

Overview & Scrutiny Committee



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Tuesday, 3 October 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 11 October 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, Cllr R Macdonald and Cllr M Hankins

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



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

Chief Executive: Steve Blatch
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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 14

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 13th September 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

15 - 20

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

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

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

To consider any requests made by non-executive Members of the Council, submitted to the Democratic Services Manager 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. NWSHAZ PROJECT UPDATE REPORT & INFORMATION REQUEST

21 - 34

NORTH WALSHAM HIGH STREET HERITAGE ACTION ZONE PROGRAMME UPDATE REPORT	
Executive Summary	This report outlines the North Walsham High Street Heritage Action Zone programme and related initiatives. It shows the budget position to-date and the delivery timescales, outlining matters that have affected the cost and implementation.
Options considered	The report is for noting as the programme of works is already underway. No options are therefore presented.
Consultation(s)	Other than the usual consultation with Statutory officers, no consultation has been necessary as the report is merely for noting.
Recommendations	To note the contents of the report.
Reasons for recommendations	The Committee has taken a keen interest in this high profile project and should be kept abreast of its progress.
Background papers	None

Wards affected	North Walsham Market Cross, North Walsham East, North Walsham West.
Cabinet member(s)	Portfolio Holder for Sustainable Growth
Contact Officer	Robert Young, Assistant Director for Sustainable Growth

Links to key documents:	
Corporate Plan:	<p><i>“Working with our Market and Resort Towns to reinforce their roles as local service centres, centres of employment and business activity, served by public transport” [sic.]</i></p> <p><i>“Maximising external grant funding to deliver the Council’s corporate objectives”</i></p>
Medium Term Financial Strategy (MTFS)	The contents of this report do not impact upon the MTFS
Council Policies & Strategies	None

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Is the item exempt, if so, state why.
Details of any previous decision(s) on this matter	Provide the dates of any previous decisions relating to this

11. ACCESS TO NHS DENTAL SERVICES

35 - 44

To review the ICB Dental Services report and information provided by FOI request to consider any written questions for the ICB, recommendations to NHOSC, or further actions for the Committee.

12. SCRUTINY PANEL: UPDATED TOR & APPOINTMENTS

45 - 50

SCRUTINY PANEL – UPDATED TERMS OF REFERENCE	
Executive Summary	This reports outlines the updated Scrutiny Panel terms of reference and seeks the appointment of a Chair/Vice-Chair and wider Panel Members from Group Leaders.
Options considered	<ol style="list-style-type: none"> 1. To adopt the updated TOR and seek appointments to the Scrutiny Panel. 2. To amend the updated TOR and seek appointments to the Scrutiny Panel. 3. To not adopt the updated TOR and not proceed with re-establishing the Scrutiny Panel.
Consultation(s)	The report has been shared with the Chair and Vice-Chair of the Committee.
Recommendations	It is recommended that the Overview & Scrutiny Committee adopts the updated Scrutiny Panel terms of reference, appoints a Chair and Vice-Chair from the Committee and seeks remaining appointments from Group Leaders on a politically balanced basis.
Reasons for recommendations	To create additional capacity for the Overview & Scrutiny Committee.
Background papers	N/A.

Wards affected	All
Cabinet member(s)	All
Contact Officer	Matt Stembrowicz – Democratic Services & Governance Officer/Scrutiny Officer Matthew.stembrowicz@north-norfolk.gov.uk 01263 516047

Links to key documents:	
Corporate Plan:	The Scrutiny Panel will be able to review elements of the Corporate Plan when required, by request of the Overview & Scrutiny Committee or Cabinet.
Medium Term Financial Strategy (MTFS)	The report does not include any proposals with direct savings or cost implications for the MTFS.
Council Policies & Strategies	The Scrutiny Panel will be able to review Council Policies and Strategies if requested, by the Overview & Scrutiny Committee or Cabinet.

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	Terms of reference for the six-month trial Environment & Quality of Life Scrutiny Panel was agreed on 15 th December 2020.

WORK PROGRAMMES

13. THE CABINET WORK PROGRAMME 51 - 54

To note the upcoming Cabinet Work Programme.

14. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 55 - 66

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:

- Members are asked to provide written questions for Anglian Water in advance of November meeting attendance.

15. 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 paragraphs 1, 2, and 3 of Part I of Schedule 12A (as amended) to the Act.”

The appendices to the report [Agenda item 16] are to be treated as exempt for the following reason:

Information in these appendices involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.

These paragraphs relates to:

Para 1. Information relating to any individual

Para 2. Information which is likely to reveal the identity of an individual

Para 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

Paragraphs 1 & 2: The documents contain information relating to individuals at the Council and it is considered that disclosure of this information may have a prejudicial or detrimental impact. The privacy rights of such individuals outweigh the public interest in disclosure.

Paragraph 3: The documents contain information from workshops where there was free discussion as to ideas for potential action points to deliver the objectives of the Corporate Plan. These initial ideas, actions and comments were captured. Releasing this information which is the business information of the authority, at this time, would be likely to prejudice the effective conduct of public affairs and limit free and frank discussion as to the points recorded. Other organisations are also referred to and disclosure of this information may have a prejudicial impact upon their business.

16. PRE-SCRUTINY: CORPORATE PLAN 2023-2027 - ANNUAL ACTION PLAN PROCESS 67 - 110

CORPORATE PLAN 2023-2027 - ANNUAL ACTION PLAN PROCESS	
Executive Summary	<p>This report and accompanying appendices present the discussions of the Annual Action Plan Member Workshop events staged in recent weeks to explore possible actions and outcomes for development and delivery in support of the five themes in the adopted Corporate Plan 2023-2027.</p> <p>The Overview and Scrutiny Committee is invited to comment upon the discussions and proposed actions and project proposals and as appropriate make comment / recommendations to the Cabinet which will seek to agree priorities for the 2024/25 Annual Action Plan in the coming weeks and for such proposals to be allocated resources through the 2024/25 budget process.</p>
Options considered	<p>This is an item for pre-scrutiny comment by the Overview and Scrutiny Committee so provides an opportunity for the Committee to discuss possible options and priorities for the Council in taking forward projects and actions in support of the five agreed Corporate Plan themes.</p>
Consultation(s)	<p>The recent workshops involving elected members and officers have been an inclusive and consultative process the outcomes from which should inform future priority actions and work programming by the Cabinet for delivery in the 2024/25 civic year, aligned with the 2024/25 budget preparation and revised Medium-Term Financial Strategy.</p>
Recommendations	<p>The Overview and Scrutiny Committee is invited to comment upon the outcomes of the recent workshops staged to discuss issues and actions under each of the five themes of the recently agreed 2023-2027 Corporate Plan and to provide comment / make recommendations to Cabinet which has responsibility for agreeing priority actions or projects for inclusion in the Annual Action Plan for 2024/25.</p>

Reasons for recommendations	Sound management of the authority's staff, property and financial resources to deliver projects and initiatives which support improved service delivery and positive outcomes aligned to the previously agreed Corporate Plan themes.
Background papers	2023 – 2027 Corporate Plan Notes from the recent themed workshop events attached as appendices to this report

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

Links to key documents:	
Corporate Plan:	This report invites comment from the Overview and Scrutiny Committee as to the range of issues it would wish to see taken forward in support of the five Corporate Plan themes in the twelve months April 2024 – March 2025.
Medium Term Financial Strategy (MTFS)	Proposed actions, projects or initiatives will need to give due consideration to the Council's financial position as detailed in finance reports and a revised Medium-Term Financial Strategy and have the necessary resources allocated to them or efficiency savings identified through the preparation of the 2024/25 budget.
Council Policies & Strategies	See comment under Corporate Plan heading above

Corporate Governance:	
Is this a key decision	No – consultative process inviting the Overview and Scrutiny Committee to comment on possible programme of work for 2024/25 – any related decision to be taken rests with the Cabinet
Has the public interest test been applied	Yes – Information contained in the appendices of this report involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.
Details of any previous decision(s) on this matter	N/A