

Council



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14 June 2022

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 22 June 2022 at 6.00 pm.**

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 must notify Democratic Services 24 hours in advance of the meeting. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: emma.denny@north-norfolk.gov.uk. Please note that this meeting will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-yEzq>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should 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.

Emma Denny
Democratic Services Manager

To: Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr M Taylor, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi

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. PRESENTATION BY THE PRISCILLA BACON HOSPICE

To receive a presentation from Hugo Stevenson of the Priscilla Bacon Hospice – one of the Chairman's nominated charities for 2022/23.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

3. MINUTES

1 - 18

To confirm the minutes of the Annual meeting of the Council held on 18th May 2022.

4. 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.

5. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

19 - 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 (see attached guidance and flowchart)

6. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

7. LEADER'S ANNOUNCEMENTS

8. PUBLIC QUESTIONS AND STATEMENTS

To consider any questions or statements received from members of the public.

9. PORTFOLIO REPORTS

21 - 66

To receive reports from Cabinet Members on their portfolios.

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

Questions will be taken in the order that they are received.

Cabinet members (listed alphabetically)

Cllr T Adams (Leader / Executive Support)
Cllr A Fitch-Tillett – Coast
Cllr W Fredericks – Housing & Benefits
Cllr V Gay – Leisure, Culture & Wellbeing
Cllr R Kershaw – Sustainable Growth
Cllr N Lloyd – Environment
Cllr E Seward – Finance, Assets & Legal
Cllr L Shires – Organisational Resources
Cllr J Toye – Planning & Enforcement

10. RECOMMENDATIONS FROM CABINET 06 JUNE 2022

67 - 82

The following recommendations were made by Cabinet to Council at the meeting held on 6th June:

- a) Agenda item 14 - Cromer Pier Infrastructure Works

RESOLVED to

- Recommend to Full Council that a capital budget of £1,134,000 is approved to enable the works to be completed, to be funded from capital receipts

- b) 18 - Approval of Insurance Contract

RESOLVED to

1. Recommend to Full Council that additional budget provision is made for 2022/23 of £81.2k to be funded from the Delivery Plan Reserve if required at the year end.

**11. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE
15 JUNE 2022 - O&S ANNUAL REPORT 2021/2022**

83 - 90

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

Contact Officer, telephone number and email:
Matthew Stembrowicz
Democratic Services & Governance Officer (Scrutiny)
Email: Matthew.Stembrowicz@north-norfolk.gov.uk Tel: 01263 516047

12. EXTENSION OF THE TEMPORARY INCREASE TO MILEAGE RATES, DUE TO THE SIGNIFICANT INCREASE IN FUEL COSTS. 91 - 96

Summary: This report provides members with information in order to consider a medium term increase in mileage rates, due to the ongoing situation with respect to increased fuel costs. The medium term would be to the end of the 2022/2023 financial year.

Options considered:

- 1) To revert to the Council's mileage rates at 0.45p per mile for essential car users, and 0.52p per mile for casual users, therefore ending the

temporary increase.

- 2) The temporary increased mileage rate is 0.60 per mile. Allow the Chief Executive to have the accountability to operate the temporary increase for the remainder of the 2022/2023 financial year. The Chief Executive Officer would review the rate each month, and if circumstances dictate, have the flexibility to reduce the enhance rate reflecting any significant fall in petrol and diesel prices.

Conclusions: Recognising the significant increase in petrol and diesel prices since the end of February this year Full Council is asked to consider providing additional financial support to Officers undertaking work-related travel.

Recommendations: Full Council is recommended to agree Option 2 – to support the increased mileage rates for the remainder of the 2022/23 financial year, subject to monthly review by the Chief Executive, with the increased rates being removed if there is a significant reduction in fuel prices over that period.

Reasons for Recommendations: This is intended to provide some increased financial support to Officers working out in the district, maintaining outward facing services.

Cabinet Member(s) Cllr's Adams & Seward	Ward(s) affected N/A
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Contact Officer, telephone number and email:

James Claxton 01263 516352 james.claxton@north-norfolk.gov.uk

13. INTERIM SECTION 151 OFFICER ARRANGEMENTS

97 - 102

Summary: Section 151 of the Local Government Act 1972 requires the Council to designate a Chief Finance (Section 151) Officer. The Chief Finance Officer has a number of statutory duties and responsibilities relating to the proper administration of the Council's finances, assets and resources and be responsible for those arrangements including managing the relationship with the Council's Internal and External Audit functions, submission of Government returns.

Following the recent resignation of the officer who has fulfilled this role for the Council

since September 2016, it is necessary to designate a new officer to fulfil the Chief Finance Officer role for the authority on an interim basis until a permanent appointment of a new Director of Resources is made.

Options considered: The Council is required by legislation to designate a Chief Finance (S151) Officer and therefore needs to make an interim appointment pending recruitment of a new Director of Resources.

Conclusions: Council is required to appoint a Chief Finance Officer under Section 151 of the Local Government Act 1972. The appointment of the Chief Finance Officer is reserved to the Council and cannot be made by any other body.

Recommendations: That Council:-

- 1) Provides delegated authority to the Chief Executive in consultation with the three Group Leaders and Finance portfolio holder to make an interim appointment of a Chief Finance (Section 151) Officer with immediate effect pending recruitment of a new Director of Resources.**
- 2) Notes the need to establish an Employment and Appeals Panel to support the process of recruiting and appointing a new Director of Resources**

14. QUESTIONS RECEIVED FROM MEMBERS

None Received.

15. OPPOSITION BUSINESS

Please note that the total time allotted for this item is 30 minutes – as set out in the Constitution, Chapter 2, paragraph 3.7(d)

The following item of Opposition Business has been proposed by Cllr C Cushing, seconded by Cllr N Dixon:

On behalf of the residents and businesses of North Norfolk, this District Council notes the financial support provided by the Government over the last two years. Amongst a wide range of support schemes the following are examples of funding and grants that the Government has awarded

over this period:

1. **COVID Business Support Grants** - £126 million paid out to over 3,500 businesses.
2. The **COVID Furlough** scheme which amounted to many millions.
3. **Universal Credit Uplift** during the pandemic.
4. The **Housing Benefit Subsidy** for 2020/21 which totalled £21,085,852.
5. **Household Support Fund (HSF)** which allocated £115,899 from October 2021 – March 2022 to provide support for 342 vulnerable households most in need of support during last winter.
6. The **Council Tax Hardship Fund** for 2020/21 where the Government provided £723,834 of funding to NNDC allocate to applicants to help with the payment of their Council Tax during the pandemic. As at 31st March 2021, the council paid out £543,737 of this funding, leaving an underspend of £180,097.
7. This £180,034 was used to create **Discretionary Hardship & Support Grant** which is currently to help Council Tax payers in need.
8. **Norfolk Warm Homes Consortium** – NNDC is one of five districts that will receive a share of a £3.85 million grant to provide energy efficiency improvement works for homes occupied by low income households.
9. The **Energy Rebate Scheme** where the Government has provided funding for NNDC to give households whose primary residence is valued in Council Tax bands A – D a one-off Council Tax energy payment of £150.
10. The **Heritage Action Zone** grant of £3 million to renovate the centre of North Walsham.
11. The **Coastal Transition Accelerator Fund** where NNDC will receive an allocation from a £36 million fund to explore innovative approaches to adapting to the impacts of coastal erosion.

This is not an exclusive list but gives a clear indication of the Government's help and support.

The Conservative Opposition makes the following recommendations for the Liberal Democrat Administration:

- The Leader of the Council writes to the Chancellor of the Exchequer on behalf of the residents of North Norfolk to thank the Government for the considerable support it has given and continues to give the people and businesses of the District.
- A copy of the letter is sent to Duncan Baker, the Member of Parliament for North Norfolk, and Jerome Mayhew, the Member of Parliament for Broadland, so that they understand the gratitude of this Council.

16. NOTICE(S) OF MOTION

None Received.

17. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

18. PRIVATE BUSINESS

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 18 May 2022 in the Council Chamber - Council Offices at 6.00 pm

Members Present:	Mr T Adams	Mr H Blathwayt
	Mr A Brown	Dr P Bütikofer
	Mrs S Bütikofer	Mr C Cushing
	Mr P Fisher	Mrs A Fitch-Tillett
	Mr T FitzPatrick	Mr V FitzPatrick
	Mrs W Fredericks	Ms V Gay
	Mrs P Grove-Jones	Mr G Hayman
	Mr C Heinink	Mr P Heinrich
	Dr V Holliday	Mr R Kershaw
	Mr G Mancini-Boyle	Mr N Pearce
	Mr S Penfold	Mrs G Perry-Warnes
	Mr J Punchard	Mr J Rest
	Mr E Seward	Miss L Shires
	Mrs E Spagnola	Mrs J Stenton
	Dr C Stockton	Mr M Taylor
	Mr J Toye	Mr E Vardy
	Ms L Withington	

Also in attendance: The Chief Executive, The Monitoring Officer, The Director for Communities, The Democratic Services Manager, The Democratic Services & Governance Officer (Scrutiny)

1 OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS

The Chairman welcomed Members to the Annual Meeting of Council. He spoke about recent events that he had attended:

- The planting of an oak tree in the grounds of the Council Offices to commemorate the Queen's Platinum Jubilee.
- Broadland District Council Chairman's civic function at Sprowston Manor
- Mammoth Half Marathon on 15th May

He then spoke about the two charities that he had supported during his civic year – Norfolk & Waveney MIND and the Firefighters Charity. He had raised £681.45 for each charity and he invited them to come and collect their cheque.

Chris Rees, a trustee from Norfolk & Waveney MIND thanked the Chairman and congratulated him for his successful year in office. He spoke about the impact of mental health and how everybody was affected – either suffering themselves or knowing someone who suffered. Demand for support since the pandemic had increased hugely and it was because of additional fundraising that they could provide additional services. He mentioned the new community hub that had recently opened in Norwich and 500 people had already made contact via this route. The model was being expanded and a new hub would be opening in Aylsham with a further smaller hub then opening in Cromer. He concluded by thanking members again for their support.

Group Captain Stefan Rider, then spoke on behalf of the Firefighter's Charity. He began by thanking everyone for their support and said that all funds raised went

directly to supporting firefighters and their families. He said that the support needed changed radically during the pandemic – and they had extended support to the ambulance service as well as providing assistance in rolling out the vaccination programme. In addition, there was a lot more work needed to support people in crisis, including those with mental health needs. The charity provided both physical and mental support services and they were very appreciative of the funding raised by the Council.

The Chairman thanked both speakers. He then said that he wished to thank Kaye Skinner who had provided PA support to him throughout his year in office. He presented her with a bouquet of flowers to show his appreciation.

In conclusion, the Chairman said that he wanted to finish his year in office by commemorating the Queen's Platinum Jubilee. He had therefore arranged for the purchase of a commemorative coin for every elected member and officer.

2 ELECTION OF CHAIRMAN

The Chairman invited nominations for a Councillor to hold office as Chairman of North Norfolk District Council, for the forthcoming Municipal Year.

Cllr R Kershaw nominated Cllr P Grove-Jones, this was seconded by Cllr W Fredericks.

There being no further nominations, it was unanimously

RESOLVED that

Cllr P Grove-Jones be elected as Chairman of the Council for the ensuing year.

The outgoing Chairman presented the Chairman's chain of office to the newly elected Chairman.

3 INCOMING CHAIRMAN'S COMMUNICATIONS

Cllr Grove-Jones thanked members for electing her. She said that Cllr Punchard was a hard act to follow and she thanked him for his support during the past year.

The Chairman said that she would be supporting two charities during her civic year:

- The Mancroft Advice Project (MAP) which had recently opened an office in North Norfolk. They offered information, advice and advocacy services for 11- 25 year olds experiencing mental health, safe-guarding issues and homelessness. It was free service and very much needed.
- Priscilla Bacon Lodge – a hospice offering respite and day care and end of life care for Norfolk residents. Fundraising was underway to build a new facility with 24 beds and family rooms. It was going to be set on an 8 acre, semi-rural site next to the Norfolk and Norwich Hospital.

4 ELECTION OF VICE-CHAIRMAN

The Chairman invited nominations for Vice-Chairman of the Council.

It was proposed by Cllr V Gay, seconded by Cllr T Adams the Cllr S Butikofer be nominated. Cllr T FitzPatrick requested a recorded vote.

Cllr G Hayman sought clarification regarding the rotation of positions. He said that it was his understanding that it was set out in the Constitution that the roles should be shared on a rotational basis between the main political groups. He expressed frustration that the former Leader of the Council had recently held a high profile, political role and said that it was now time for other members to have an opportunity to hold a position of status, such as that of Vice-Chairman of the Council. The Monitoring Officer replied that regarding the query of rotation between the political groups, any member could put forward a nomination but it was her understanding that there were no others forthcoming. She said that Cllr Hayman's comment regarding the former Leader of the Council was not appropriate for this forum. Cllr Hayman said that he believed the Monitoring Officer's last comment to be out of order.

A recorded vote was taken and it was

RESOLVED by 21 votes in favour, 10 against and 1 abstention that

Cllr S Butikofer be elected as Vice-Chairman for the ensuing year.

5 VOTE OF THANKS TO THE RETIRING CHAIRMAN AND THE VICE-CHAIRMAN

The Leader, Cllr T Adams, proposed a vote of thanks to the retiring Chairman and Vice-Chairman of the Council. He thanked Cllr Punchard for his tireless fundraising efforts for his nominated charities and for stepping up to the role as the Council and its civic function began to return to normality after the pandemic. He thanked him for guiding the Council through challenging times and for representing all members at civic events and functions. Cllr L Shires seconded the vote of thanks and it was supported unanimously.

The new Chairman then presented the former Chairman with a gift and his Chairman's medal.

Cllr J Rest, Leader of the Independent Group, expressed his thanks to Cllr Punchard and said that he had represented the Council with respect and honour as was expected of a high status role such as Chairman of the Council..

6 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Bevan Jones, D Birch, N Dixon, N Housden, N Lloyd, A Varley and A Yiasimi

7 MINUTES

The minutes of the meeting of the Council held on 27th April 2022, subject to the following amendment on page 3, paragraph 3:

'Cllr S Penfold commented that Cllr Hayman's use of the word 'congratulate' was a

poor choice and not appropriate in the context of hosting refugees. It was not a competition’.

8 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

9 ITEMS OF URGENT BUSINESS

None received.

10 LEADER'S ANNOUNCEMENTS

The Leader said that he wanted to reflect on the achievements of staff at the Council over the last year. He referred to the last AGM which had taken place at an external venue to accommodate the social distancing requirements. He said that officers had continued to demonstrate how well they could adapt to challenging and evolving circumstances. He highlighted the work undertaken to provide support to businesses and residents and commented on how well Council staff had continued to undertake ‘business as usual’. He then spoke about how officers had stepped up quickly to provide support to Ukrainian refugees, adding that he was confident that this dedicated approach would help the Council tackle upcoming big issues such as the cost of living crisis and the housing shortage.

The Leader reminded members of some of the key achievements of the last year, including the completion of the Reef Leisure Centre in Sheringham, the provision of more temporary accommodation and the maintenance of the District’s blue flag beaches. He highlighted the recent Mammoth Marathon – the first road marathon in the District since the 1990’s and commended the staff and volunteers for their effort in organising such a successful event.

The Leader concluded by thanking all elected members for their work – at the Council and in their communities and he wished them all the best for the year ahead.

11 REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET

The Leader informed Members that there were no changes to Cabinet appointments.

12 TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

The Chairman explained that the report was a statutory requirement following a change to the membership of the political groups at the Council. She advised members that the Group Leaders had agreed the proposed changes.

The Monitoring Officer informed members that recommendation 3 should reference the Licensing sub-committee (Regulatory) rather than the sub-committee for Premises and Gambling as the regulatory committee required political balance rules to be applied. Members supported this amendment to the recommendation.

Cllr T FitzPatrick sought clarification on the number of independent members referenced within the committee seat allocation table. The Democratic Services Manager replied that the two Independent non-aligned members were not included

in the political balance calculations for the purpose of committee seat allocations as only grouped members were entitled to seats on committees.

It was proposed by Cllr J Punchard, seconded by Cllr J Toye and

RESOLVED

1. That Council approves the revised political balance calculation as section 2.6 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A taking into consideration any arrangements agreed by Group Leaders
3. That the political balance rules are waived for Licensing sub-committee (Regulatory) to allow Independent Group members to be included in the for hearings and to sit on the panels (section 3.3 below)
4. That delegation is given to the Group Leaders to make any change appointments to committees, sub-committees, working parties & panels subsequent to those agreed at the Annual General Meeting.

1 member abstained.

13 APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

It was proposed by Cllr P Heinrich, seconded by Cllr E Seward and

RESOLVED

1. To appoint Members and substitutes to Committees, sub-committees, working parties and panels for 2022/23 as detailed below:
2. To note the appointment of Members to Executive sub-committees, working parties and Panels

Committee	Liberal Democrats	Conservatives	Independents
Licensing Committee (Premises & Gambling) (15) Liberal Democrats (9) Conservatives (4) Independents (2)	T Adams D Birch H Blathwayt P Bütikofer P Fisher P Grove-Jones N Lloyd E Spagnola A Yiasimi	C Cushing N Pearce E Vardy G Mancini-Boyle	J Rest N Housden
Licensing Committee (Regulatory) (15) Liberal Democrats (9) Conservatives (4) Independents (2)	T Adams D Birch H Blathwayt P Bütikofer P Fisher	C Cushing N Pearce E Vardy G Mancini-Boyle	J Rest N Housden

	P Grove-Jones N Lloyd E Spagnola A Yiasimi		
Development Cttee (14) Liberal Democrats (9) Conservatives (4) Independents (1)	A Brown P Fisher R Kershaw N Lloyd P Grove-Jones P Heinrich A Varley L Withington A Yiasimi	V Holliday G Mancini-Boyle N Pearce M Taylor	A Fitch-Tillett
Substitutes	<i>T Adams P Bütikofer S Bütikofer E Spagnola C Stockton J Toye</i>	<i>C Cushing T FitzPatrick V FitzPatrick E Vardy</i>	<i>N Housden J Punchard J Rest</i>
Overview & Scrutiny (12) Liberal Democrats (8) Conservatives (3) Independents (1)	H Blathwayt A Brown P Fisher P Heinrich S Penfold E Spagnola A Varley L Withington	C Cushing N Dixon V Holliday	N Housden
Substitutes	<i>P Bütikofer S Butikofer A Yiasimi</i>	<i>G Mancini-Boyle N Pearce</i>	
Standards Committee (7) Liberal Democrats (5) Conservatives (1) Independents (1)	H Blathwayt A Brown P Bütikofer L Shires	N Dixon N Pearce	J Rest
Substitutes		<i>C Cushing</i>	
GRAC (6) Liberal Democrats (4) Conservatives (1) Independents (1)	H Blathwayt P Bütikofer P Fisher S Penfold	C Cushing	J Rest
Substitutes	<i>A Brown</i>	<i>N Dixon</i>	

	<i>P Heinrich L Withington</i>	<i>V Holliday</i>	
Employment & Appeals Committee (5) Liberal Democrats (3) Conservatives (1) Independents (1)	E Seward R Kershaw V Gay	C Cushing	A Fitch-Tillett
Substitutes	T Adams H Blathwayt A Brown P Heinrich N Lloyd L Shires E Withington	N Dixon G Mancini-Boyle	N Housden
Working Parties			
Planning Policy & Built Heritage Working Party (12) Liberal Democrats (8) Conservatives (3) Independents (1)	A Brown P Fisher V Gay P Grove-Jones P Heinrich R Kershaw C Stockton J Toye	N Dixon G Mancini-Boyle N Pearce	J Punchard
Substitutes	<i>W Fredericks A Varley</i>	<i>V Holliday E Vardy</i>	<i>A Fitch-Tillett</i>
Constitution Working Party (5) Liberal Democrats (3) Conservatives (2) Independents (0)	V Gay L Shires A Varley	T FitzPatrick E Vardy	
Substitutes		<i>N Dixon</i>	
Joint Staff Consultative Committee (5) Liberal Democrats (3) Conservatives (2)	S Bütikofer V Gay P Grove-Jones	V FitzPatrick C Cushing	
Substitutes		<i>G Mancini-Boyle</i>	
Member Development Group (6) Liberal Democrats (4) Conservatives (1) Independents (1)	L Shires E Spagnola J Toye Liz Withington	C Cushing	J Punchard
Substitutes		<i>N Pearce</i>	
NN Sustainable Communities Fund (7)	W Fredericks	T FitzPatrick V Holliday	N Housden

Liberal Democrats (4) Conservatives (2) Independents (1)	P Grove-Jones S Penfold E Spagnola		
Substitutes	<i>P Bütikofer</i> <i>N Lloyd</i>	<i>C Cushing</i>	
Council Tax Support Working Party (5) Liberal Democrats (3) Conservatives (1) Independents (1)	S Bütikofer R Kershaw E Seward	T FitzPatrick	J Rest

14 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMAN TO COMMITTEES

Cllr J Rest commented that although a vacancy was listed for Vice-Chairman of the Employment & Appeals Committee, Cllr A Fitch-Tillett currently held this position and it was proposed that she continue to do so.

It was proposed by Cllr Dr P Butikofer, seconded by Cllr E Spagnola and

RESOLVED

1. To appoint Chairmen and Vice-Chairmen to Committees for 2022/23 as outlined below
2. To note the appointment of Chairmen and Vice-Chairmen of executive sub-committees and working parties

Committee	Chairman	Vice-Chairman
Overview & Scrutiny <i>(Chairman must be from the main opposition group)</i>	N Dixon	S Penfold
Development Committee	P Grove-Jones	P Heinrich
Planning Policy & Built Heritage Working Party	A Brown	P Grove-Jones
Licensing & Appeals	P Bütikofer	H Blathwayt
GRAC	J Rest	S Penfold
Employment & Appeals Committee	E Seward	A Fitch-Tillett

Constitution Working Party	A Varley	L Shires
Standards Committee	H Blathwayt	J Rest
Joint Staff Consultative Committee	S Bütikofer	N/A (2021/22 taken by a member from the Staff side)
Member Development Group	Liz Withington	J Toye
NN Sustainable Communities Fund	S Penfold	N Housden
Council Tax Support Working Party	E Seward	S Butikofer

15 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Cllr C Cushing said that he had discussed the vacancy on HMP Bure Liaison Committee with the Leader and he agreed that Cllr G Mancini-Boyle could be nominated as a representative to this body.

Cllr J Rest said that he would like to nominate Cllr A Fitch-Tillett to fill the vacant position on the Bacton Gas Terminal Environmental Liaison Committee, as it was adjacent to her ward. He also nominated Cllr Fitch-Tillett to be appointed as a representative on the Norfolk Rivers Internal Drainage Board.

It was proposed by Cllr R Kershaw, seconded by Cllr H Blathwayt and

RESOLVED

1. To agree the Council appointments to Outside Bodies for 2022/23
2. To note the Executive appointments to Outside Bodies for 2022/23
3. To approve the appointment to the Norfolk health Overview & Scrutiny Committee for 2022/23

(As set out in Minutes Appendix A)

16 EXCLUSION OF PRESS AND PUBLIC

17 PRIVATE BUSINESS

The meeting ended at 6.49pm

Chairman

Full Council – 18 May 2022

REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Council)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bacton Gas Terminal Environmental Liaison Committee	6	W Fredericks
		E Seward
		L Shires
		C Stockton
		A Fitch-Tillett
		VACANCY
Broads Authority	1	H Blathwayt
Broads Internal Drainage Board	9	H Blathwayt
		P Bütikofer
		A Fitch-Tillett
		P Grove-Jones
		G Mancini-Boyle
		L Shires
		J Toye
		A Varley
		VACANCY
Fakenham Community Campus Trust Ltd	1	J Punchard
Happisburgh Lighthouse Trust	1	L Shires
HMP Bure Liaison Committee	3 (Local Members)	V Holliday
		S Penfold

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
		G Mancini-Boyle
Norfolk County Community Safety Partnership Scrutiny Panel	1 + sub	S Bütikofer
		(T Adams)
Norfolk Records Committee	1 + 1 sub	V Gay
		(S Penfold)
Norfolk Rivers Internal Drainage Board	5	H Blathwayt
		P Bütikofer
		N Housden
		J Toye
		A Fitch-Tillett
PATROL (Parking and Traffic Regulations Outside London Joint Committee)	1 (mandatory) + 1 sub (not required but desirable)	E Seward
		(T Adams)
Sheringham Shoal Community Fund Grant Assessment Panel	1 (no subs)	P Fisher
Wells Harbour Users' Advisory Committee	1	P Fisher

REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Executive)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bittern Line Steering Group (subsidiary of Community Rail Norfolk)	1 PFH not necessary	P Heinrich
Broadland Futures Initiative Elected Members' Forum	1 + 1 sub	H Blathwayt (A Varley)
Coastal Partnership East	2 PFH + 1 other	CPE is not an OB but is incorporated into our operation (C Stockton)
Community Rail Norfolk (Bittern Line Steering Group is a subsidiary)	1 No subs	P Heinrich (Director)
Cromer Lawn Tennis & Squash Association	3	T Adams (voting member) V Gay E Spagnola
Health and Well Being Board	1 PFH + 1 sub	V Gay (V Holliday)
Local Government Association – SIG- Coastal issues	1 + Sub 1 cllr + 1 officer	A Fitch-Tillett (C Stockton)
Local Government Association– Sparse Rural Sub SIG	1 PFH (+1 sub but can have more – only 1 vote per Council)	S Bütikofer (V Gay)
Citizens' Advice – Mid-Norfolk	1	W Fredericks
Norfolk Arts Forum Executive	1 + 1 Sub PFH for Communities or Arts	V Gay (S Bütikofer)
Norfolk Coast Partnership (Member of Core Management Group)	1 + 1 Sub PFH not required but relevance to the Norfolk Coast AONB is very helpful	A Fitch-Tillett (C Stockton)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Norfolk Parking Partnership (now includes the Civil Parking Partnership)	1 + 1 sub	E Seward
		(T Adams)
Norfolk Police and Crime Panel	1 + 1 sub	Sarah Butikofer
		(John Toye)
Norfolk Joint Museums Committee	1	V Gay
		(S Penfold)
Norfolk Rail Group	1 + Sub 1	P Heinrich
		(E Seward)
Norfolk Strategic Planning Framework (formerly Duty to Co-operate Members' Forum)	1 PFH	J Toye
Norfolk Waste Partnership	1 PFH & Leader	N Lloyd
		(S Butikofer)
North Norfolk Community Transport	1 + 1 sub	L Shires
		(A Brown)
North Norfolk Historic Buildings Trust	1	J Rest
North Walsham Sports Centre User Forum	1 + 1 sub	V Gay
		N Lloyd
Sheringham Little Theatre Society Board	2 PFH - ideally	V Gay
		C Heinink
Sheringham & District Sports Association	2 (no limit)	C Heinink
		L Withington
The Wash & North Norfolk Coast Marine Special Area of Conservation Management Group	1 + 1 sub	A Fitch-Tillett
		(C Stockton)
Visit the Broads	1 PFH	H Blathwayt
Wells Maltings Trust (Council owns freehold / provides funding)	2 1	P Fisher
		(A Brown)

REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Overview & Scrutiny Committee)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Norfolk Health Overview & Scrutiny Committee (NHOSC)	1 + Sub	E Spagnola
		(V Holliday)

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COUNCIL
RECORDED VOTE FORM

Agenda Item: 4 – Election of Vice-Chairman

Date: **18 May 2022**

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Bevan-Jones, P				Kershaw, R	X		
Birch, D				Lloyd, N			
Blathwayt, H	X			Mancini-Boyle, G		X	
Brown, A	X			Pearce, N		X	
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S				Perry-Warnes, G			X
Cushing, C		X		Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T		X		Spagnola, E	X		
FitzPatrick, V		X		Stenton, J		X	
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Taylor, M		X	
Grove-Jones, P	X			Toye, J	X		
Hayman, G		X		Vardy, E		X	
Heinink, C	X			Varley, A			
Heinrich, P	X			Withington, E	X		
Holliday, V		X		Yiasimi, A			

recorded votes form

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Declarations of Interest at Meetings

When declaring an interest at a meeting, Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate to any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

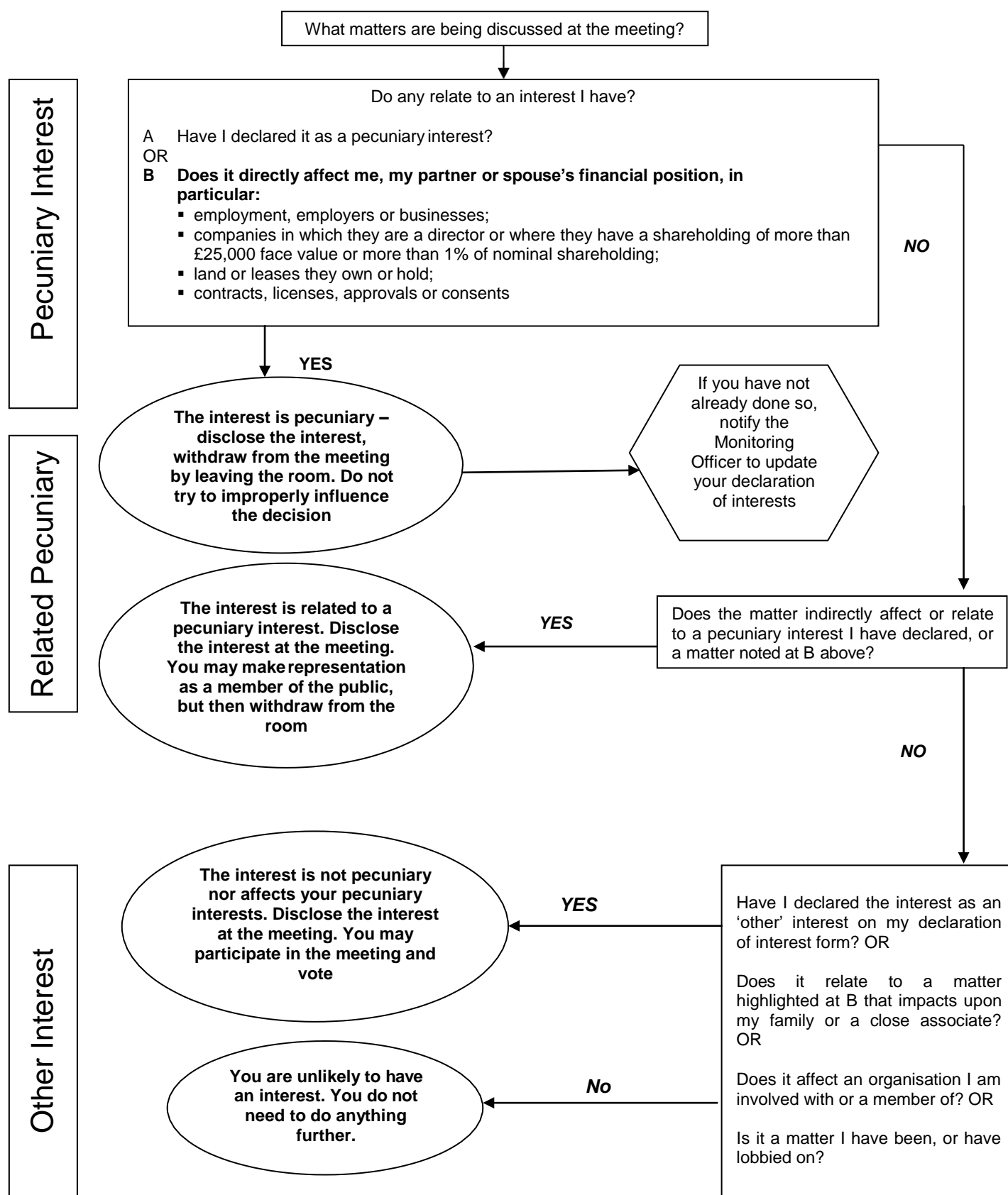
FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DEVELOPMENT COMMITTEE MEMBERS SHOULD ALSO REFER TO THE PLANNING PROTOCOL

Declarations of Interest at Meetings

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR TIM ADAMS – LEADER OF THE COUNCIL

For the period 15th April – 17th June 2022

1 Progress on Portfolio Matters.

Elections

Preparations continue to be made for the May 2023 local government elections, including a visit to all polling stations to review issues of accessibility.

Communications

During the last month, Communications have published 37 news articles/videos across the Council's multiple digital platforms: www.north-norfolk.gov.uk, Facebook, YouTube, Twitter, Instagram, LinkedIn and NextDoor and have released these to media where appropriate. These have been on a range of topics including the Council's support for Ukrainian refugees and hosts; programme of investment in public toilet facilities; Mammoth Marathon; payment arrangements for the Government's Energy Rebate; development of Levelling Up bids in Fakenham and Cromer; success in retaining our 6 Blue Flags for North Norfolk beaches; Annual Council meeting; enforcement actions taken by the Council; launch of Quality of Life Strategy and success in National Local Government Apprentice of the Year.

We currently have a combined social media following of 37,283 people directly consuming regular content about the Council's activities on our channels, though it's important to note there is some overlap between channels with some residents following us on more than one platform. Some key points to note are that the Fakenham Consultation has so far reached 31,500 people and the Net Zero announcement has reached 43,210 people.

The Coms Team have also spent a lot of time over the past few weeks preparing a new edition of the re-launched Outlook Council magazine which is to be delivered to all households in the District in the week commencing 27th June. It is 24 pages printed on recycled paper and will be sent via Royal Mail to c50,000 homes.

As in the previous reporting period, work continues on the promotion and communication on the progress of the North Walsham Heritage Action Zone programme where good progress has been made on works to the new bus interchange facility, The Cedars building and the Church approach area before works to the Market Place commence in the autumn.

HR

The Council has now gone live with its new recruitment software, which will improve initial engagement with potential new employees through providing the infrastructure

for digital applications and tracking of applications through interview stages and ultimately appointment.

In terms of COVID related absence, the Council has seen an increase in the numbers of staff contracting COVID in recent weeks, many of whom have continued working from home, with only a small number being so unwell they couldn't work. The situation has been manageable with no significant impact of service provision.

Corporate Delivery Unit

The Corporate Delivery Unit continues to support the Corporate Leadership Team and Managers to embed project management and governance arrangements for large and medium projects across the organisation. Further development has taken place of the In-Phase management reporting system to allow comparison of NNDC service performance data against other local authorities as requested by Overview & Scrutiny Committee.

Corporate PA Team

The Corporate PA Team continue to support the Chief Executive and Directors as well as Management Team with a huge number of projects at the moment. The Corporate Business Manager is leading on a piece of work across the organisation to improve internal communication and the team are also heavily involved in supporting the two Levelling Up bids for Fakenham and Cromer, being submitted by the Council.

2 Forthcoming Activities and Developments.

Norfolk Leaders and Chief Executives continue to discuss the development of a County Deal for Norfolk with this work progressing throughout the summer period, particularly on the key themes of any Deal and the associated governance arrangements.

Ukrainian situation – approximately 170 visas have been granted for people from Ukraine being accommodated by hosts in the North Norfolk District under the Homes for Ukraine scheme and it is thought that approximately 130 people have now arrived in the District, where support is being provided to them through their hosts, the Council's Ukrainian Community Support Officer, Oksana Croom; twice weekly Drop-In advice and support sessions at the Council's Cromer offices and a growing network of local community support networks.

Nutrient Neutrality – countywide discussions are continuing to try and resolve the Nutrient Neutrality issue, announced by Natural England in March, with the Norfolk local authorities, through the Norfolk Duty to Cooperate framework, commissioning consultants Royal Haskoning to advise on mitigation measures which might be implemented to minimise the impact of new development on the local environment. This continues to be a significant issue for all authorities in Norfolk given the importance of housing delivery to meet existing and future needs and demands.

The Government is undertaking a consultation with all local authorities around a new national asylum-seeker dispersal programme and Group Leaders have been advised of the progress of this consultation process and discussions are taking place at a Norfolk level about the submission of a joint response to the consultation.

3 Meetings attended

In the last two months, I have on one or more occasion met with:

- North Lodge Cafe prospective leaseholders.
- Holt Town Council (including Holt visit)
- Norfolk Leaders Group
- Norfolk Public Sector Leaders Board
- NNDC Group Leaders
- District Council Leaders
- Rough Sleeper Multi Agency meeting
- Burrell Centre, Thetford - Norfolk Community Foundation for Nourishing Norfolk initiative to view Community Shop.
- Creeting & Coast Ltd
- Anglian Water (Stalham)
- HR Manager.
- Chief Executive and Corporate Business Manager.
- Cabinet Working Party for projects and Business Planning

Attended

- Cromer Tennis Club Summer BBQ and Progress Tour Events.
- NNDC Chairman's Reception.
- Heritage Action Zone site visits at North Walsham.
- Cromer Artspace opening event.
- North Walsham Childrens Day.
- Ward visits to Hickling Ward and Sheringham.
- Stalham Memorial Service for Richard Dunkerly who died aboard HMS Ardent during the Falklands War.

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CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR A FITCH-TILLET - CABINET MEMBER FOR COAST

For the period April to June 2022

1 Progress on Portfolio Matters.

Cromer Phase 2 and Mundesley Coast Protection Scheme – Progress Update

Scoping queries from the Marine Management Organisation for the draft Environmental Statements have been received and are being considered. Further assessments of scheme economic benefits have been completed to update the Partnership Funding calculators. This is to capture the increased benefits since the original applications for funding were submitted, in order to maximise Grant in Aid. This is necessary as construction costs have increased due to widespread cost increases across the sector, caused by a number of factors, and consequently costs estimates for the preferred design are higher. Both schemes still have positive cost benefit ratios. Initial discussions with the Environment Agency have been conducted as to how best to present this new information in order to seek to identify the additional funding required for delivery of the schemes. Note that this is a national issue for schemes.

Overstrand (east) Apron Maintenance

Work has been completed as far as can be completed until Marine Licence consent is granted for other works. We are also investigating improving the pedestrian access to the beach from the sea wall/apron with metal steps as the existing steps are subject to significant abrasion by the sea. To the west of Overstrand where a cliff slip limited access at high water, a small amount of work has been completed to regain accesses. It is not advisable to take a large cut in this location as this will only encourage more failures.

Happisburgh Beach Access Ramp and demolition

The beach access has been recut and has reopened. Final work will include simple fencing to restrict pedestrian width of the ramp to 5m.

The property close to the cliff edge is planned to be demolished but following advice work had to stop as Sand martins were nesting in the cliff below. Further assessment for nesting birds and bats will be undertaken as appropriate before demolition is completed following the Sand martin nesting season.

Coastal Transition Accelerator Fund

As part of the Government's £200 million flood and coast innovation programme, North Norfolk District Council, as one of two English councils selected, will receive part of a £36 million investment to explore innovative approaches of adapting to the impacts of coastal erosion.

Internal work is beginning to progress in considering this fund and visits have been made to two Parish Councils to initially share the opportunity.

Coastal Loss Innovative Funding and Finance

Phase 1 – option identification and assessment is nearing completion with a final steering group meeting being planned before publishing of the reports. The financial modelling and evaluation have identified that there could potentially be a selection of levy style options for either direct homeowner payments or towards a wider adaptation fund. This has already created interest via an internal EA information session and the Flood and Coast Conference. Following publishing there is planned to be a wider workshop with interested stakeholders to consider how CLIFF alongside the FCRIP and CTAP projects can work together to develop the innovative funding and finance work needed to deliver the EA strategy, Government policy ambition and the LGA SIG funding and finance workstream.

Coastal Processes Gap Analysis

Dr Sophie Day (seconded to CPE from the UEA) has almost completed this extensive piece of work which will help inform our knowledge and approach locally and potentially nationally moving forward. She interviewed a significant number of selected coastal professionals and academics to generate a detailed understanding of the coastal processes knowledge of our coastline.

Shoreline Management Plan (SMP) Refresh

We have recruited into a SMP Co-ordinator role funded via the East Anglian Coastal Group and Environment Agency to assist with delivering the regional and local needs of the SMP Refresh. Work is progressing well with the Status Tracker which clarifies the policy intent of each policy unit near completion and a draft of the updated Action Plan progressed.

Coastal Adaptation Supplementary Planning Document

Through the Statement of Common Ground between ESC, GYBC, NNDC and the Broads Authority we have progressed with the drafting of a new Coastal Adaptation Supplementary Planning Document which will be presented for adoption across the four planning authorities once completed. Further work is required, and it will incorporate case studies of examples of coastal developments and good practice use of coastal planning policies. In the meantime, the team continue to respond to coastal planning application consultations and is developing a more consistent approach across NNDC and GYBC.

Sandscaping scheme

Monitoring of the Sandscaping scheme continues with positive results. Sediment grain size sampling has been completed and confirmed the average grading curve remains as per specification. The Anglian Coastal Monitoring Programme is now completing the monitoring and further discussion is needed with the Monitoring Committee as to future analysis, potentially via the developed 'digital twin'.

National Projects

National Coastal Erosion Risk Mapping 2 – We are inputting into the National Coastal Erosion Risk Mapping (phase 2) through the national project board to help guide and support the development and delivery of the project. This has led to further CPE officers being included in the Technical Advisory Group. It is anticipated that the final outputs could be utilised to update SMP risk mapping.

DEFRA Historic Erosion Rates Research – Rob Goodliffe is inputting into this DEFRA project being completed by British Geological Survey, via the technical group. This project seeks to identify the best methodology and begin to calculate historic erosion rates around England. The outputs could be informative for both assisting with visualisation of the coast, explaining historic and future erosion and also assisting with future climate change projections around coastal change.

2 Forthcoming Activities and Developments.

Development of the Coastal Transition Accelerator Programme and CLIFF initiative.

3 Meetings attended

- NCP Visitor Management Group
- NCP Chalk Rivers Project Launch
- CPE Update
- Cabinet x 2
- Planning Policy & Built Heritage Working Party
- LGA Coastal SIG Adaptation Working Party (As Chair)
- Overstrand Parish Council
- Cabinet Business Planning x 2
- NCP Resilient Coast Project Launch
- Overstrand Parish Council
- Northrepps Platinum Jubilee Beacon Lighting Event
- Overstrand Belfry School Mural Opening Event
- Overstrand Platinum Jubilee Street Party
- Flood and Coast Conference
- CPE Board Meeting
- BBC TV Interview
- NCP Core Management Group

Verbal update available or on request

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CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR HOUSING AND BENEFITS

For the period April to June 2022

1 Progress on Portfolio Matters.

Housing Strategy

New Affordable Homes

Housing associations provided 160 new affordable homes in 2021/22 - 64 affordable rent and 96 shared ownership. Our development pipeline for 2022/23 is unfortunately a lot smaller. We anticipate 52 affordable homes during the current financial year. The reduction is due to:

- a) Being at the end of the current local plan with few sites left able to provide s106 affordable homes.
- b) A large site in Stalham which will provide 101 affordable homes including 61 extra care flats is delayed due to the impact of Nutrient Neutrality.

We have a healthy pipeline of affordable homes on exceptions housing sites which will deliver from 2023/24 onward although some sites awaiting planning permission may face delays as a result of Nutrient Neutrality.

Grant for Energy Efficiency Improvement Works

North Norfolk District Council (NNDC) as part of the Norfolk Warm Homes Consortium of five Norfolk districts has been successful in a bid for £3.85 million of government grant to provide energy efficiency improvement works to homes occupied by low-income households. The funding is part of the government's sustainable warmth programme.

Our new Energy Officer started with us in March and has been promoting the scheme via the press, Parish and Town Councils and with meetings with voluntary groups and landlords. To date Norfolk Warm Homes has sent out 117 application forms to people likely to be eligible following an initial telephone assessment. So far 14 applications have been approved. For further information on grants:

<https://www.north-norfolk.gov.uk/news/2022/april/warm-homes-grant-available-after-successful-bid/>

Benefits

In July 2021, we opted into the **Housing Benefit Award Accuracy initiative**. The Department for Work and Pensions (DWP) would like to continue working with local authorities (LAs) to tackle fraud and error. The initiative is funded by the DWP and is designed to support LAs undertaking specific, mandatory activities to proactively identify unreported changes and make sure that the right amount of benefit is paid to the right person, at the right time. Year 2 of the initiative ended on 31st March 2022, but we have until 17th June 2022 to make final amendments to Housing Benefit claims. We have issued all 408 reviews as required. The results from the reviews have so far found 14% of cases having a reduced entitlement to Housing Benefit, 13% of cases having an increase to entitlement, and 52% seeing no change to their entitlement. The remaining 21% of cases are either awaiting assessment or awaiting for the review form to be returned. Year 3 of the initiative started on 1st April 2022, where we are required to review a further 529 cases.

On behalf of People Services, Benefits have created a **Discretionary Hardship & Support Grant** which will deliver a provision for discretionary financial support to help people deal with emergencies, resettle, or remain living in the community, and to ease exceptional pressures on households. The objective of this scheme will be to provide support to meet the immediate needs of residents who are facing crisis or – in the case of vulnerable residents who (for example) have previously been homeless, are victims of Domestic Abuse, or are leaving institutional care – who require practical support to move into or stay in the community. The policy has been approved by Cabinet on 6th June and will be going through to Full Council for approval on 22nd June.

In response to the rising cost of household bills in 2022-23, driven by increasing energy bills, the government rolled out the **Energy Rebate Scheme** in April 2022, whereby households in Council Tax bands A-D have been granted a one-off payment of £150. As part of this scheme the government recognises that billing authorities may also wish to provide support to other energy bill payers who are not eligible under the terms of the mandatory scheme, and to provide carefully targeted 'top-up' payments to the most vulnerable households. North Norfolk District Council has received funding of £226,350 under the discretionary scheme. The Council Tax Energy Rebate (Discretionary) Scheme 2022/23 which provides the eligibility criteria and approach to administering the payments in line with government guidance and legislation was approved by cabinet on 6th June and will be going through to Full Council for approval on 22nd June. Once the policy has been approved, we will be making payments to residents under the discretionary scheme.

On 23 March 2022, the government announced in the Spring Statement that the **Household Support Fund (HSF)** would be extended from 1 April 2022 to 30 September 2022. As previously, the fund will be made available to County Councils and Unitary Authorities in England to support those most in need. North Norfolk District Council has been allocated £100,354 by Norfolk County Council and an emergency fund of £22,382. We are in the process of modelling the scheme and will be in touch with residents directly who we believe will benefit most.

On 26th May 2022, the Chancellor announced the Household Support Fund would be extended to cover the period from October 2022 to March 2023. The DWP will be providing additional guidance to local authorities to ensure the support is targeted towards those who need it most.

Chancellor's statement on additional cost of living support to householders

In addition to the extension of the Household Support Fund, The Chancellor's statement to the House of Commons also provided additional support measures to households through other means to help with the cost-of-living crisis and increased energy bills mainly funded through a new temporary Energy Profits Levy on oil and gas firms.

Payments made under each of the measures will not be treated as either income or capital in means tested benefit claims. Local Authorities will also have to ensure they are disregarded in any council tax support claims.

Unlike the previous measures announced on 3 February 2022 which directed the support through the council tax system, providing a one off £150 to all householders living in properties in bands A to D, these new measures provide a combination of universal and targeted financial support measures including:

- universal support to all energy paying householders
- additional support to those on means tested and certain other benefits
- funding to local authorities to provide additional discretionary support to residents (HSF)

Other than the HSF, the additional cost of living support will be delivered by the DWP, HMRC, and domestic energy companies. Full details can be found here [Cost of living support](#)

Housing

Temporary Housing

As of 31 May 2022, there were **49** households in Temporary Accommodation.

In order to minimise the levels of use of bed and breakfast we continue to actively seek opportunities to increase our own portfolio and continue to develop good relationships with our private sector landlords, this included NNDC being represented at the Eastern Region landlords Forum in May.

Your Choice Your Home

As at the 31 May 2022 there were **2524 households** on the housing waiting list of whom **484** were on the Housing Register (highest priority) broken down as follows:

- Priority Card x **2**
- Band 1 x **278**
- Band 2 x **204**

68% (**1,726**) of applicants are on the Housing Options waiting list and 12% (**314**) are on the transfer list.

Bedroom Need

	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Priority Card		2					2
Band 1	135	79	36	23	1	5	279
Band 2	79	43	37	44		3	206
Housing Options	1089	407	110	106	1	11	1724
Transfer	146	88	37	38	2	2	313
Total:	1449	619	220	211	4	21	2524

Homes Let

In total between 01 April and 31 May 2022 there has been **81** homes let:

- Social Housing Homes: 54
- Shared Ownership Homes: 27

Homelessness & Rough Sleeping

We continue to support **3** entrenched Rough Sleepers. Currently we have 5 new RS within the month on May 1 has refused the offer of accommodation, 2 are being accommodated at Reeves Court & 2 are being picked up under the homeless legislation.

Households Assessed and Duty Owed

The Housing Options team provide support all clients that approach the service. This includes assessing housing needs and providing advice on the next whether someone is homeless or in situations where there is a risk that someone will become homeless within 56 days.

As 31 May 2022, there were **69** live open cases:

- Final Duties accepted: 0
- Prevention duty accepted: **20**
- Relief Duty accepted: 23
- Decisions **1**
- Reviews: 0
- Triage (mixture of new cases, rough sleepers, clients being supported): **25**

For the same period **79** cases were closed, the majority of these were Triage Cases (69) where applicants were provided with support and advice. For Prevention and relief cases the following outcomes were achieved:

- Prevention Cases Closed: **5**
 - Negotiation/mediation/advocacy work to prevent eviction/repossession
 - Helped to secure accommodation found by applicant

- Accommodation secured
- Discretionary Housing Payment to reduce rent shortfall
- Supported housing provided

- Relief Cases Closed: **5**
 - Negotiation/mediation work to secure return to family or friend
 - Activities were attempted to secure accommodation but unsuccessful due to non-Engagement
 - Supported housing provided
 - Negotiation/mediation work to secure return to family or friend
 - Helped to secure accommodation found by applicant

Domestic Abuse

Work has commenced towards Domestic Abuse Housing Alliance (DAHA) accreditation for the Housing Service. Membership submitted and Meeting with DAHA regional lead in June to outline process.

Housing Officers are attending training in June which is being delivered by Shelter which explores housing problems associated with domestic abuse and will provide an overview of the legal, and housing options available to support clients, the impact of the Homelessness Reduction Act and the Domestic Abuse Act 2021.

We are currently supporting NODA (Norfolk Office of Data & Analytics) with the collection Domestic Abuse data for North Norfolk for the last Financial Year 2021/22. The information which is being collected county wide will help identify where there are any gaps in service provision and provide insight into the number of people who are victims-survivors of Domestic Abuse.

Integrated Housing Adaptations Team

Disabled Facilities Grants

IHAT budget allocation for 2022/23 has remained fixed at £1.35 million with the IHAT also having the 2021/22 underspend rolled forward. Referrals into the service continue to demonstrate a steady upward trend, with May receiving a record 50 new contacts.

Customer waiting times continue to be a main priority within the team and recent changes to existing processes and procedures are starting to demonstrate reduced end to end timescales with DFG delivery for a number of customers. Furthermore the partnership with Flagship which went live on 1st April 2022 is also demonstrating a positive impact on customer wait times and overall DFG applications that are approved.

Completed DFG adaptations within the service have also showed a marked increase with 10 adaptations being completed within the month of May. It is anticipated that

the number of completed adaptations will continue to increase further as Flagship cases have DFGs approved and proposed work begins.

2 Forthcoming Activities and Developments.

Cabinet Meeting
Working with landowners to deliver affordable homes
Business Planning
Full Council
Member Briefing - Nutrient Neutrality

3 Meetings attended

Cabinet Meetings
Business Planning
PPBHWP
Group briefings
Portfolio Holder briefings
Wave Trust 70/30 meeting
North Norfolk Sustainable Communities Fund Panel
Registered Housing Provider meeting
Local Network CYP with Asthma
Beam meeting
Shared Prosperity Fund Briefing
Norfolk Citizens' Advice meeting
Overview and Scrutiny

Events attended

Jubilee celebrations invited by Mundesley Parish Council

CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR V GAY - CABINET MEMBER FOR CULTURE

For the period April to June 2022

1 Progress on Portfolio Matters.

The cultural work of North Norfolk District Council occurs within two of our directorates and it is an important element of North Walsham's Heritage Action Zone project. We are, in addition, represented at Norfolk County Council's Joint Museums Committee and at the Norfolk Arts Forum Executive.

Heritage Action Zone

The cultural consortium of the HAZ project has supported an extremely popular Street Feast and Craft Fair in May. In June the Orchestra of the Age of Enlightenment staged a concert of summer music in St. Nicholas's, North Walsham. The Orchestra has been teaching musical workshops at North Walsham Junior School and at Millfield School and it has been performing in our care homes. There have also been photography workshops entitled 'Finding Your Place' organized for children at the two junior schools and North Walsham High School.

Orchestras Live

Orchestras Live is a programme which has produced concerts throughout the District for several years. This year it has worked with Sheringham Little Theatre to create 'Breathe', a film featuring an original composition from the Manchester Camerata which was first shown at the Little Theatre on June 9th. Our agreement with Orchestras Live allows for two performances within the District this year. There will be another performance elsewhere in the District later in the year.

2 Forthcoming Activities and Developments.

The Go Go Mammoths Sculpture Trail, which has been created in partnership with the charity BREAK will be installed on the weekend of June 25th/26th. The trail will run from Monday June 27th until September 10th.

On July 1st there will be a day of concerts at St. Nicholas's, North Walsham in which children will perform the music which they have composed in their workshops. A week later North Walsham High School will stage a sustainable fashion show within the town. On the 15th the North Walsham Drama and Singing Group will be putting on a play about the life of the town through time. The famous

1381 rebellion will be celebrated on July 24th and on the same day there will be an exhibition of children's heraldic art in the town.

Cromer Artspace's second Bigger Picture project, which has had support from North Norfolk's Community Arts Fund and from the National Gallery, will begin in September.

The next meeting of the Community Arts Funding Panel is likely to be on July 28th. Submissions from around the District would be very welcome.

3 Meetings attended

Cromer and Sheringham Operatic and Dramatic Society at Cromer Pier 28/05/22 - this was an outstandingly good production of Shrek.

HAZ Concert Music for a Summer evening 06/06/22

Breathe at Sheringham Little Theatre 09/06/22

24th Snap School Workshops - Millfield Primary

13th Heritage Photographic Challenge Workshop – (HE and Paston College)

July:

1st Children's Concert and Nursery Concert (2 separate performances) -

Orchestra's Live 8th Fashion – upcycle, recycle sustain – Shambles Slope - NWHS

15th Our town through time play - NWSDG

24th 1381 event - Gold sponsoring event

24th Heraldic Art (children's activity) shield painting and heraldry exhibition – Past

CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR V GAY - CABINET MEMBER FOR LEISURE

For the period April to June 2022

1 Progress on Portfolio Matters - Leisure

Leisure Centres

There have been 44,000 cumulative visits across the 6 sites in both April & May
The Reef welcomed just short of 18,000 visits in May.

Sports Centres have signed up to Big Norfolk Holiday Fund for summer holiday activities.

The team are supporting and playing an integral part in developing the bid for Levelling Up funding to build a new swimming pool at Trap Lane Fakenham and the Cromer project.

Countryside

Green Flag judging took place during May half term, in person judging occurred at Holt Country Park. Sadler's wood and Pretty Corner woods were judged through a mystery shopper process. It has not yet been announced when the results will be received. This is never a foregone conclusion as the contenders must always demonstrate continuous improvements.

4 events were held over the Easter break, 1 at Sadler's Woods and 3 at Holt Country Park these were well attended, by families across our communities. 3 events were held at Holt Country Park over half term, including an experience of spending the day with the Rangers.

A GoGo Mammoth (similar to the previous hare project) will be placed at Holt Country Park as part of the countywide trail at Holt Country Park, it will be present from June 26th to early September.

Muddy Boots volunteer groups continue to go well. The team have now integrated Sidestrand Hall School at Pretty Corner and they bring a group every week

Beaches

Six blue flags have been awarded to beaches in the district. Retaining these flags takes a considerable amount of effort and coordination from the Leisure Services team.

The RNLI lifeguards are in place at Sheringham West, Cromer East, Mundesley and Sea Palling. With the rest starting in July. Recruitment of lifeguards for the season has gone well.

The team are working with RNLI on their beach safety campaigns for 2022, in association with the Norfolk Drowning Prevention Forum.

Health & Wellbeing/Sports Development

The New Locality Officer (Sean Pasque) has started in his role. This is a jointly funded post with Active Norfolk. Sean will be working on a scoping exercise for North Norfolk initially, which is due to be completed by the end of June and will help us develop a strategic plan for the locality. This will sit alongside the recently published Quality of Life Strategy.

The North Walsham 3G pitch project is paused for the time being as the team is awaiting news of the lease from North Walsham Town Football Club.

Pier

Cromer Pier came 2nd in the annual pier of year competition, this competition is organised by the National Pier Society. The summer spectacular opens on the 2nd of July 2022. Members will by now have received their invitations.

Mammoth Marathon

The first Mammoth Marathon was delivered successfully in May. Feedback from all involved was very positive, runners commented on how beautiful the route was and the excellent the support they received from communities along the route.

2 Forthcoming Activities and Developments.

The Countryside section is to begin work on preparing a business plan for the replacement of the generator at Holt Country Park.

3 Meetings attended

In addition to regularly scheduled meetings and briefings I attended the Mammoth Marathon on May 15th.

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CABINET MEMBERS REPORT TO COUNCIL

June 2022

COUNCILLOR VIRGINIA GAY - PORTFOLIO HOLDER FOR LEISURE, WELLBEING & CULTURE

1 Progress on Portfolio Matters – Well Being

North Norfolk Health & Wellbeing Partnership

The inaugural meeting of the shadow North Norfolk Health & Wellbeing Partnership was held on 25th April 2022. Chaired by Cllr Virginia Gay the focus of the multi-agency partnership includes promoting residents' health and wellbeing, addressing wider determinants of health, tackling health inequalities, increasing community resilience and connectivity and aligning commissioning and services.

Covid Recovery funding of approximately £347,250 which must be spent by 31st March 2023 has been allocated to the Partnership.

NNDC made a successful bid to the Partnership for funding towards a Community Connector Service located within the Early Help and Prevention Team. The service will have a dedicated team leader and eight Community Connectors who will each be responsible for one of the eight towns in the district and its rural hinterland.

The aim of the Community Connectors service is to work strategically and in partnership with key external statutory and third sector organisations across North Norfolk. At a local level it will work with community leaders, organisations, groups and individuals across the eight identified towns and hinterlands to understand the impact of Covid and other local health, social, economic issues and their impact on the community, identify priorities, needs or gaps in support, facilities or service provision. Public Health data will help inform and direct the focus of the Community Connectors in each area.

The service will aim to improve the quality of life of residents within communities, in particular those who are most disadvantaged and to promote equality of opportunity and aspiration with a particular focus on health and wellbeing.

It will support and empower individuals and communities to identify local solutions to current need and issues to reduce, delay or avoid the need for statutory service intervention. As a result, individuals and communities will develop and increase resilience against current and future challenges including COVID response and recovery.

Where more formal support is needed, the service will work collaboratively with relevant NNDC services, wider statutory and third sector organisations and partners to implement organisational and community led resolutions.

The Community Connector Team Leader will be in post on 20th June 2022. The majority of the Community Connectors have been appointed and will start work in June / July.

North Norfolk Waiting Well project

NNDC has successfully bid for funding from the Community Transformation Fund to deliver a "Waiting Well"

It is well documented that the Covid Pandemic has had a significant impact on waiting lists for non-urgent surgeries, whilst resources were further stretched and limitations were further imposed on hospitals. In North Norfolk, with our predominantly older population, there has been a significant increase in waiting times for orthopaedic surgery.

With collaboration from the CCG and the Norfolk and Norwich University Hospital, NNDC have created a working model for a 'Waiting Well' project.

The aims of the project are to employ a dedicated Waiting Well officer who will:

- Provide support to those North Norfolk residents who are on the Orthopaedic surgery waiting lists.
- Increase knowledge and awareness of the support available by NNDC, statutory and voluntary organisations for support.
- Ensure a more proactive approach to offering support for those on the waiting lists who require housing adaptations or who have other needs highlighted or exacerbated by the waiting list delays.
- Maintain contact with people so that support is available when they return home after surgery.

The overall aim of the project is to proactively enable people to live safely and independently within their homes, reduce the risk of falls and avoidable unplanned or emergency hospitalisation. The project will also look to address isolation and other wider determinants of wellbeing within vulnerable residents in the district, therefore lifting pressure from primary care.

It is anticipated that similar data agreements will be established with the James Paget and Queen Elizabeth hospital to ensure that residents across North Norfolk can benefit from the Waiting Well project.

North Norfolk Armed Forces Covenant Pledge

Following signature and adoption of the North Norfolk District Council Pledge at Full Council, NNDC applied for and were awarded a Bronze Award from the Defense Employer Recognition Scheme. Publicity to promote NNDC Armed Forces Covenant Pledge, the Defense Employer Recognition Scheme Bronze Award and the updated NNDC Armed Forces web pages will coincide with Armed Forces Day on 25th June 2022.

Homes for Ukraine

Seventy one accommodation checks and forty seven welfare checks have been under taken.

Based on the data from hosts we know that seventy five adults and fifty children have applied to come to North Norfolk. A significant number of these guests have arrived as the process to grant visas has improved. A Ukrainian / Russian speaking

Community Development Officer has been appointed. Ukrainian Welcome meetings are held bi weekly at NNDC.

2 Forthcoming Activities and Developments.

The North Norfolk Health and Well Being Partnership will be identifying further projects for the benefit of our District. Any projects identified must be completed by next March.

3 Meetings attended

By the time that you read this I shall have attended the second meeting of the North Norfolk Health and Well Being Partnership on 15/06/22. I have also attended briefings with the People Services Team.

14th June – meeting with the Citizens Advice Bureau

10.6.2022

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CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR R KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period April to June 2022

1 Progress on Portfolio Matters.

Covid-19 Business Support

On 30 March all of the remaining Covid grants schemes closed for final payment. Over the last two years the Council has successfully distributed over £130m in Covid-related business grants and business support. This unprecedented activity has required a significant amount of staff resource, time and commitment. Colleagues within Economic Growth and Revenues continue to be engaged in the reconciliation of these funds, providing information to BEIS and other Government bodies as requested.

Recent Government figures have confirmed that NNDC was 24th in the country for awarding business grants by the number of payment transactions and 32nd by value. These figures place the Council firmly within the top quartile for grant performance and reconfirms the Council's success in delivering timely support for local businesses during the pandemic.

The Economic Growth are now heavily engaged in continuing to support local businesses, to which a key element of this is to better understand their needs in the emerging new landscape. To support this, two pieces of work are presently in progress:

- The Employment and Local Skills Strategy - this will identify the immediate and long terms skills needs of the north Norfolk businesses, the support needed and the partners/organisations who will help to deliver this. This will also provide the evidence base to support bids for future funding opportunities.
- The Business Engagement Plan – this will establish the way the Council will engage businesses, including the use of innovative communication solutions eg the development of a Virtual Business Hub.

Levelling Up Fund Round 2

In the Levelling Up Fund Round 2 Prospectus published by the Government in March, North Norfolk was identified as a Priority 1 area for support. This

means the Government was keen to see applications for projects from the district and has provided £125,000 of funding to support the development of good quality proposals.

NNDC and local partners are set to bid for two exciting projects in the district. These will include a new swimming pool and multi-sports area in Fakenham and a major revamp of the clifftop gardens and North Lodge Park in Cromer. Work continues on developing the applications, with the submission deadline being 6 July 2022.

UK Shared Prosperity Fund

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda and is the successor funding model to the former EU Structural Funds. It will provide £2.6 billion of new funding into the UK for local investment over a three period, through to March 2025.

The intention of the fund is to invest in local priorities, targeted towards a number of areas: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.

It has now been confirmed that north Norfolk's allocation is £1,238,269. Whilst this funding is not subject to a competitive process, local authorities are required to set out their key priorities for this money within an Investment Plan, identifying their interventions and anticipated outputs and outcomes.

Work is currently in progress to develop a submission which will require engagement with relevant stakeholders and delivery partners. The deadline for the submission is 1 August 2022 and it is anticipated that the Council will have Government approval for the Plan in October 2022.

North Walsham Town Centre Heritage Action Zone

A number of key activities have commenced/are presently being undertaken, summarised as follows.

- Repair and restoration work continues on the Cedars building, to which the next pieces of work will address the electric and heating systems. Early conversations are being held with a range of potential future users;
- A substantial amount of work has now been completed on the Church Approach/Shambles slope, with the upper element now opened up for public access to and from the St.Nicholas precinct/Market Place;
- The Building Improvement Grant scheme has been well received and a healthy number of applications are in the pipeline. The first three grant offer letters have been issued and work on these project should commence shortly.

Visitor Economy

The Council has continued to collaborate with Visit North Norfolk and to liaise closely with Visit Norfolk and other local authorities and Destination Management Organisations in the region. This has helped keep local tourism businesses informed and has encouraged greater collaboration and support for collective action. The next campaign film is now live and entitled 'Love North Norfolk beaches'. The film and blog will be promoted via ads on Facebook, Instagram and Google Remarketing as well as e-comms to a database of around 30,000 consumers.

2 Forthcoming Activities and Developments.

Business Break Networking at Cromer Library

June 16, 11am-12:30pm

Details can be found at <https://www.eventbrite.co.uk/e/new-business-break-networking-at-cromer-library-tickets-267374433127>

NNDC Officer's will be on hand to support this new event

3 Meetings attended

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CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR N LLOYD - CABINET MEMBER FOR ENVIRONMENT

For the period April to June 2022

1 Progress on Portfolio Matters.

Environmental Protection

Two members of the team have undertaken their Certificate of Competence in Environmental Noise Measurement.

A baiting programme has been developed for the East Cliff in Cromer and North Lodge Park, where we have recently seen an increase in rat sightings. The programme is designed to safely reduce the number of rats in these locations.

The team are planning for the return of the Goats to the cliff. It is expected that this will happen by mid-July.

Patrols of dog control areas are being undertaken, signage has been erected across the district, particularly in the resorts indicating where dogs are allowed between May and September.

The team have been involved in arranging two Public Health Act funerals during this period.

The summer peak of noise, bonfire and odour complaints appears to have started earlier than usual. The team will prioritise cases in order of public health significance.

Civil Contingencies

Liaison with public health and county council colleagues continues around Monkeypox.

Liaison re Avian influenza - Mandatory housing measures for poultry and captive birds were lifted across the UK on 2 May. The Avian Influenza Prevention Zone (AIPZ) remains in force across the UK until further notice.

Ongoing participation in the Norfolk Resilience Forum's weekly Risk and Information Group meetings (chaired it 20 May) and Risk Assessment meetings

The NRF Bacton Response plan has been reviewed.

Officers are currently developing and exercise Bacton Vanguard (local exercise for Bacton, Walcott and Ostend to feed into FloodEx22)
Two members of the NDNC have attended virtual Loggist Training on 19 May.
This is a critical role in the event of an emergency situation.

Commercial and Public Protection

June saw the departure of Tracy Howard, Manager of the Commercial and Public Protection team. An advertisement is currently open for a new manager who will manage this team and the Environmental Protection Team.

The Licensing Officer also left the organisation, following a successful recruitment programme we have appointment Nicky Davison into the role. Mrs Davison has worked in Licensing Admin for many years at NNDC so provides a continuation of knowledge.

The team continue to catch up on the back log of food hygiene inspections caused by the Covid-19 pandemic.

After several months of investigation, the team successfully prosecuted a male for keeping two serval cats without a Dangerous Wild Animal Licence. This enforcement action was successful in removing a very real risk to residents within the District.

Officers continue with the caravan site licensing project and have identified areas of improvement at many locations. They are working with the owners of these sites to develop action plans and to remedy the concerns.

The team supported many successful Jubilee events through the Safety Advisory Group, through offering support and guidance. Officers were also instrumental in the successful and safe delivery of the Mammoth Marathon.

Environmental Services

The team continue to work hard on the general management of Serco's performance and the admin of garden bins and trade waste which Apr/May is peak time for.

Large capacity fuel tanks have been installed in Serco's depot to help mitigate any future fuel supply issues for our waste collection vehicles and to facilitate lower impact fuels when available.

We have received the results of the composition analysis, the team are yet to fully analysis the results but early indications show that food waste is the biggest single element of the residual waste stream.

In recent weeks the team have been working to identify areas across the district which would be suitable for rewilding. Liaison with key stakeholders has occurred and locations have now be finalized with the support of elected ward members.

10 new BBQ bins are now in locations along our most popular resorts to address the increasing trend by residents and visitors to cook on portable bbq's. A social media release occurred to mark this new service which included a plea to dispose of bbq equipment safely and responsibly.

Climate Change

I am delighted to announce that Kate Rawlings started in post on 6 June as Climate & Environmental Policy Manager meaning that there has been no loss of momentum in supporting the wide range of environmental schemes to deliver key corporate priorities.

Following the NZAP adoption which provides the detail behind our goal to reduce the Council's carbon footprint to net zero by 2030, there has been a press release with an associated animation to help explain its purpose and the steps necessary to meet the target. Further work is in progress to roll it out on our social media channels, with town and parish councils and to engage with our own staff internally.

Work is continuing throughout the summer months on the Council's ambitious Tree Planting Project initiatives for the new planting season (2022/23). These may include further mini forests using the innovative Miyawaki method. The trees planted by this method last season are now established and doing well. Conventional planting projects across the district are also being planned with the aim of completing the project during the forthcoming autumn / winter season.

The Council's first live Greenbuild event for 3 years will take place on Saturday 10th September in Fakenham Town Centre as a one-day event. There will also be a number of virtual and satellite events in the week leading up to the main day. Look out for announcements of speakers and organisations contributing to the event coming soon. Thanks go out to Fekenham Town Council for agreeing to host the event.

The team are in discussion with partners to look at accessing funding for some additional EVCPs in coastal locations in the district

2 Forthcoming Activities and Developments.

Calculation of carbon footprint for the last period.
Engineering work on capital projects for renewable energy schemes

3	Meetings attended
	<p>Serco Waste Management board meetings</p> <p>Norfolk Waste Partnership</p>

CABINET MEMBERS REPORT TO COUNCIL

22 June 2022

COUNCILLOR E SEWARD - CABINET MEMBER FOR FINANCE, ASSETS, LEGAL, DEMOCRATIC SERVICES AND REVENUES

For the period April to June 2022

1 Progress on Portfolio Matters.

ESTATES AND ASSETS

Disposal of assets.

7 – 9 Bridewell Street, Walsingham. Contracts have been exchanged and it is due to complete on 13th June 2022.

Cabinet approved the sale of Parklands and legal transfer now to commence.

Vacant Property – Hornbeam units are now let with tenant undertaking fit out, Interest in Melbourne Slope and Collectors Cabin, Cromer.

Leases - Fakenham Connect lease to physio and Oddfellows Hall nearing completion.

DEMOCRATIC SERVICES

The team continues to be very busy, with the regulatory committees in particular running to a heavy schedule, including additional meetings for Development Committee in March and April.

There are regular briefings for members on key topics, with upcoming sessions covering nutrient neutrality, the Shared Prosperity Fund and a workshop on the Council's engagement strategy.

Advice and support continues to be provided to town and parish councils when appropriate.

LEGAL

Eastlaw continue to provide legal services to North Norfolk District Council and other public sector organisations.

Presently dealing with leases and licences relating to estates property transactions.

With regards to 'Nutrient Neutrality' requirements imposed by Natural England and its impact on granting planning permission and some permitted development, legal have sought specialist advice and this is presently being considered.

NNDC has issued grounds of defence in High Court Proceedings relating to the grant of planning permission and which is related to the nutrient neutrality situation.

FINANCE

The finance department is currently involved with implementing a new Civica software system.

The team is currently under-resourced, but a successful recruitment process has recently been undertaken.

The team is preparing the 2021/22 accounts and the audit of the 2020/21 accounts is scheduled to start in July.

Processes are in place to obtain interim s.151 officer cover.

REVENUES

Confirmed 2021/22 collection results:

Council Tax collection for 2021/22 was 98.10% against target of 98.20%

NDR collection for 2021/22 was 99.24% against target of 98.70%,

Collection as at 31 May 2022

Council Tax collection was 20.38% against target of 20.65%, shortfall of collection of £229k.

NNDR collection is 28.22% against target of 25.90%, an excess in collection of £576k

Business Grants – we continue to reconcile these and report data to government on a regular basis.

The government publication [Coronavirus business grant funding by parliamentary constituency and local authority](#) shows data on the coronavirus (COVID-19) business grant schemes as of 31 March 2022 for the Omicron Hospitality and Leisure Grant (OHLG). It shows NNDC coming sixth in the country for paying out OHLG grants by value and by number of transaction payments.

The government publication [Coronavirus grant funding: local authority payments to small and medium businesses](#) shows data on what funding Local authorities have received and distributed to support small and medium businesses in England during coronavirus. It shows NNDC coming 24th in the country for paying out the total of all business grants by the number of payment transactions and coming 32nd by value. Both results show we are well within the top quartile 79th place of authorities!

Council Tax Energy Rebate Scheme.

Below is a table showing the current payment position:

Scheme Name	Number Of Grants Paid	Value Of Grants Paid
NNDC £150 Council Tax Energy Rebate Direct Debit Scheme	31,558	£4,722,000
NNDC £150 Council Tax Energy Rebate Non-Direct Debit Scheme	5,432	£713,850
Total	36,990	£5,435,850
Eligible Properties	40,965	Over 90% paid as at today.

2 Forthcoming Activities and Developments.

ESTATES AND ASSETS

Annual Service Charges budgets to be issued to relevant tenants for the 2022/23 year.

A number of concession applications have been received for pitches and are being considered for the coming season.

DEMOCRATIC SERVICES

The next meeting of the Town & Parish Council Engagement Forum will be held virtually on 4th July. This session will focus on housing, with speakers covering both affordable housing and community-led housing.

The Council's new youth council is progressing. The aim is to launch it in the early Autumn. The team will be working with the British Youth Council over the summer to develop the best model of youth council for the District.

Member Development Group will start to meet more frequently over the coming months to prepare for the 2023 District elections. The initial focus will be on attracting prospective candidates to stand.

REVENUES

Council Tax Energy Rebate Scheme:

We have started dispatching reminder letters this week to customers who have not yet applied for the energy rebate stating that they have until 30 June 2022 otherwise the rebate will be deducted from their council tax account.

A press release has been drafted confirming that we have paid over 90%.

Government Returns:

NNDR3

CT Energy Rebate government returns

QRC1

Papers

Debt Report for 2021/22 outturn figures
Second Homes scoping document.

3 Meetings attended

REVENUES

Revenues Manager - Norfolk Revenues Manager's Meeting with the Valuation Office Agency.
Council Tax Energy Rebate meetings.

CABINET MEMBERS REPORT TO COUNCIL

June 2022

COUNCILLOR LUCY SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES

April 2022 – June 2022

1 Progress on Portfolio Matters.

Information Communications Technology
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Web site content creation and management activity to support to support a number of Council priority areas has been undertaken including the district response to the war in Ukraine, Net Zero and the Armed Forces Covenant has been undertaken. In addition general housekeeping of out of date and updated content has taken place.

The migration of the SMS Batch notification facility to the Gov.Notify service has been completed.

Significant effort has been deployed to re-engineer the integration of the Councils online forms with the Environment Health System “Assure” following a version update from the system providers.

The web form to support the updated Complaints policy has been made live.

A new Microsoft Teams based internal communications tool to highlight urgent and important corporate announcements has been developed.

An update to the Council wide contact management system “Workbench” notification app is in progress and will be completed shortly. This will improve the speed and accuracy when dealing with customer contacts.

A considerable amount of infrastructure team resources have been utilised put to apply security patches to servers and user devices in preparation for the upcoming PSN Health Check.

Work has commenced on the major upgrade project to replace all the active elements of the Council office computer networks.

The tablets used for field working in the EH Food Hygiene team have been reprocedured, configured and issued. The same tablet will be used as the platform for the field working software being rolled out in Building Control.

An updated Call Reporting software package has been procured and installed. This will provide more detailed management information about usage patterns and potential problem resolution for the Council's telephone system.

The project to replace the end-of-life multi-function printers/scanners has commenced. The continued reductions in the use of printing in the Council's activities have enabled a further reduction in the number of devices being procured. The technology of these devices also make them more environmentally friendly and reduce operating costs.

Further enhancing the Council's Cyber Security arrangements new anti-malware software has been procured and installed on all servers.

Following a successful bid for central government funding to improve cyber security, research and market assessment of enhanced system event logging is in progress. A solution will be selected, procured and deployed as soon as possible. This will allow early detection and prevention of abnormal system events.

Work continues to implement the new Civica Finance management system.

The applications and business support team continue to provide substantial support to the Revenues team in their management of energy rebate payments.

Further licensing registers have been data cleansed and published. These are all now automatically updated and republished on a scheduled basis.

Further development of the Planning Management system has continued with the development of automated actions and improved workflow information being provided in graphical format.

Work continues to support the ongoing enhancement of the Environmental Health management system Assure.

Customer Services

The Customer Services team has been very busy over the past two months assisting many of our residents with applying for the Energy Rebate and helping them navigate their way to the correct help they need from the many different grants now available.

This is in addition to the normal annual rush of contacts to the council from not only our residents but also people visiting the area seeking parking permits and advice on second homes and planning.

We have analysed our customer contact data, which reveals approximately 10% of customer contacts, are not actually trying to access NNDC services.

These enquiries require a separate agency i.e. Norfolk County Council, DWP or indeed another district council altogether. In order to help these customers speak to the right people faster we have updated our telephone options to help educate and transfer customers to the right place first time.

The North Norfolk Visitor centre has welcomed a visit from actor and author Cornelius Clarke. He regularly visits North Norfolk. After his visit to the centre, he has been inspired to write a book for children with the Deep History Coast in mind. This book has now been published, and is available to purchase at the centre. It's called Adventure on the Norfolk Coast and Beyond.

As a result of the zero based budgeting work, Customer Services is pleased to welcome three new members to the team; Amy, Amanda and Angie. They are currently training hard and have all started with great enthusiasm and energy! They will be ready to assist our residents with all their enquiries very soon. Two new members of staff will be joining the Digital Mailroom team next month. This additional resource will be fundamental in the delivery of the Customer Services strategy, supporting the digital by default and one front door concepts.

Property Services

Transfer of responsibility for Car Park management to Property Services has been completed with effect from 1st June 2022. Following this transfer a review of parking operational priorities and issues is under way to produce a prioritised list of activities.

Works to support the refurbishment of The Cedars and the wider HAZ project in North Walsham continue to be supported by the property team.

Public convenience refurbishment works at Wells and Fakenham are continuing.

The refurbishment of the public conveniences in New Road are progressing well and will be complete one week late as a result of the need to cease works while the resurfacing of the car park was undertaken.

The Vicarage Street, North Walsham PC replacement final plans have been received from the architect and are being reviewed.

Cromer offices LED programme: The installation of replacement LED lighting the Council offices has been paused following an issue with "strobing". This has been identified as a problem associated with the solar power generation on the roof of the Council offices. Remediation of the issue will involve a software update to the solar equipment which is currently being planned.

Refurbishment of the weekly let Beach Huts at Mundesley have been completed and work continues on refurbishment of the large shelter on the

boat green.

Work has commenced on the refurbishment and adaptations to the recent temporary accommodation purchase in North Walsham.

2 Forthcoming Activities and Developments.

Information Technology

PSN Health check will be completed and any necessary remediation's will be implemented

Installation of replacement network active hardware will take place

Support of new starters & equipment required

Planning for the enforcement of Multi Factor Authorisation to be implemented in accordance with National Cyber Security Centre recommendations

Decisions on future of Logging software and subsequent procurement.

The website contact us page will be updated to help customers communicate with the Council more effectively.

A public consultation survey webform for to support the Levelling up bid for Fakenham sports facilities will be published

Further webforms will be published to support customers self-service.

Work will continue on the implementation of the new Civica Finance system

A number of outstanding software upgrades will be applied to the Planning system "Uniform"

S106 management software will be implemented and integrated with Uniform. This will provide significant improvements in management information.

The Councils GIS system "Cadcorp" will be upgraded to the latest version.

Customer Services

Capturing customer feedback is in development. Working in partnership with our current contact centre service providers C3, we are developing an autonomous system that generates customer satisfaction surveys off the back of customer contacts. This will enable the automatic issuing of customer satisfaction surveys via text and email when a customer contacts the council via our contact centre. The reporting from the survey outcomes can then be presented against service area and type of transaction which will enable us

to target service improvements.

Property Services

Supporting works to contribute to the Levelling Up Bid for Cromer will be undertaken.

New Road public Convenience refurbishment will be completed

The contracts will be awarded for The Lea's in Sheringham and Vicarage Street in North Walsham PC refurbishments will be let.

Work will continue on the Stearman's Yard at Wells and Queens Road in Fakenham PC refurbishments.

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CABINET MEMBERS REPORT TO COUNCIL

June 2022

COUNCILLOR J TOYE - CABINET MEMBER FOR PLANNING & ENFORCEMENT

For the period to April to July 2022

1 Progress on Portfolio Matters.

General overview.

I reported on the significant development on 16 March from Natural England Issuing guidance to all Norfolk Authorities regarding Nutrient Neutrality for the River Wensum and Broads Catchment Areas. This remains a key consideration within our development management decisions and plan making, my update is set within the context of this key issue.

I am pleased to report that the Council continues to work positively in partnership with other Norfolk Councils on this matter. A competitive tendering process was undertaken in April for consultancy support to deliver a mitigation strategy for the Broads and Wensum catchments, Royal Haskoning have been appointed to the role. The consultants provide regular updating notes which give commitment to completion of a short term strategy for Nutrient Neutrality by August and delivery of the long terms strategy no later than February 2023.

Our officers have been reviewing the application types that can be determined where located within the sensitive catchments, Counsel advice is now returned and will be reviewed. I can confirm that the majority of applications within the sensitive catchment areas can still be determined, e.g. Householder applications may still be determined and account for over 80% of all applications submitted to the Council. Similarly, most forms of commercial development can also be determined for local businesses. Unfortunately, new housing and tourism development (overnight accommodation) remain restricted until the mitigation detailed above is available to offset nutrient impacts.

A members briefing is being offered for Nutrient Neutrality as a remote event at 10:00 on 23 June. I believe invitations have been issued. Please return to me if in any doubt about access to the briefing. I will ask for the briefing to be recorded and that supporting slides are made available after the meeting.

I will continue to report on the issues surrounding Nutrient Neutrality and implications for development and planning in our district over the coming meetings.

Development Management & Major Projects Performance

Latest figures for speed of decision sustain the performance improvements previously reported. I note that the speed for decisions on major applications over the last reporting quarter was in the top quartile for the Country. Detailed reports are provided to Development Committee on these matters, please refer to these reports for any detailed consideration on matters of speed and quality of decision to the Development Committee. As reported at the June development committee performance reports are being expanded to give further information and will continue to be reported at that committee

Our Director and Assistant Director continue to work on for the Planning Service Improvement Plan, officers across the service met earlier this month as part of the engagement process, further team based meetings will follow. The Customer satisfaction survey, Agent & Developer forum and Parish / Town Council liaison meetings will follow. The outcomes will be reported as a draft improvement strategy to the September meeting of O&S.

Planning Policy & neighbourhood planning

Our team are collating the Regulation 19 consultations received and will be reporting the responses, outcomes and recommendations to coming meetings of the Planning Policy & Built Heritage Working Party (PPBH).

The Blakeney Neighbourhood plan is nearing its final stages. A six-week consultation of the draft plan was completed on 9 May, 2022. The plan is now to be considered by an independent examiner. If the examiner approves the draft Plan, the next stage is to put the Plan, along with the examiner's recommendations, to a public referendum. If accepted, the Council must make the draft Neighbourhood Plan within eight weeks after the referendum.

Once the Neighbourhood Plan is made, it will form part of the district-wide planning framework. It will become a material consideration (meaning it must be taken into account) for future planning applications in the Blakeney Neighbourhood area.

Details of the plan and schedule for submission are available via this link:

<https://www.north-norfolk.gov.uk/news/2022/march/draft-neighbourhood-plan-for-blakeney-reaches-final-stages/>

Conservation, Design & Landscape

Conservation Area Appraisals (CAA) following the recent consultation are to be reported to the May PPBH Working Party. Brinton with Thornage; Sharrington; Hunworth; Edgefield, Stody and the wider Glaven Valley were reported to this meeting and agreed for adoption. I was not at the April full council but had a question raised about the large documents for these

appraisals. There were only 10 copies produced for members of the committee I did not even receive one myself. Democratic services officers have done a further email request for choices on hard and soft copy for all council meetings which is how they will distribute going forward.

Building Control

Workload remains higher than usual for the corresponding time last year. Regularisation works associated with house sales are increasing and can only be undertaken currently by the Local Authority, and not Approved Inspectors.

Building Control applications continue to be determined within the statutory timescales, on site checks and registration remain well within statute time limits. The recruitment campaign is complete we await confirmation of the appointment. Short term locum support is available to ensure performance and delivery of the service are not impacted in the interim.

Our mobile working app will be undertaking final field tests this month and should enable a move to paperless working in July / August. This will remove a substantial burden of printing and paper use for the service. Costs and environmental footprint will be reduced significantly. I will ask the team to monitor and report outcomes to this meeting.

Enforcement

The team have 245 current live cases; 144 have been created this year, 164 cases have been closed so far in 2022. The harm assessment form has enabled officers to make clearer and quicker assessments as to expediency / action and where possible case closure.

Job Evaluation will be taking place for the new role of Condition Compliance Officer, we will commence recruitment when the process is completed in July / August.

2 Forthcoming Activities and Developments.

Planning Policy & Build Heritage Working Party – 19th July

Development Committee – 7th July

Armed Forces Day – 25th June

3 Meetings attended

Planning Policy & Build Heritage Working Party – 23 May

Development Committee – 9 June, 12 May

Overview & Scrutiny – 11 May? & 15 June

Norfolk Nutrient Neutrality members group – 27th April, 10th May, 6th June

Town and Parish Forum – 4th July

Cabinet, Business Planning, Portfolio Meetings, Parish Council Meetings,
Armed Forces Covenant elected member champions.

Cromer Pier Structural Works – June 2022

Summary:	<p>Cromer Pier is an iconic structure within North Norfolk and a significant attraction for many thousands of visitors every year. It is a Grade 2 listed structure which was constructed in 1901. It is set in an extremely harsh environment and these factors combine to require a significant and ongoing maintenance regime.</p> <p>Part of the maintenance regime for the pier includes annual structural surveys to identify remedial works with a more detailed survey undertaken every five years.</p> <p>This report summarises the results of the latest detailed survey, which has been undertaken by the Hemsley Orrell Partnership (HOP). This survey identified a number of works to be completed over the next c12months.</p> <p>This information has been used to create a works package which has now been tendered and a preferred supplier (Supplier A as contained within the exempt appendix) identified.</p> <p>This report seeks authority for the award of contract to the preferred supplier and to establish a capital budget (as identified within the exempt appendix) to enable the works to be completed.</p>
Options considered:	<p>For the existing pier structure to be retained in a safe and managed condition a rolling programme of works needs to be maintained.</p> <p>Alternatively, a managed programme of demolition would need to be initiated to safely remove all or part of the structure.</p>
Recommendations:	<p>That Cabinet;</p> <ul style="list-style-type: none">• Approve the award of the contract to the preferred supplier (Supplier A as identified within the exempt appendix) and;• Recommend to Full Council that a capital budget is approved (as identified within the exempt appendix) to enable the works to be completed, to be funded from capital receipts
Reasons for Recommendations:	<p>The establishment of the capital budget and completion of the recommended works will enable the Council to continue to maintain the pier structure.</p>

In order to ensure the structural integrity of the pier for the future it is essential that appropriate maintenance is undertaken.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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Cabinet Member(s) Lucy Shires	Ward(s) affected Cromer Town. Suffield
Contact Officer, telephone number and email: Sean Kelly 01263516276	

1. Introduction

- 1.1 In 2017, following approval from Cabinet, a contract was let to the Hemsley Orrell Partnership (HOP) to carry out a series of annual surveys on the structure of Cromer pier to better inform future maintenance, budget and work programming.
- 1.2 This survey identified a programme of works designed to ensure the safety of Cromer Pier and visitors to it and capital works with a value of nearly £1.4m were subsequently completed.
- 1.3 This report covers the recommendations following the interim survey which was completed in 2021 by HOP and seeks authority to establish a capital budget to undertake the works and for the award of the contract to the preferred supplier.

2. Recommended Pier Remedial Works

- 2.1 In order to address the remedial works identified within the survey undertaken last year and to build on the improvements delivered in the first phase of remedial works it is now necessary to let a contract for the latest identified works to the structure of the pier.
- 2.2 Based on advice from our consultants, Hemsley Orrell Partnership (HOP), the required works focus on the seabed piles and the structural steel works supporting the piles and the timber decking.
- 2.2 Using the information provided by HOP a package, of the most urgent and critical works, was put out to the market during the autumn of 2021 to establish the value of the works and to seek interest from suitably qualified suppliers to undertake the programme. These works are critical to the continued use of the structure and the health and safety of all those who use this facility.

- 2.3 These works are those identified as being the most critical and urgent of the works identified in the interim review of autumn 2021. The significant majority of these works relate to repair and replacement of steel works mainly in the area beneath the theatre and head area deck of the pier. Unlike the works in Phase 1, it is not anticipated that diving works to encase the steel columns in concrete will be required during this phase.
- 2.4 An open tender process was undertaken to seek prices for the specified works, the results of which can be found within exempt Appendix A. It is recommended that the contract is awarded to UK Industrial Services (UKI) based on their submitted bid.
- 2.5 There are some residual works which are not regarded as urgent or critical and it is intended to include a review of these in the next major scheduled condition survey in 2023.
- 2.6 A further report will be submitted detailing the findings of that review, and any recommended actions, when it is completed in 2023.

3. Corporate Plan Objectives

- 3.1 Boosting business sustainability and growth - continued investment in the pier supports a number of corporate plan objectives, including supporting local business by maintaining the quality of the destination offering by preserving the key iconic structure of Cromer Pier.
- 3.2 Quality of life - the works programme also supports the Quality of Life corporate objective through '*continued investment in Cromer Pier as an iconic heritage and cultural attraction*'.

4. Medium Term Financial Strategy

- 4.1 Having a planned programme of works to maintain the integrity of the pier structure is important and helps to avoid more costly reactive works. This helps with the scheduling and funding of the capital programme and provides better value for money which supports the Council's overall budget position.
- 4.2 Considering the construction of the pier, its age and the harsh environment it exists in it is inevitable that future capital works will be required. The primary purpose of the ongoing inspection regime is to identify areas that need remedial works as early as possible and keep the capital costs to a minimum by addressing the works as early as possible.

Financial and Resource Implications

- 5.1 The breakdown of the capital funding requirements can be found within exempt appendix A.
- 5.2 It is proposed the capital funding for these works should be funded through capital receipts. There is currently sufficient capacity within the Capital Receipts Reserve to fully fund these works having taken account of current funding requirements and the latest forecasts in respect of capital receipts anticipated during the 2022/23 financial year.

- 5.3 It is anticipated that the programme of works will run into financial year 2023-2024 and take place between the summer of 2022 and 2023.
- 5.4 This is a significant project and will require a corresponding quantity of officer time to manage the project and associated activities and a Project Proposal has been agreed to support the programme.
- 5.5 There may be an opportunity to try and drawdown some funding from the Council's proposed Levelling Up submission for Cromer but as the bid has not yet been submitted and outcome of this process is currently unknown the present proposals recommend that the Council fully funds the works programme.
- 5.6 If the Levelling Up bid is successful the financing package for any works and further improvements can be reviewed at that point.

6. Legal Implications

- 6.1 All procurement has been undertaken in accordance with the Council's relevant procurement and contract policies and an open tender process has been followed.
- 6.2 The Council will enter into a works contract with the preferred supplier and this will be supported by the Council's legal team.

7. Risks

- 7.1 Construction industry inflation is excessive at this time, in mitigation a budget contingency of 20% has been proposed.
- 7.2 Failure to complete works might contribute to structural damage resulting in a significantly larger future costs or total loss of the pier as an asset. Ongoing planned maintenance also helps reduce the likelihood of urgent reactive works being required which are far more expensive than a well managed planned programme.
- 7.3 Residents and visitors alike expect this iconic landmark structure to be well maintained and there are reputational issues to the Council if the pier falls into dis-repair whilst also representing potential health and safety risks.
- 7.4 There are also risks of interruption in terms of the pier's various shows but the Property Services team who will be managing the contract have significant experience of working on the pier in partnership with the pier's operators Openwide. The works programme will be shared and agreed with Openwide so as to minimise any disruption to planned shows and the works are expected to be completed between the summers of 2022 and 2023.

8. Sustainability

- 8.1 Undertaking these works will ensure the future of a unique asset and attraction.

9. Climate / Carbon impact

- 9.1 The works will be undertaken in accordance with relevant Council policies and industry best practice to ensure minimal impact on the environment.

10. Equality and Diversity

There are no equality and diversity implications directly resulting from the recommendations or options considered in this report.

11. Section 17 Crime and Disorder considerations

There are no Crime and Disorder implications directly resulting from the recommendations or options considered in this report

12. Conclusion and Recommendations

- 12.1 In conclusion, it is necessary to identify a capital budget to progress the latest required works as identified within the HOP report. Making this investment will help to safeguard the future of this iconic asset and ensure that it remains a safe structure for future years.

- 12.2 It is therefore recommended that Cabinet;

- **Approve the award of the contract to the preferred supplier (Supplier A as identified within the exempt appendix) and;**
- **Recommend to Full Council that a capital budget is approved (as identified within the exempt appendix) to enable the works to be completed, to be funded from capital receipts**

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of the Local Government Act 1972.

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OVERVIEW & SCRUTINY ANNUAL REPORT 2021-22

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

Contact Officer, telephone number and email:
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1. Introduction – Role of the Committee

1.1 The Overview and Scrutiny Committee is the Council's primary oversight Committee that seeks to ensure that Cabinet is held to account and that reliable services are provided, whilst best value for money is achieved. Introduced by the Local Government Act 2000, Scrutiny Committees are able to monitor internal Council affairs, and also review the work of external bodies such as the Police, health providers, utility companies and the voluntary sector.

1.2 As outlined in the Constitution, the Overview and Scrutiny Committee's terms of reference are as follows:

- To scrutinise and review decisions or other actions taken with respect to non-executive functions.
- To make reports or recommendations to the Full Council or to the Cabinet about one or more particular issue(s), service(s) or matter(s), which affects North Norfolk and its residents. Reports or recommendations may be carried out on whatever issue, service or matter the Scrutiny Committee thinks fit and may be carried out on any subject if the Full Council or the Cabinet requests it to do so.
- To carry out best value reviews.
- To act as the Council's Crime and Disorder Committee.
- To produce an annual report to Council on the work of the Committee over the year.
- To ensure effective scrutiny of the treasury management strategy and policies.

1.3 The remit of the Overview and Scrutiny Committee also includes undertaking policy review and development, monitoring performance management, promoting community well-being and improving the quality of life in the District. Scrutiny is Member-led and independent of party political arrangements. At North Norfolk District Council, the Overview and Scrutiny Committee is chaired by a member of the opposition. Scrutiny should always be viewed as a function which belongs to and benefits the whole council.

2. Committee Background

2.1 Subsequent to minor changes, the Overview & Scrutiny Committee was comprised of the following Members at the end of the 2021-22 municipal year:

Chairman - Cllr N Dixon
Cllr H Blathwayt
Cllr P Heinrich
Cllr V Holliday
Cllr A Varley
Cllr A Brown

Vice Chair - Cllr S Penfold
Cllr E Withington
Cllr N Housden
Cllr E Spagnola
Cllr C Cushing
Cllr P Fisher

2.2 Who participates in Scrutiny:

- The Chairman and Vice Chairman of the Overview and Scrutiny Committee take a pro-active role throughout the process, attending pre-agenda meetings and steering and scoping the direction of questioning and investigation.

- Overview and Scrutiny Committee Members – Scrutiny is different from other committees in that it calls for Members with investigative and creative minds who are prepared to “do their homework” out of the Council Chamber and think outside of the usual committee framework, tailoring the method of review to suit the topic.
- Cabinet Portfolio Members are invited to attend meetings of the Committee to present and answer questions on Reports relevant to their portfolio. The aim is that the Portfolio Member should have an opportunity to contribute to any issues relating to their portfolio.
- All non-Executive Members of the Council are routinely invited to attend Committee Meetings and offered the opportunity to ask questions on issues that matter to the residents they represent.
- Officers are involved in a number of ways – those directly involved in supporting the scrutiny process and those who are called to compile Reports for the Committee.
- Invitees and Witnesses can be called not just from within the Council, but from partners and public service providers.
- The public are welcome to attend meetings of the Committee with a provision to submit questions or statements up to 24 hours in advance, in order to raise issues of concern that they would like the Committee to consider.

3. Committee Role and Responsibilities

- 3.1 Scrutiny of decisions made by Cabinet - The Overview and Scrutiny Committee routinely reviews decisions made by Cabinet to ensure that they are appropriate and provide best value for money.
- 3.2 Pre-Scrutiny - This enables greater co-ordination between the Cabinet and Scrutiny work programmes, whereby the Committee can provide input into policy and decisions prior to their approval. This process ensures that the Overview and Scrutiny Committee and wider Members can provide meaningful input into key issues, reducing the likelihood of call-ins. Some examples include:
 - Commenting and providing input into corporate projects.
 - Providing input during the Policy development process.
 - Considering key strategies prior to approval by Cabinet.
- 3.3 Call-ins - All key decisions made by Cabinet that have not been pre-scrutinised are subject to a five day ‘call-in’ period, prior to implementation. This enables the Overview and Scrutiny Committee to consider whether any contentious decisions are appropriate, and provides the opportunity to recommend to Cabinet that the decision be reconsidered, if necessary.
- 3.4 Financial Scrutiny – This allows the Committee and wider Members the opportunity to review and comment on draft budget proposals, budget monitoring reports, the Medium Term Financial Strategy, and other financial strategies. Consideration of financial reports is a statutory requirement for the Overview & Scrutiny Committee’s work programme.
- 3.5 Performance Monitoring - This is a quarterly item for the Committee that provides an opportunity to ensure that service areas are meeting performance targets, or highlighting issues where further investigation may be required. It

is also important for holding the Cabinet to account, by considering whether the administration are meeting the objectives set within their Corporate Plan and subsequent Delivery Plans. Following requests by Members of the Committee, the Council has begun to explore benchmarking of performance with neighbouring authorities and CIPFA 'nearest neighbours'.

- 3.6 External Organisations - The Committee may request briefings on matters of concern from external organisations. These are usually followed by a Q&A session to gain further insight into the chosen subject. The Overview and Scrutiny Committee has a statutory obligation to oversee crime and disorder in the District, and this is usually achieved by a briefing from the Police and Crime Commissioner, accompanied by senior Police Officers.
- 3.7 Focused/Rapid Reviews - The Committee may choose to look at a topic in depth over a specific period of time to consider whether it is achieving the necessary outcomes. This could be undertaken by the whole Committee as a rapid review in a single day, or as a smaller review by a Task and Finish Group, usually lasting six months.
- 3.8 Petitions - The Committee has an obligation to consider petitions received from members of the public, which can be submitted electronically or by hard copy. There is a threshold of 750 signatures required from within the District in order for the petition to be subject of a full debate by the Committee.

4. Work of the Committee 2021-22

- 4.1 2021/22 was a positive year for the Committee with the many newly elected Councillors that joined the Committee in 2019 now fully settled into their roles and established as scrutineers. A new Vice Chair was appointed at the beginning of 2021 that has helped to strengthen the cross-party working of the Committee and ensure that debate remains a-political. Work has also continued to make use of all pre-scrutiny opportunities, with special reference to Strategy and Policy development. Eleven formal Committee meetings were held in the 2021-22 municipal year, with all meetings held back in the Council Chamber as social distancing and work from home requirements came to an end. The Committee did however continue to stream its meetings on YouTube, with select officers and other attendees able to join remotely to avoid overcrowding the Chamber whilst Covid-19 remained a potential risk.
- 4.2 Highlights from the 2021/22 Work Programme are listed below:
 - Sheringham Leisure Centre (Reef) Project Monitoring: From the outset of the Sheringham Leisure Centre project, the Overview and Scrutiny Committee played an important role in receiving regular monitoring reports to observe progress of the project, recommended contingency options and maintain oversight of the project budget. The development and the unveiling of the new 'Reef' Leisure centre culminated in a soft opening and Members' visit in November 2021.
 - Crime and Disorder: In May 2021 the Committee received a briefing on the Norfolk County Community Safety Partnership's draft Safer Norfolk Plan 2021-2024. In March 2022 the Committee followed this up with a briefing from the newly elected Police and Crime Commissioner for Norfolk on the Police, Crime and Community Safety Plan for Norfolk 2022 – 2024, and how this overlaps with the Safer Norfolk Plan 2021-2024.

Members will continue to monitor implementation of these Plans on an annual basis to ensure that policing of crime and disorder remains effective across the District, and focused on relevant issues.

- **Ongoing Ambulance Response Times Monitoring:** Whilst the outbreak of Covid-19 had a significant impact on health services across the globe, the monitoring of ambulance response times has continued at a local level on a six-monthly basis, with the addition of Cllr V Holliday taking up the issue with renewed vigour having worked in the medical profession and chaired a Parish-level Working Group monitoring coastal response times.
- **Waste Contract Briefing:** Now well into delivery of the waste contract, a gap analysis of the contractual obligations was completed to determine which elements of the contract were yet to be delivered. As part of this analysis, the waste contractor Serco has established a timeline for introducing a new target operating model expected to go live in September 2022, over which the Committee had continued to maintain close oversight.
- **Pre-scrutiny of the Equality, Diversity & Inclusion Policy:** Following a Full Council motion to adopt the HRA definition of anti-Semitism, it was determined that a full overhaul of the existing Equality and Diversity Policy was required. Whilst this work was significantly delayed by the impact of Covid-19 alongside a preceding management restructure, the Committee rejected the first draft and continued to monitor development with the final Policy approved early in the 2021-22 municipal year following extensive input and commentary from the Committee, officers and the Staff Focus Group.
- **Pre-scrutiny of the Tree Planting and Net-Zero Strategies:** As outlined as some of the Council's key priorities in the 2019-2023 Corporate Plan, pledges were made to plant a tree for every resident in the District and to achieve net-zero carbon emissions by 2030. Both of these projects required a detailed strategy to implement, with the Committee asked to provide input during development through workshop sessions and Committee debate. Now approved, the Committee continues to closely monitor the implementation of these strategies as part of its performance monitoring work.
- **Review of NNDC Public Car Park Charges:** Subject to annual review and conscious of budgetary pressures placed on the Council, the Committee made a number of recommendations to Cabinet to raise the cost of parking charges in-line with CPI inflation. Whilst the majority of the Committee's recommendations were accepted for general parking charges, Cabinet chose to maintain current prices for season ticket holders to help reduce the burden on residents.
- **Planning Performance –** the Committee continued its efforts to review the Council's planning performance in a wider context, by recognising the need to look beyond existing data sets and considering customer experience and outcome satisfaction. This is a work in progress, although the customer / user survey has been delayed by general data protection regulations.

- Establishment of a trial Environment and Quality of Life Scrutiny Panel: Established for a six-month trial period beginning in January 2022 the Panel has focused primarily on reviewing the Council's public conveniences over several months, creating significant additional capacity for the Committee. Work is well underway with final recommendations expected for consideration at the July 2022 Committee meeting.
 - Councillor Call for Action – Impact of Second Homes and Holiday Lets: In December 2021 a CCfA was called to request that the Committee consider the impact that second homes and holiday lets have on the District. The Committee determined that the best course of action would be to undertake a scoping exercise, which then led to a request for a formal investigation to collect data on the potential impacts and any mitigation actions implemented elsewhere across the Country. A small Member-Officer group was established from relevant service areas with results of the initial investigation expected in July 2022.
 - North Walsham High Streets and Heritage Action Zone Project Monitoring: 2021-22 saw the start of a new project for the Council in North Walsham with over £3m of funding secured for regeneration projects, implementing public realm improvements and exploring the cultural and historical roots of the town. As with all major projects, the Committee will monitor the project progress and budget closely, with the option available to make recommendations or propose suggestions if required.
- 4.1 In summary, the Committee reviewed approximately fifty-seven topics, though this number includes recurring items such as performance and budget monitoring. Seven of these topics could be defined as pre-scrutiny, in that they were reviewed by the Committee in advance of approval by Cabinet or Council. In total, the Committee again made over thirty recommendations to Cabinet/Council and requests to CLT. The formation of a Scrutiny Panel has greatly increased the capacity of the Committee and allowed extended or in-depth reviews to take place on matters relating to key priorities of the Corporate Plan. Overall the Committee remains keen to be actively involved in policy and strategy development, whilst also maintaining key oversight of ongoing projects and Cabinet decisions.

5. Conclusions

- 5.1 2021-22 was an interesting year for the Committee, with a return to physical meetings, hybrid attendance by officers and ongoing concerns regarding Covid-19. This resulted in attendance by wider Members being relatively low, but despite the challenges faced, the Committee continued to provide valuable and effective oversight for the Council, whilst providing input into policy development and service delivery, without need for any call-ins of Cabinet decisions.
- 5.2 Agreement and adherence to the Executive-Scrutiny Protocol continues to be a valuable asset for both the Committee and Cabinet, that has significantly improved working practices, and led to increased opportunities for pre-scrutiny, whilst improving cooperation with Cabinet.

5.3 Whilst the Committee has been very effective in delivering its roles, the following recurring limiting factors from last year remain to be resolved by both Members and Officers in the year ahead:

- There were twenty instances where apologies were given in the 2021-22 year with substitutes only available on nine of these occasions. Changes to Cabinet has also meant that previously reliable Committee substitutes are no longer available, and it is therefore necessary for all group leaders to reconsider their substitute appointments.
- Delays to reports remain a significant issue for the Committee and the wider business planning process, with the Work Programme planned well in advance meaning that any delay will have a knock-on effect for future meetings. Whilst these delays are in some cases unavoidable, efforts should be made to address all delays, where possible.
- 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. Better co-ordination and planning of work programmes is needed to resolve this systemic shortfall.

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Extension of the temporary increase to mileage rates, due to the significant increase in fuel costs.

Summary: This report provides members with information in order to consider a medium term increase in mileage rates, due to the ongoing situation with respect to increased fuel costs. The medium term would be to the end of the 2022/2023 financial year.

Options considered:

- 1) To revert to the Council's mileage rates at 0.45p per mile for essential car users, and 0.52p per mile for casual users, therefore ending the temporary increase.
- 2) The temporary increased mileage rate is 0.60 per mile. Allow the Chief Executive to have the accountability to operate the temporary increase for the remainder of the 2022/2023 financial year. The Chief Executive Officer would review the rate each month, and if circumstances dictate, have the flexibility to reduce the enhance rate reflecting any significant fall in petrol and diesel prices.

Conclusions: Recognising the significant increase in petrol and diesel prices since the end of February this year Full Council is asked to consider providing additional financial support to Officers undertaking work-related travel.

Recommendations: Full Council is recommended to agree Option 2 – to support the increased mileage rates for the remainder of the 2022/23 financial year, subject to monthly review by the Chief Executive, with the increased rates being removed if there is a significant reduction in fuel prices over that period.

Reasons for Recommendations: This is intended to provide some increased financial support to Officers working out in the district, maintaining outward facing services.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

N/A

Cabinet Member(s) Cllr's Adams & Seward	Ward(s) affected N/A
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1. Introduction

- 1.1 On 24th February 2022, Russia invaded Ukraine, in a major escalation of the Russo-Ukrainian War that began in 2014. The invasion caused Europe's fastest-growing refugee crisis since World War II, with more than seven million Ukrainians fleeing the country and a third of the population displaced.
- 1.2 Aside from the humanitarian costs of this war, there have been further implications to the worldwide economy, both in terms of economic activity and the cost of commodities. This report is focused on the rising costs of petrol and diesel and the impact this is having on the provision of services by the District Council.
- 1.3 Data obtained from [Weekly road fuel prices - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/data-and-data-sets/weekly-road-fuel-prices) on 9th June 2022 provided the average pump prices for a litre of petrol and diesel.

Date	Petrol	Diesel
Jan 31 st	145.74	149.68
Feb 28 th	149.22	153.36
Mar 28 th	162.65	176.44
Apr 25 th	161.84	176.33
May 30 th	168.96	181.56
Jun 6 th	175.55	185.31

- 1.4 An article published on the BBC news website [Petrol prices see biggest daily jump in 17 years - BBC News](https://www.bbc.com/news/business-61444444) on 9th June 2022 reports “*The price of petrol saw its biggest daily jump in 17 years on Tuesday with a rise of more than 2p a litre. The RAC motoring group said the average cost of filling a typical family car with petrol was now £99.40 and could exceed £100 as soon as Thursday. Soaring fuel prices have been driven by the war in Ukraine and moves to reduce Europe's dependence on Russian oil. With food and energy bills also surging, many households are under pressure. The average price of petrol rose to 180.73p per litre on Tuesday, the RAC said. Meanwhile, the average price of diesel rose by almost 1.5p to another record high of 186.57p per litre, making the cost of filling a 55-litre family car £102.61.*”

2. Main body of report

- 2.1 In March 2022, the Human Resources Manager (HRM) held one of his regular meetings with UNISON. One of the topics discussed was mileage rates, and that UNISON members and non-members were finding the ever increasing fuel costs difficult to absorb.
- 2.2 The HRM recognised this position and discussed with the Chief Executive Officer (CEX). A proposal for a temporary increase in the mileage rate to be paid to staff undertaking work-related travel to 0.60p per mile.

- 2.3 The proposal was initially for three months, and thereafter would be reviewed on a monthly basis, and could be removed by the CEX at any time.
- 2.4 The CEX indicated his agreement with the proposal, it was shared with Officers via an intranet article.
- 2.5 The temporary increase was approved through the delegated authority process, being signed by the S151 Officer, and copies shared with the Monitoring Officer and Democratic Services Officer on 24th March 2022.
- 2.6 North Norfolk District Council's employee terms and conditions are governed by the "green book" for Officers and NJC terms and conditions for Chief Officers. All of these are nationally negotiated terms and conditions. The Council is, on some matters, able to agree a "local arrangement" with the recognised union, which in this case is UNISON. In the case of the temporary mileage increase, this is what has occurred.
- 2.7 It is recognised that the increased mileage rates do place an additional cost on the Council's finances, and it was for this reason that initially a temporary three-month increase was proposed in order that the impact of the war in Ukraine on global oil prices and pump prices in the UK could be better understood.
- 2.8 However, as the price of petrol and diesel at the pumps has continued to rise, despite the Government providing a 5 pence cut in duty, the HRM is now recommending to Council that the increase in mileage rates be extended until the end of the 2022/2023 financial year, subject to monthly review by the Chief Executive, with the increased rates being removed if there is a significant reduction in fuel prices over that period.

3. Financial and Resource Implications

- 3.1 No additional resources are required to operate the temporary increase, as mileage claims are processed through the Council's HR and Payroll management software.
- 3.2 The HMRC mileage rate of 0.45 per mile is not subject to tax or national insurance deductions. When an Officer receives a mileage rate in excess of the HMRC rate, they are deducted tax and national insurance on the difference. So in this case there would be deductions on the additional 0.15, being the difference between the HMRC rate, and 0.60 per mile being the temporary increase (if approved).
- 3.3 Since the increase in the mileage rates was implemented in March, the average costs to the Council have increased. The following commentary should provide further clarity.

Pay Month	Total Miles	@ 60p per mile			@ old rates			Difference
		Total Pay	ER's NI	Total Cost	Total Pay	ER's NI	Total Cost	
Apr-22	15898	£9,538.80	£358.90	£9,897.70	£7,442.03	£43.33	£7,485.36	£2,412.34
May-22	14649	£8,789.40	£330.70	£9,120.10	£6,890.92	£44.98	£6,935.90	£2,184.20
Average	15273.5	9164.1	344.80	£9,508.90	£7,166.48	£44.16	£7,210.63	£2,298.27

- 3.4 The above table shows the actual mileage paid in April and May 2022, at the increased rate of 0.60 per mile, with a comparison based on the original mileage rates of 0.45 / 0.52 per mile. The “difference” figure shows the additional costs associated with the increased rate.
- 3.5 Based upon the total average mileage rate per month of 15273.5 miles calculated for the current financial year, this would equate to 183,282 miles per year. Whilst the above average mileage amounts are based only on two months, they are broadly in keeping with previous months of the latter part of the COVID pandemic, although at that time consideration must also be given to the fact that the Council was receiving increased mileage claims due to (at its peak) ten Covid Marshall’s working across the district, prior to the 31st March 2022.
- 3.6 Based upon a projected annual mileage of 183,282 miles at the enhanced mileage rate, the annual cost, including the additional Employers National Insurance contributions is expected to be £114,106. This would be an increase of £27,579 above the amount which would be paid by the authority at 0.45 pence per mile which would be estimated to cost £86,527. This is an average increase of approximately £2,300 per month
- 3.7 Following the COVID pandemic the Council continues to benefit from its hybrid working policy with staff able to work from home for up to three days a week. This has seen a number of efficiency savings (including against mileage costs) and increases in productivity.
- 3.8 In the financial year 2019/20, prior to the Covid-19 pandemic, the Council saw staff work-related mileage claims totalling 264,298 miles. This equated to a total spend of £124,008, including employer National Insurance contributions.
- 3.9 Although increasing the mileage rate to £0.60 per mile does increase the current financial spend of the Council, the total spend on mileage claims for the 2022/23 financial year is expected to be £9,902 less than the pre-pandemic costs.
- 3.10 The proposed increase in mileage allowance for work-related travel needs to be seen in the wider context of the Council’s pay and remuneration package and the rising cost of living / inflation. The Council needs to retain a competitive position in terms of pay and conditions and recognising the high cost of fuel in the context of staff using personal vehicles for work-related travel across our large rural district is considered to be a small gesture relative to wider pay demands and pressures in the wider economy at the present time.

4. Medium Term Financial Strategy

- 4.1 The temporary increase in mileage rates proposed reflect rising fuel prices, but with new hybrid ways of working, holding of some virtual meetings and management of work-related travel it is anticipated that the total mileage costs to be met by the authority will be lower than before the pandemic.

5. Legal Implications

None have been identified. Whilst the Council's employee terms and conditions are governed by the "green book" for Officers and NJC terms and conditions for Chief Officers, the Council has some local discretion around the operation of staff benefits and it is considered appropriate in the context of service provision across a large rural district that staff are properly reimbursed for work related travel costs. Unison is supportive of the proposal.

6. Risks

- 6.1 There are risks to service delivery if staff seek to manage their workloads to minimise travel costs through delaying site visits etc. if it is felt that they are not being reimbursed fully or are subsidising work-related travel costs

7. Sustainability

There are no direct sustainability issues raised by the temporary increase in mileage rates, as this travel is work-related and required in any event. Staff and managers should seek to minimise travel as appropriate, but some travel to provide services in a large rural district cannot be avoided.

8. Climate / Carbon impact

See comments made at point 7 above.

9. Equality and Diversity

There are no Equality and Diversity issues raised by this report.

10. Section 17 Crime and Disorder considerations

There are no Section 17 Crime and Disorder issues raised by this report

11. Conclusion and Recommendations

The District Council has a vast number of duties that must be completed out in the district, with many of these duties being statutory. The Council does not have a fleet of pool vehicles with fuel cards, meaning that Officers are required to use their own vehicles.

Whilst this fact has always been known, and accepted, the substantial increase in fuel costs at the present time is impacting negatively on Officers who undertake work-related travel on behalf of the Council supporting its residences and businesses.

There is no silver bullet, or quick resolution to this, but one area where the council can demonstrate that it wishes to support its Officers is to have the agility to react in a swift but measured manner, and this is one example of this. Therefore the HRM advice is that recommendation two is approved by Full Council.

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Appointment of Chief Finance (Section 151) Officer

Summary: Section 151 of the Local Government Act 1972 requires the Council to designate a Chief Finance (Section 151) Officer. The Chief Finance Officer has a number of statutory duties and responsibilities relating to the proper administration of the Council's finances, assets and resources and be responsible for those arrangements including managing the relationship with the Council's Internal and External Audit functions, submission of Government returns.

Following the recent resignation of the officer who has fulfilled this role for the Council since September 2016, it is necessary to designate a new officer to fulfil the Chief Finance Officer role for the authority on an interim basis until a permanent appointment of a new Director of Resources is made.

Options considered: The Council is required by legislation to designate a Chief Finance (S151) Officer and therefore needs to make an interim appointment pending recruitment of a new Director of Resources.

Conclusions: Council is required to appoint a Chief Finance Officer under Section 151 of the Local Government Act 1972. The appointment of the Chief Finance Officer is reserved to the Council and cannot be made by any other body.

Recommendations: **That Council:-**

- 1) Provides delegated authority to the Chief Executive in consultation with the three Group Leaders and Finance portfolio holder to make an interim appointment of a Chief Finance (Section 151) Officer with immediate effect pending recruitment of a new Director of Resources.**
- 2) Notes the need to establish an Employment and Appeals Panel to support the process of recruiting and appointing a new Director of Resources**

Cabinet Member(s): All	Ward(s) affected All
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1. Introduction

- 1.1 Section 151 of the Local Government Act 1972 requires that the Council appoints a Chief Finance Officer. The Chief Finance Officer has a number of statutory duties and responsibilities relating to the proper administration of the Council's finances, assets and resources and be responsible for those arrangements including managing the relationship with the Council's Internal and External Audit functions, submission of Government returns.

2. Background

- 2.1 The officer who has served as the Council's Chief Finance (Section 151) Officer since September 2016 resigned from the authority with effect from 31st May 2022. It is therefore necessary for the authority to appoint a new Chief Finance Officer, on an interim basis, pending recruitment of a new Director of Resources.
- 2.2 Section 151 of the Local Government Act 192 requires the Council to appoint an appropriately qualified officer to have responsibility for the proper administration of its financial affairs. The post is variously referred to as the Chief Finance Officer / s.151 Officer. The appointment of this officer is required by the Council's Constitution to be made by Full Council.
- 2.3 The functions of the Chief Finance (Section 151) Officer, as detailed in the Council's Constitution, are included at Appendix 1 to this report.
- 2.4 Under the Council's management structure (as agreed by Full Council at its meeting of the 23rd September 2020) the Chief Finance Officer role falls within the responsibilities of the Director of Resources position. However, as this post is currently vacant, pending recruitment into the role it is necessary for the authority to agree interim arrangements in order that the Section 151 Officer responsibilities are properly covered by an individual who holds a relevant qualification and membership of one or more of the following professional bodies – Institute of Chartered Accountants, Chartered Institute of Public Finance and Accountancy or Chartered Institute of Management Accountants (as per Section 113 of the Local Government Finance Act 1988).
- 2.5 Consideration has been given to the Council's interim needs for support, pending recruitment of a new Director of Resources, relative to the skills and experience of staff within the Finance Team and CLT in terms of strategic management capacity and support. In addition to the general duties and responsibilities of a s.151 officer under the Local Government Act 1972, and as required under the Council's Constitution, there is a particular need at this time for Section 151 Officer support with the following issues:-
- Cheques – new signatory on our payment-run cheques
 - Sign off of budget virements
 - Sign off of central Government spend declarations (i.e. COVID grants, homelessness spend etc.)
 - Sign off of 2021/22 Accounts
 - Sign off procurement exemptions
 - Sign off of the financial statements to be made within the Council's Levelling up bids

- Completion of returns / declarations to Government for the COVID business grant fraud reviews, Energy Rebate payments etc
- 2.6 Consideration has been given to how these responsibilities might be covered on an interim basis pending the recruitment of a new Director of Resources and conversations have been had with local partners about an interim support solution. However, it hasn't been possible to conclude these discussions in advance of the Full Council meeting and therefore delegated authority is sought for the Chief Executive to progress and hopefully conclude these discussions in consultation with the three Group Leaders and Finance portfolio holder.

3. Decisions to be taken

- 3.1 The Council needs to agree interim S151 Officer arrangements with either a local partner, EELGA or through a temporary appointment. If agreement can be reached for interim support with another local authority the arrangements would be managed through a Section 113 Agreement with the detailed terms of which would need to be agreed. Positive discussions have been held with another local authority but have not been concluded to date such that delegated authority is sought for the Chief Executive to progress and hopefully conclude these discussions in consultation with the three Group Leaders and Finance portfolio holder.
- 3.2 The Council then needs to commence recruitment of a new Director of Resources and initial conversations have been held with SOLACE about supporting the Council with that process. In order that the process can move forward in late August and September Council is asked to note that an Employment and Appeals Panel will be established to support the process of recruiting a new Director of Resources – ie to fulfil the requirement for an interview panel which will make recommendations on any appointment to a future meeting of Full Council.

4. Corporate Plan Objectives

- 4.1 There are no direct impacts from this decision on the delivery of the Council's Corporate Plan objectives.

5. Medium Term Financial Strategy

- 5.1 There is no direct impact from this decision on the Medium-Term Financial Strategy, although with inflationary pressures on all of the Council's budgets and increased demand on some services provided by the Council the recruitment of a new Director of Resources who can lead on this issue for the authority is considered important.

6. Financial and Resource Implications

- 6.1 Payment will obviously need to be made for any interim arrangements accessed by the Council for the provision of Section 151 Officer support. These

costs will be met from the Corporate Management and Finance staff budget headings pending appointment of a new Director of Resources.

7. Legal Implications

- 7.1 Section 151 of the Local Government Act 1972, requires the Council to appoint a Chief Finance Officer who is suitably qualified in accordance with section 113 of the Local Government Finance act 1988.

8. Impact on Climate Change

- 8.1 Not applicable

9. Equality and Diversity

- 9.1 There are no equality and diversity issues raised by this report.

10. Section 17 Crime and Disorder considerations

- 10.1 Not applicable

11. Recommendations

That Council:-

- 1) Provides delegated authority to the Chief Executive in consultation with the three Group Leaders and Finance portfolio holder to make an interim appointment of a Chief Finance (Section 151) Officer with immediate effect pending recruitment of a new Director of Resources.**
- 2) Notes the need to establish an Employment and Appeals Panel to support the process of recruiting and appointing a new Director of Resources**

Appendix 1 - Functions of the Chief Financial (Section 151) Officer

1. Ensuring lawfulness and financial prudence of decision-making

After consulting with the Head of Paid service and the Monitoring Officer, the Chief Financial Officer will report to the Full Council or to the Cabinet in relation to a Cabinet function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

2. Administration of financial affairs

The Chief Financial Officer will have responsibility for the administration of the financial affairs of the Council.

3. Contributing to corporate management

The Chief Financial Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

4. Providing advice

The Chief Financial Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity, and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.

5. Give financial information

The Chief Financial Officer will provide financial information to Members, the media, members of the public and the community.

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