

AGENDA

NOTE: In the case of non-members, this agenda is for information only

- Committee - **BUSINESS IMPROVEMENT AND PROJECTS SUB-COMMITTEE**
- Date & Time - Tuesday, 24th May, 2011 at 9.30 am
- Venue - Norfolk Room, Elizabeth House, Dereham NR19 1EE

Members of the Sub-Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to the Sub-Committee.

Members of the Sub-Committee

Mr W.H.C. Smith (Chairman)

Mr P.D. Claussen

PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF MOBILE TELEPHONES

Member Services
Elizabeth House, Walpole Loke,
Dereham Norfolk, NR19 1EE

Date: Friday, 13 May 2011

PART A - ITEMS OPEN TO THE PUBLIC

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| 1. <u>INTRODUCTION TO NEW BUSINESS IMPROVEMENT AND PROJECTS AGENDA</u> | 1 |
| <p>At Cabinet on 5 April 2011 it was agreed to form a new Sub-Committee combining and replacing the Capital Programme Working Group (CPWG) and the Business Improvement Sub-Committee (BISC). The Terms of Reference for the new Business Improvement and Projects Sub-Committee (BIP SC) are attached for information.</p> <p>The new agenda for the BIP SC is designed to ensure that the Terms of Reference are met.</p> | |
| 2. <u>APOLOGIES</u> | |
| <p>To receive any apologies for absence.</p> | |
| 3. <u>MINUTES</u> | |
| a) <u>Business Improvement Sub-Committee</u> | 2 - 6 |
| <p>To confirm the Minutes of the meeting held on 12 April 2011.</p> | |
| b) <u>Capital Programme Working Group - 9 November 2010</u> | 7 - 9 |
| <p>To confirm the Minutes of the meeting held on 9 November 2010.</p> | |
| 4. <u>ACTIONS ARISING</u> | 10 |
| <p>To note the progress of actions from the last meeting.</p> | |
| 5. <u>URGENT BUSINESS</u> | |
| <p>To consider any urgent business.</p> | |
| 6. <u>DECLARATION OF INTERESTS</u> | |
| <p>Members are asked at this stage to declare any interests they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest.</p> | |
| 7. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u> | |
| <p>To note the names of any non-members who wish to address the meeting.</p> | |
| 8. <u>CAPITAL PROGRAMME UPDATE</u> | |
| a) <u>Capital Programme 2010/11 - 2011/12</u> | 11 - 12 |
| <p>The Capital Outturn report for 2010/11 is attached. It details the final budget and spend for 2010/11 and also requests that some funding is carried over to 2011/12. This request will go to Cabinet 14th June for approval.</p> | |

| | <u>Page(s)</u> <u>herewith</u> |
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| <p>It also details the proposed budget for 2011/12 resulting from the original budget plus carry over.</p> <p>Members are asked to note the Capital outturn for 2010/11 and proposed budget for 2011/12, support the recommendation for funding carry-over and request further information if required.</p> | |
| <p>b) <u>Available Funding</u></p> <p>Once Final Accounts for 2010/11 are finalised an update will be provided on available capital finance moving forward.</p> | |
| <p>c) <u>Capital Strategy</u></p> <p>The Capital Strategy is a key document providing the framework under which the capital programme operates. It details the approach to prioritising capital spend through to how projects are managed and monitored. The Strategy highlights the key risks and issues facing the Council and links to other strategies and plans.</p> <p>This document is being refreshed and is going to Cabinet for approval on 26th July. It has been circulated to Service Managers for comment and the draft document will be presented to BIP SC at its July meeting prior to proceeding to Cabinet.</p> <p>The current Strategy is attached for information as this is the overarching document that guides the release of capital funding which falls within the remit of the BIP SC.</p> <p>Members are requested to review the Capital Strategy and request further information if required.</p> | 13 - 28 |
| <p>9. <u>GOVERNANCE REPORT ON CAPITAL PROGRAMME</u></p> <p>Members are requested to review the Programme and request further information if required.</p> | 29 |
| <p>10. <u>RELEASE OF FUNDING</u></p> <p>There is an indicative budget of £1million in the capital programme for Street Lighting. A PID and Proforma B are attached.</p> | 30 - 41 |
| <p>11. <u>CUSTOMER CONTACT CENTRE - SINGLE BENEFIT</u></p> <p>To receive an update.</p> | |
| <p>12. <u>LICENSING - MOBILE WORKING</u></p> <p>Report of the Assistant Director Commissioning.</p> | 42 |
| <p>13. <u>LICENSING PROPOSALS</u></p> <p>To receive a verbal update from the Assistant Director Commissioning.</p> | |