

Overview & Scrutiny Committee



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Tuesday, 6 June 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 14 June 2023** at **9.30 am**.

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

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

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

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

Emma Denny
Democratic Services Manager

To: Cllr N Dixon, Cllr S Penfold, Cllr V Holliday, Cllr N Housden, Cllr C Cushing, Cllr P Fisher, Cllr L Vickers, Cllr M Batey, Cllr J Boyle, Cllr G Bull and Cllr R Macdonald

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



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

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 12

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 15th March 2023.

5. ITEMS OF URGENT BUSINESS

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

6. DECLARATIONS OF INTEREST

13 - 18

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

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

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

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

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

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

10. O&S TRAINING RECAP

To review key learning points from the O&S training and consider how to use them in practise.

11. APPOINTMENT OF REPRESENTATIVE AND SUBSTITUTE FOR THE NCC NORFOLK HEALTH OVERVIEW & SCRUTINY COMMITTEE

The Committee is required to propose and appoint a representative and substitute to the NCC Norfolk Health Overview & Scrutiny Committee.

These representatives are required to be a Member of the NNDC Overview & Scrutiny Committee and will be expected to provide regular updates to the Committee on NHOSC matters.

12. **O&S DRAFT 2023/24 WORK PROGRAMME**

19 - 28

OVERVIEW & SCRUTINY COMMITTEE – WORK PROGRAMME SETTING 2023-24	
Executive Summary	This reports aims to assist the Committee in setting its draft Work Programme for the 2023-24 municipal year.
Options considered	Multiple options are presented for consideration by the Committee, as well as allowing options to be raised for consideration during the meeting.
Consultation(s)	The report seeks to consult Members of the Committee for their input prior to approval.
Recommendations	To review and agree which items should be added to the Overview & Scrutiny Work Programme for the 2023-24 municipal year.
Reasons for recommendations	To make best use of Committee time by agreeing appropriate items of business.
Background papers	O&S Work Programme 2022-23
Wards affected	All
Cabinet member(s)	N/A
Contact Officer	Matt Stembrowicz – Scrutiny Officer Email: matthew.stembrowicz@north-norfolk.gov.uk Tel: 01263 516047

Links to key documents:	
Corporate Plan:	The O&S Committee’s Work Programme will seek to scrutinise all relevant aspects of the Corporate Plan & Delivery Plan as and when appropriate.
Medium Term Financial Strategy (MTFS)	The Committee will directly scrutinise the MTFS at the appropriate meeting as outlined in the Work Programme.
Council Policies & Strategies	All applicable policies and strategies will be scrutinised by the Committee as and when they arise or are renewed.

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	N/A

13. **PURCHASE OF TWO ADDITIONAL REFUSE COLLECTION VEHICLES**

29 - 36

Purchase of two additional refuse collection vehicles	
Executive Summary	This report outlines the requirement for allocation of capital funding for the purchase of two new refuse collection vehicles for the commercial and garden waste collection services delivered by Serco on behalf of the Council. These services have experienced significant customer growth over the last few years and are at a point whereby additional vehicles are required to ensure that the Council can continue to meet customers' expectations and deliver its statutory duties around domestic and commercial waste collections.
Options considered	<p>Do nothing – this would result in a deteriorating service level and loss of customers resulting in lost income for the Council.</p> <p>Hiring additional vehicles – deemed poor value for money.</p> <p>Purchasing second-hand vehicles – no availability of suitable vehicles.</p> <p>Contractor purchasing vehicles – poor value for money and not in line with current fleet.</p>
Consultation(s)	The proposal has been drawn up in conjunction with Serco who have recommended the provision of the additional vehicles and will look to factor their use in to a future round reorganisation.
Recommendations	<p>That Cabinet recommend to full Council an addition to the Capital programme of £385,000 to purchase two new refuse collection vehicles and that the £385,000 be added to the residual £65,000 that is left over from the original budget to purchase refuse vehicles from 2019 to date.</p> <p>That Cabinet recommend to full Council that the purchase be funded by borrowing of £335,000 and a revenue contribution of £50,000.</p>
Reasons for recommendations	To ensure the Council can meet customers' expectations and provide a service that can keep up with the continuing increase in demand for garden and commercial waste collection services. To ensure statutory duties

	around waste collection can be fulfilled. To support the future growth in revenue generating services.
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr. Callum Ringer
Contact Officer	Scott Martin, Environment and Safety Manager, scott.martin@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	The provision of additional resources on the revenue generating garden and commercial waste services will enable a better level of service delivery and help achieve future customer and revenue growth, supporting the MTFS.
Council Policies & Strategies	None

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Is the item exempt, if so, state why.
Details of any previous decision(s) on this matter	N/A

14. **MANAGING PERFORMANCE QUARTER 4 AND CUMULATIVELY FOR 2022/2023**

37 - 82

Managing Performance Quarter 4 and cumulatively for 2022/2023	
Executive Summary	<p>The Managing Performance Report attached, as Appendix A, will enable the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and operational service performance during the period 1st April 2022 to 31st March 2023.</p> <p>It gives an overview of progress towards achieving the objectives in the Corporate Plan and wider corporate performance around core service delivery during the year, and the actions taken to address any issues and proposes further action as needed.</p>
Options considered	<p>Actions to address any areas of under-delivery or poor service performance are raised with the relevant Assistant Director. Where there are ongoing issues with project delivery or service performance these are presented separately, for Cabinet's information and comment.</p>
Consultation(s)	<p>The preparation of this report itself has not involved consultation. Initially the development of the Corporate Plan in 2019 involved extensive consultation and the progression of specific actions within the Plan have involved further public engagement and consultation processes.</p>
Recommendations	<p>That Cabinet resolves to note this report and endorses the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.</p>
Reasons for recommendations	<p>To ensure the objectives of the Council are achieved and service performance monitored, reviewed and as necessary improved.</p>
Background papers	<p>The 2019 – 2023 Corporate Plan and In-Phase performance management system</p>

Wards affected	All
Cabinet member(s)	Cllr Tim Adams, Leader of the Council
Contact Officer	<p>Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk Tel:- 01263 516232</p>

Links to key documents:	
Corporate Plan:	<p>This performance management report records outcomes against each of the Council's Corporate Plan's six key themes, and reports by exception on the operational performance of the Council.</p>

Medium Term Financial Strategy (MTFS)	This report in itself does not raise any issues in respect of the Council's Medium Term Financial Strategy – although individual project proposals and actions need to be considered in the context of the Council's financial position and be supported by a business case and agreed budget / savings or efficiency targets.
Council Policies & Strategies	The Council's Corporate Plan is a key document for the authority, supported by a number of corporate policies and strategies, some of which have been developed as specific actions or objectives of the Corporate Plan.

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not an exempt item of business.
Details of any previous decision(s) on this matter	This is a quarterly performance report presented to Cabinet and Overview and Scrutiny Committee

Contextual Measures Report – CIPFA comparison	
Executive Summary	<p>The Overview and Scrutiny Committee previously requested a report to show trend analysis and benchmarking information for the contextual measures listed in the Corporate Plan 2019 to 2023. Following this quarterly review of the contextual measures compared with similar Local Authorities (CIPFA), the Committee may decide to make recommendations to Cabinet for further investigation, monitoring and/or possible intervention for improvement in specific areas.</p> <p>For this quarter, of the 15 measures, 1 scored red in the CIPFA quartile RAG analysis, 4 scored amber, 3 scored light green and 2 scored green. 3 measures have no benchmarking data available, 1 measure contains two large reports and 1 measure has since become void. The measure that scored red was Contextual Measure 12: Index of Multiple Deprivation – overall score (overall index score per year).</p>
Options considered	<ol style="list-style-type: none"> 1. No action 2. Make recommendations to Cabinet
Consultation(s)	<p>Consultation is not necessary as the “Contextual Measures Report – CIPFA comparison” has been produced solely for the Overview and Scrutiny Committee to review.</p>
Recommendations	<ol style="list-style-type: none"> 1. Receive and note the contextual measure data for NNDC compared to the CIPFA benchmarking group. 2. Decide whether to take no action or make recommendations to Cabinet for further investigation, monitoring and/or possible intervention for improvement in specific areas.
Reasons for recommendations	<p>Using the contextual measure information, which covers a wide range of social-economic indicators, will allow a broad assessment of the health and climate of North Norfolk. Monitoring the trends over time and in comparison to North Norfolk’s CIPFA Nearest Neighbours will provide a detailed insight of each measure and will be a useful facilitator for any resulting recommended actions that may be required.</p>
Background papers	<p>All background papers used are published on NNDC’s intranet. The majority of the information is also available on LG Inform’s online data portal.</p>

Wards affected	All wards are affected as the data is for the North Norfolk district.
Cabinet member(s)	Cllr. Tim Adams
Contact Officer	Lucy Wilshaw, Corporate Data Analyst. Tel: 01263 516 379. Email: performance@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	All the contextual measures in the “Contextual Measures Report – CIPFA comparison” were selected during the conception of the Corporate Plan 2019 to 2023. The Overview and Scrutiny Committee requested an additional report to facilitate a more detailed evaluation of these measures, as they are not included in the Quarterly Performance Report of the Corporate Plan.
Medium Term Financial Strategy (MTFS)	The Report is not specifically linked to MTFS however early identification and intervention of any concerning areas will save time and money in the long run, and improved the quality of life for North Norfolk’s residents.
Council Policies & Strategies	The Report is linked to the Performance Management Framework.

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	The “Contextual Measures Report – CIPFA comparison” has been produced solely for the Overview and Scrutiny Committee to review.
Details of any previous decision(s) on this matter	15/03/2023 - Overview and Scrutiny Committee meeting: <ul style="list-style-type: none"> • Quarterly review of the Report • CIPFA comparison area only • Hyperlinks only to the data reports to save paper. Not to be attached as an appendix and therefore printed as part of the agenda.

WORK PROGRAMMES

16. THE CABINET WORK PROGRAMME 95 - 98

To note the upcoming Cabinet Work Programme.

17. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 99 - 100

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

18. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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