

# Overview & Scrutiny Committee



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Tuesday, 4 July 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 12 July 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](mailto:matthew.stembrowicz@north-norfolk.gov.uk).

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

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

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

**To:** 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**

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To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 14<sup>th</sup> June 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:

- Purchase of additional waste vehicles approved by Full Council at the June meeting.

<b>2022/23 Outturn Report</b>	
<b>Executive Summary</b>	<p>This report presents the provisional outturn position for the 2022/23 financial year which shows a General Fund overspend of ££0.782m, which is made up of a £0.261m revenue services' overspend and a £0.561k income shortfall in retained business rates.</p> <p>This report also presents the Council's capital programme outturn position.</p> <p>Details are included within the report of the more significant year-end variances compared to the current budget for 2022/23. The report also makes recommendations for contributions to reserves.</p> <p>The report provides a final budget monitoring position for the 2022/23 financial year. The report makes recommendations that provide funding for ongoing commitments and future projects.</p>
<b>Options considered</b>	<p>The revenue outturn position as of 31 March 2023 shows an overall overspend of £0.782m. The final position allows for £1.137m from budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments in 2023/24. This draft outturn position will form the basis for the production of the statutory accounts, which will then be subject to audit by the Council's external auditors.</p>
<b>Consultation(s)</b>	<p>None – This is a factual report of the financial year end position for 2022/23.</p>

<b>Recommendations</b>	<p>Members are asked to consider the report and recommend the following to Full Council:</p> <p>a) The provisional outturn position for the General Fund revenue account for 2022/23;</p> <p>b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2023/24 budget;</p> <p>c) The deficit of £0.261m relating to service overspends be funded from the General Reserve;</p> <p>d) The deficit of £0.561m relating to retained business rates be funded from the Business Rates Reserve;</p> <p>d) The financing of the 2022/23 capital programme as detailed within the report and at Appendix D;</p> <p>e) The balance on the General Reserve of £2.649m;</p> <p>f) The updated capital programme for 2023/24 to 2025/26 and scheme financing as outlined within the</p>
	<p>report and detailed at Appendix E;</p> <p>g) The roll-forward requests as outline in Appendix F are approved.</p> <p>h) The transfer of £0.500m from the Delivery Plan Reserve to a new reserve 'Net Zero Initiatives' set up specifically to fund projects, initiatives and works to achieve net zero.</p> <p>i) The Provision of Temporary Accommodation capital budget for 2024/25 and 2025/26 of £0.250m per year be moved into 2023/24 giving a total budget of £0.750m in 2023/24 and that this be funded by temporary borrowing until it can be replaced by preserved right to buy capital receipts</p>
<b>Reasons for recommendations</b>	To approve the draft outturn position on the revenue and capital accounts used to produce the statutory accounts for 2022/23.
<b>Background papers</b>	Budget report, Budget Monitoring reports, NNDR3 return

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires

<b>Contact Officer</b>	Tina Stankley Director of Resources <a href="mailto:Tina.Stankley@north-norfolk.gov.uk">Tina.Stankley@north-norfolk.gov.uk</a> 01263 516439
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<b>Links to key documents:</b>	
Corporate Plan:	Financial Sustainability and Growth
Medium Term Financial Strategy (MTFS)	The outturn position will have an impact on the Reserve Balances, which will become the revised starting balances for the MTFS
Council Policies & Strategies	

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

<b>Treasury Outturn Report 2022/23</b>	
<b>Executive Summary</b>	This report sets out the Treasury Management activities undertaken during 2022/23 compared with the Treasury Management Strategy for the year.
<b>Options Considered</b>	This report must be prepared to be ensured members are aware of Treasury activities. It is also a requirement for the Council to comply with the CIPFA Treasury Management and Prudential Codes.
<b>Consultation(s)</b>	Link Treasury Services have provided the economic information in Appendix T associated with this report.
<b>Recommendations</b>	That Cabinet reviews and approves this report, with the recommendation that it is submitted it to Full Council for final approval.
<b>Reasons for recommendations</b>	This report requires approval by Full Council for the Authority to be compliant with the CIPFA Treasury Management and Prudential Codes.
<b>Background papers</b>	<p>This report refers to the Council's Capital Strategy Report 2022/23 which was approved by Members on 31/01/2022.</p> <p>This report refers to the Council's Treasury Management Strategy 2022/23 which was approved by Members on 23/02/2022.</p>

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	James Moore - Accountancy Assistant - <a href="mailto:James.Moore@north-norfolk.gov.uk">James.Moore@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	This report shows the Council's current Treasury position against the cost of delivering its Capital Programme (CFR – Capital Financing Requirement). This shows the Council's current ability to finance its current Capital Programme.

Medium Term Financial Strategy (MTFS)	<p>This report supports the Medium Term Financial Strategy through protecting Council funds and cash flows, whilst minimizing borrowing costs.</p> <p>This report shows the Council's Investment and Borrowing position against the Council's Capital Financing Requirement, showing the net debt position of the Authority as at the end of the financial year.</p>
Council Policies & Strategies	<p>This report refers to the Council's Capital Strategy Report 2022/23 which was approved by Members on 31/01/2022.</p> <p>This report refers to the Council's Treasury Management Strategy 2022/23 which was approved by Members on 23/02/2022.</p>

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	This report is available to the public.
Details of any previous decision(s) on this matter	This is an annual report on the Council's current Treasury position.

<b>Corporate Plan 2023 – 2027</b>	
<b>Executive Summary</b>	<p>Following the District Council elections on 4<sup>th</sup> May the Cabinet and Corporate Leadership Team have worked to develop a new Corporate Plan which sets out the intent and ambition of the authority for the period 2023 – 2027.</p> <p>The draft Corporate Plan document is now presented for comment by the Overview and Scrutiny Committee and thereafter presentation to Full Council for adoption.</p>
<b>Options considered</b>	<p>The Council is required to publish a Corporate Plan. The development of this Plan reflects the priorities of the administration based upon their manifesto statements and looks to take forward new actions under the principal themes from the 2019 – 2023 Corporate Plan – particularly with respect to the environment and Net Zero, housing, the local economy, quality of life and engagement with our residents and communities.</p>
<b>Consultation(s)</b>	<p>The development of the new Corporate Plan has not in itself involved a specific process of consultation. The Plan has been developed recognising those critical issues facing North Norfolk and its communities and reflects the priorities of the incoming council administration for the period 2023 – 2027. These issues are not new and will involve the Council working with established partners to develop responses to these challenges. The Corporate Plan is a high level document setting out the priorities of the Council over the next four years, with specific project proposals and interventions developed to address those challenges being the subject of engagement and consultation in the months ahead.</p>



<b>Recommendations</b>	<p><b>That the Overview and Scrutiny Committee:-</b></p> <ol style="list-style-type: none"> <li><b>1. Considers and comments upon the content of the draft Corporate Plan 2023 – 2027 as a statement of the Council’s intent and ambition for the term of this Council administration, with any comments being reported to the meeting of Full Council to be held on 19<sup>th</sup> July 2023.</b></li> <li><b>2. Notes the arrangements outlined for a series of member workshops in September 2023 to contribute to the development of actions / proposals for inclusion in the 2024/25 Annual Action Plan and then for the draft Action Plan being presented as a pre-scrutiny item for discussion / agreement by the Overview and Scrutiny Committee at its 11<sup>th</sup> October 2023 meeting.</b></li> </ol>
<b>Reasons for recommendations</b>	<p>The Corporate Plan details the Council’s ambitions and intent for the next four years. It will provide the framework and context for the Council’s service provision, project interventions and resource allocation (financial and staffing) for the period through to 2027.</p> <p>The Plan will be subject to annual review to ensure that it continues to reflect the Council’s priorities and objectives throughout the next four years in response to emerging trends, policy developments and legislation.</p>
<b>Background papers</b>	No background papers were used in the preparation of this report.

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

<b>Links to key documents:</b>	
Corporate Plan:	Not applicable – this report proposes a new Corporate Plan
Medium Term Financial Strategy (MTFS)	The adoption of a new Corporate Plan will inform future revision of the Medium Term Financial Strategy

Council Policies & Strategies	The adoption of a new Corporate Plan will inform future revision / adoption of council policies and strategies
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<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Public business item.
Details of any previous decision(s) on this matter	New Corporate Plan to reflect the priorities of the Council during the period 2023 - 2027

13. **HEADLINE BENCHMARKING REPORT (SELECTED MEASURES) - CIPFA COMPARISON** 119 - 132

<b>Headline Benchmarking Report (selected measures) – CIPFA Comparison</b>	
<b>Executive Summary</b>	<p>The Overview and Scrutiny Committee previously selected datasets from LG Inform’s Headline Benchmarking Report, to compare NNDC’s position with those of similar Local Authorities (CIPFA). Following this quarterly review of the selected measures, the Committee may decide to make recommendations to Cabinet to investigate or improve performance in specific areas.</p> <p>For this quarter, 7 of the 11 measures have been updated since the last Report. Out of all the 11 measures, 3 scored red in the CIPFA quartile RAG analysis, 4 scored amber, 2 scored light green and 2 scored green.</p> <p>The measures that scored red were CIPFA Measure 3b: Time taken to process housing benefit change events (average days per quarter (data updated since last report)); CIPFA Measure 8: Total expenditure - Central Services per head of population (£'s per person, per year (data not updated since last report)); and CIPFA Measure 9a: Rate of births of new enterprises per 10,000 residents of the population aged 16 and above (number of businesses per 10,000 people, per year (data not updated since last report)).</p> <p>The 4 datasets in the amber category have all shown some improvement since the previous period. 3 out of these 4 datasets have been updated since the last Report.</p>
<b>Options considered</b>	<ol style="list-style-type: none"> <li>1. No action</li> <li>2. Make recommendations to Cabinet</li> </ol>
<b>Consultation(s)</b>	<p>Consultation is not necessary as the “Headline Benchmarking Report (selected measures) – CIPFA comparison” has been produced solely for the Overview and Scrutiny Committee to review.</p>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. Receive and note the headline benchmarking data for NNDC compared to the CIPFA benchmarking group.</li> <li>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.</li> </ol>
<b>Reasons for</b>	<p>Measuring a broad range of indicators will</p>

<b>recommendations</b>	allow a detailed assessment of the services the Council provides and the general health and climate of North Norfolk. Monitoring these trends over time and in comparison to North Norfolk's CIPFA Nearest Neighbours will be a useful facilitator for any resulting recommended actions that may be required.
<b>Background papers</b>	All background papers used are published on NNDC's intranet. The information is also available on LG Inform's online data portal.

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

<b>Links to key documents:</b>	
Corporate Plan:	The "Headline Benchmarking Report (selected measures) – CIPFA comparison" does not link to any Corporate Plan priorities as it has been produced solely for the Overview and Scrutiny Committee to review.
Medium Term Financial Strategy (MTFS)	The Report is not specifically linked to MTFS however early identification and intervention of any concerning areas will, in the long run, save time and money, and improve efficiency, avoiding any services falling below acceptable levels and improving the general health and climate of North Norfolk.
Council Policies & Strategies	The Report is not specifically linked to any existing Council policies and strategies.

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	The "Headline Benchmarking Report (selected measures) – CIPFA comparison" has been produced solely for the Overview and Scrutiny Committee to review.

Details of any previous decision(s) on this matter	<p>15/06/2022 - Overview and Scrutiny Committee meeting:</p> <ul style="list-style-type: none"> <li>• Quarterly review of the Report</li> <li>• CIPFA comparison area only</li> <li>• Review datasets in the Report every six months – adding and deleting datasets as necessary.</li> </ul>
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## WORK PROGRAMMES

**14. THE CABINET WORK PROGRAMME 133 - 136**

To note the upcoming Cabinet Work Programme.

**15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 137 - 146**

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

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

To pass the following resolution, if necessary:

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