegelein to the cabinet member for environment, development and transport:

A recent survey about the Norwich Fringe Project, which looks after many of the important green spaces encircling the city, found that it is highly effective on performance and delivery, and much valued by a wide range of people. However it is under grave threat due to the continuing squeeze on public funds of its partner organisations, including the city council. In many other cities, Community Interest Companies are enabling local people to protect and have strong involvement in such areas, for instance by enabling them to apply for heritage lottery grants and other sources of funding which the city council cannot access.

What is the council going to do in the immediate future to build on these positive survey findings, and save Norwich's surrounding countryside, in an exciting and dynamic way?

Councillor Stonard, cabinet member for environment, development and transport, replied:

The Norwich Fringe Project (NFP) was set up and hosted by Norwich City Council in 1990. It is a local authority, partnership funded, countryside management project: covering a 4-mile radius around Norwich. The overall aim of the project is to work with local communities to look after and manage the countryside on their doorstep, with associated biodiversity, access and health benefits.

The Project was initially funded by Norwich City Council, Broadland District Council, South Norfolk Council, Norfolk County Council and the Broads Authority. In 2012 Norfolk County Council withdrew its funding and the Broads Authority will be withdrawing its funding at the end of March 2014.

Norwich City Council and our partners in Broadland and South Norfolk recognise the valuable work the Fringe Project carries out on our behalf and the significant contributions made by local people in managing our wildlife sites. At the same time we need to recognise the recent reduction in grant income means that a decision needs to be made on a future operating model for the management of our sites. To this end work is going on behind the scenes investigating differing options available. Before any decision is made about the future of the Norwich Fringe Project, the council needs to be fully assured that the good work will continue both now and in the long term thereby ensuring the countryside on our doorsteps is managed appropriately.

Sandra Boegelein said that two meetings organised by the Fringe Project recently had been cancelled by the city council at the last minute. She asked, as a supplementary question, if the cabinet member agreed that the city council was stifling this community initiative. **Councillor Stonard** said that the council needed to look at all available options with its partners. He understood that funding was available for the next 18 months and this was sufficient time for the partners to look at and consider the various options and he hoped that this would reassure you.

Question 5

Heather Webb to the cabinet member for environment, development and transport:

I am interested in what evidence there is that the late night activity zone brings more money into the city than it costs. How much money does the zone contribute to the city in areas such as business rates, council tax of employees, and how much does the zone cost, for example, in additional cleaning and policing needs?

Councillor Stonard, cabinet member for environment, development and transport, replied:

Thank you for your question.

The question you ask is not easily answered because the information required to be able to answer the question fully is either not held by the council or is not held in a format that would allow it to be easily extracted to estimate income or the economic value of the late night activity zone.

Similarly, some information is held by other organisations, such as the Norfolk Constabulary for crime and disorder issues and the Norwich CCG or Norfolk Public Health for the costs for health related issues.

An example is the national non-domestic rate (NNDR) which the council collects on behalf of the county council and government. The element retained by the city council is used to fund service provision on a citywide basis and no part of it can be proportioned for particular services or areas.

In addition, there is no difference between business rates payable within the "late night activity zone" as compared to other businesses, which in each case are set by the Valuation Office and not by the council.

A further example is fees from licensing applications which cover the council's costs to provide the service and do not generate a surplus for the council.

I can confirm, however, that the cost for cleansing the entire city centre is £600,000 per annum and the cost of cleaning Prince of Wales Road is in the region of £40,000 per annum approximately.

The whole night time economy including three theatres many cinemas, restaurants and bars contribute significant amounts to the economy and provide many much needed jobs. Clearly there are particular issues relating to one part of this which relate to one area and we are addressing these to ensure that people can enjoy themselves in a safe environment and at the same time responding to the needs of the local communities who have been clear about their concerns. But there are a number of jobs in this area many of which are entry level and the Norwich night time economy overall has huge benefits for the city in boosting jobs, the economy and making it a great place for people to visit.

Heather Webb asked, as a supplementary question, if the council had any information particularly about Prince of Wales Road in respect of the contribution of the nighttime economy and the effect upon lost trade for local businesses.

Councillor Stonard said what we did know was that the nighttime economy was very important to the area with 30,000 people approximately coming in to the city every weekend. It was also important to emphasise that the city was absolutely safe. Like all cities there were issues to deal with but it was very important that we did not exaggerate any problems and highlight that Norwich was a very safe city.

Question 6

Richard Edwards to the cabinet member for environment, development and transport:

Half Mile Road in Mile Cross estate faces a number of problems, not least of which are old, dangerous tree branches which should be removed before we have any more high winds.

Could the council please remove these dangerous branches before one falls on a house, a car or a person?

Councillor Stonard, cabinet member for environment, development and transport, replied:

All street trees are surveyed at least every four years. The trees on Half Mile Road were inspected in February 2013. At the time of inspection 38 mature lime trees were found to need work including the removal of low branches and the removal of dead wood. This was completed in late summer 2013 along with work to repair tree surrounds. In view of your concerns I have asked an officer to visit and ensure the trees are safe.

Richard Edwards asked, as a supplementary question, if the cabinet member would liaise with him if there were any trees that needed work. **Councillor Stonard** said that he was happy to speak to ward councillors and officers would advise local people as appropriate.

4. PETITIONS

No petitions had been received.

5. MINUTES

RESOLVED, unanimously, to agree the accuracy of the minutes of the meeting held on 18 February 2014.

6. QUESTIONS TO CABINET MEMBERS/COMMITTEE CHAIRS

The Lord Mayor advised that 10 questions had been received from members of the council to cabinet members at which notice had been received in accordance with the provisions of Appendix 1 of the council's constitution, and the questions were as follows –

- | | |
|-------------------|--|
| Question 1 | Councillor Lubbock to the cabinet member for environment, development and transport on the Bluebell Road/North Park Avenue zebra crossing. |
| Question 2 | Councillor Galvin to the cabinet member for environment, development and transport on way-finding signs. |
| Question 3 | Councillor Haynes to the cabinet member for resources on discretionary housing payments. |
| Question 4 | Councillor Price to the cabinet member for environment, development and transport on the late night economy. |
| Question 5 | Councillor Boswell to the leader of the council on community infrastructure levy funding. |

- Question 6** Councillor Carlo to the cabinet member for environment, development and transport on the pink pedalway scheme.
- Question 7** Councillor Jackson to the cabinet member for resources on the outcome of the motion to September 2013 council on advertising payday loan companies.
- Question 8** Councillor Button to the cabinet member for resources on food banks.
- Question 9** Councillor Sands(S) to the Leader of the Council on the iESE awards.
- Question 10** Councillor Manning to the cabinet member for environment, development and transport on the City Car Club.

(Details of the questions and replies, together with any supplementary questions and replies, are attached as Appendix A to these minutes.)

7. REVIEW OF THE CONSTITUTION

Councillor Waters moved and Councillor Manning seconded the recommendations in the annexed report.

RESOLVED, unanimously, to –

- (1) adopt the revised article 17 of the constitution – audit committee (as set out in Appendix A of the report);
- (2) approve the amendment to Appendix 1, council and procedure rules to widen the definition used for allowable motions to full council as follows:-

“a motion must relate to a council function or, if not, it must affect the city or one of the council's key partners
- (3) adopt the criteria for deciding whether a code of conduct complaint should be referred to formal investigation as set out in Appendix C of the report.

8. THE RETURNING OFFICER

Councillor Arthur moved and Councillor Waters seconded the recommendation set out in the annexed report.

RESOLVED, unanimously, to appoint Russell O'Keefe, executive head of strategy, people and democracy as returning officer for the duration of the temporary management support arrangements being provided to Great Yarmouth Borough Council.

9. COMMUNITY INFRASTRUCTURE LEVY

Councillor Arthur moved and Councillor Stonard seconded the recommendation in the annexed report.

RESOLVED, with 23 voting in favour, 13 against and one abstention, to approve the pooling of community infrastructure levy income (excluding the neighbourhood funding and administration elements) to deliver infrastructure across greater Norwich.

10. PAY POLICY STATEMENT 2014-15

(Senior officers left the chamber for the duration of this item.)

Councillor Waters moved and Councillor Maxwell seconded the recommendation in the report.

RESOLVED, unanimously, to approve the pay policy statement for 2014-15.

11. MOTION – PRIVATE SECTOR HOUSING STANDARDS

(Councillors Ackroyd, Grahame and Neale having previously disclosed a disclosable pecuniary interest in this item, left the chamber and took no part in the discussion or vote.)

Councillor Stonard moved and Councillor Bremner seconded the motion as set out on the agenda.

RESOLVED, unanimously, that –

“research carried out by the Building Research Establishment shows that 22% (14,398) of households in the city rent from a private landlord which is one of the highest levels in the east of England. Of these, 33% will be on low income, 21% live in fuel poverty and 20% are experiencing conditions posing a significant threat to the health and safety of the occupants (known as a category 1 hazard). These include hard to heat homes, the presence of damp and mould, trip and fall hazards and a lack of fire precautions. BRE estimates that of the 3,114 houses in multiple occupation in Norwich, 25% are a category 1 hazard.

Council **RESOLVES** to:-

- (1) acknowledge the housing strategy’s commitment to “explore options for increasing the size of the private rented sector and to substantially reduce the number of hazardous, poorly managed and sub-standard privately rented homes through enforcement”;
- (2) ask cabinet to:-
 - (a) examine the case for using a system of accreditation and licensing as a way of setting of standards and incentivising landlords to manage their properties in an acceptable manner

thereby offering the opportunity for prospective tenants to make informed choices;

- (b) continue to use enforcement paths when appropriate to act against landlords who have failed to meet acceptable standards.

12. MOTION – WELFARE REFORM : LOCAL HOUSING ALLOWANCE

Councillor Sands(S) moved and Councillor Sands(M) seconded the motion as set out on the agenda.

RESOLVED, unanimously, to ask the cabinet member for resources to write to Iain Duncan Smith, Secretary of State of the Department of Work and Pensions, asking him to revoke the welfare reformat regulations relating to Local Housing Allowance for single claimants under 35 years of age.

13. MOTION – APPRENTICESHIPS THROUGH COUNCIL CONTRACTS

The Lord Mayor said that the following two amendments to the motion set out on the agenda had been received in advance of the meeting. Councillor Wright had indicated that he was willing to accept both of these amendments –

Amendment moved by Councillor Neale – to add “living wage paying” to resolution 2 (after “...high quality...”)

Amendment moved by Councillor Waters – to delete ...”renew...” from resolution 1 (and replace it with ...”ask cabinet to continue...”)

With no member objecting to these amendments, they became part of the substantive motion.

Councillor Wright moved and Councillor Ackroyd seconded the motion as set out on the agenda and amended above.

RESOLVED, :-

- (1) Unanimously, to ask cabinet to continue its commitment to the procurement strategy that requires apprenticeships.
- (2) with 17 voting in favour, 20 against and no abstentions, to ask cabinet to commission a report into the suitability of requiring a set percentage of high quality, living wage paying apprenticeships in each contract awarded, a proportion of which should be higher or advanced status, which must be advertised locally) was declared lost.

CHAIR

APPENDIX A

Question 1

Councillor Lubbock to ask the cabinet member for environment, development and transport:

"The construction of the Bluebell Road / North Park Avenue zebra crossing was started in November and is still not completed. This was one of only two crossings which got funding this year because it was a priority. This crossing point is very well used by students and staff attending the University of East Anglia (UEA), the Research Park and the hospital.

However, over four months later it is still not installed. The crossing has been left half finished, without any notice saying why it is incomplete and leaving those using the crossing - both pedestrians and motorists - confused as to whether to use it as a crossing. This indecision about its status could lead to accidents.

Please could the cabinet member explain why this important pedestrian and cycle crossing has not been completed after four months and what is the council intending to do in the future to stop this type of delay happening again?"

Councillor Stonard, cabinet member for environment, development and transport's response:

"The reason for this delay is that Amey - Norfolk County Council's street lighting contractor - and UK Power Network (UKPN) - who look after the electricity mains cables and provide the power supply to street lighting equipment, unfortunately failed to achieve the timescales that were agreed.

Council officers placed an order with Amey in May 2013 to provide Belisha beacons at the proposed crossing, with advice that the crossing would be built in November. Amey have to get the power supply carried out by UK Power Networks, as no one else is allowed to work on the mains cables.

Despite requests from officers, the first programmed date for the connection of the beacons was 9 January 2014.

When the installation team, a UKPN sub contractor, attended the site however, they considered that they could not do any work without 3-way traffic lights and so did not carry the work out. When we ask for work such as these beacons to be implemented, we don't know where the power supply will come from and it is therefore left to Amey as they are best placed to make those decisions; and hence assess any traffic management needs to enable implementation. Unfortunately, the latter appears not to have been undertaken in this case.

This situation was further exacerbated by the severe storms that affected a large area of the country after Christmas as this drew UKPN resources towards emergency work. The next date agreed with UKPN to undertake the connection was 17 February but they did not attend due to other priorities.

Officers then negotiated with Norfolk County Council street lighting to take the power supply from a lamp column, thereby avoiding the need for UKPN to be involved at all. This solution was not chosen earlier because Norfolk County Council, the street lighting authority, have had a policy for several years to power their equipment directly from mains cables, as it reduces the amount of NCC street lighting cable and therefore their own maintenance liability.

Norfolk County Council's street lighting contractors, Amey, have now connected the beacons to the lighting columns and the crossing is working properly.

Unfortunately delays between installation of crossings and the associated electrical supply connection to new crossings do sometimes happen. Electrical connection is not in the gift of the council and our direct contracted partners, but we do our very best to negotiate that new connections happen as soon as possible.

Looking ahead, council officers have suggested to the County Council that they consider again their policy position regarding connection; with greater consideration being given to direct feed from lamp columns. Officers are investigating whether provision of separate feeder pillars for UKPN to connect to would ease programming delays."

Councillor Lubbock asked, as a supplementary question, if the cabinet member would consider ensuring appropriate signing was in place during future schemes so that the public was not confused. **Councillor Stonard** said if a similar situation occurred he would expect officers to speak to ward councillors to consider the best approach.

Question 2

Councillor Galvin to ask the cabinet member for environment, development and transport:

"In 2006-7 the council introduced an extensive pedestrian way-finding system in the city centre which was part funded with European Liveable Cities money. However due to the bespoke nature of the signs they are proving difficult and costly to maintain and many seem to be being stored at Swanton Road depot, alongside the older green cast iron signs they replaced.

In total, how many signs have been taken out and what is the council planning to do with them?"

Councillor Stonard, cabinet member for environment, development and transport's response:

"As Councillor Galvin rightly says, within the city centre we have an extensive network of bespoke pedestrian way finding signs that are proving to be a challenge to maintain and keep up to date.

The network consists of 34 finger post signs, and 6 totem signs. An audit has recently been carried out on these signs to assess their condition. This shows that the totem signs are in reasonable condition, aside from some very specific problems

with graffiti and out of date maps. Of the 34 signs, seven are missing all their fingers and four are missing at least one finger. The reasons for them being removed vary; where one finger is missing they may have been hit by passing vehicles, while others have problems with their fixing brackets. The reason for some signs having all finger posts missing is generally because they had to be removed due to frost damage.

Aside from the structural problems there is also the issue of updating signs and maps when names change, for example the Art College on St Georges that features prominently on the signs is now the Norwich University of the Arts.

Officers are now looking at an options appraisal of what to do next and weighing up the pros and cons of trying to make the existing system fit for purpose. It is also worthy of note that as more and more people have smart phones with map apps the need for signed wayfinding systems is diminishing. We will be developing a report on the options available to resolve the situation for consideration later in the year."

In reply to a supplementary question from **Councillor Galvin, Councillor Stonard** said the signs had not been "dumped" they had been stored awaiting opportunities for re-use. The review would ascertain whether it was worth keeping them.

Question 3

Councillor Haynes to ask the cabinet member for resources:

"Why has the council under-spent its Discretionary Housing Payment?"

Councillor Waters, cabinet member for resources response:

"In answering your question, it would be helpful to remind ourselves about the size of the DHP budget. It falls well short of the £1.5 million cut from housing benefit for our tenants alone, without taking account of those tenants occupying housing belonging to registered social landlords and many other groups affected by a range of welfare changes occupying property in the private and public rented sectors.

The council hasn't under spent its Discretionary Housing Payment (DHP) allocation.

The allocation is for the full financial year April 2013 to the end of March 2014 and as we are not there yet this question is premature.

The council was allocated £288k for 2013/14 and a new discretionary housing payment policy was put in place after consultation with a range of stakeholders. Those stakeholders fed back that they were delighted to have the opportunity to participate in the consultation and their comments were extremely useful in finalising the policy.

As we have a restricted budget for DHP the council has worked to allocate this budget throughout the year and has been very successful at managing this resource whilst helping those in need. The council has to follow Department for Work and Pensions guidelines when assessing applications which include choices for the council to make. For example, the council has chosen to exclude disability-related income when assessing an application, which increases the claimant's likelihood of their application being successful.

More money was made available for councils to bid for by the Department for Work and Pensions and the council made a bid for a further £35k but this was not approved until 14 February 2014.

The council is working to make sure that we fully utilise the funding available and has written to every tenant affected by the bedroom tax as well as those affected by the benefit cap to further promote the availability of DHP. The council is also working with other housing providers to ensure that their tenants are fully aware of this.

I am aware that the Green group have called for a press release. The decision was made to target directly those affected by writing to them to ensure we did not tie up resources dealing with the wide range of enquiries that a press release could have brought.

We have had an excellent response with around 700 applications so far.

I am pleased that we will be able to help people affected in such difficult times.”

In response to a supplementary question from **Councillor Haynes, Councillor Waters** reiterated that the council had not underspent its discretionary housing payment allocation. The council worked hard with all those affected to ensure anyone experiencing trouble had the assistance they required. The council was willing to work with anyone who wanted to work with us.

Question 4

Councillor Price to ask the cabinet member for environment, development and transport:

“Can the cabinet member confirm that he has read the Stakeholders' Forum report regarding the late night economy and what steps he has taken to incorporate recommendations that will be reported to cabinet later this month?”

Councillor Stonard, cabinet member for environment, development and transport's response:

“A report will be coming to cabinet on the 26 March setting out an action plan that will help mitigate the impacts of the night time economy on residents, businesses and visitors. For the past year, I have been working with officers to develop further the council's approach to the night time economy, including working with partners, and as part of this I have attempted to understand the views of the many stakeholders involved.

To the best of my knowledge, the ‘Stakeholders Forum’ has met only once, on 7 November 2013. I was present and took careful notes and, at the conclusion of the meeting, I publically checked my understanding of what had been said, and the key issues that had been raised, with those residents who were present. I subsequently shared this information verbally with Councillor Price and informed him that it was amongst a range of options being taken into account in the ongoing work we were doing with partners and stakeholders to address issues around the night time economy, so he has been aware for some time of the issues that have been on our agenda and were being worked up into practical solutions.

Unfortunately, the Green Party 'Stakeholder Report' was not published until several months later. This was so long after the November meeting that I had continued to make significant further progress with plans and actions to address the issues of the night time economy.

I note in passing that the 'Stakeholder Forum' is a Green Party body and the 'Stakeholder Report' was written by local Green Councillors and has not been considered by a wider 'Stakeholders Forum' meeting; therefore at this stage I cannot regard it as an independent set of recommendations from the 'Stakeholder Forum' participants. Indeed, its contents go well beyond the discussions on 7 November.

Nonetheless, I have reviewed the Green Party document and its recommendations. I found it to contain an interesting summary of the many initiatives that have been taken around the country to address night time economy issues, which of course are common and not restricted to Norwich, as well as other interesting suggestions. However, I was disappointed that it was un-costed and appeared to have been written in relative isolation, with no direct input from important partners such as the local police and NHS and no discussion either with Council Officers or with myself as the responsible Cabinet Member. In my opinion, this is a major weakness of the report because it takes a scattergun approach, lacks clear focus, is not costed (it ducks the funding issue, merely noting that funding is a challenge for the council to address) and has not been tested with those who would need to implement its recommendations. It is unlikely therefore to result in a targeted, timely and effective response. One of the luxuries of political opposition is that one can propose almost anything one likes, irrespective of the practicalities or affordability, and safe in the knowledge that one will never be held to account for delivery.

However, I thank Councillor Price and his Green Party colleagues for their report and am pleased to confirm that it contained no ideas or initiatives for the night time economy of which we and our partners were not already aware and were either working on or had considered not appropriate or helpful to the particular circumstances of this city.

My report to cabinet focuses on the problems of this city and the practical actions we can take to address them. It is based on more than a year's work, is affordable within identified budgets and funding streams, and takes into account the views of all stakeholders, with a particular emphasis on the addressing problems raised by local residents in the night time economy zone area.

Members will shortly be able to read the actions that cabinet will be recommended to endorse when the report goes into the public domain and I would commend it to Councillor Price and hope that on behalf of his constituents he will fully support the measures it contains."

Councillor Price said that the report did reflect the views of local residents and asked as a supplementary question, why the cabinet member had discounted the suggestion in the report to consider the provision of software to assist residents to make representations in licensing applications. **Councillor Stonard** said that as someone who lived in the area he could speak with some authority on the issues. The report which claimed to be independently verified was written by three green councillors and had not been back to the stakeholders forum. The idea you mention has not been discounted. However, the council is considering a set of targeted and

costed proposals to deal with the specific problems of Norwich rather than a list of all the other things that have been done elsewhere. His report which would be presented to cabinet recommended an appropriate set of proposals which he what he had been asked to do and had delivered.

Question 5

Councillor Boswell to ask the leader of the council:

“What will the leader say to residents in 2026 when £20m of Norwich Community Infrastructure Levy money has been sucked into the Northern Distributor Road and on other road building schemes on the A47, and little, if any, has been used for schools, green infrastructure, community space, libraries and sports provision?”

Councillor Arthur, leader of the council’s response:

“I assume Councillor Boswell is referring to today’s cabinet report which sought approval for the constitution of the Greater Norwich Growth Board and recommends that the council later in this meeting agree to pool CIL income (excluding the neighbourhood funding and administration elements) with other local authorities to deliver infrastructure across Greater Norwich.

As is made clear in the report, the forecast £20 million of pooled CIL funds will be used to help bring forward a capital programme of projects identified in the Joint Core Strategy (JCS) and the Local Investment Plan and Programme. The JCS is already in place and the Local Investment Plan and Programme is regularly reviewed and mutually agreed between all the Greater Norwich authorities. By pooling funds in this manner, the council will be able to bring forward investment sooner and exert greater influence on the expenditure of revenues arising in the areas of partner authorities. In this regard the city contribution is relatively modest; £20 million compared to an overall forecast CIL of over £100 million and if only the city’s contribution was available the needs of the city, let alone Greater Norwich, would be vastly under-funded.

The range of projects that may be funded include but are not restricted to:

- Norwich Area Transportation Strategy, including the NDR
- Long Stratton Bypass
- Schools
- Green Infrastructure
- Community Space
- Libraries
- Sports Provision

From the above it is clear that the intention is to use the funds on a range of infrastructure schemes and to suggest that it is used only towards road building is neither helpful nor accurate.

Through my role on the Growth Board I will seek to ensure that the benefits to the City are maximised. In the case of transport infrastructure I will be pushing for projects such as bus rapid transit, new Pedalways and measures to improve the city

centre to be implemented in parallel with the NDR. That said Norwich's infrastructure needs are far wider than transport and it is equally important that adequate investment is made in schools, green infrastructure, community space, etc. Furthermore the list of possible project categories is not exhaustive and other priority areas for investment may emerge; for example investment in ultra-fast broadband to support the creative digital sector.

To guarantee that the funds are spent on the right priorities, the council, Broadland, South Norfolk district councils, Norfolk County Council and New Anglia LEP will produce a joint business plan that will include the infrastructure requirements across the three districts and will prioritise the projects to be delivered. The business plan will require formal approval by this council and will be revisited on an annual basis."

Councillor Boswell asked, as a supplementary question, if the leader of the council would pledge to bring the business plan for the Greater Norwich Growth Board to scrutiny committee each year. **Councillor Arthur** said that she didn't want to pre-empt the debate later on the agenda. However, the proposals for accountability in the draft constitution were clear with the business plans being approved by the individual councils and subject to scrutiny.

Question 6

Councillor Carlo to ask the cabinet member for environment, development and transport:

"For a second time round, a city council letter on the Pink Pedalway scheme is having to be re-delivered to streets in Nelson and Town Close wards to correct information given to residents.

The first occasion arose in November when the city council had to write to residents to correct misleading information distributed by the local Labour Party. In their letter, the officers promised to hold a ward consultation and exhibition in March. Now we learn that the project executive board on 28 February agreed to postpone the consultation until late May and to deliver a second letter to residents informing them of this fact. However, the chair did not think to inform Nelson and Town Close ward councillors, even though I emailed the city council on 20 and 28 February and 7 March to find out what was happening about plans for the consultation.

What has transpired is confusing for residents and discourteous towards ward councillors who had told residents that consultation would take place in March. Before Christmas I had asked the project board chair for places for ward councillors from the opposition parties to ensure better communication. The chair did not reply.

I am now asking for a second time whether councillors from wards traversed by Pink Pedalway schemes could be represented on the project board so that the scheme is progressed with transparency and joint endeavour."

Councillor Stonard, cabinet member for environment, development and transport's response:

"The Push the Pedalways programme is ambitious and complicated. It involves 22 projects, over £5m of public money and affects every ward in the city and some in

Broadland and South Norfolk. It is of great interest to people across the city and their political representatives. We want to provide as much information as possible so that residents, businesses and councillors can help us to make the projects a success. We have already held four public consultation events and have received lots of helpful comments about the projects around Heartsease and Mousehold Heath. We have recruited a public engagement officer to ensure that we communicate well and listen to stakeholder's views.

The project to which Councillor Carlo refers is project 8 (Park Lane - Vauxhall Street) and this project is especially complicated. The council wrote to residents telling them that we would be consulting them on design options in March. In the meantime officers received information from a traffic survey that had been commissioned. It is apparent from this that there are a variety of options that need careful consideration and presentation. This will take longer than first thought and the project board decided that it was more important to get the consultation right than rush into it. The consultation will therefore now happen in June. We do not want residents who received the original letter to think they had missed the consultation so we have written to them again to explain what is happening. The original timescale for consultation was set with the best of intentions and to have to change it is clearly regrettable. However I hope Councillor Carlo will respect the view that ensuring the content and quality of the consultation is as good as possible is of primary importance.

It is not the case that the chair did not think to inform local councillors; as part of the decision to defer the consultation we set up specific two-hour updating sessions for all councillors in the affected wards, to make sure they are fully aware of the process going forward, and Councillor Carlo will be fully aware of those arrangements so I cannot accept that criticism and the parallel allegation of discourtesy.

I acknowledge that Councillor Carlo previously suggested councillor representation on the Project Board but no specific formal request has been put to the Board and the suggestion was not followed up. Councillor Carlo is welcome to make such a request formally. However, I disagree that such representation would be appropriate or helpful because of the role and nature of the Project Board, as set out below.

The project board is a small decision making body that has a representative from each of the funding organisations. It is a working body that is overseeing the implementation of an extremely complex project, with twenty two separate sub-elements, many implementation partners, and very tight timescales. Agendas are very full and meetings are detailed, can be lengthy and require very tight chairing to keep them focussed and on track.

The Project Board was not established to be a communications or briefing body for politicians, its Terms of Reference do not include this role, and taking on such a role would be a huge distraction from its main job, on which it really needs to focus. If there are questions about Project Communications then we need to find an appropriate way to address them through the Communications Plan and related systems for the Project, and be careful not to do this in a way that would undermine the carefully constructed governance and the focus on delivery within timescales and budgets.

Furthermore, if the Project Board were expanded to include councillor representation from parties within the city council then it would be hard to justify not extending the same offer to councillors from the other councils that are partners in the project. This would make it a very unwieldy forum for making decisions in a clear and timely way.

We have established other mechanisms such as regular briefings on the whole programme to shadow portfolio holders from other parties, briefings for ward councillors on individual projects and supplying consultation material before it is published so that ward councillors can answer questions from their constituents. We are happy to supply board minutes to councillors who want to see them. We will continue to keep these approaches under review so they meet the needs of councillors enabling us to continue developing this programme as a joint endeavour for the benefit of the city and its residents.

It concerns me that there is a risk that Councillor Carlo's question of detail about just one element of communications for just one element of the much larger Push The Pedalways project could distract from the fact that it is a massive success for this City Council, is bringing in millions of pounds of investment in infrastructure that will benefit cyclists and pedestrians, and will contribute to our overall ambition to boost the local economy for the benefit of local people, and I hope the main opposition party will join me in recognising and welcoming this achievement."

Councillor Carlo asked, as a supplementary question, if the cabinet member would consider allowing an opposition councillor to attend project meetings as an observer. **Councillor Stonard** said that would be a matter for the project board to consider.

Question 7

Councillor Jackson to ask the cabinet member for resources:

"What actions have the cabinet taken since a motion in September asked the cabinet, where the law so allows, not to permit council assets or facilities to be used for advertising by 'payday loan' companies; or use external facilities where 'payday loan' companies are advertised, for council services or events?"

Councillor Waters, cabinet member for resources response:

"The council directly controls advertising space at car parks upon which NPS Norwich Ltd is not permitting payday loan companies to advertise.

In addition, the council leases a small number of large format advertising hoardings to other organisations, control over which is less direct. The subject of the advertisement is generally a matter for the leaseholder, although there is a clause in the lease agreement that allows the council to object to an advertisement and for it to be removed.

To help ensure that such advertisements do not appear in the first place, NPS Norwich Ltd are writing to lessee to appraise them of the councils position.

The council also has a contract with Clearchannel Ltd to provide bus shelters which are paid for through advertising. The contract enables the council to sanction

certain types of advertisements and the company has been contacted to inform them of the council's policy position."

Councillor Jackson asked, as a supplementary question, whether this would carry over into future contracts. **Councillor Waters** said yes it will.

Question 8

Councillor Button to ask the cabinet member for resources:

"The Archbishop of Westminster said earlier in the month:

"people are left without any support for weeks on end, are hungry, are destitute. There must be something wrong with the administration of a system which has that effect on so many people's lives".

Will the cabinet member for resources agree with his statement and can he update council on the use of food banks in Norwich since February?"

Councillor Waters, cabinet member for resources response:

"I agree that any system that leaves people without any support for weeks on end, hungry and destitute is wrong. The latest statistics from the Norwich Foodbank for the month of February demonstrates the harsh reality for those affected.

The latest statistics cover the month of February which is the shortest month and with the return of children back to school it would be expected that there would be a drop in demand. Unfortunately this has not proved to be the case.

Increases were recorded in Mancroft (15%), Wensum (20%) and Bowthorpe (50%). This has continued the trend of on-going increases in demand and need for the service.

The top two reasons given by clients for requiring assistance are Benefit Delays (36%) a slight increase on January and Low Income (21%). The reduction of the gap between these two reasons for people needing help reflects on the one hand the improving picture of dealing with payments of some benefits (especially Housing Benefit) and an increase in in-work poverty that is being reported around the country by among others the Joseph Rowntree Foundation. Benefit delays does not distinguish between benefits administered by Norwich City Council (housing benefit) and those administered by the Department for Work and Pensions (DWP) (Job seekers allowance, incapacity benefit, employment and support allowance etc). The council is currently processing new claims on average within 18 days and changes of circumstances within 13 days.

An area of concern for officers is that there is marked evidence from partners including the Mancroft Advice Project and Norfolk Community Law Service, to show that a high number of young people are being subjected to sanctions leading to withdrawal of DWP benefits. However the latest statistics do not reflect a marked increase in applications from this age group and further work may need to be done to identify help for this group."

In reply to a supplementary question from **Councillor Button, Councillor Waters** said that there was real concern about the effect of sanctions on young people. More and more young people are being subjected to sanctions but not enough new jobs were being created. He would be submitting a freedom of information request to the local DWP office asking for details of the sanctions it had administered and when this is received he would circulate it to councillors.

Question 9

Councillor Sue Sands to ask the leader of the council:

“Can the leader update the council on the benefits of being awarded Gold Award for ‘Council of the Year’ and claiming silver in a second category at this year’s iESE Improvement and Efficiency Awards, held earlier in the month?”

Councillor Arthur, leader of the council’s response:

“These awards provide us with an opportunity to recognise just how far we have come over the past few years and to celebrate that. iESE (Improvement and Efficiency Social Enterprise) as you know is a social enterprise owned by local authorities. So these awards reflect how our peers view us. They understand the challenges faced by local government and it is therefore pleasing that iESE has recognised the hard work of members, officers past and present and our partners in making significant changes to the performance of Norwich City Council over the past 8 years. During this period our authority has moved from being a poor performing authority to one which is now recognised nationally as being excellent. Some examples of just how far we have come include:-

- Moving from having a £3million black hole in our budget and having qualified accounts to a position of having unqualified accounts, strong financial systems and resources to invest in homes and local initiatives
- A void turnaround time of 60 days being reduced to just 14 days
- A record in recycling changing from our being one of the worst to having one of the biggest improvements in the country
- Our benefits performance improving from over 50 days to 19 days.
- An annual recurring saving of £26million without making significant cuts to front line services.
- A customer satisfaction rate of just under 97% our highest ever and one which other authorities envy.

Being named Council of the Year is prestigious and to have the efforts of everyone involved in this transformation recognised is something which I know officers and some members value. It also signals to our partners that their collaboration with us has been recognised.

Our second award was in the “Transformation – Waste and Energy” category and highlighted our innovative work in using the resources from the decommissioning of our old ICT equipment to support the Raspberry PI initiative which will enable more children in school to understand ICT. As I have already said our record in improving recycling is impressive but this adds to that in a new and imaginative way and

signals Norwich as a place which is willing to embrace new ideas and to reuse and recycle as much as is practically possible.

As a result of the successful efforts made to change the organisation we are in now in a position to share our learning with other authorities and we are regularly being asked to tell people about the way we transformed Norwich City Council and you will aware that because part of the transformation has given us strength in depth in terms of our management structures we are now able to share our experiences in a very practical way with other authorities specifically Great Yarmouth. While I would say that these changes have come about as a result of the vision of a Labour administration and the hard work of officers and cabinet members I would also pay tribute to the scrutiny and audit committees and indeed all those councillors who have shared our vision.

Since this question was asked we have been named as the Local Government Chronicle's "Most Improved Council of the Year". This is a much sought after award and one which everyone in council should be proud recognising as it does the sustained and significant achievements of this authority. "

Councillor Sands(S) asked, as a supplementary question, how the leader of the council would ensure that these awards are publicly recognised. **Councillor Arthur** said that the awards demonstrated practical evidence of improvement. She said that all those involved in the work of the council had contributed to this. For example, at the assessments, she had emphasised the value of the contribution of the chair of audit committee. It was important to publicise this national recognition and she was particularly pleased that the EDP/EEN had praised the council on twitter. The council would consider all possible channels to publicise these awards.

Question 10

Councillor Manning to ask the cabinet member for environment, development and transport:

"A resident in Lakenham ward contacted me regarding the positive experience of using the City Car Club. Can the cabinet member please update council on the success and development of the scheme?"

Councillor Stonard, cabinet member for environment, development and transport response:

"I am pleased to advise members that the Norwich Car Club has been a real success story. It now has over 400 members (residents, businesses and other organisations) and operates a fleet of 17 cars around the city. Membership has doubled over the past two years, and the popularity of the club is such that it has 1700 Facebook 'likes', which is more per car than any other car club in the world! Norwich Car Club aims to be the first citywide 'not for profit' club in the UK

Surveys of members have demonstrated that as a direct result of joining the Car Club, 160 people have got rid of their car, and a further 80 have chosen not to buy one. This obviously has big advantages, given the limited availability of car parking in many city streets, so even residents who do not join the club but keep their own car

have benefited from its operation as there are now 240 more parking spaces available that there otherwise would have been.

Subject to investment, the Car Club is expecting to double in size every 18 months to two years and hopes to add four more vehicles this year to cope with demand and have a total 40 vehicles by the end of 2016. Both the city and the county councils have provided some funding to help with the establishment of the car club, and the city council continues to support its expansion by delivering new car club bays in the city. Both the city and county councils require larger new developments to include a car club car and will continue to support the Car Club to take advantage of any appropriate funding stream that becomes available

The real benefit of this continuing success is that Car Club members walk, cycle and use public transport more than most, which helps to make the city a more sustainable and healthy city.”



MINUTES

COUNCIL - ANNUAL MEETING

3.30 pm - 4.30 pm

10 June 2014

Present: Councillor Lubbock (Lord Mayor following election), Mr Armstrong (Sheriff, following election), Councillors Ackroyd, Arthur, Barker, Bogelein, Boswell, Bradford, Bremner, Brociek-Coulton, Button, Driver, Carlo, Galvin, Gayton, Gihawi, Grahame, Harris, Haynes, Henderson, Herries, Jackson, Jones, Kendrick, Little, Manning, Maxwell, Packer, Price, Ryan, Sands(M), Sands (S), Stonard, Waters, Woollard and Wright

Apologies: Councillors Blunt, Howard, Neale and Stammers

1. LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor, Councillor Driver updated council on some of his engagements since the last meeting. He'd had a wonderful year during which he had been pleased to meet so many residents who help to make Norwich the fine city it is.

2. ELECTION OF LORD MAYOR

Councillor Ackroyd moved and Councillor Arthur seconded and it was –

RESOLVED, unanimously, to elect Councillor Judith Lubbock to the office of Lord Mayor of Norwich for the new civic year.

Councillor Lubbock then made and signed the declaration of acceptance of office and acknowledged the honour conferred on her.

(The Lord Mayor (Councillor Lubbock) in the chair.)

3. APPOINTMENT OF SHERIFF

Councillor Arthur moved and Councillor Boswell seconded and it was –

RESOLVED, unanimously, to elect William Armstrong to the office of Sheriff of Norwich for the new civic year.

William Armstrong then made and signed the declaration of acceptance of office and acknowledged the honour conferred on him.

The Sheriff named Jane Anderson as his under sheriff.

4. VOTE OF THANKS TO THE OUTGOING LORD MAYOR AND THE OUTGOING SHERIFF

Councillor Waters moved and Councillor Grahame seconded and it was –

RESOLVED, unanimously, to express the council's appreciation of the valuable service rendered to the city by –

- (1) Councillor Keith Driver as Lord Mayor and Linden Driver and Sarah Tranquillo as consorts to the Lord Mayor during the past year and, on behalf of the citizens of Norwich, records its warmest thanks;
- (2) Graham Creelman as Sheriff and Vivica Parsons as Sheriff's Lady during the past year and, on behalf of the citizens of Norwich, records its warmest thanks.

The outgoing Lord Mayor and Sheriff then returned thanks.

5. ELECTION OF DEPUTY LORD MAYOR

Councillor Harris moved and Councillor Stonard seconded and it was -

RESOLVED, unanimously, to elect Councillor Maxwell as Deputy Lord Mayor for the purpose of chairing council meetings in the absence of the Lord Mayor, given that the Sheriff is not a member of the council.

6. ELECTION OF THE LEADER OF THE COUNCIL

Councillor Waters moved and Councillor Bremner seconded and it was -

RESOLVED, with 24 voting in favour, 11 against and no abstentions, to elect Councillor Arthur as the Leader of the Council.

7. LEADER OF THE COUNCIL'S CABINET APPOINTMENTS

RESOLVED to note, having been elected as Leader of the Council, Councillor Arthur's cabinet appointments as follows:-

| Name | Portfolio |
|--------------------|--|
| Councillor Waters | Deputy leader and resources |
| Councillor Bremner | Housing |
| Councillor Stonard | Environment, development and transport |
| Councillor Driver | Neighbourhoods and community safety |
| Councillor Harris | Customer services |

8. APPOINTMENT OF HONORARY RECORDER

Councillor Maxwell moved and Councillor Bremner seconded and it was -

RESOLVED, unanimously, to appoint Robert Charles Stephen Holt as the Honorary recorder for the new civic year.

9. APPOINTMENT OF COMMITTEES, JOINT COMMITTEES AND OTHER WORKING PARTIES/PANELS AND SCHEDULE OF MEETINGS FOR 14/15

Councillor Arthur moved and Councillor Ackroyd seconded the following :

- (a) To elect :
 - (i) Councillor Wright as chair of the scrutiny committee for the new civic year;
 - (ii) Councillor Neale as chair of the audit committee for the new civic year;
- (b) To elect Councillor Button to the chair of the licensing committee and Councillor Gayton to the chair of the planning applications committee and that the number of places on these committees, which are not set out in the constitution for the new civic year, be determined as follows:-

| | |
|---------------------------------|----|
| Licensing committee | 13 |
| Planning applications committee | 12 |
- (c) To elect Councillor Stonard to the vice-chair of the Norwich Highways Agency committee for the new civic year;
- (d) to (f) as set out in the agenda papers."

Councillor Boswell moved and Councillor Haynes seconded that:

"Item 9 (a) (i) be amended to elect Councillor Galvin as chair of the scrutiny committee, and the following wording be added to the end of Item 9 (e): subject to Councillor Grahame being appointed as the second voting member of the Norwich Highways Agency Committee".

Councillor Arthur moved and councillor Bremner seconded that the amendment be now put to the vote.

RESOLVED, with 24 voting in favour, 11 against and no abstentions, to pass the procedural motion.

On being put to the vote and with 11 voting in favour, 24 against and no abstentions, the amendment was declared lost.

The Lord Mayor then put the substantive motion to the vote and it was -

RESOLVED:-

(1) with 24 voting in favour, 11 against and no abstentions, to:-;

- (a) elect Councillor Wright as chair of the scrutiny committee for the new civic year
- (b) delegate to the executive head of strategy, people and democracy , in consultation with the leaders of the political groups, the appointment of members in accordance with the political balance rules to committees, joint committees and other working parties/panels of the council.

(2) unanimously, to :-,

- (a) elect Councillor Neale as chair of the audit committee for the new civic year;
- (b) elect Councillor Button as chair of the licensing committee and Councillor Gayton as chair of the planning applications committee and that the number of places on these committees, which are not set out in the constitution for the new civic year, be determined as follows:-

| | |
|---------------------------------|----|
| Licensing committee | 13 |
| Planning applications committee | 12 |
- (c) elect Councillor Stonard to the vice-chair of the Norwich Highways Agency Committee for the new civic year;
- (d) approve the schedule of meetings for the new civic year (in accordance with appendix B);
- (e) note that a report on the appointment of representatives to outside organisations will be submitted to the council on 22 July 2014 and to agree that any changes to existing appointments to organisations meeting before this council should be delegated to the Head of law and governance in consultation with the leaders of the political groups.

LORD MAYOR

| | | |
|------------------|--|-------------|
| Report to | Council 22 July 2014 | Item |
| Report of | Executive head of strategy, people and democracy | 7 |
| Subject | Review of the council's constitution | |

Purpose

To consider an amendment to the council's constitution, as recommended by the cabinet and endorsed by the constitution working party as part of its fundamental review.

Recommendation

To adopt an amendment to the council and committee procedure rules (appendix 1 of the council's constitution) to include a rule to require that amendments to the policy and budget framework at annual budget council meetings be received by 10am three clear working days in advance of the meeting.

Corporate and service priorities

The report helps to meet the corporate priority "Value for money services" and the service plan priority.

Financial implications

There are no direct financial implications from this report.

Ward/s: All wards

Cabinet member: Councillor Waters- Deputy Leader and resources

Contact officers

Russell O'Keefe, executive head of strategy, people and democracy 01603 212908

Andy Emms, democratic services manager 01603 212459

Background documents

None

Report

Introduction

1. At its meeting on 22 March 2011, the council considered changes to the council's constitution and agreed to ask the constitution working party to conduct a fundamental review of the constitution.
2. At its meeting on 25 June 2014, cabinet considered proposals which had been endorsed by the working party, at its meeting on 21 March 2014, to amend to the council's constitution in relation to the adoption of a protocol on filming council or committee meetings and to formalise the arrangements for the submission of amendments to the policy and budgetary framework at the budget council. Cabinet noted that the government had introduced new legislation in relation to filming public meetings since the protocol had been drafted. The constitution working party would be considering a revised protocol at a later date. Cabinet resolved to recommend to council that it adopts the changes to appendix 1 of the council's constitution to include a rule to require that amendments to the policy and budget framework at annual budget council meetings be received by 10am three clear working days in advance of the meeting.

Amendments to policy and budget framework

3. Councillors have a statutory duty to set a budget which is done annually at the budget meeting in February. As part of this process budget council must decide the level of council tax to be set for band D properties in the city. Also, it needs to make a statutory determination of how the precept of the collection fund for the forthcoming year is to be calculated in accordance with sections 32-36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.
4. If amendments to the draft budget are received, officers need to investigate the implications of these to ensure that there would not be any "knock on" implications for other parts of the budget; that they would still result in a balanced viable budget and to enable the above statutory determinations to be re-calculated.
5. Although constitutionally, amendments can be moved at any time, group leaders have informally recognised that it is helpful to all councillors and officers if amendments are submitted as early as possible the week before full council meetings. This informal arrangement has worked well and helped the smooth and efficient running of the meetings.
6. Recognising the particular importance of this in respect of the budget, group leaders informally agreed to follow these arrangements at budget council on 18 February 2014.
7. In view of the importance of ensuring that the budget is set according to the statutory requirements, the working party considered a suggestion that these arrangements be formalised rather than relying on informal agreements.
8. During discussion at the working party meeting in March, it was pointed out that members needed the support of officers when proposing budget amendments and that it would be necessary to ensure that the chief finance officer and her team were available so that amendments could be submitted in time. The amount of work

required by the finance team to check through the implications to changes to the proposed policy and budget framework was recognised. Members were advised that the budget process was carried out throughout the year and this rolling process enabled greater opportunity to fund items of expenditure or services which required a longer term preparation. Budget proposals were discussed with cabinet and group leaders in October or November and were presented to scrutiny committee before consideration at cabinet.

9. The working party resolved to endorse the proposal to amend the council's constitution, appendix 1, to require amendments to the policy and budget framework at the annual budget council meetings to be received by 10am three clear working days in advance of the meeting (ie by 10am the Wednesday before the meeting).

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-------------------------|--|
| Committee: | Cabinet |
| Committee date: | 25 June 2014 |
| Head of service: | Executive head of strategy, people and democracy |
| Report subject: | Constitution review |
| Date assessed: | 10 April 2014 |
| Description: | Proposed changes to the council's committee and procedure rules (appendix 1) |

| | Impact | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
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| Negative |
| |
| Neutral |
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| Issues |
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|------------------|--|-------------|
| Report to | Council 22 July 2014 | Item |
| Report of | Chief executive officer | 8 |
| Subject | Appointment of the section 151 officer (chief finance officer) | |

Purpose

To consider the appointment of the chief finance officer

Recommendation

To appoint Justine Hartley as the council's section 151 officer (chief finance officer)

Corporate and service priorities

The report helps to meet the corporate priority "Value for money services".

Financial implications

There are direct financial implications from this report.

Ward/s: All wards

Cabinet member: Councillor Waters- Deputy Leader and resources

Contact officers

Laura McGillivray, Chief executive officer 01603 212001

Anton Bull, Executive head of business relationship management 01603 212326

Background documents

None

Report

1. Section 151 of the Local Government Act 1972 requires that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.
2. From 12 April 2012 Norwich City Council has delegated the finance function to Local Government Shared Services (LGSS), a joint committee of Cambridgeshire and Northamptonshire county councils. Under this arrangement LGSS provide the section 151 officer.
3. The current section 151 officer has resigned from LGSS to take up a new post elsewhere and will no longer be the section 151 officer for Norwich City Council.
4. LGSS will continue to provide the Section 151 officer under the delegation agreement. LGSS have proposed that Justine Hartley becomes the section 151 officer for Norwich City Council.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee: Council

Committee date: 22 July 2014

Head of service: Anton Bull

Report subject: Appointment of the section 151 officer (chief finance officer)

Date assessed: 9 June 2014

Description: Appointment of the section 151 officer (chief finance officer)

| | Impact | | | |
|--|--------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The section 151 officer has responsibility for the proper administration of the council's financial affairs and plays a critical role in ensuring value for money |
| Other departments and services e.g. office facilities, customer contact | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|--------------------------|--------------------------|--------------------------|-----------------|
| | Impact | | | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |

| | Impact | | | |
|------------------------|--------------------------|-------------------------------------|--------------------------|--|
| Risk management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The section 151 officer has responsibility for the proper administration of the council's financial affairs and part of that role is ensuring that financial risks are identified, assessed and managed. |

| Recommendations from impact assessment | |
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| Positive | |
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| Negative | |
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| Neutral | |
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| Issues | |
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|------------------|---|-----------------------------|
| Report to | Council | Item 9 |
| | 22 July 2014 | |
| Report of | Executive head of strategy, people and democracy | |
| Subject | Annual review of the scrutiny committee 2013-2014 | |

Purpose

To consider the work and progress that has been made by the scrutiny committee for the civic year 2013 – 2014.

Recommendation

To receive the annual review of the scrutiny committee 2013 – 2014

Corporate and service priorities

The work of the scrutiny committee contributes to all of the council's priorities.

Financial implications

No direct financial implications

Ward/s: All wards

Contact officers

| | |
|--|--------------|
| Russell O'Keefe – Executive head of strategy, people and democracy | 01603 212908 |
| | 01603 212491 |
| Steve Goddard – scrutiny officer | |

Background documents:

None

Report

1. At the 20 March 2014 meeting of the scrutiny committee the attached annual review of scrutiny report at annex A was adopted for submission to the council for adoption. In adopting the annual review, the scrutiny committee also agreed to adopt:
 - a) the working style of the scrutiny committee and protocol for those attending scrutiny (page 2 of annual review) and that it be attached to all scrutiny agendas as a guide; and,
 - b) the guidance for placing items onto the scrutiny committee work programme (page 27 of annual review).
2. Article 6.3(d) of the council's constitution (overview & scrutiny committees) requires the scrutiny committee to report annually to the council on its workings and make recommendations for future work programmes and amended working methods if appropriate.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-------------------------|--|
| Committee: | Council |
| Committee date: | 22 July 2014 |
| Head of service: | Executive head of strategy, people and democracy |
| Report subject: | Annual review of the scrutiny committee |
| Date assessed: | May 2014 |
| Description: | To consider the work and progress that has been made by the scrutiny committee for the civic year 2013 – 2014. |

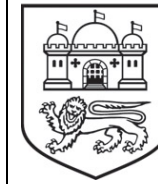
| | Impact | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Recommendations from impact assessment | |
|--|--|
| Positive | |
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| Negative | |
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| Neutral | |
| | |
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Annual review of the scrutiny committee 2013 - 2014

Introduction by **Claire Stephenson**, the chair of the scrutiny committee



NORWICH
City Council

I'd like to thank everyone who has been involved in the scrutiny process this year. As a result of these efforts, progress has been made in a number of areas. Collaboration between community centres across the city is a direct result of the scrutiny task and finish group which explored issues affecting the success of community centres in some detail. Positive collaboration is now taking place between a number of community centres and this will have a beneficial effect on the lives of residents of Norwich.

Another piece of scrutiny work which will impact positively on the lives of the city's residents is the review of the Revenues and Benefits service. The scrutiny committee investigated the council's provision of this service after learning that some claimants had to wait a number of months for benefit payments. We were pleased with the progress that was made as waiting times eventually came down and it is likely that the committee will continue to monitor the performance of this important service.

The scrutiny committee was pleased to be of use recently when the council considered raising rents in council-owned housing. The committee expressed a clear view that any rent rise should be kept low and we were pleased when the council followed this course of action.

Last summer members of the scrutiny committee benefitted from bespoke training, which helped us work together and share the objective of helping the council towards its aims. I am glad that this training will be repeated. Pre-meetings recently established before scrutiny meetings also provide opportunities for the committee to prepare for public meetings together, in order to be more efficient and effective. In addition, a protocol for scrutiny committee meetings has been written recently and it is hoped that this protocol will be of use to councillors and guests when they come to meetings.

As always, councillors and members of the public are urged to complete scrutiny item request forms on any topic they think the scrutiny committee should review. I commend this annual review and hope that members adopt it along with the attached 'working style of the committee and protocol for those attending scrutiny', and the new 'guidance for placing items onto the scrutiny committee work programme'.

Claire Stephenson

Working style of the scrutiny committee and a protocol for those attending scrutiny

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of **all** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of **all relevant** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner

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| 2 | Working style of the scrutiny committee and a protocol for those attending scrutiny | (page - 2) |
| 3 | The membership of the scrutiny committee 2013 – 2014 | (page - 4) |
| 4 | The scrutiny year | (page - 5) |
| 5 | The scrutiny tracker & outcomes | (page - 9) |
| 6 | Community space task & finish group progress | (page - 21) |
| 7 | Guidance for placing items onto the scrutiny committee work programme | (page - 25) |
| 8 | A quick guide to scrutiny | (page - 27) |
| 9 | Public involvement and getting in touch with scrutiny | (page - 32) |
| 10 | Request form to raise an item for scrutiny review | (page - 33) |

The membership of the scrutiny committee 2013 – 2014

Councillors:

Stephenson - Chair
Maxwell – Vice chair

Bradford
Brociek-Coulton
Brimblecombe
Carlo
Galvin
Grenville
Howard
Lubbock
Manning
Sands(S)
Storie

Other non-executive members also took part as substitute members as and when required

The scrutiny committee is politically balanced and is made up of councillors from the political parties of the council. Only non – cabinet members can be on the committee and this allows those councillors to have an active role in the council's decision making process.

The scrutiny year

Setting the work for the year – work programme

At the May 6 2013 meeting of the scrutiny committee, members agreed the following main items for the work programme that covered the year 2013/2014;

- i) Welfare reform
- ii) City Deal
- iii) Scrutiny of the healthy city programme
- iv) Benefits improvement plan and performance
- v) Switch and save
- vi) Annual housing report and housing review.

It was also agreed to consider performance monitoring reports as an agenda item every six months, with members continuing to receive performance data every quarter for overview purposes.

The agenda papers and minutes of the committee meetings can be found on the council's web-site:

<http://www.norwich.gov.uk/CommitteeMeetings/Pages/CouncilMeetingsFor2012.aspx>

(The scrutiny committee will be setting its new work programme for 2014 – 2015 in June which is shortly after the local elections and annual meeting of the council are held)

The work of the scrutiny committee and outcomes

The scrutiny tracker provides an overview of the work carried out by the scrutiny committee over the last 12 month period. It is apparent that scrutiny investigation can not only produce outcomes in terms of feeding into the decisions that are made but that it can also play a valuable role in informing and developing knowledge for members. The tracker is provided on page 9 of this annual review.

Training

Early in the scrutiny year the scrutiny committee took part in a training event that was designed to assist scrutiny members to build on earlier training and development initiatives with the use of a mixture of group exercises, presentations and discussions.

The feedback received after the training was very positive, and it is hoped that this can now be repeated and evolved in the future.

By taking part in the event, the councillors were given new ideas and approaches that have enabled an improved team working for the scrutiny committee. Other elements of the training looked at techniques for understanding prepared papers that enabled a confident approach to identifying areas for further probing and investigation; the use of a range of questioning and investigative techniques to enable members to get to the 'heart of an issue' under scrutiny. Also explored were techniques to enable the shaping of effective recommendations from scrutiny work, once adequate evidence had been gathered and understood.

Another major outcome of the training was that the members of the committee were able to look at the value of the different strengths that each member brought to it. In support of the group's desire to work together a working style has been produced that supports effective scrutiny and provides a protocol for all those attending a scrutiny meeting. The members of the scrutiny committee also come together for a pre meeting in advance of the scrutiny committee so that they can plan the committee's approach for the topic being discussed at the committee meeting.

Joint scrutiny bodies

Norfolk county health overview and scrutiny committee; Norwich city council has a scrutiny member representative who sits on the Norfolk county health overview and scrutiny committee plus one substitute member. For the period 2013-2014 the member representative has been Councillor David Bradford with Councillor Patrick Manning being the substitute member.

The role of the Norfolk county health overview and scrutiny committee is to look at the work of the clinical commissioning groups and National Health Service (NHS) trusts and the local area team of NHS England. It acts as a 'critical friend' by suggesting ways that health related services might be improved. It also looks at the way the health service interacts with social care services, the voluntary sector, independent providers and other county council services to jointly provide better health services to meet the diverse needs of Norfolk residents and improve their well-being.

There have been 6 meetings of the health overview and scrutiny committee (HOSC) over the period that this annual review covers. In this time the HOSC has covered a varied array of health related issues; access to NHS dentistry, redesign of mental health services, stroke services in Norfolk, wheelchair provision by the NHS, quality of service at the Queen Elizabeth hospital – Kings Lynn, care quality commission – new approach to hospital inspections, ambulance turnaround times at the Norfolk and Norwich university hospital, system wide review of health services in west Norfolk, report of Cambridgeshire, Norfolk and Suffolk joint health scrutiny committee on the proposals for liver resection services, changes to mental health services in central Norfolk, mental wellbeing in Norfolk and Waveney – shaping the future, delayed discharge from hospital in Norfolk, and Norfolk health and wellbeing strategy 2014 – 2017.

Please follow the link to the Norfolk County Council website for papers and minutes concerning the above:

<http://www.norfolk.gov.uk/index.htm> and click on council and democracy then committee meeting dates, minutes, agendas and reports.

Norfolk countywide community safety partnership scrutiny sub panel; Norwich City Council has a scrutiny member representative who sits on the Norfolk countywide community safety partnership scrutiny sub panel plus one substitute member. For the period 2013 – 2014 the member representative has been Councillor Jo Storie with Councillor Lucy Galvin being the substitute member.

The role of the Norfolk countywide community safety partnership scrutiny sub panel is to:

- Scrutinise the actions, decisions and priorities of the Norfolk Countywide Community Safety Crime and Disorder Partnership in respect of crime and disorder on behalf of the (County) community services overview and scrutiny panel
- Scrutinise the priorities as set out in the annual countywide community safety partnership plan
- Make any reports or recommendations to the countywide community safety partnership and/or where considered appropriate to the community services overview and scrutiny panel

While the scrutiny sub panel has the duty of scrutinising the work of the CCSP, the police and crime panel scrutinises the work of the police and crime commissioner. There is a protocol regarding the relationship of these two panels to encourage and exchange information and to co-operate towards the delivery of their respective responsibilities.

After originally agreeing to meet annually, the Norfolk countywide community safety partnership scrutiny sub panel meets on a half yearly basis at county hall. The last meeting was on 13 November 2013 when the panel looked at report outlining the CCSP plan for 2013 – 2016 and gave details of performance on each priority as set by the 2012 – 2015 plan.

The scrutiny tracker & outcomes

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|---|---------------------|--|-----------|---|
| 20 June 2013 | Q4 performance; satisfaction measures | Roger Denton | There had previously been, circulated to scrutiny a document showing how each of the performance measures within the corporate plan were calculated. Following the discussion on satisfaction measures scrutiny requested that this document be re circulated. | Completed | C:\\Sfil2\\Shared folders\\Information management\\Research service\\Performance\\Corporate Plan KPIs 2012-13\\CP 2012-13 PIs methods.xls |
| 20 June 2013 | Q4 performance; Reducing the number of people killed or seriously injured on our roads | Joanne Deverick | That a note be circulated outlining the legislative context regarding the aspiration of 20 mph limits throughout the city | Completed | <p>Legally there are two ways by which the speed on a road can be restricted to 20 mph; either through a 20 mph zone or a 20 mph speed limit.</p> <p>20 mph zones require traffic calming measures (e.g. speed humps or chicanes) or repeater speed limit signing and/or roundel road markings at regular intervals, so that no point within a zone is more than 50 m from such a feature. There must be at least one physical traffic calming measure within the zone. In addition, the beginning and end of a zone is indicated by a terminal sign. Zones usually cover a number of roads and are designed to be self-enforcing.</p> |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|------|---|---------------------|------------------|----------|---|
| | Q4 performance; Reducing the number of people killed or seriously injured on our roads | | | | <p>20 mph limits are signed at the beginning and end with terminal signs and within the area there must be a repeater sign every 400 m. They do not require traffic calming. 20 mph limits are normally applied to individual or small numbers of roads but are increasingly being applied to larger areas. 20 mph limits should only be introduced where the average speed of traffic in the street(s) to which it is to be applied to is below 24 mph.</p> <p>20 mph speed limits generally result in a reduction of no more than 1mph in average speeds. This is understood to be the reason for the 24 mph criterion, i.e. that speeds need to be close to the intended 20 mph limit.</p> <p>When introducing a 20 mph speed limit there should be no expectation on the police to increase their enforcement regime in the area.</p> <p>The Department for Transport revised its guidance on setting speeds limits in January 2013. The document is available online at:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/63975/circular-01-2013.pdf.</p> |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|---|---------------------|--|---|--|
| | Q4 performance; Reducing the number of people killed or seriously injured on our roads | | | | Paragraphs 79 to 103 are directly relevant to the 20 mph issue. The circular claims to have made it easier and more cost effective for councils to introduce 20 mph zones and limits. However other than accepting repeater signs as a feature that can be used in 20 mph zones, it is not clear where the savings could be made when introducing 20 mph signed only limits. |
| 20 June 2013 | Integrated transport budget | Andy Watt | To appraise Members of changes to the Local Transport Plan integrated transport budget available to the County Council and, via the agency agreement, within the city, arising due to changes in Government expenditure since 2010 | Completed Briefing note circulated outlining how the integrated transport grant (ITG) is distributed | It is anticipated that non ITG sources of funding will continue to represent the greater part of transport improvement funding for the foreseeable future. In the context of the overall ITG pot in money terms the level of funding for Norfolk has moved from £ 9,375 in 05/06 down to a predicted £ 2,000 for 14/15. However this year the % proportion of the overall available ITG, spent on the city is comparable to pre-2010 levels. Moreover, in 05/06, the spend in Norwich was 13% of the overall ITG available for Norfolk with the prediction for 14/15 being 22%. |
| 20 June 2013 | Q4 performance; Recycling rates | Adrian Akester | To ensure minimal contamination with recycling, that it be looked into, to use local estate agents to disseminate information on local recycling practices to | Completed | Previously, local estate agents have not been enthusiastic in promoting the waste and recycling service. However, the council is very active in promoting recycling and private tenants are just as likely as homeowners to come into contact with our communications. |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|--|---------------------|--|-----------|---|
| | Q4 performance; Recycling rates | | private tenants | | <p>In carrying out a door knocking exercise, over 12,000 properties have now been visited since March 2012, many will be tenanted. Through this exercise many residents have been encouraged to participate in food, glass and blue-bin recycling. If no one is home, information is left for the householder. Each year we carry out a targeted door knocking programme aimed at the city's student population and as part of this we participate in the UEA annual housing fair. This is also useful for getting the messages across to the land lords, many of whom also let properties to non-student tenants. We also run articles in 'Concrete' which is the university's own newspaper and a regular feature in the student pocket guide.</p> <p>Also, recycling information is always included in the tenants handbook and recycling features have been included in many issues of the council's citizen magazine. We also provide a link to the waste and recycling web pages via the front page of the council's website.</p> |
| 18 July 2013 | Switch & save | Richard Willson | That the department of energy and climate change 'new definition of fuel poverty' be circulated to members of the scrutiny committee | Completed | <p>New definition of fuel poverty;</p> <p>'The definition of fuel poverty that will be adopted finds a household to be fuel poor if it is below the income poverty threshold (i.e. has an income below 60% of the median once energy costs have been taken account of) and if it has</p> |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|--------------------------|---------------------|---|-----------|---|
| | Switch & save | | | | <p>energy costs that are higher than the typical (median) household. This new indicator of fuel poverty also includes a fuel poverty gap, which is the difference between a fuel poor household's energy costs and what they would need to be in order for that household to no longer be fuel poor. This provides a measure of the depth of fuel poverty that a household is experiencing'. (Published 9 July 2013 - Department of Energy and climate change)</p> <p>The department of energy and climate change 'new definition of fuel poverty'</p> <p>https://www.gov.uk/government/news/davey-determined-to-tackle-scourge-of-fuel-poverty</p> |
| 18 July 2013 | Switch & save | Richard Wilson | Investigate ways of capturing rates of take up in different demographic groups and consider appropriate targets to benchmark the success of the third tranche | Completed | <p>As part of the on-line participant sign up you are now asked to respond to questions that identify people's demographic group. This information is treated as confidential and is anonymous.</p> <p>The council is now bench marking its performance against the other Norfolk councils as well as other authorities that are running collective switch over schemes.</p> |
| 18 July 2013 | Switch & save | Anton Bull | To circulate the switch & save - original contract tender document to scrutiny members | Completed | This is now available on e-councillor |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|---|-----------------------------|--|-----------|---|
| 18 July 2013 | Lgss, benefits performance | Anton Bull | Circulate an update of the progress position on the performance and targets, and that this be circulated to scrutiny members before August | Completed | This is now available on e-councillor |
| 18 July 2013 | Work programme – 20 MPH limits | Steve Goddard and Andy Watt | For the scrutiny work programme to include a progress report on the work being undertaken regarding 20 MPH limits and cycle city ambition (Autumn 2013) | Completed | <p>The scrutiny committee received an oral update at its 19 December 2013 meeting.</p> <p>The head of city development services gave members an update on the topic of 20mph speed limit introduction at the 19 December 2013 meeting. He said that Norwich Highways Agency Committee (NHAC) had reviewed Norfolk county council's speed limit policy and said it seemed that there would be more scope in the future to introduce lower speed limits.</p> <p>Once all information had been received the committee would decide if or how to take this issue forward on the work programme.</p> |
| 26 Sept 2013 | Revenues and benefits benchmarking | Steve Goddard | That the issue of benchmarking against the council's close comparators be looked at by officers to help inform future target setting for the service run by LGSS | Ongoing | A bench marking exercise has now taken place and the results will be processed before being circulated. |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|---|---------------------|--|-----------------|--|
| | Revenues and benefits benchmarking | | the scrutiny committee reviews the situation and performance in 6 months time and as part of the benchmarking exercise, targets that are in operation are considered; | | This will be picked up by the committee when considering the 2014/15 scrutiny work programme. |
| 24 Oct 2013 | Welfare reform | Anton Bull | Consider, based on recent appeal cases nationally, the council's policy regarding the spare room subsidy. | Completed | The Scrutiny resolution has been fulfilled and the council has reconsidered the spare room subsidy being appealable and is issuing appeal rights |
| 24 Oct 2013 | Welfare reform | Anton Bull | Look into current policy with regards to students and the spare room subsidy to see if both students living in halls of residence and private rented accommodation are treated equally (52 day temporary absence rule) | To be completed | This has been looked in to and families under occupying because of having a student living in halls or private rented accommodation are treated equally so no change in policy has been necessary. However, updated guidance and training has been provided to benefit assessors to ensure that they continue to be treated equally. The type of accommodation the student is in is irrelevant; the question that has to be answered is whether or not the person has permanently left home. There are a number of factors to be considered and this will determine whether or not the household they have left behind is under occupying. |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|-----------------------|--------------------------------|--|-----------|---|
| | Welfare reform | Tracy John | Investigate with partners to see if any creative solutions with regards to flexible accommodation and ensuring single fathers are able to safely have children to visit. | Completed | The council continues to work with its partners and affected families with a flexible approach to solving issues. |
| | | | work to encourage private landlords to take on tenants on housing benefit. | Completed | In addressing this issue the council works with all appropriate landlords. |
| | | Russell O'Keefe | To ask the council to update how it is helping with advertising volunteering opportunities. | Completed | Through its partnership work, the council has a flexible approach to working with and supporting the voluntary sector in Norwich. |
| 24 Oct 2013 | Welfare reform | Paul Sutton and Chris Haystead | Request further information for a breakdown of: those affected by the spare room subsidy in Norwich - those affected who are now in arrears as a result of the spare room subsidy | Completed | A spreadsheet is available to members on e-councillor which provides data regarding the effect of the spare room subsidy on the council tenants of Norwich. Further issues arise from availability of appropriate stock types and individual tenant's desires and / or ability to move. In regard the lack of smaller properties, it should |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|-------------------------------------|---------------------|---|----------|---|
| 24 Oct 2013 | Welfare reform | | <p>Request the current number of the smaller council properties required to address any shortfall due to the spare room subsidy</p> <p>Are there now vacant 3/4/5 bedroom council properties as people have been forced to downsize? If so, would it be possible to use them for young single people?</p> | | <p>be noted that the majority of those under-occupying have not applied for a move and are apparently seeking other alternatives such as managing budgets etc.</p> <p>Currently (Oct 2013) we have 2814 applicants eligible to bid for one bed properties, of whom 730 are in a priority band (hostel move-on, medical etc). We have 2705 one bed properties within our stock. Because of bedroom tax, landlords are now reluctant to advertise two bed properties to singles/couples and demand for one bed properties has increased since April. We are not seeing any dramatic increase in availability of larger properties due to bedroom tax.</p> <p>Unrelated to the bedroom tax issue, where we have historically hard to let property types such a 3 bedroom upper floor maisonettes, we are currently looking at the possibility of using some of these, on a small scale, to re-house singles in housing need, through a partner organisation. In the past the council has previously decommissioned some of its cluster units, which were then leased to local housing charities for use as shared accommodation.</p> |
| 24 Oct 2013 | Greater Norwich Growth Board | Jerry Massey | To keep the scrutiny committee updated on the progress and finalisation of the GNGB business plan | Complete | The cabinet meeting 18 March 2014 is to consider a report that takes account of the points raised by the scrutiny committee at its 24 October 2013 meeting regarding the constitution for the Greater Norwich Growth Board, the governance of the Local infrastructure fund, and |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|---|---------------------|--|---|--|
| | | | | | the Greater Norwich Growth Board Investment Fund governance. |
| 28 Nov 2013 | Annual housing report A full copy of the presentation and the minutes of that meeting can be found here: http://www.norwich.gov.uk/CommitteeMeetings/Pages/CouncilMeetingsFor2012.aspx | Tracy John | Feedback to tenant representatives on issues reported to the council via inspections An outline of the training that tenants receive is provided to members That a meeting be arranged with officers so that members of the scrutiny committee can consider options for bridging the gap in knowledge between tenant reps and councillors that they identified as existing when considering the annual housing report. | Completed Completed Completed | Feedback on findings and actions from inspections will be circulated to each tenant inspector and discussed at tenant inspector briefing sessions and tenant's scrutiny panel. This was provided at the February meeting of scrutiny via a presentation and included: <ul style="list-style-type: none"> • Taster sessions for tenants who may wish to become involved tenants • Tenant briefing for tenant panel • Tenant academy (ten module training programme which covered operating in meetings, governance and confidence building among other topics) This was the substantive item on the scrutiny committee agenda 27 February 2014 when the following recommendations were made: <ol style="list-style-type: none"> (1) any common MP or councillor enquiry responses, surrounding housing issues, were shared and provided via email to all members to assist them in their ward role, |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|---------------------------------|---------------------|---|----------|---|
| | Annual housing report | | | | <p>(2) officers are pro-active in extending member invites to attend tenant events and to advertise dates of events in advance,</p> <p>(3) housing officers email ward councillors to provide fore-warning of potential issues that might arise related to housing in their area,</p> <p>(4) the councillor development group look in detail at the timing and number of more important briefings such as those on housing matters, to ensure the best possible attendance and member coverage; and</p> <p>(5) training be considered for members on issues surrounding non-council owned properties that would assist them in their ward work.</p> |
| 28 Nov 2013 | Greater Norwich City Deal | Jerry Massey | That an all member briefing be held with representation from the LEP | Ongoing | |
| 28 Nov 2013 | Parking on verges and pavements | Andy Watt | Scrutiny committee to maintain an overview; and if any issues of concern are not improved that this topic be considered as an item on a future scrutiny work programme. | Ongoing | This matter will be picked up as part of the committee's consideration of topics in forming the scrutiny committee work programme 2014/15 |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|---|---------------------------|---|-----------|---|
| 19 Dec 2013 | Q2 performance monitoring; SCC2 % of domestic waste sent for re-use, recycling or composting | Adrian Akester | For the scrutiny committee to receive an update of the Tonnage of domestic waste sent for re-use, recycling or composting as a percentage of the total domestic waste collected. | Complete | Total recycling tonnage for quarter 2 was 3,814 tonnes As a percentage of the waste stream it is 36.5% |
| 19 Dec 2013 | Q2 performance monitoring; SCC 6 reducing the KSI number | Steve Goddard & Andy Watt | That the scrutiny officer looks into the trends and reporting for KSI data and how the scrutiny committee may engage with the council's partners in investigating how the associated issues around road safety in Norwich might be explained and addressed. | Ongoing | NOTE: A briefing is planned to provide members with information and background for when the committee sits to consider items for its new work programme. |
| 30 Jan 2014 | Pre scrutiny of the proposed policy and budget framework (housing rents and budgets 2014 – 15) | Caroline Ryba | That the chief finance officer provide an exemplification of possible council house rent increases between the published option 1 (5.57%) and option 2 (3.00% flat rate) | Completed | At the annual budget setting council meeting which was held 18 February 2014 the council house rent increase was set at a 1.5% |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|--|---------------------|--|----------|------------|
| 27 Feb 2014 | Options for enhancing councillor knowledge on housing | Tracy John | Consider ways of identifying common themes from MP or councillor enquiries and sharing them with members through the most appropriate route including emails and e-councillor | Ongoing | |
| 27 Feb 2014 | Options for enhancing councillor knowledge on housing | Tracy John | Email invites to members to attend tenant events and to advertise dates of events in advance, in addition to including this on e-councillor | Ongoing | |
| 27 Feb 2014 | Options for enhancing councillor knowledge on housing | Tracy John | Email ward councillors to provide fore-warning of potential issues that might arise related to housing in their area | Ongoing | |
| 27 Feb 2014 | Options for enhancing councillor knowledge on housing | Andy Emms | That the councillor development group look in detail at the timing of briefings such as those on housing matters, to ensure the best possible attendance, including the possibility of arranging more than one session on important issues | Ongoing | |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|-------------|--|---------------------|--|----------|------------|
| 27 Feb 2014 | Options for enhancing councillor knowledge on housing | Andy Emms | Consider adding training on issues surrounding non-council owned housing to the member development programme | Ongoing | |

Community space task and finish group progress

The scrutiny committee established a task and finish group in December 2011 to look at the distribution, social benefit and the council's role in the provision of community space. The task and finish group reported its findings and recommendations to the scrutiny committee in March 2013.

At the outset, the task and finish group recognised that there would be a range of strengths and weaknesses from centre to centre which would highlight where resources and effort could be best applied to optimise the benefits that community centres and other community spaces can offer local communities. The council owns 15 community centres in Norwich and as landlord undertakes a variety of work to maintain the fabric of the buildings. The community engagement officers support the work of the volunteers from the community associations that run the buildings via a license of lease arrangement and the level of support will be influenced by the capacity and needs of the individual community associations.

The successful running of the centres is largely dependent on the dedication and hard work of the many local volunteers and this was a feature found by members of the task and finish group when they visited a number of centres.

The findings of the task and finish group were presented to the volunteers last spring, where as part of this it was hoped that there will be a development and training offer and forums that will encourage community centre committees to learn from each other. Since then, there has been work carried out within the neighbourhoods team. It is recognised that some of the outcomes will not be able to be achieved in the short term while others, especially those that do not have heavy reliance on funding requirements are more easily achieved.

In conclusion of the review, the members of the task & finish group outlined in seven broad suggestion and recommendation areas:

- Federation and collaboration
- Accountability and management
- Training and mentoring
- The council's role
- Strategic development
- Environmental audit
- Communication.

The following milestones/targets were put forward as a result of the task and finish groups work

Develop a community space forum
Closer working and collaboration
Set out a clear purpose for community space
A performance management frame work for council owned centres
Develop the use of the centres
Monitoring and review
Development of a decommissioning process
Development of investment criteria
Development of a learning and shadowing programme
Develop an approach to mapping the distribution and use of community provision across the city
Capture the views of residents around community centres
Develop a cost effective maintenance scheme that includes a full environmental audit of community centres
The council should seek to use and promote the use of the centres to deliver other services
Explore the development and hosting of an on-line 'open data' directory of provision
Promotion of the community centres via the council's communication channels

Progress summary – March 2014

The recommendations have been drawn into four overarching projects each led and project managed by a community engagement officer (CEO). The four projects which have a detailed project plan are; networking and collaboration, accountability and management, training and mentoring and the role of the council.

The community engagement officers have developed and implemented one network event held in December at the Kings Centre. This was planned to start the entire project with an introduction for the volunteers from the community centres, as well as a thank you for all their hard work. Some 55 volunteers attended this event. A second event is being planned for April which will provide an opportunity to listen to the community associations and find out their preferences to be involved and engaged in the work programmes.

Four project plans have been developed and these plans are expected to evolve as time progresses and when new information comes to hand. For example, following engagement with, and involvement of, the community associations.

Project 1; **networking and collaboration** (expected outcomes)

- The centre organising committees are provided with regular opportunities to meet together to increase their skills and capacity and develop strong networks with other committees in Norwich (Next event to be held April 2014).
- The development of an interactive webpage providing access to information as a tool to aid learning and problem solving across centre.
- Committees understand the sustainable business model and performance management targets required of them to meet the council's minimum standards.
- The committees understand and respond to the performance management targets
- All centre organising committees have received centre manuals (2014)
- The introduction of a community space quality rating system.

Project 2; **accountability and management** (outcomes)

- A monitoring and evaluation framework and toolkit has been produced which enables committees and the council to assess the activities and performance against a defined set of criteria and where improvements can be suggested.
- Centre organising committees are aware of what is a good working model and that they have a line of accountability to communities
- Training is delivered to committees so they are able to use the monitoring and evaluation framework and toolkit

- An assessment of how community centres offer value for money against the delivery on the council's priorities now takes place
- A process is adopted outlining what can and will be done to help community centres, particularly when help is needed, as well as to help improvements, maximise community benefits and income generation opportunities

Project 3, **training and mentoring** (expected outcomes)

- To develop and deliver directly or indirectly, learning and shadowing programme for council owned and other community space and if possible incorporate an accreditation scheme.
- To capture learning and development needs of the volunteers who run community space through recommendation for networking and collaboration
- The development of a programme to deliver against these needs across all community space volunteers to ensure the programme is practically and financially sustainable
- Consideration of opportunities to undertake this in collaboration with Voluntary Norfolk, with whom the council has a grant agreement which sets out to support capacity building of the third sector in Norwich.

Project 4; **the role of the council** (expected outcomes)

- A clear definition of community space in Norwich meeting the city's aspirations
- Define what community centres could achieve
- The development of a community centre model or ideal centre

Other related activities include; a complimentary area of work for the community centre review incorporating activities that will promote volunteer involvement during volunteering week and local democracy week.

Guidance for placing items onto the scrutiny committee work programme

As part of continual learning and improvement of scrutiny processes, the chair, vice chair and the scrutiny officer have discussed steps which could be taken in order to assist members and officers when an item is raised via the scrutiny topic request form. As a result, the following guidance for members and officers when giving consideration to an item for the work programme, which has been raised via the request for scrutiny form, has been provided. It is also anticipated that the scrutiny committee will use the new TOPIC analysis when considering suitability of items when setting the scrutiny committee work programme and when issues arising at scrutiny meetings lead to the consideration of extra items for the work programme.

It is hoped that adoption of the guidance will further ensure that the role of the scrutiny committee continues to support the work of the council and help in making a difference to the lives of the city's residents.

In order for the guidance to be most effective, revision of the criteria by which items are selected for the scrutiny work programme is suggested. Until now, the work programme has been populated by items that have been considered against criteria based upon the PICC analysis. PICC stands for; public interest, impact, council performance and context. Against these headings, those placing items on the work programme were asked to consider a list of sub questions that were designed to help assess how suited to scrutiny any given topic was. The down side to this approach has been that for many, the process was too lengthy and in some cases there was sometimes potential for confusion around the interpretation of the criteria.

The new guidance takes the form of a **flow chart** which outlines the process by which members and officers should discuss the merits of producing a report to the committee. Once a request for scrutiny has been received by the scrutiny officer; the process begins with a meeting between the member making the request, the scrutiny officer and the relevant responsible officer to discuss whether a report to the committee is necessary and justified while taking account of the TOPIC **analysis**:

- T is this the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O what would be the **OBJECTIVE** of the scrutiny?
- P can **PERFORMANCE** in this area be improved by scrutiny input?
- I what would be the public **INTEREST** in placing this topic onto the work programme?
- C will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

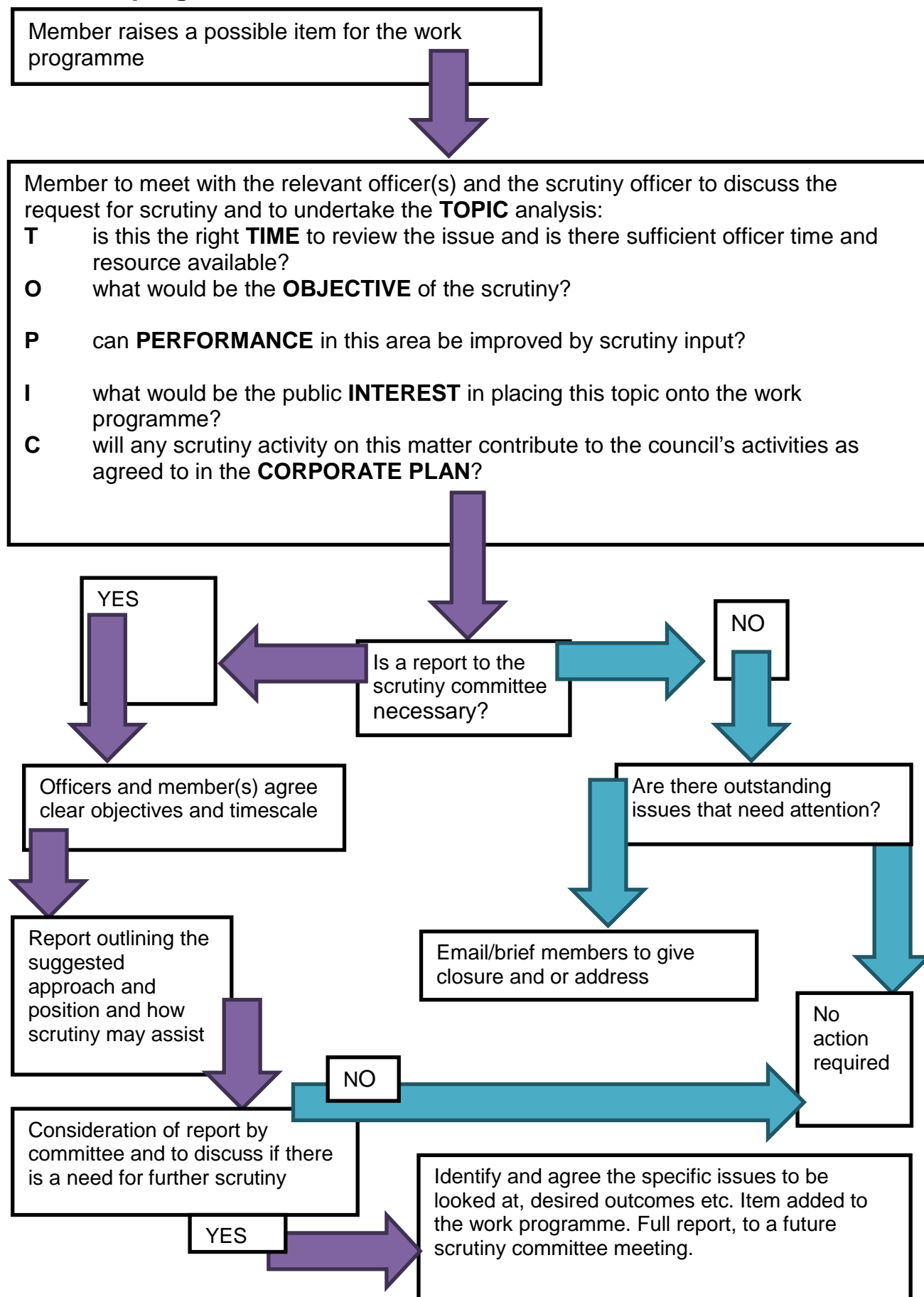
Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-bound

Guidance flow chart for placing items onto the scrutiny committee work programme



A quick guide to scrutiny

The scrutiny committee is not a place of opposition but rather challenge. Accountability of decision makers is one of the main drivers to modern and efficient local government, and at Norwich the scrutiny committee is encompassed as part of good governance and decision-making principles that support the council's effectiveness in the delivery of services. By carrying out its role the scrutiny committee is able to assist the council in achieving its targets.

Scrutiny is member led and independent of political party arrangements and is the name given to the process whereby councillors investigate, scrutinise, and gain overview of the work of the council. More specifically the scrutiny committee pays particular attention to; decisions made by the cabinet and delegated officers in relation to council policy and services. For the members of the committee and on behalf of the public, the scrutiny process can at times also provide a way of influencing decisions and policy.

Effective challenge via scrutiny

The guiding principle of local government scrutiny is to provide effective challenge to those who exercise executive power and spend public money. The scrutiny committee can offer critical friend challenge by councillors that are representing the public and those that use the services provided by the council. There is also scope for local authority scrutiny committees to review the work of other agencies that affect the lives, health and wellbeing of their residents. This can provide the basis for continuous and constructive dialogue between public service providers and those who use them. Also, scrutiny is an opportunity for mutual learning and potential benefits.

Scrutiny is a requirement supported by legislation

Under the Local Government Act 2000, scrutiny was introduced as a check to the power of the new council cabinets. Moving forward, subsequent acts of parliament have come in to extend the remit of scrutiny along with its statutory responsibilities. For example, local government scrutiny committees can now look at the work of partner organisations as well.

The Local Government and Public Involvement in Health Act 2007 enabled local authorities to scrutinise other partners. This, along with other legislation relating to scrutiny powers has now been consolidated in the Localism Act 2011.

Scrutiny work programming

To be effective in scrutinising the decisions of the cabinet and performance of the council, the scrutiny committee work programme mainly relates to actions and decisions in the delivery of the corporate plan of the council. The work programme is therefore informed by a combination of what councillors feel are important topics, gathered from their ward work and their activities across the whole council. Occasionally and if appropriate, topics are included when members of the public have highlighted issues for debate. Council officers can also request that scrutiny investigate and consider certain issues on their behalf.

In setting the work programme the aim is not to load it with too many separate topics that none of them can be satisfactorily dealt with. Coordination with cabinet and the corporate leadership team is advisable when programming in order to keep the work of scrutiny relevant to the council's priorities.

Scrutiny should be programmed to be in sync with the decision-making schedule of the cabinet. This will allow pre-decision scrutiny to conclude well in advance to a relevant cabinet decision being taken. This can allow the cabinet time to factor the scrutiny committee's findings into their decision making process.

The main areas of scrutiny work involve the following activities; horizon-scanning scrutiny, pre scrutiny and post-decision scrutiny along with performance data monitoring.

Horizon-scanning scrutiny searches for any likely developments coming the way of local government and/or the council. The idea behind this is to assist in planning ahead in order to help the council adapt accordingly.

Pre-decision scrutiny examines issues pre cabinet and considers and comments on proposals, objectives and draft policies. This way the scrutiny committee has the ability to influence or inform development of cabinet work before decision or enactment. This makes it possible for the scrutiny committee to assist the council in achieving its targets.

Post-decision scrutiny considers and comments on the implementation of a policy and the related performance. This way, cabinet can use scrutiny to review the effectiveness of its decisions. Evidence can then be used in assisting the council to revise the policy accordingly, if this is necessary.

Performance monitoring

By carrying out a periodic overview of performance monitoring data, the scrutiny committee is enabled to bring to the cabinet's attention any issue it considers may require closer attention. Sometimes the scrutiny committee will programme a slot at one of its meetings to have a closer look at any areas of concern that may arise due to performance issues.

A copy of member questions and the officer and cabinet portfolio member responses are circulated prior to the meeting that takes an overview of performance. This enables member questions to be answered as fully as possible prior to the meeting by the most relevant officer, leaving more time to focus on any key areas that may need scrutiny attention at the meeting.

An example of an item resulting from the scrutiny committee's look at the performance data is the work that has been carried out around the LGSS benefits service.

Evidence based scrutiny

Scrutiny committees are empowered to acquire the information they need to perform effective scrutiny including some publically exempt documents and information.

The evidence gathering by scrutiny committees can take many forms. This can include; policy documents, press cuttings, data and officer or member reports. People are also asked to attend meetings to give oral evidence such as local residents, officers, partners or experts. Another useful method to gain evidence can be site/location visits.

Recommendations and Reporting

Once a scrutiny piece of work has taken place, recommendations are sometimes made and reported to the cabinet for consideration. At Norwich, this is usually done as part of the relevant report or paying regard to the minutes of the scrutiny committee in informing the final decision.

Recommendations should strive to be, as much as possible, specific measurable achievable relevant & timed - SMART.

What happens next?

Once agreement to a scrutiny recommendation has taken place, whether it be something that officers have agreed to, or the cabinet, this should not always be where the scrutiny process ends. It is good practice for the scrutiny committee to set a review date to receive an update from the relevant portfolio holder on the cabinet or officers, on the progress that has been made towards implementation of the scrutiny committee's recommendations. However, this monitoring can sometimes simply be achieved via overview of the performance management data which is received at committee periodically throughout the year.

Decision call – in

Call – in is the term used in describing the process whereby, in extreme circumstances, non cabinet members can request the cabinet to reconsider a decision it has made. As part of this process the scrutiny committee can act as a forum where the validity and quality of a called in decision can be discussed before it is referred back to the cabinet. Once back with the cabinet, those who made the original decision can either change it while taking on board suggestions from scrutiny or they can reject any recommendations and keep the decision as it was. While a decision is called – in, it cannot be enacted until the above process has been undertaken. If the scrutiny committee makes no recommendations as a result of a call-in, the original cabinet decision can be enacted without having to go back to the cabinet once the meeting of scrutiny has taken place.

Councillor call for action

The Councillor Call for Action (CCfA) represents a tool in equipping councillors in their local community advocate role and further strengthens their position of being community champions. Although expected to continue to resolve issues informally, where councillors are not satisfied that real action has been taken to resolve the issue that they have raised, resolution may be sought via CCfA. This enables any councillor of the council to ask the scrutiny committee to take a matter further. CCfA is a last resort option only as most matters should be resolved through existing procedures and work carried out by officers and partners through their day to day duties.

The council's CCfA protocol can be obtained upon request from the scrutiny officer and is also available on e-councillor.

Scrutiny task and finish groups

Task and finish groups are time limited focus groups that report their review findings to the main committee or the cabinet and are supported by relevant officers of the council and or outside contributors.

Most topics on the scrutiny work programme can be dealt with as part of the agenda for a regular meeting. Others may be larger pieces of work that require a separate or special one issue meeting or series of meetings.

If a task and finish group is to be set up in place of a full committee review taking place, interested members should volunteer to be involved. It is usual that task and finish groups are not politically balanced unless a strong need exists. This is because the main scrutiny committee which is balanced has to agree the findings, or delegates the task and finish group on behalf of the whole committee to report directly to the cabinet. Actually, it is much more important to appoint those members with an interest or expertise in the issue, irrespective of political groups.

The Centre for Public Scrutiny promotes the value of scrutiny and accountability in modern and effective government and supports non-executives in their scrutiny role. <http://www.cfps.org.uk/>

Public involvement and getting in touch with scrutiny

Meetings of the scrutiny committee are usually as informal as possible and as well as scrutiny members, are attended by cabinet portfolio members, officers, partners and anyone else who can assist with the work and provide evidence for reviews. Members of the public are also welcome to attend the scrutiny committee meetings and can participate at the discretion of the committee's chair. If you do wish to participate regarding an agenda item at a scrutiny meeting you are requested to contact the committee officer who will liaise with the chair of the committee and the scrutiny officer. Any questions for the committee have to be received no later than 10am on the day before the meeting but in order for you to obtain a thorough answer it would be helpful if you could contact us as early as possible. To contact the committee officer please phone 01603 212416.

Getting in touch with scrutiny

If you are a member of the public and wish to find out more about the scrutiny process and the committee or if you have any queries regarding this annual review, please feel free to contact the council's scrutiny officer; If you have any topic suggestions for scrutiny please use the form attached over this page and send it to the scrutiny officer or hand it in at the council's reception marked for the attention of the scrutiny officer.

Steve Goddard

Scrutiny officer

Policy, performance & partnerships team
Strategy, People and Democracy
Norwich city council

01603 21**2491**

stevegoddard@norwich.gov.uk

Request form to raise an item for Scrutiny Review

Councillors should be asked to carry out the following scrutiny review:

Please give your reasons (continue on a separate sheet if necessary)

Name:

Address:

Daytime Tel No

Email:

Date

Please return this form to Steve Goddard, Scrutiny Officer, Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH

Email: stevegoddard@norwich.gov.uk

Report to Council
22 July 2014
Report of Chief finance officer
Subject Treasury management full year review report 2013-14

Item

10

Purpose

To set out the treasury management performance for the year to 31 March 2014

Recommendation

That council note the report and the treasury activity for the year

Financial implications

The report has no direct financial consequences however it does report on the performance of the council in managing its borrowing and investment resources

Ward/s: All Wards

Cabinet member: Councillor Waters – Deputy leader and resources

Contact officers

Philippa Dransfield

01603 212562

Background documents:

None

Report

1. Background

The council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return. Counterparty risk is the term for the potential risks taken by an investor that the bank, building society, local authority or investment counterparty will be unable to repay the money invested.

The second main function of the treasury management service is the funding of the council's capital plans. These capital plans provide a guide to the borrowing need of the council, essentially the longer term cash flow planning to ensure the council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet council risk or cost objectives.

As a consequence treasury management is defined as:

“The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

2. Introduction

This council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2013/14. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the prudential code).

During 2013/14 the minimum reporting requirements were that the full council should receive the following reports:

- an annual treasury strategy in advance of the year (council 19/02/2013)
- a mid year (minimum) treasury update report (council 11/12/2013)
- an annual review following the end of the year describing the activity compared to the strategy (this report)

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the council's policies previously approved by members.

This council also confirms that it has complied with the requirement under the code to give prior scrutiny to all of the above treasury management reports by the cabinet before they were reported to the full council. Member training on treasury management issues was undertaken during November 2013 in order to support members' scrutiny role.

This report summarises the following:-

- Capital activity during the year (section 3)
- Impact of this activity on the council's underlying indebtedness (the capital financing requirement) (section 4)
- The actual prudential and treasury indicators (section 4)
- Overall treasury position identifying how the council has borrowed in relation to this indebtedness, and the impact on investment balances (section 5)
- Review of treasury strategy and economic factors (sections 6 & 7)
- Borrowing rates and detailed debt activity (sections 8 & 9)
- Investment rates and detailed investment activity (sections 10 & 11)

3. The council's capital expenditure and financing 2013-14

The council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need, which will be satisfied by either external or internal borrowing.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

| £m General Fund | 2012-13 Actual | 2013-14 Estimate | 2013-14 Actual |
|---------------------------------------|---------------------------|-----------------------------|---------------------------|
| Capital expenditure | 6.2 | 8.8 | 3.5 |
| Financed in year | 4.1 | 8.8 | 3.5 |
| (Over)/unfinanced capital expenditure | 2.1 | - | - |

| £m HRA | 2012-13 Actual | 2012-13 Estimate | 2012-13 Actual |
|---------------------------------------|---------------------------|-----------------------------|---------------------------|
| Capital expenditure | 24.7 | 33.3 | 27.2 |
| Financed in year | 26.5 | 33.3 | 28.6 |
| (Over)/unfinanced capital expenditure | (1.8) | - | (1.4) |

In 2012-13 the general fund underfinanced expenditure is as result of the appropriation of HRA properties from the HRA to the general fund to the value of £1.8m, which resulted in the £1.8m over-financing of the HRA capital expenditure.

4. The council's overall borrowing need

The council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the council's debt position. The CFR results from the capital activity of the council and what resources have been used to pay for the capital spend. It represents the 2013-14 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the council's cash position to ensure sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as central government, through the Public Works Loan Board (PWLb) or the money markets), or utilising temporary cash resources within the council.

Reducing the CFR – the council's (non HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP) to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need (there is no statutory requirement to reduce the HRA CFR). This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The council's CFR for the year is shown below, and represents a key prudential indicator. It includes PFI and leasing schemes on the balance sheet, which increase the council's borrowing need. No borrowing is actually required against these schemes as a borrowing facility is included in the contract.

| CFR £m General Fund | 2012-13 Actual | 2013-14 Estimate | 2013-14 Actual |
|--|-------------------|---------------------|-------------------|
| Opening balance | 27.3 | 26.3 | 26.3 |
| Add: Unfinanced capital expenditure (as above) | 2.1 | - | |
| Less MRP | (1.0) | (1.1) | (1.1) |
| Rebase and recalculation adjustment | (2.1) | - | - |
| Closing balance | 26.3 | 25.2 | 25.2 |

| CFR £m HRA | 2012-13 Actual | 2013-14 Estimate | 2013-14 Actual |
|--|-------------------|---------------------|-------------------|
| Opening balance | 202.0 | 211.6 | 211.6 |
| Add: Unfinanced capital expenditure (as above) | (1.8) | - | (1.4) |
| Less PFI & finance lease repayments | (0.1) | (0.1) | (0.1) |
| Rebase and recalculation adjustment | 11.5 | - | - |
| Closing balance | 211.6 | 211.5 | 210.1 |

During 2012/13, it was discovered that the HRA CFR had been miscalculated since 2004, which resulted in the HRA CFR being understated and the general fund CFR being overstated. Both CFR's have been recalculated and adjusted to reflect the true position. This recalculation was agreed with external audit.

Borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.

Net borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term the council's external borrowing, net of investments, must only be for a capital purpose. This essentially means that the council is not borrowing to support revenue expenditure. Net borrowing should not therefore, except in the short term, have exceeded the CFR for 2013-14 plus the expected changes to the CFR over 2013-14 and 2014-15 from financing the capital programme. This indicator allows the council some flexibility to borrow in advance of its immediate capital needs in 2014-15. The table below highlights the council's net borrowing position against the CFR. The council has complied with this prudential indicator.

It should be noted that this indicator is changing to compare gross borrowing to the CFR with effect from 2013-14; this is expected to provide a more appropriate indicator.

| £m | 2012-13 Actual | 2013-14 Estimate | 2013-14 Actual |
|------------------------|-------------------|---------------------|-------------------|
| Net borrowing position | 179.4 | 225.9 | 224.4 |
| CFR | 237.9 | 236.8 | 235.4 |

The authorised limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. The council does not have the power to borrow above this level. The table below demonstrates that during 2012/13 the council has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

| £m | 2013-14 |
|---|----------------|
| Authorised limit | 266.0 |
| Maximum gross borrowing position | 224.8 |
| Operational boundary | 224.4 |
| Average gross borrowing position | 226.0 |
| Financing costs as a proportion of net revenue stream | 5.85% |

5. Treasury position as at 31 March 2014

The council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities.

Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the council's treasury management practices. At the beginning and the end of 2013-14 the council's treasury (excluding borrowing by PFI and finance leases) position was as follows:

| | 31 March 2013 | Rate / Return | Average Life years | 31 March 2014 | Rate / Return | Average Life years |
|--------------------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|---------------------------|
| Fixed Rate Funding | | | | | | |
| - PWLB | £218.9m | 4.42% | 12.24 yrs | £218.9m | 4.42% | 11.24yrs |
| - Market | £5.0m | 4.80% | 41.04 yrs | £5.0m | 4.80% | 40.04 yrs |
| - Other | £0.5m | 3.00% | Perpetually irredeemable | £0.5m | 3.00% | Perpetually irredeemable |
| Total debt | £224.4m | | | £224.4m | | |
| CFR | £237.9m | | | £235.4m | | |
| Over /(under) borrowing | £(11.9)m | | | £(11.0)m | | |
| Investments | £49.6m | 1.72% | 0.72 yrs | £64.0m | 1.09% | 1.16 yrs |

The maturity structure of the debt portfolio was as follows:

| £m | 31 March 2013 | 31 March 2014 |
|--------------------------------|------------------|------------------|
| Under 12 months | 1.3 | 1.3 |
| 12 months and within 24 months | - | 5.1 |
| 24 months and within 5 years | 17.8 | 17.8 |
| 5 years and within 10 years | 9.7 | 59.5 |
| 10 years and above | 196.9 | 141.9 |

The difference between the amounts in the table above and the total debt disclosed in the previous table is the current repayable debt of £1.3m

The following table shows the movement in investments in the year.

| Investments £'000 | Treasury Management Strategy | Actual 31 March 2013 | Movement | | | Actual 31 March 2014 |
|-----------------------------|------------------------------------|-------------------------------|----------|-----------|---------------------------------|----------------------------|
| | | | Invested | Matured | Transferred to Short Term | |
| Long Term | | | | | | |
| Banks | | 12,500 | - | - | (12,500) | - |
| Local Authorities | | 3,000 | - | - | - | 3,000 |
| | | | | | | |
| Short term | | | | | | |
| Banks | | 19,000 | 30,060 | (27,060) | 12,500 | 34,500 |
| Building Societies | | 6,000 | 58,800 | (57,800) | - | 7,000 |
| Local Authorities | | 3,000 | - | (3,000) | - | - |
| Cash Equivalents | | | | | | |
| Banks | | 6,100 | 268,179 | (264,279) | - | 10,000 |
| Building Societies | | - | 213,650 | (204,150) | - | 9,500 |
| Debt Management | | - | 10,100 | (10,100) | - | - |

| | | | | | | |
|--------------|---------------|---------------|----------------|------------------|----------|---------------|
| Office | | | | | | |
| Total | 40,000 | 49,600 | 580,780 | (566,389) | - | 64,000 |

The maturity structure of the investment portfolio was as follows:

| £m | 31 March 2013 | 31 March 2014 |
|--------------------|--------------------------|--------------------------|
| Longer than 1 year | 15.5 | 3.0 |
| Under 1 year | 34.1 | 61.0 |

6. The strategy for 2013/14

The expectation for interest rates within the strategy for 2013-14 anticipated low but rising bank rate (starting in quarter 1 of 2015), and gradual rises in medium and longer term fixed borrowing rates during 2013-14. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

In this scenario, the treasury strategy was to postpone borrowing to avoid the cost of holding higher levels of investments and to reduce counterparty risk.

The actual movement in gilt yields meant that PWLB rates were on a sharply rising trend during 2013 as markets anticipated the start of tapering of asset purchases by the Fed. This duly started in December 2013 and the US FOMC (the Fed.), adopted a future course of monthly reductions of \$10bn (from a starting position of \$85bn), meaning that asset purchases were likely to stop by the end of 2014. However, volatility set in during the first quarter of 2014 as fears around emerging markets, various vulnerabilities in the Chinese economy, the increasing danger for the Eurozone to drop into a deflationary spiral, and the situation in the Ukraine, caused rates to dip down, reflecting a flight to quality into UK gilts.

7. The economy and interest rates

The financial year 2013-14 continued the challenging investment environment of previous years, namely low investment returns, although levels of counterparty risk had subsided somewhat. The original expectation for 2013-14 was that bank rate would not rise during the year and for it only to start gently rising from quarter 1 2015. This forecast rise has now been pushed back to a start in quarter 3 2015. Economic growth (GDP) in the UK was virtually flat during 2012-13 but surged strongly during the year. Consequently there was no additional quantitative easing during 2013-14 and Bank Rate ended the year unchanged at 0.5% for the fifth successive year. While CPI inflation had remained stubbornly high and substantially above the 2% target during 2012, by January 2014 it had, at last, fallen below the target rate to 1.9% and then fell

further to 1.7% in February. It is also expected to remain slightly below the target rate for most of the two years ahead.

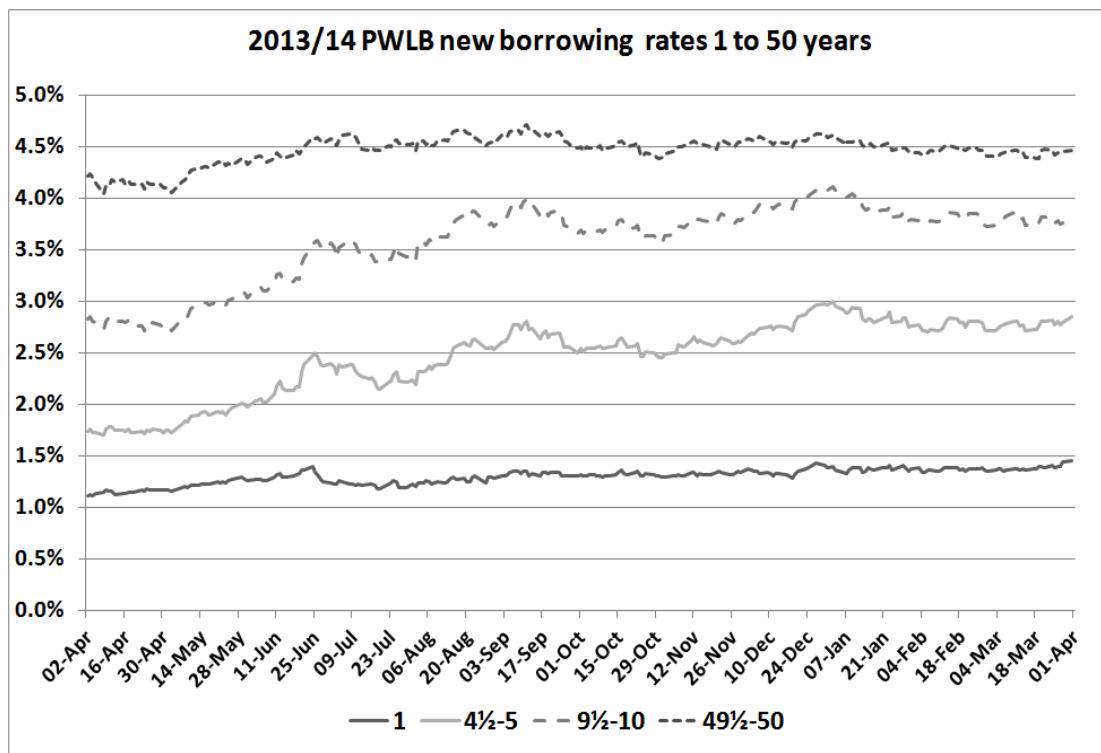
Gilt yields were on a sharply rising trend during 2013 but volatility returned in the first quarter of 2014 as various fears sparked a flight to quality (see paragraph 4.) The Funding for Lending Scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks which then resulted in money market investment rates falling drastically in the second half of that year and continuing into 2013-14. That part of the scheme which supported the provision of credit for mortgages was terminated in the first quarter of 2014 as concerns rose over resurging house prices.

The UK coalition government maintained its tight fiscal policy stance but recent strong economic growth has led to a cumulative, (in the autumn statement and the March budget), reduction in the forecasts for total borrowing, of £97bn over the next five years, culminating in a £5bn surplus in 2018-19

The EU sovereign debt crisis subsided during the year and confidence in the ability of the Eurozone to remain intact increased substantially. Perceptions of counterparty risk improved after the ECB statement in July 2012 that it would do “whatever it takes” to support struggling Eurozone countries; this led to a return of confidence in its banking system which has continued into 2013-14 and led to a move away from only very short term investing. However, this is not to say that the problems of the Eurozone, or its banks, have ended as the zone faces the likelihood of weak growth over the next few years at a time when the total size of government debt for some nations is likely to continue rising. Upcoming stress tests of Eurozone banks could also reveal some areas of concern.

8. Borrowing rates in 2013-14

PWLB borrowing rates - the graphs and table for PWLB maturity rates below show for a selection of maturity periods, the high and low points in rates, the average rates, spreads and individual rates at the start and the end of the financial year.



9. Borrowing outturn for 2013-14

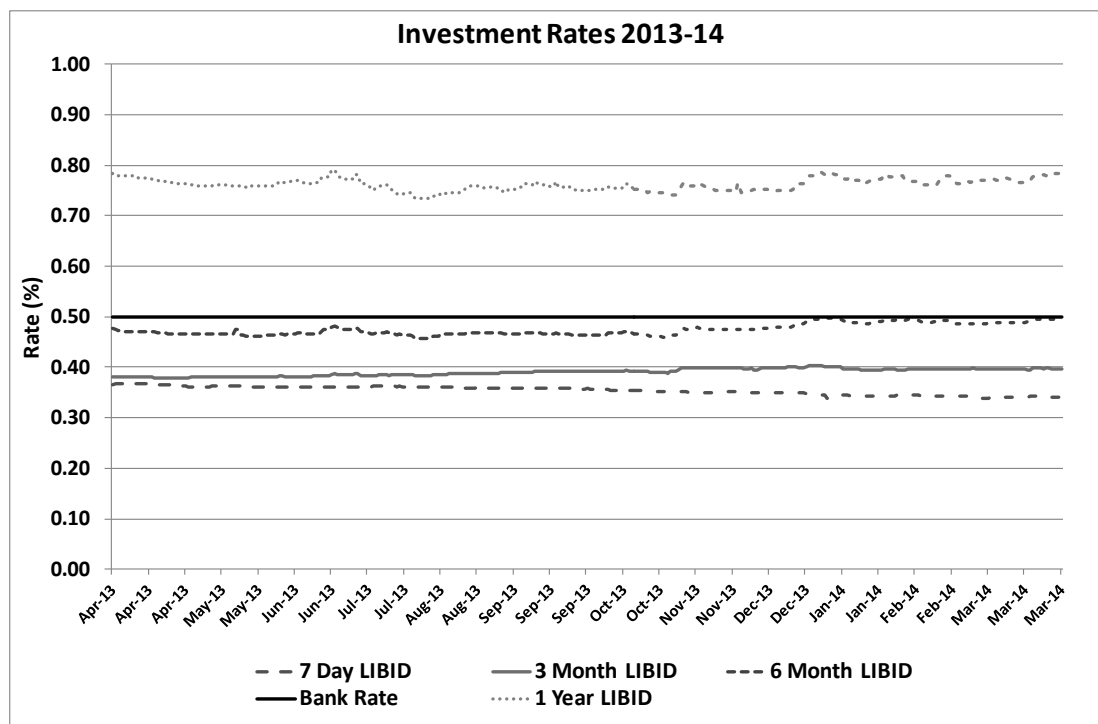
Due to investment concerns, both counterparty risk and low investment returns, no borrowing was undertaken during the year.

Borrowings by the council

During 2013-14 the council paid £9,930,599 in interest cost, this compares to a budget assumption of £9,945,187.

Investment Rates in 2013-14

Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for five years. Market expectations as to the timing of the start of monetary tightening ended up unchanged at early 2015. The Funding for Lending Scheme resulted in deposit rates remaining depressed during the whole of the year, although the part of the scheme supporting provision of credit for mortgages came to an end in the first quarter of 2014.



10. Investment outturn for 2013-14

Investment policy – the council's investment policy is governed by CLG guidance, which was implemented in the annual investment strategy approved by the council on 19 February 2013. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps (a financial swap agreement that the seller of the CDS will compensate the buyer in the event of a loan default or other credit event) bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the council had no liquidity difficulties.

Resources – the council's cash balances comprise revenue and capital resources and cash flow monies. The council's core cash resources comprised as follows:

| £m Balance Sheet Resources | 31 March 2013 | 31 March 2014 |
|----------------------------|------------------|------------------|
| Balances | 32.7 | |
| Earmarked Reserves | 2.7 | |
| Useable Capital receipts | 15.2 | |
| Capital grants Unapplied | 1.6 | |
| Total | 52.2 | |

Investments held by the council - the council maintained an average balance of £64.4m of internally managed funds. The internally managed funds earned an average

rate of return of 1.235%. The comparable performance indicator is the average 7-day LIBID rate, which was 0.342%. This compares with a budget assumption of £50m investment balances earning an average rate of 1.2%. The average of the population of 214 local authorities was 0.70% and that of 85 non-met authorities was 0.73%. The average for the other LGSS community was 0.63%.

The council's investment return for 2013/14 is £1,027,445 which is £427,445 above the amount budgeted for the year of £600,000. The variance is due to having a higher average balance to invest.

The council is part of a benchmarking group across Norfolk, Suffolk and Cambridgeshire, the table below shows the performance of the council's investments compared to the other councils (who have been made anonymous). This shows that the rate of return that will be achieved by investments held at the year-end by the council as being highest of the benchmarking group with highest risk and longest time to maturity when compared to the rest of the benchmarking group.

| Council | WARoR | WA Risk | WAM | WA Tot. time |
|---------|-------|---------|-----|-----------------|
| Norwich | 1.09% | 4.8 | 147 | 425 |
| A | 0.85% | 3.4 | 139 | 208 |
| B | 0.69% | 3.9 | 145 | 185 |
| C | 0.87% | 3.9 | 46 | 260 |
| D | 0.94% | 3.9 | 103 | 236 |
| E | 0.65% | 4.4 | 142 | 180 |
| F | 0.71% | 4.5 | 102 | 127 |

WARoR – Weighted average rate of return. This is the average annualised rate of return weighted by the principle amount in each rate

WA risk – Weighted average risk number. Each institution is assigned a colour to a suggested duration using Sector's credit methodology. The institution is assigned a number based on its colour and an average, weighted using principal amount, of these numbers is calculated.

- 1) Up to 5 years
- 2) Up to 2 years
- 3) Up to 1 year
- 4) Up to 6 months
- 5) Up to 3 months
- 6) 0 months

A number of 4.8 means between 3 to 6 months

WAM – Weighted average time to maturity. This is the average time, in days, until the portfolio matures, weighted by the principle amount

WA Tot. Time – Weighted average total time. This is the average time, in days, that deposits are lent out for, weighted by the principle amount

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|------------------|--------------------------------------|
| Committee: | Council |
| Committee date: | 22 July 2014 |
| Head of service: | Caroline Ryba |
| Report subject: | Full Year Treasury Management Report |
| Date assessed: | 2 June 2104 |
| Description: | |

| | Impact | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The report has no direct financial consequences however it does report on the performance of the Council in managing its borrowing and investment resources |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|-------------------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
| |
| Negative |
| |
| Neutral |
| |
| Issues |
| |

| | | |
|------------------|--|-------------|
| Report to | Council | Item |
| | 22 July 2014 | |
| Report of | Deputy chief executive (operations) | 11 |
| Subject | Norwich Annual Business Plan 2014-15 for strategic infrastructure projects | |

Purpose

To consider an annual business plan for 2014-15 for strategic infrastructure projects to support planned growth in Norwich. Following approval it is recommended that the attached business plan is presented to the Greater Norwich Growth Board for delivery in 2014-15 from pooled funding.

Recommendations

1. To approve the annual Business Plan for 2014-15 for strategic infrastructure projects to support planned growth in Norwich.
2. To present the Business Plan for 14/15 to the Greater Norwich Growth Board (GNGB) to form the Norwich element of the Greater Norwich Delivery Plan.

Corporate and service priorities

The report helps to meet the corporate priority prosperous city.

Financial implications

The council agreed in February 2014 to pool CIL income (not including the neighbourhood funding and administrative funding elements (i.e. excluding 20% or 30% depending on whether there is a neighbourhood plan). The report seeks £161,000 for 2014/5 from the pooled fund for projects in Norwich.

The total pooled amount for Greater Norwich is currently projected to be as follows:

| | 13/14 received | 14/15 Projected | Cumulative total | Pooled Fund 70% |
|--------------|----------------|--------------------|---------------------|--------------------|
| Total | £93,000 | £1,108,562 | £1,201,562 | £841,093 |

Ward/s: All

Cabinet member: Councillor Brenda Arthur, leader of the council.

Contact officers

Jerry Massey, deputy chief executive (operations) 01603 212226

Gwyn Jones, city growth and development manager 01603 212364

Background documents:

None

Summary

1. The Joint Core Strategy (JCS) sets out the level and distribution of growth planned for greater Norwich to 2025/6. It also identifies the key infrastructure required to support this. With the JCS now adopted, we are now moving into the delivery phase and the greater Norwich growth board (GNGB) has been established to manage the delivery plans.
2. The Greater Norwich Infrastructure Plan (GNIP) captures the key infrastructure requirements to support the overall scale of growth and major growth and will be used to inform prioritisation, programming and delivery. Funding for delivery of infrastructure will come from a variety of sources including mainstream central and local government funding, borrowing for Strategic and Local Infrastructure through the City Deal and Community Infrastructure Levy (CIL). The councils across greater Norwich have agreed to pool CIL for strategic infrastructure (70-80% will be pooled depending on whether there is a neighbourhood plan). The remainder will be spent in neighbourhoods affected by growth and decisions will be community led.
3. Each year an annual business plan will be produced for each district. Following approval by the individual local authorities, these will be considered by the GNGB who will produce the greater Norwich growth programme. The growth programme will also be subject to approval by individual authorities.
4. For 2014/5 the following 5 projects for Norwich are proposed to be delivered using a total of £161K pooled CIL funding: Marston Marsh, Danby Wood, Riverside Walk, Millennium Green and Marriott's way.
5. These projects are capable of delivery in the remaining last 6 months of the financial year and will support planned growth particularly in the south and west of the city. They will help to improve resilience of existing areas of open space where there is likely to be increased usage.
6. In addition £160K is proposed for scheme development work to prepare for delivery in subsequent years, which will be funded by Norfolk County Council: Golden Ball Street/ Westlegate, Guardian Road Roundabout, Yellow pedalway.
7. Work on the 2015/6 business plan will start in September/ October 2014 with approval linked to the annual budget cycle.

Background

1. In February 2014, council approved the GNGB) agreement and constitution. Council also agreed to pool its CIL income (not including the neighbourhood element or the proportion retained to cover its administrative costs) across greater Norwich. It was also agreed that the business plan setting out the priorities for investment from the pooled fund would be brought back to cabinet and council for approval.

Introduction

2. The adopted JCS identifies key infrastructure required to support the planned scale and distribution of growth in greater Norwich. The JCS has been developed with infrastructure delivery in mind and has a delivery plan. The greater Norwich local authorities have updated the delivery plan, now known as the GNIP.
3. The GNIP identifies the relationship between growth pressures and infrastructure dependencies and seeks to capture all projects that have been identified arising from the planned growth across the greater Norwich districts.

City Deal

4. The council has committed to delivering housing and jobs through the Greater Norwich City Deal in partnership with Broadland District Council, South Norfolk Council, Norfolk County Council and the Local Enterprise Partnership. The City Deal signed in December 2013 has a strong infrastructure theme.
5. Under the infrastructure theme, two programmes have been set up. A local infrastructure fund was launched on 12 May, offering finance for infrastructure required to unlock stalled development sites. The other programme is a strategic infrastructure programme. The programme is built up from the infrastructure requirements of the JCS and seeks to ensure strategic infrastructure delivery supports projected housing and jobs growth.

The Strategic Programme

6. Delivery of the strategic programme is vital to keep planned housing and jobs growth on track. Through the GNGB the authorities have agreed to pool CIL contributions to assist in delivery of the programme. The annual business plan promotes projects for delivery in 14-15 against this programme.

The 14-15 Business Plan

7. This is the first business plan (Appendix A) prepared to recommend projects to be delivered from pooled funding. The GNGB will consider the plans from the 3 districts at its meeting on 31 July 2014 so the 2014-15 business plan is not for the full financial year. Subsequent business plans will be prepared to tie in with the council's budget setting cycle.

8. In section 7, the business plan sets out in more detail the relationship between the business plans, the GNGB and the governance arrangements to support delivery. This is explained in the governance diagram in Appendix B.
9. The Norwich business plan (table 2 in Appendix A) promotes schemes to receive funding from pooled contributions for delivery in 14-15. Within this year the projects identified for delivery total £161,000:
 - a) Marston Marsh
 - b) Danby Wood
 - c) Riverside Walk; improvement work to river banks, seating and interpretation
 - d) Enhancement of Earlham Millennium Green for site users and wildlife.
 - e) Marriott's Way (city end)
10. These projects have been selected as they form part of the overall strategic green infrastructure requirements in the GNIP, they will support planned growth particularly in the south and west of the city which will be coming on stream in the near future. They will help to improve resilience of existing areas of open space where there is likely to be increased usage. In addition they are capable of delivery in the remaining last 6 months of the financial year.
11. In addition £160,000 of scheme development work is required for 3 transportation projects in the strategic programme to prepare for delivery in subsequent years:
 - a) Golden Ball Street/ Westlegate,
 - b) Guardian Road roundabout,
 - c) Yellow pedalway.

The cost of this development work is to be met by the accountable body (Norfolk County Council). These are projects which form part of the overall package of improvements in the Norwich area Transportation Strategy (NATS), providing bus rapid transit and build on the work for which there is existing funding (through the Cycle Ambition grant).

Scrutiny

12. The report was considered by Scrutiny Committee on 19 June 2014. Scrutiny Committee resolved:
 - a) to ask the city growth and development manager to amend the report to include a glossary and live links to background documents,
 - b) to ask the city growth and development manager to include a short summary at the beginning of the document,

- c) to ask the city growth and development manager to include table names within the document to allow these to be standalone pieces of information,
- d) to ask the city growth and development manager to include an explanation of the reasons why any given project was selected; and
- e) to ask officers to give an update on the projects identified as part of the six monthly performance data scrutiny.

13. The scrutiny committee decision was reported to the cabinet meeting on 25 June 2014. The recommendations and comments from scrutiny committee have been taken on board as far as possible in this report and will be addressed in future iterations of the business plan.

Acronyms (referred to in report)

| | | |
|-------|---|--------------------------------------|
| BRT | - | Bus Rapid Transit |
| CIL | - | Community Infrastructure Levy |
| GNGB- | | Greater Norwich Growth Board |
| GNIP | - | Greater Norwich Infrastructure Plan |
| JCS | - | Joint Core Strategy |
| LEP | - | Local Enterprise Partnership |
| LIF | - | Local Infrastructure Fund |
| PWLB- | | Public Works Loan Board |
| NATS | - | Norwich Area Transportation Strategy |
| NCC | - | Norfolk County Council |
| SEP | - | Strategic Economic Plan |

Integrated impact assessment



NORWICH
City Council

Report author to complete

| | |
|-------------------------|---|
| Committee: | Council |
| Committee date: | 22 July 2014 |
| Head of service: | Andy Watt |
| Report subject: | Norwich Annual Business Plan 2014-15 |
| Date assessed: | 2 June 2014 |
| Description: | To consider an annual Business plan for 2014/15 for strategic infrastructure projects to support planned growth in Norwich and recommend it to Council for approval. Following approval it is recommended that the attached business plan is presented to the Greater Norwich Growth Board for delivery in 2014/15 from pooled funding. |

| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
|--|-------------------------------------|-------------------------------------|--------------------------|---|
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | CIL income will allow delivery of projects in Norwich |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|--|
| Economic development | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | CIL projects eg transportation and public realm make Norwich more attractive for investors |
| Financial inclusion | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Proposes support for transportation projects which include priority for non- car modes |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Projects promote active lifestyles |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Projects will improve transportation in Norwich |
| Natural and built environment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Projects provide for improvements to strategic open space |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|---|
| Pollution | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sustainable transport projects will provide potential to reduce pollution through reduced car use. |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sustainable transport projects will provide potential to reduce energy consumption through reduced car use. |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Recommendations from impact assessment | | | | |
| Positive | | | | |
| The projects proposed will improve the quality of the environment and provide benefits for local people. | | | | |
| Negative | | | | |
| | | | | |
| Neutral | | | | |
| | | | | |
| Issues | | | | |
| | | | | |

Extract from the Greater Norwich Infrastructure Plan – Norwich City Projects

| Ref | District | Project/ Scheme description | Status | Total estimated project cost (£'000) | Total estimated scheme cost (£'000) | Contributory funding (£'000) | Source | Funding need (£'000) | Funding requirement £'000 | | | | | | | | | | | |
|-------|-----------------------------|--|--------------------------------|--|--|------------------------------------|--------------------------|----------------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| T7 | Norwich | City Centre NATS schemes | | 14,000 | | | | | 60 | 200 | 3,340 | 2,900 | 1,000 | 950 | 950 | 950 | 950 | 950 | 950 | 800 |
| T7.1 | Norwich | Rose Lane and Prince of Wales Road | Feasibility required | | 2,000 | 2,000 | Pre- committed LGF | | | 100 | 1,000 | 900 | | | | | | | | |
| T7.2 | Norwich | Tombland public realm | Feasibility required | | 3,000 | | | 3,000 | | | 1,000 | 1,000 | 1,000 | | | | | | | |
| T7.3 | Norwich | Golden Ball St and Westlegate | Needs scheme development | | 2,500 | | | 2,500 | 60 | 100 | 1,340 | 1,000 | | | | | | | | |
| T7.4 | Norwich | Exchange St closure | Feasibility required | | 750 | | | 750 | | | | | | | | | | | | |
| T8 | Broadland Norwich | BRT Thorpe Marriott to City Centre (Fakenham Rd) | Needs scheme development | 10,000 | | | CIL and other | 10,000 | | 500 | 500 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| T9 | Norwich South Norfolk | BRT Longwater to City centre (Dereham Rd) | Needs scheme development | | 7,800 | | | | | | 1,000 | 2,000 | 2,000 | 1,000 | 1,000 | 800 | | | | |
| T9.1 | Norwich | Dereham Road BRT - Guardian Road roundabout | Feasibility required. | | 3,000 | | | 3,000 | 50 | 100 | 1,510 | 1,340 | | | | | | | | |
| T10 | Broadland Norwich | BRT Broadland Business Parks to City centre | | 10,000 | | | | | | | 2,000 | 2,000 | 2,000 | | | | | | 2,000 | 2,000 |
| T10.1 | Broadland Norwich | BRT – Yarmouth Road – Phase I | Needs scheme development | | 4,000 | | 0 | 4,000 | | | 2,000 | 2,000 | | | | | | | | |
| T10.2 | Broadland Norwich | BRT – Yarmouth Road – Phase II | Needs scheme development | | 6,000 | | 0 | 6,000 | | | | | 2,000 | | | | | | 2,000 | 2,000 |
| T11 | Broadland Norwich | BRT Rackheath to City Centre (Salhouse Rd Gurney Rd) incl. cycling | | 5,000 | | | CIL and other | 5,000 | 30 | 970 | 800 | 1,000 | 1,000 | 600 | | 6,000 | | | | |

| Ref | District | Project/ Scheme description | Status | Total estimated project cost (£'000) | Total estimated scheme cost (£'000) | Contributory funding (£'000) | Source | Funding need (£'000) | Funding requirement £'000 | | | | | | | | | | | |
|--------------|--|--|---|--|--|------------------------------------|-----------------------------------|----------------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| T12 | Broadland Norwich | BRT Airport to City centre (A140) | | 10,000 | | | CIL and other | 10,000 | | | | | 500 | 500 | 500 | 1,000 | 1,000 | 2,000 | 2,000 | 2,500 |
| T13 | Norwich South Norfolk | Core Bus route via Hethersett Lane, NNUH, NRP, UEA, City Centre | Needs scheme development | 2,700 | | | CIL and other | 2,700 | | | 700 | 2,000 | | | | | | | | |
| T14 | Norwich South Norfolk | Core bus route via B1172 | Needs scheme development | 1,700 | | | CIL and other | 1,700 | | | 1,700 | | | | | | | | | |
| ED5 | Norwich | New primary provision in Norwich - new school in central Norwich | Site allocation (Garden Street) | 5,140 | | | CIL and Children's Services | | | | | | 5,140 | | | | | | | |
| GI P1 | Broadland Norwich | Norwich to The Broads (Mousehold Heath through the NEGt to the Broads) | | | | | CIL and other | | | | | | | | | | | | | |
| GI P2 | Broadland Norwich | Thorpe Ridge via North Burlingham to The Broads | | | | | CIL and other | | | | | | | | | | | | | |
| GI P2.1 | Broadland Norwich | Norwich fringe (Thorpe) wooded ridge - Tree Planting & management of existing street, garden, boundary and woodland trees. | Feasibility. Project brief to deliver part of GI P2 and connection to GI P1. | 250 | | | Norwich fringe Project | | 5 | | | | | | | | | | | |
| GI P7 | Broadland Norwich South Norfolk | Marriott's Way and the Wensum | | | | | | | | | | | | | | | | | | |
| GI P7.1.1 | Norwich South Norfolk | Marriott's Way (City End) | Ready to Commence | 60,000 | | | CIL | | 60 | | | | | | | | | | | |

| Ref | District | Project/ Scheme description | Status | Total estimated project cost (£'000) | Total estimated scheme cost (£'000) | Contributory funding (£'000) | Source | Funding need (£'000) | Funding requirement £'000 | | | | | | | | | | | |
|------------|-----------------------|--|--|--|--|------------------------------------|------------------------|----------------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| GI N | Norwich | Norwich | | | | | | | | | | | | | | | | | | |
| GI N.1 | Norwich | Wensum Valley Parkway (City and SNDC) | Feasibility | 410 | | | S106/CIL | | | | | | | | | | | | | |
| GI N.1.1 | Norwich | Riverside Walk Improvement work to river banks, seating and interpretation | Ready to start design / implementation | | 70 | 19 | S106 | 51 | 40 | 30 | | | | | | | | | | |
| GI NFS | Norwich South Norfolk | Norwich Fringe South | TBA | | | | | | | | | | | | | | | | | |
| GI NFS.1 | Norwich | Norwich Fringe South, The Yare Valley Linear Park (Norwich and SNDC) | Feasibility 2015-19 | | | | Parts have been funded | | | | | | | | | | | | | |
| GI NFS.1.1 | Norwich | Lakenham Common and Yare Valley connections | Feasibility - Plans drawn up by Norwich City previously, need to be revised. | | 15 | | | | | | | | | | | | | | | |
| GI NFS.1.4 | Norwich | Marston Marsh footpath and access works and habitat improvement | Delivery 2014-15 | | 30 | 30 | Heritage Lottery Fund | | 30 | | | | | | | | | | | |
| GI NFS.1.8 | Norwich | Earlham Millennium Green Path improvements | Ready to start design / implementation | | 81 | | | | 15 | 66 | | | | | | | | | | |
| GI NFS.2 | Norwich | Yare and Wensum Valleys Link (Norwich, Broadland and SNDC) | Needs scheme development | 200 | | 0 | | | | | | | | | | | | | | |
| GI NFS.6 | Norwich | Danby Wood | Ready to commence. Delivery 2014-15 | 35 | | | | 35 | 35 | | | | | | | | | | | |

Appendix 2: Infrastructure delivered through existing S106 agreements or other funding

| Ref | District | Project/Scheme description | Status | Total estimated project / scheme cost (£,000) | Funding identified (£,000) | Source | Commencement | Funding requirement £'000 | | | | | | | | | | | |
|-----|-----------------------|--|--|---|----------------------------|---------------------|--------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| T7 | Norwich | Making room St Stephen's | Some design work required, but approved | 1,500 | 1,500 | LTP, S106 | N/A | 750 | 750 | | | | | | | | | | |
| T7 | Norwich | Grapes Hill bus lane | Under construction | 900 | 900 | Better Bus Ambition | N/A | 900 | | | | | | | | | | | |
| T7 | Norwich | St Augustines Street (by Sussex Street) zebra crossing | | 35 | 35 | LTP | N/A | 35 | | | | | | | | | | | |
| | Norwich South Norfolk | Core Bus Route via Bracondale and A146 | Needs scheme development | | | S106 | | | | | | | | | | | | | |
| | Broadland Norwich | Pink Pedalway | Design, consultation and construction commenced | 5,600 | 5,600 | Cycle City Ambition | 2014 | x | x | | | | | | | | | | |
| | Broadland Norwich | Green Pedalway - St Williams Way to Laundry Lane | Brief Issued, design work underway | 113 | 113 | Cycle City Ambition | 2014 | x | | | | | | | | | | | |
| | Norwich | Yellow Pedalway | Feasibility required | 3,000 | 119 | S106 | 2014 | 50 | 69 | | | | | | | | | | |
| | Norwich | Numerous specific projects to improve route connecting Airport - City centre - Harford P&R. These will arise from feasibility work | Feasibility underway, Ready to commence design. Delivery 2015-18 | | | | | | | | | | | | | | | | |
| | Norwich | Other Pedalway TBC | | 3,000 | 0 | | 2018 | | | | | | | | | | | | |
| | Norwich | Airport Industrial Estate access to Aeropark | | 2,700 | 2,700 | LIF bid | | | | | | | | | | | | | |
| | Norwich | Threescore infrastructure | Commencing August 2014 | 2,000 | 2,000 | LIF bid | | | | | | | | | | | | | |
| | Norwich | Deal Ground / Utilites supporting infrastructure | Detailed design work required, approved | 3,000 | 3,000 | LIF bid | | | | | | | | | | | | | |
| | Norwich | Fifers Lane - Stirling Road bus/cycle link | Design required as part of site development | 50 | 50 | S106 | TBA | | | | | | | | | | | | |
| | Norwich | Martineau Lane bus stop signalled crossing | LTP unlikely to fund in short-term | 120 | 0 | LTP + | 2015 | | 120 | | | | | | | | | | |
| | Norwich | Mousehold Lane (Wroxham Road Roundabout) Signalled Crossing | LTP unlikely to wholly fund in short-term | 150 | 0 | LTP + | 2015 | | 150 | | | | | | | | | | |
| | Norwich | Newmarket Road (by Unthank Road) signalled crossing | LTP unlikely to wholly fund in short-term | 150 | 0 | LTP + | 2015 | | 150 | | | | | | | | | | |

| Ref | District | Project/Scheme description | Status | Total estimated project / scheme cost (£,000) | Funding identified (£,000) | Source | Commencement | Funding requirement £'000 | | | | | | | | | | | |
|------------|----------|--|--|---|----------------------------|---------------------|--------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| | Norwich | Unthank Road/ Christchurch Road signals signalled junction upgrade | LTP unlikely to wholly fund in short-term | 350 | 0 | LTP + | 2015 | | 350 | | | | | | | | | | |
| | Norwich | Aylsham Road (south of Buxton Road) pedestrian refuge | LTP | 30 | 30 | LTP | TBA | | | | | | | | | | | | |
| | Norwich | Grove Road outside shops zebra crossing | Future LTP bid | 35 | 35 | Future LTP bid | TBA | | | | | | | | | | | | |
| | Norwich | Mousehold Lane (by War Memorial) cottages refuge | Future LTP bid | 25 | 25 | Future LTP bid | TBA | | | | | | | | | | | | |
| | Norwich | Unthank Road (by Leopold Road) zebra crossing | Future LTP bid | 35 | 35 | Future LTP bid | TBA | | | | | | | | | | | | |
| | Norwich | Drayton Road (north of St Martins Road) zebra crossing | Future LTP bid | 35 | 35 | Future LTP bid | TBA | | | | | | | | | | | | |
| | Norwich | Mile Cross Road/ Waterworks Road junction upgrade | ??? | 350 | 0 | | 2015 | | 350 | | | | | | | | | | |
| CF2.7 | Norwich | Expansion/enhancement of Norwich libraries (various) | Awaiting developer contributions once development proceeds | 3,060 | 3,060 | S106/CIL | 2015 | | 1,080 | | | 540 | | | | | | | 1,440 |
| | Norwich | Playing pitch / facilities strategy | Pending review of sports / community facilities | 2,000 | 2,000 | | 2020 | | | | | | | 2,000 | | | | | |
| GI N.1 | Norwich | Wensum Valley Parkway (City and SNDC) | Feasibility | 410 | 0 | S106/CIL | | | | | | | | | | | | | |
| GI N.1.2 | Norwich | Riverside Walk Missing Link at Playhouse | Feasibility | 250 | 0 | Potential S106 | | | | | | | | | | | | | |
| GI N.3 | Norwich | Various open space / play projects within the Norwich Urban Area | Status review of open space / play projects is required (total may reduce) | 2,266 | 1,243 | S106 - various pots | | | | | | | | | | | | | |
| GI NFS.1.6 | Norwich | Norwich Crossing & Bridges – Whitlingham (Phase 1) | Planning consent in place. Concurrent with delivery of site 2016-19 | 1.75M (GIDP) | 0 | LIF? | | | | | | | | | | | | | |
| GI NFS.1.7 | Norwich | UEA to Eaton Boardwalk extension | Feasibility required. May be delivered by development 2015-8 | 100,000 (GIDP) | 0 | | 2015 | | | | | | | | | | | | |

Appendix 3: Identified Schemes not currently in the Strategic Infrastructure Programme

| Ref | District | Project/Scheme description | Status | Total estimated project / scheme cost (£,000) | Funding identified (£,000) | Source | Commencement | Funding profile £'000 | | | | | | | | | | | |
|----------|----------|---|--|---|----------------------------|--------------------------------------|--------------|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| GI N.2 | Norwich | Replacement/enhancement of Urban Street Trees | Pending review of green infrastructure | | | | | | | | | | | | | | | | |
| GI NFS.4 | Norwich | Bowthorpe 3 Score | Some further project development required. | 813 | | Funding required in addition to S106 | | | | | | | | | | | | | |
| GI NFS.7 | Norwich | Bowthorpe open space investment plan | Review of green infrastructure to commence. Delivery 2014-18 | | | | | | | | | | | | | | | | |

Norwich

Annual Business Plan 2014-15

DRAFT

1. Background

This Business Plan sets out investment required in 14/15 to support the delivery of planned growth across Norwich for which funding support is sought through the Greater Norwich Growth Board (GNGB).

The investment supports delivery of the Joint Core Strategy (JCS), adopted in January 2014. The Joint Core Strategy included an outline Implementation Plan that sets out high level picture of the infrastructure required to support the planned growth.

Work on infrastructure delivery has continued alongside the work to adopt the JCS and the Community Infrastructure Levy (CIL). The latest position on infrastructure delivery is set out in the Greater Norwich Infrastructure Plan (GNIP), formerly known as the Local Infrastructure Plan and Programme (was the LIPP). The GNIP is focussed on infrastructure to support delivery and has been streamlined to reflect the fact the JCS is adopted and adoption of the Site Allocation development plan document is anticipated in autumn 2014. These set out the housing trajectory that triggers the need for investment in infrastructure and details the infrastructure linking back to the high level picture presented in the adopted JCS. An updated version will be published June 2014.

City Deal

The four local authorities of Broadland, Norwich City, South Norfolk and Norfolk county council, together with the New Anglia Local Enterprise Partnership signed a City Deal for Greater Norwich with central Government in December 2013.

The City Deal has 3 themes, enterprise, skills and infrastructure.

The infrastructure theme puts in place mechanisms and creates opportunities to progress infrastructure delivery. The city deal assists delivery through

- Support from HM Treasury for reduced rate PWLB if required to support acceleration of Infrastructure delivery to bring forward Growth
- £60m for Authorities (NCC Accountable Body)
- plus £20m for Local Infrastructure Fund for loans for Developers (NCC Accountable Body)
- a commitment to collaborative working from central government departments and delivery agencies.

New Anglia Strategic Economic Plan

The Growth objectives of the JCS, the infrastructure requirement and the City deal commitments have been reinforced in the New Anglia Strategic Economic Plan (SEP) submitted to Government in December 2013. The SEP sets out the 10 year plan for economic growth and is key to receiving funding from Government for infrastructure investment through the New Anglia Growth Deal which is expected to be agreed with Government in summer 2014.

2. Purpose of the Annual Business Plan

The schemes captured in the Annual Business Plan have been identified from the Joint Core Strategy and the Greater Norwich Infrastructure Plan.

The Annual Business Plan will allow year on year decisions to be made on infrastructure prioritisation, funding and delivery to be made in the context of up and coming infrastructure needs over the next 5 years. This provides a wider context to prioritise annual spend and decisions on the use of CIL and preferential rate borrowing.

The Annual Business Plan identifies the timeline for delivery and secured funding of the identified infrastructure regardless of type to promote balanced infrastructure delivery to support the planned housing trajectory.

The Annual Business Plan sets out the financial implications for income and expenditure for the forthcoming year; the cumulative financial impact of funding decisions on the Programme given funding and borrowing commitment from earlier years; and after Year 1 will take account of the long-term financial implications for the end of the programme period i.e. 2026.

This business plan has been prepared by officers of Norwich City Council for approval by the Council. It will then be presented to the Greater Norwich Growth Board who will put together a Greater Norwich Growth Programme from the individual plans submitted to the Board

The GNGB will prepare the Greater Norwich Growth Programme annually; the Programme will be published on its website (in development). The Board will provide strategic direction, monitoring and coordination of both the City Deal and wider growth programme for the Greater Norwich area. It will have representation on, and links with, the New Anglia Enterprise and Innovation Board, the New Anglia Business Growth Programme Operational Board and the Employment and Skills Strategy Board and the New Anglia Local Transport Body.

3. Infrastructure projects and the housing trajectory

The context for investment in this year (14/15) considers the medium term projected growth and infrastructure delivery to 2021.

Table 1: Norwich Five Year Housing Delivery

Projected housing delivery is

[illegible]

Infrastructure

The GNIP identifies an infrastructure programme to 2026. To inform business plan decision making an extract of the GNIP is included to give information on up and coming projects. The GNIP extract includes an overview of the infrastructure projects that will be delivered in Norwich (Appendix 1). These schemes will be funded from a wider variety of sources such as mainstream funding, Community Infrastructure Levy receipts, Section 106 agreement payments and other funding, such as ad hoc bids.

Appendices 2 and 3 shows the projects that will be delivered through existing S106 agreements to give the whole picture of infrastructure delivery in Norwich

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4. Infrastructure Projects in Norwich

The GNIP identifies a number of projects for delivery in Norwich over the next five years, summarised below.

- City Centre NATS schemes
 - Rose Lane and Prince of Wales Road
 - Tombland public realm
 - Golden Ball St and Westlegate
- BRT Thorpe Marriott to City Centre (Fakenham Rd)
- BRT Longwater to City centre (Dereham Rd)
- Dereham Road BRT - Guardian Road roundabout
- BRT Broadland Business Parks to City centre
- BRT – Yarmouth Road – Phase I
- BRT – Yarmouth Road – Phase II
- BRT Rackheath to City Centre (Salhouse Rd Gurney Rd) incl. cycling
- BRT Airport to City centre (A140)
- Strategic Bus route via Hethersett Lane, NNUH, NRP, UEA, City Centre
- Strategic bus route via B1172
- New primary provision in Norwich - new school in central Norwich
- Riverside Walk Improvement work to river banks, seating and interpretation
- Marston Marsh footpath and access works and habitat improvement
- Bowthorpe 3 Score
- Danby Wood
- Earlham Millennium Green - Enhancement of Earlham Millennium Green for site users and wildlife

Four projects are identified for delivery in 2014/15 that require funding support through the business plan, as set out below in Table 2.

Table 2: Norwich Annual Business Plan- 2014/15 Projects

| Project | Type | Status | Total cost | Secured funding | Source | Funding gap | 14/15 Business Plan Need |
|--|----------------------|---------------------------------------|------------|-----------------|--------|-------------|--------------------------|
| Marston Marsh | Green Infrastructure | Ready to commence | 30,000 | 0 | | 30,000 | 30,000 |
| Danby Wood | Green Infrastructure | Ready to commence | 35,000 | 0 | | 35,000 | 35,000 |
| Riverside Walk; improvement work to river banks, | Green infrastructure | Ready to start design/ implementation | 70,000 | 19,000 | s.106 | 51,000 | 21,000 |

| | | | | | | | |
|--|----------------------|---------------------------------------|--------|---------------|--|--------|----------------|
| seating and interpretation | | | | | | | |
| Earlham Millennium Green - Enhancement of Earlham Millennium Green for site users and wildlife | Green infrastructure | Ready to start design/ implementation | 15,000 | 0 | | 15,000 | 15,000 |
| Marriott's Way (city end) | Green infrastructure | Ready to commence | 60,000 | 0 | | 60,000 | 60,000 |
| Total (£) | | | | 19,000 | | | 161,000 |

In addition to the schemes for delivery a number of schemes have been identified for development this year to meet delivery dates over the next few years. The table below sets out the schemes that need to be developed with funding required for 14/15. These schemes are not seeking funding from pooled funding but require the delivery body to commit to development this year to meet the overall infrastructure programme, set out in table 3 below:

Table 3: Norwich Annual Business Plan- Feasibility work in 2014/15

| Project | Type | Status | Total cost | Secure d fundin g | Source | Funding gap | 14/15 Busines s Plan Need |
|--|----------------------|--------------------------|------------|---------------------------|--------|-------------|---------------------------|
| Golden Ball St and Westlegate | Transport (NATS) | Scheme developme nt | 2,500,000 | 0 | | 2,500,000 | 60,000 |
| Dereham Road BRT- Guardian Road roundabout | Transport (NATS) | Feasibility | 3,000,000 | | | 3,000,000 | 50,000 |
| Yellow Pedalway | Cycle Network (NATS) | Ready to commence design | 3,000,000 | 119,000 (19,000 15/16) | S106 | 2,881,000 | 50,000 |
| Total (£) | | | | 19,000 | | | 160,000 |

5. Cash flow and spending plan

The Greater Norwich City Deal included a commitment from the authorities to pool funding to deliver the infrastructure programme and in return flexibility in the CIL reporting arrangements has been granted. The CIL charging and collecting Authorities have agreed the pooling of CIL income (excluding the neighbourhood funding and administration elements) to deliver infrastructure across Greater Norwich . Through the business planning process the Local Authorities will identify the call on pooled CIL to support the projects promoted for that year. Table 4 shows CIL income to the end of 14/15 across the three collecting authorities. The cumulative pooled position is based on a conservative estimate of 70% of predicted CIL income.

Table 4: Norwich Annual Business Plan- CIL Income projection for the Greater Norwich area

| 2013/14 - Received | 2014/15 Projected | Projected Total Cumulative CIL | Cumulative Pooled CIL (70% of Total) (£) |
|-----------------------|----------------------|-----------------------------------|---|
| £93,000 | £1,108,562 | £1,201,562 | £841,093 |

6. Annual Proposal

There are no pre commitments on the expected pooled CIL and the proposed schemes for Norwich total £161,000 and can be met from projected income. It is proposed that the schemes in Table 1 are supported for submission to the Greater Norwich Growth Board for inclusion in the Greater Norwich Annual Delivery Plan

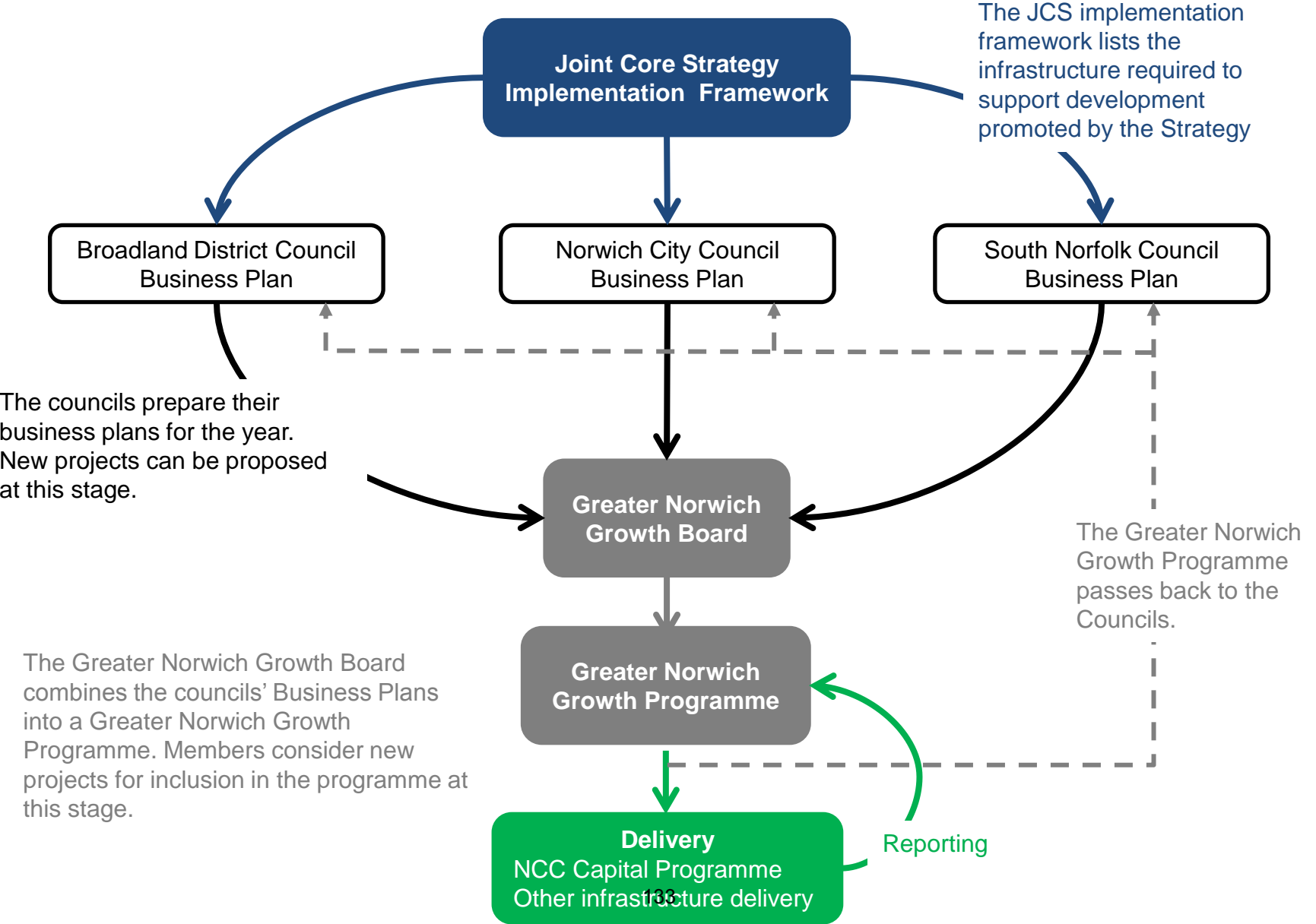
7. Implementation and monitoring

Reporting Structure

The Greater Norwich Annual Delivery Plan will be put together by the Greater Norwich Growth Board and the Greater Norwich Growth Board will receive half yearly updates on delivery of the infrastructure programme.

The Infrastructure Delivery Board will be responsible for managing the delivery of the Greater Norwich Annual Delivery Plan. That group will meet monthly to consider progress on the programme and the individual schemes.

The scheme promoters will be responsible for informing the Infrastructure Delivery Board of progress on individual schemes.



Report to Council
22 July 2014
Report of Executive head of strategy, people and democracy
Subject Appointment of representatives to outside bodies 2014-15

Item

12

Purpose

To consider appointments to outside bodies for the current civic year.

Recommendations

- 1) To make appointments to outside bodies for 2014-15 as set out in the appendix to this report; and,
- 2) To devolve authority to the executive head of strategy, people and democracy, in consultation with the leaders of the political groups, to agree nominations to any outstanding vacancies together with any vacancies arising during the year.

Corporate and service priorities

The report helps to meet the corporate priority value for money services.

Financial implications

There are no direct financial implications of the report.

Ward/s: All wards

Cabinet member: Councillor Waters – Deputy leader and resources

Contact officers

Russell O'Keefe - Executive head of strategy, people and democracy 01603 212908

Andy Emms, Democratic services manager 01603 212459

Background documents

None

Report

1. There are a large number of outside bodies to which the council appoints representatives. A list of nominations for 2014-15 is appended to this report (Appendix A) along with support and reporting arrangements.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-------------------------|--|
| Committee: | Council |
| Committee date: | 22 July, 2014 |
| Head of service: | Executive head of strategy, people and democracy |
| Report subject: | Appointment of representatives to outside bodies 2014/15 |
| Date assessed: | 11 July, 2014 |
| Description: | To consider appointments to outside bodies for the current civic year. |

| | Impact | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
| |
| Negative |
| |
| Neutral |
| |
| Issues |
| |

REPRESENTATION ON OUTSIDE BODIES 2014/15**Advice and guidance**

For each outside body a relevant senior officer/ head of service have been identified who is available to the councillor(s) to provide advice and guidance if required. Depending on the nature of the enquiry they may take further advice such as from the council's chief executive, monitoring officer or section 151 officer.

Reporting back

Councillors on outside bodies are asked to report back on the work being done by their organisations. A proforma report form is available for this purpose on e-councillor (the member's information portal). Any completed report forms sent to the Democratic services manager will be published on e-councillor for the information of all councillors. Councillors are asked to complete at least one report no later than December 2014.

Outside bodies

| Organisation | Representation | Relevant senior officer / Head of service |
|---|--|--|
| Active Norfolk | Cllr Harris | Nikki Rotsos |
| Visit Norwich | Cllr Arthur | Nikki Rotsos |
| Broads Authority | Cllr Brociek-Coulton | Andy Watt |
| Forum Trust Board | Cllr Arthur | Nikki Rotsos |
| Lilian Armitage Charity (4 year term of office) | Jill Surridge David Fullman Cllr Brociek-Coulton | Tracy John |
| Norfolk Archaeological Services Advisory Committee | Cllr Button | Graham Nelson |
| Norfolk (County) Community Safety Partnership Scrutiny Panel | Cllr Galvin Substitute: Cllr Carlo (Agreed by Scrutiny Committee June 2014) | Bob Cronk |
| Norfolk Health Scrutiny Committee | Cllr Woollard Substitute: Cllr Bogelein (Agreed by Scrutiny Committee June 2014) | Russell O'Keefe |
| Norwich Access Group | Cllr Woollard | Russell O'Keefe |

| Organisation | Representation | Relevant senior officer / Head of service |
|---|---|--|
| Norwich Airport Consultative Committee | Cllr Driver | Andy Watt |
| Norwich Airport Joint Advisory Committee | Cllr Driver Cllr Price | Andy Watt |
| Norwich Consolidated Charities (4 year term of office) | Roy Blower 2014 Cllr Stammers 2014 Jeremy Hooke 2016 Cllr Arthur 2016 Pam Scutter 2017 Jeanne Southgate 2017 | Bob Cronk |
| Norwich Fringe Countryside Management Project | Cllr Button | Adrian Akester |
| Norwich Historic Churches Trust | Cllr Herries Cllr Sands (S) Cllr Blunt | Graham Nelson |
| Norwich Preservation Trust | Cllr Stonard Cllr Brociek-Coulton Cllr Blunt Cllr Lubbock | Graham Nelson |
| Twinning Committee | Cllr Bremner, Cllr Maxwell Cllr Sands(S) Cllr Brociek-Coulton. Cllr Bogelein Cllr Jones Cllr Price | Russell O'Keefe |
| Liaison boards | | |
| Board | Representation | Relevant senior officer/ head of service |
| NPS (Norwich) Liaison Board | Cllr Waters Cllr Harris Cllr Blunt Cllr Wright | Andy Watt |
| Norwich NORSE (Environmental) Liaison Board | Cllr Driver Cllr Button Cllr Stammers Cllr Lubbock | Adrian Akester |
| Norwich NORSE (Building) Liaison Board | Cllr Bremner Cllr Woollard Cllr Haynes Cllr Ackroyd | Tracy John |

Appointments by the Cabinet to specific groups

| | | |
|--|--|-------------------|
| Association of Retained Council Housing | Cllr Bremner One officer (<i>currently Paul Sutton</i>) | Tracy John |
| CNC Building Control Services Board | Cllr Stonard | Anton Bull |
| CNC Consultancy Services Ltd Company Board | Cllr Stonard | Anton Bull |
| Greater Norwich Growth Board | Cllr Arthur | Jerry Massey |
| LGSS Revenues and benefits Board | Cllr Arthur Cllr Waters | Anton Bull |
| Local Enterprise Partnership Board | Cllr Arthur | Jerry Massey |
| Local Government Association (Norfolk Branch) | Cllr Arthur Cllr Waters | Laura McGillivray |
| Local Government Association – General Assembly | Cllr Arthur | Laura McGillivray |
| Local Government Information Unit | Cllr Arthur | Russell O'Keefe |
| Joint Norfolk Waste Partnership | Cllr Stonard | Adrian Akester |
| Norfolk Environmental Waste Services (Company board) | Cllr Stonard | Adrian Akester |
| NP Law Board | Cllr Waters | Philip Hyde |
| Norwich International Airport Board | Cllr Arthur | Andy Watt |
| Norwich BID | Cllr Arthur | Nikki Rotsos |
| Norfolk Health and Wellbeing Board | Cllr Arthur | Russell O'Keefe |

| | | |
|--|---|-----------------|
| Norfolk Police and Crime Panel | Cllr Driver Cllr Waters (substitute) | Bob Cronk |
| Strategic Board of the Norwich and HCA Strategic Partnership | Cllr Arthur Cllr Waters Cllr Bremner | Jerry Massey |
| War Memorials Trust | Richard Jewson Roy Blower Ernie Green Canon Peter Nokes <i>(4 of 7 the trustees are council appointments the other 3 are appointed by them)</i> | Russell O'Keefe |
| NPS Norwich Company Board | Cllr Waters | Andy Watt |
| Norwich NORSE (Environmental) Company Board | Cllr Driver | Adrian Akester |
| Norwich NORSE (Building) Company Board | Cllr Bremner | Tracy John |