

# Overview & Scrutiny Committee



**Please contact:** Matthew Stembrowicz  
**Please email:** [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk)  
**Please direct dial on:** 01263 516047

Tuesday, 5 September 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 13 September 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  
**Email** [districtcouncil@north-norfolk.gov.uk](mailto:districtcouncil@north-norfolk.gov.uk) **Web site** [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

## 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 - 10

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 12<sup>th</sup> July 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

11 - 16

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 Democratic Services Manager with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

The following matter was submitted for consideration by Cllr C Cushing:

*'I am mindful that we have been seeking more detailed information on the NWHAZ project at various times since October 2022, and so far not received any adequate responses. I understand that responses have been chased on the Committee's behalf through the offices of the Chief Executive. Please can we be advised of the progress on those matters and when we are likely to receive acceptable responses so that we move towards some form of closure without further delay.'*

### 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:

At the July meeting of Full Council recommendations relating to the Outturn report and Treasury Outturn report were approved.

**10. DEBT RECOVERY REPORT 2022-23**

17 - 44

<b>DEBT RECOVERY 2022-23</b>	
<b>Executive Summary</b>	<p>This is an annual report detailing the council's collection performance and debt management arrangements for 2022/23</p> <p>The report includes a:</p> <ul style="list-style-type: none"> <li>▪ A summary of debts written off in each debt area showing the reasons for write-off and values.</li> <li>▪ Collection performance for Council Tax and Non- Domestic Rates.</li> <li>▪ Level of arrears outstanding</li> <li>▪ Level of provision for bad and doubtful debts</li> </ul>
<b>Options considered</b>	<p>To leave the write off limits as they currently are allowing team leaders to write off up to £2k and the Revenues Manger up to £10k or to increase these to a higher figure.</p>
<b>Consultation(s)</b>	<p>Your report must include details of any internal or external consultation processes undertaken. If consultation has not been necessary – state, why</p>
<b>Recommendations</b>	<p>This is a recommendation to Full Council.</p> <ol style="list-style-type: none"> <li>1. To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.</li> <li>2. To approve the suggested changes to the delegated authority as shown in appendix 2 for write offs.</li> </ol>
<b>Reasons for recommendations</b>	<p>Recommendations to approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection and the suggested delegated authorisation changes to ensure the Council seeks best use of its staff resources and manages the finances to ensure best value for money.</p>
<b>Background papers</b>	<p>Corporate Debt Management and Recovery Policy Appendix 1, Debt Write Off Policy Appendix 2 and Enforcement Agent Code of Practice and Enforcement Agent Instructions Appendix 3.</p>

<b>Wards affected</b>	All wards
<b>Cabinet member(s)</b>	Lucy Shires
<b>Contact Officer</b>	Sean Knight Revenues Manger <a href="mailto:Sean.Knight@north-norfolk.gov.uk">Sean.Knight@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	List here which corporate plan priorities (if any) that your proposals are linked to
Medium Term Financial Strategy (MTFS)	Maximises Income of revenues.
Council Policies & Strategies	Corporate Debt Management and Recovery Policy and Debt Write Off Policy

<b>Corporate Governance:</b>	
Is this a key decision	Yes.
Has the public interest test been applied	Yes.
Details of any previous decision(s) on this matter	September 2022, 2021/22, Debt Report.

<b>BUDGET MONITORING P4 2023/24</b>	
<b>Executive Summary</b>	<p>This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of July 2023.</p> <p>The overall position at the end of July 2023 shows a £3,905,574 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £25,000.</p>
<b>Options considered</b>	Not applicable
<b>Consultation(s)</b>	Cabinet Member Section 151 officer Budget Managers
<b>Recommendations</b>	<p><b>It is recommended that Cabinet:</b></p> <ol style="list-style-type: none"> <li>1) <b>Note the contents of the report and the current budget monitoring position.</b></li> </ol> <p><b>Recommend the following to Full Council:</b></p> <ol style="list-style-type: none"> <li>2) <b>That a new capital budget of £0.050m is added to the capital programme to fund repair works to the Marrams Footpath, with funding coming from the Council's Capital Receipts.</b></li> <li>3) <b>That a new capital budget of £0.370m is added to the capital programme to demolish and rebuild the Public Conveniences at Albert Street, Holt with £0.120m to be funded from an insurance claim and £0.250m to be funded from the Council's Capital Receipts.</b></li> <li>4) <b>That a new capital budget of £1.040m is added to the capital programme in respect of the Local Authority Housing Fund.</b></li> <li>5) <b>That the current Provision of Temporary Accommodation Budget is increased by £0.178m to £0.983m for 2023/24 following receipt of the Local Authority Housing Fund grant.</b></li> </ol>

	<p>6) That a capital budget of £1.458m be added to the capital programme for the Rural England Prosperity Fund expenditure and £0.266m be added to the capital programme for the UK Shared Prosperity Fund expenditure as shown in paragraph 4.7 and note that this will be funded by external funding.</p> <p>7) That a capital budget of £14.610m be added to the capital programme as shown in paragraph 4.8 and note that the project will be funded by external funding.</p>
<b>Reasons for recommendations</b>	To update members on the current budget monitoring position for the Council.
<b>Background papers</b>	Finance system budget monitoring reports E:\Moderngov\Data\AgendaDocs\2\9\9\A00001992\\$\$Agenda.doc
<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	s151 Tina Stanley, Tina.stankley@north-norfolk.gov.uk

<b>Links to key documents:</b>	
Corporate Plan:	Budgets set to support the Corporate Plan objectives.
Medium Term Financial Strategy (MTFS)	Budget process in line with MTFS
Council Policies & Strategies	Service Budgets set in line with the council policies and strategies

<b>Corporate Governance:</b>	
Is this a key decision	no
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	N/A

**Summary:** This report provides the update for Members on a range of enforcement related issues arising from the work of the Enforcement Board.

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

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

**Recommendations:** **1. That the Committee notes the continued progress of the Enforcement Board and the Combined Enforcement Team**

**Reasons for Recommendations:**

1. To ensure appropriate governance of the Board's activities
2. To show the progress of Combined Enforcement Team cases and contribution to the work of the Enforcement Board

Cabinet Members	Ward(s) affected
Cllr Andrew Brown (Planning and Enforcement)	All Wards
Cllr Callum Ringer (IT, Environmental & Waste)	
Cllr Lucy Shires (Finance, Estates & Property)	

Contact Officer, telephone number and email:  
Martyn Fulcher, Director for Place and Climate Change 01263 516144  
[martyn.fulcher@north-norfolk.gov.uk](mailto:martyn.fulcher@north-norfolk.gov.uk)

<b>PLANNING SERVICE IMPROVEMENT PLAN UPDATE</b>	
<b>Executive Summary</b>	This report provides an update on the progress of the Planning Service Improvement Plan, an analysis of response times for consultees and initial feedback on customer service responses.
<b>Options considered</b>	This report does not consider options
<b>Consultation(s)</b>	This report does contain feedback from customers.
<b>Recommendations</b>	<p><b>a) That the content of this report is noted, and</b></p> <p><b>b) That the Overview and Scrutiny Committee decide whether - or not - they would like a further report on progress / completion of the Planning Service Improvement Plan – along with yearend data for 2023/24 to be added to their 2024/25 work plan (e.g. during ‘Quarter 2’)</b></p>
<b>Reasons for recommendations</b>	Prepared at the request of the Committee
<b>Background papers</b>	N/A

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Andrew Brown
<b>Contact Officer</b>	Russell Williams

<b>Links to key documents:</b>	
Corporate Plan:	Customer Focus
Medium Term Financial Strategy (MTFS)	No direct links to the MTFS
Council Policies & Strategies	Not applicable

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	O&S meeting 15.02.23



**Summary:** The Managing Performance Report attached, as Appendix A, enables the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and operational service performance for the first quarter of the 2023/24 civic year – i.e. 1<sup>st</sup> April – 30<sup>th</sup> June 2023.

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

**Conclusions:** Good progress was made over the first quarter of 2023/24 in areas of core service delivery and in respect of key Corporate Plan projects and objectives as detailed in the report.

This was achieved alongside the preparations for the Full Council elections on 4<sup>th</sup> May and the delivery of the new member induction programme and the forming of the new council administration, new Committees and work undertaken to prepare a new Corporate Plan for the period 2023 – 2027, which was approved through Committee and Council processes in the July cycle of meetings.

**Recommendations:** **That the Overview and Scrutiny Committee be invited to consider and comment upon issues within the report for subsequent consideration by the Cabinet.**

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

**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)*

Cabinet Member(s) Cllr Tim Adams	Ward(s) affected All
Contact Officer, telephone number and email: Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk Tel:- 01263 516232	

<b>OVERVIEW &amp; SCRUTINY ANNUAL REPORT 2022-23</b>	
<b>Executive Summary</b>	This report aims to provide the Council with an outline of the role of the Overview & Scrutiny Committee, a summary of the work undertaken throughout 2022-23, and highlight any issues encountered by the Committee during this period.
<b>Options considered</b>	N/A
<b>Consultation(s)</b>	O&S Chairman
<b>Recommendations</b>	<p><b>It is recommended that Council notes the report, affirms the work of the Overview &amp; Scrutiny Committee, and considers the following concerns raised within the key issues section of the report:</b></p> <ul style="list-style-type: none"> <li>• <b>A high number of apologies and limited substitute availability needs to be addressed by Group Leaders.</b></li> <li>• <b>Requested information has not been provided in a timely or satisfactory manner and needs to be addressed by officers.</b></li> <li>• <b>Delayed finance reports have had an ongoing impact on the work programme that needs to be addressed by officers.</b></li> <li>• <b>Non-attendance of the PCC at short notice impacted the Committee's crime and disorder update, and substitutes will therefore be requested in future.</b></li> </ul>
<b>Reasons for recommendations</b>	To inform Council of the work of the Overview & Scrutiny Committee in 2022-23 and address concerns raised.
<b>Background papers</b>	Overview & Scrutiny work programme 2022-23

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	N/A
<b>Contact Officer</b>	Matt Stembrowicz - Democratic Services & Governance Officer (Scrutiny) Tel: 01263 516047 Email: <a href="mailto:Matthew-stembrowicz@north-norfolk.gov.uk">Matthew-stembrowicz@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	All
Medium Term Financial Strategy	N/A
Council Policies & Strategies	N/A

<b>Corporate Governance:</b>	
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

16. DELEGATED DECISIONS (MARCH TO AUGUST 2023)

147 - 152

<b>Delegated Decisions (March to August 2023)</b>	
<b>Executive Summary</b>	This report details the decisions taken under delegated powers from March to August 2023.
<b>Options considered</b>	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
<b>Consultation(s)</b>	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
<b>Recommendations</b>	<b>To receive and note the report and the register of decisions taken under delegated powers.</b>
<b>Reasons for recommendations</b>	<p>The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)</p> <p>Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.</p>
<b>Background papers</b>	Signed delegated decision forms.

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Leader, Cllr T Adams
<b>Contact Officer</b>	Emma Denny, Democratic Services Manager, <a href="mailto:emma.denny@north-norfolk.gov.uk">emma.denny@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A – information report only
Council Policies & Strategies	N/A

<b>Corporate Governance:</b>
------------------------------

Is this a key decision	No
Has the public interest test been applied	Yes – no exempt information is included.
Details of any previous decision(s) on this matter	Dates of any Cabinet decisions providing delegated authority are included in the attached appendix.

## WORK PROGRAMMES

**17. THE CABINET WORK PROGRAMME 153 - 156**

To note the upcoming Cabinet Work Programme.

**18. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 157 - 166**

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.

**19. 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.”