

# Overview & Scrutiny Committee



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Tuesday, 7 June 2022

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 15 June 2022** at **9.30 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr N Dixon, Mr S Penfold, Ms L Withington, Mr H Blathwayt, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mrs E Spagnola, Mr A Varley, Mr C Cushing, Mr A Brown and Mr P Fisher

All other Members of the Council for information.  
Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch  
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## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. SUBSTITUTES**

**3. PUBLIC QUESTIONS & STATEMENTS**

To receive questions / statements from the public, if any.

**4. MINUTES**

1 - 14

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 11<sup>th</sup> May 2022.

**5. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

**6. DECLARATIONS OF INTEREST**

15 - 20

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

**7. PETITIONS FROM MEMBERS OF THE PUBLIC**

To consider any petitions received from members of the public.

**8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER**

To consider any requests made by non-executive Members of the Council, and notified to the Monitoring Officer with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

**9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS**

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

**10. MANAGING PERFORMANCE QUARTER 4 AND CUMULATIVELY FOR 2021/2022**

21 - 108

Summary:

The Managing Performance Report attached, as Appendix A, will enable the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and operational service performance. It gives an overview of progress towards achieving the

objectives in the Corporate Plan, assesses the impact that Covid-19 has had on both these aspects of Council performance during 2021/22, and the actions being taken to address these issues and proposes any further action needed.

Options considered: Options considering action regarding performance are presented separately, issue by issue, to the appropriate Council Committee where committee approval is required.

Conclusions: Continued progress has been made over this quarter and across the 2021/22 year as a whole in areas of core service delivery and in respect of key Corporate Plan projects and objectives as detailed in the report. This has been achieved despite corporate focus again having to be directed to COVID response activity with rapidly rising rates of infection in the District in December 2021 and early 2022 associated with the spread of the Omicron variant.

**Recommendations: That Cabinet resolves to note this report and endorses the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.**

Reasons for Recommendations: To ensure the objectives of the Council are achieved.

Cabinet Member(s)	Ward(s) affected
Cllr Tim Adams	All

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## 11. NNDC PERFORMANCE BENCHMARKING

109 - 204

Summary: To put in place an arrangement for the Overview & Scrutiny to receive benchmarking information so that they are in a position to make recommendations to Cabinet for action based on evidence to improve performance.

Options considered:

1. Members to individually interrogate LGINform benchmarking data and make proposals to the Overview & Scrutiny Committee in areas of concern.
2. Look at all measures in the LGINform headline report and make recommendations to Cabinet as

necessary.

3. Choose a set of measures to review on a regular basis from which to make recommendations to Cabinet when necessary. Assess those measures every six months for relevance.

Conclusions: The recommendations from the briefing should be adopted and should a further workshop be needed the committee specify what they would want from that workshop.

**Recommendations: Receive benchmarking information as follows;**

- 1. Use the CIPFA nearest neighbours comparator group,**
- 2. Report on a quarterly basis at the same time as the performance reporting.**
- 3. Seven key benchmarking areas to be included in the initial report as laid out in appendix 1.**
- 4. Performance areas are reviewed on a six-monthly basis.**

Reasons for Recommendations: Reviewing benchmarking data in this way will ensure the Council maintains acceptable levels of performance across the services delivered by the Council.

Cabinet Member(s)      Ward(s) affected:  
Cllr T Adams              All

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## 12. ENFORCEMENT UPDATE - JUNE 2022

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21  
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Summary: This report provides the update for Members on a range of enforcement related issues arising from the work of the Enforcement Board and Combined Enforcement Team (CET).

Conclusions: The Enforcement Board continues to make progress towards its objectives of dealing with difficult and long-standing enforcement cases and bringing long term empty properties (LTE) back into use, across all areas of the district.

The Combined Enforcement Team continues working to reduce the backlog on the planning enforcement cases and ensuring that property level Council Tax enforcement is taken forward at the earliest opportunity.

**Recommendations: That Cabinet notes the continued progress of the Enforcement Board and the Combined Enforcement Team**

Reasons for Recommendations: To ensure appropriate governance of the Board's activities

To show the progress of Combined Enforcement Team cases and contribution to the work of the Enforcement Board

Cabinet Members  
Cllr John Toye (Planning)  
Cllr Nigel Lloyd (Environmental Health)  
Cllr Eric Seward (Revenues and Benefits)

Ward(s) affected  
All Wards

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### 13. OVERVIEW & SCRUTINY ANNUAL REPORT 2021-22

211 - 218

Summary: This report aims to provide the Council with an outline of the role of the Overview & Scrutiny Committee, and a summary of the work undertaken throughout the 2021-22 municipal years.

Options considered: N/a.

Conclusions: Throughout 2021-22, the Committee fulfilled its obligation to provide oversight of Council business and hold Cabinet to account. Whilst Covid-19 had a significant impact on the Committee's working practices, the Committee have adapted to remote and hybrid working and continued to deliver effective scrutiny.

**Recommendations: 1. It is recommended that Council notes the report, affirms the work of the Overview & Scrutiny Committee, and considers the following concerns raised within the report:**

- **Additional Committee substitutes required to adequately address the number of apologies given.**
- **Late submission of reports continues to cause volatility in the Work Programme.**
- **Too many ‘last minute’ requests to include items under Urgent Business which degrades both the quality of scrutiny and the opportunity to add maximum value to the process**

Reasons for Recommendations: To inform Council of the work of the Overview & Scrutiny Committee in 2021-22 and address concerns raised.

Cabinet Member(s): N/a  
Ward(s) affected: All

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## WORK PROGRAMMES

### 14. **THE CABINET WORK PROGRAMME** 219 - 220

To note the upcoming Cabinet Work Programme.

### 15. **OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 221 - 228

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

### 16. **EXCLUSION OF THE PRESS AND PUBLIC**

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph \_ of Part I of Schedule 12A (as amended) to the Act.”