

Overview & Scrutiny Committee



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Tuesday, 7 November 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 15 November 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 516010, Email: emma.denny@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. This meeting is live-streamed and can be viewed at: [NNDC eDemocracy - YouTube](#)

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 - 12

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 11th October 2023.

5. 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.

6. 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.

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. WASTE AND RELATED SERVICES UPDATE

19 - 32

Executive Summary	<p>This report provides new members of the Overview and Scrutiny Committee with background information on the contract and a summary of the previous performance of the contract.</p> <p>The recent performance of the contract is set out against the various collection streams and other service areas and</p>
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	<p>shows an overall improvement in performance which is broadly being sustained.</p> <p>Future developments associated with the contract are also outlined.</p> <p>In general the position is greatly improved from previous reports to this committee. There is still work to be done but the level of concern in respect of performance is much reduced on the part of senior officers.</p>
Options considered	This is an update report and therefore no options have been considered.
Consultation(s)	This is an update report and there is no decision making or financial consequences and therefore no consultation has been undertaken.
Recommendations	<ol style="list-style-type: none"> 1. That Overview and Scrutiny note the report contents of the report. 2. That Overview and Scrutiny decide the frequency of further updates on the Waste and Related Services Contract.
Reasons for recommendations	<ol style="list-style-type: none"> 1. To ensure that members of Overview and Scrutiny have opportunity to consider how the contract is performing and to understand trends around key performance indicators. 2. To allow further consideration of contract performance in the future.
Background papers	None

Wards affected	All
Cabinet member(s)	Callum Ringer
Contact Officer	Steve Hems, Director for Communities, steve.hems@north-norfolk.gov.uk 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)		N/A
Council Policies & Strategies		N/A

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not Exempt
Details of any previous decision(s) on this matter	Not Applicable

11. ANGLIAN WATER - SEWAGE OUTFLOWS BRIEFING

To receive a briefing from Anglian Water on sewage outflows in the District. Members were requested to submit questions in advance for this session.

12. BUDGET MONITORING P6 2023 – 2024

33 - 68

Executive Summary	<p>This report provides an update on the Council's financial performance and projected outturn for 2023/24 for the revenue account, capital programme and reserves statement as at the end of September 2023.</p> <p>The overall position at the end of September 2023 shows a £1.685m underspend for the net operating expenditure on the revenue account, this is however an unadjusted position that does not include any known variations e.g. the inclusion of the pay award for 2023/24.</p> <p>As at 30 September 2023, the General Fund projected a deficit of £0.515m for the full year 2023/24. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Overview & Scrutiny Committee supports the following recommendation to</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current budget monitoring position and note that officers will work together to take action to reduce the overall projected deficit on the General Fund at the year-end of 2023/24. <p>And supports the following recommendations made by Cabinet to Full Council to approve:</p> <ol style="list-style-type: none"> 2) An additional capital budget of £58k so that the work for the refurbishment of the Red Lion roof (Cromer), the Art Deco Block roof and handrails (Cromer) and

	<p>the Chalet Block at Sheringham can be awarded as one contract. And that approval be given to fund the additional expenditure from the Asset Management Reserve.</p> <p>3) An increase to the DFG capital budget of £118k and approves that it is funded by the additional grant received for this purpose from the Government.</p> <p>4) The provision of a new play area at the Lees in Sheringham and approves a capital project budget for this of £65k and that funding for this should come from the Delivery Plan Reserve.</p> <p>5) The capital spending of £11k on the Morris Street Car Park Boundary Wall and that it be funded from the Asset Management Reserve.</p> <p>6) That the £85k of the Car Park refurbishment capital budget is reallocated to the Public Conveniences so that the outstanding works can be carried out and complete the scheme.</p>
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	E:\Moderngov\Data\AgendaDocs\4\9\9\A00001994\\$\$Agenda.doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	s151 Tina Stankley, Tina.stankley@north-norfolk.gov.uk

Links to key documents:	
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.

Corporate Governance:	
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

Executive Summary	This report sets out the Treasury Management activities undertaken during the first half of the 2023/24 Financial Year compared with the Treasury Management Strategy for the year.
Options considered	This report must be prepared to ensure the Council is compliant with the CIPFA Treasury Management and Prudential Codes.
Consultation(s)	Cabinet Member Section 151 Officer This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury advisors.
Recommendations	To support the Cabinet recommendation to Full Council to approve the Treasury Management Mid-Year Report 2023/24 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Code to ensure adequate monitoring of the capital expenditure plans and treasury management activity. It is a requirement that any proposed changes to the 2023/24 prudential indicators are approved by Full Council.
Background papers	The Council's Treasury Management Strategy 2023/24.

Wards affected	All
Cabinet member(s)	Cllr. Lucy Shires
Contact Officer	James Moore

Links to key documents:	
Corporate Plan:	This report is required to ensure the Council can demonstrate it is in a sound financial position and able to deliver the projects in the Capital Programme which support the Corporate Plan Objectives.
Medium Term Financial Strategy (MTFS)	This report supports the MTFS in confirming adequate financing is in place to deliver the Council's Capital Programme.
Council Policies & Strategies	The Council's Treasury Management Strategy 2023/24

Corporate Governance:	
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

14. COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2024-2025
89 - 114

Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2024-25.
Options considered.	The recommendations enable the Council to take action, as a result of the reforms included in the Local Government Finance Act 2012 (as amended), to encourage homeowners to bring their homes back into use and generate council tax income.
Consultation(s)	<p>The legislation provides local authorities with the power to determine the level of council tax discount in relation to certain classes of property. The Council must approve its determinations for each financial year. The calculation of the tax base for 2024/25 will be made on the assumption that the determinations recommended below will apply.</p> <p>In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.</p>
Recommendations	<p>To support the Cabinet resolution to recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:</p> <ol style="list-style-type: none"> 1) The discounts for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 3.1. 2) To continue to award a local discount of 100% in 2024-25 for eligible cases of hardship under Section 13A of the Local Government Finance

	<p>Act 1992 (as amended). See the associated policy in Appendix B.</p> <ol style="list-style-type: none"> 3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 3.2 of this report. 4) The premiums for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 4.2. 5) To continue to award a local discount of 100% in 2024-25 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended). 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report. 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount. 8) The long-term empty-property premium of 100% is brought forward to increase from 12 months rather than 24 months from 1 April 2024. 9) A new second homes premium of 100% as detailed in paragraph 4.3 is applied from 1 April 2025.
Reasons for recommendations	To set appropriate council tax discounts and premiums which will apply in 2024-25 and to raise council tax revenue.
Background papers	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Sean Knight Revenues Manger Sean.Knight@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	October 2022, Council Tax Discounts & Premiums Determination 2023-24.

15. COASTWISE - THE NORTH NORFOLK COASTAL ACCELERATOR PROGRAMME 115 - 172

Executive Summary	<p>The north Norfolk' coast is vulnerable to climate accelerated coastal erosion. For decades it has been recognised that it is not technically, economically or environmentally viable to build and maintain erosion risk management structures along the whole coast. Over this period North Norfolk District Council and its communities have been at the forefront of coastal change management and have advocated the need to work together to seek to transition/adapt to the impacts of coastal change.</p> <p>North Norfolk was specifically selected by DEFRA in 2022 to receive funds to explore, develop and demonstrate coastal transition actions which prepare communities, infrastructure and government for coastal erosion. In August 2023 circa £15million was formally allocated by the Environment Agency through the Coastal Transition Accelerator Programme to NNDC. In North Norfolk this initiative is called 'Coastwise'.</p>
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	<p>This programme will seek to co-create Transition Plans and practical actions with communities and sectors from which learning can be transferred to other locations and shape future government approaches.</p> <p>Coastwise is formed of a multidisciplinary team and will instigate conversations with communities and sectors from Winter 2023.</p> <p>By March 2027, we will have delivered an integrated Strategic North Norfolk Transition Plan, and co-created community and sector Transition Plans from which there will be some practical actions identified and delivered; contributions to coastal transition research; capturing and sharing of transferable approaches and learning; identification of future funding and financing and sharing with government possible future options for consideration and adoption to enable coastal transition to become part of the Government's national response to the climate/coastal erosion challenge.</p>
Options considered	This report provides an overview of Coastwise, the North Norfolk Coastal Transition Accelerator Programme.
Consultation(s)	This report has undergone consultations with Portfolio Holder, Director, Section 151 Officer, Monitoring Officer and Communications.
Recommendations	That Overview and Scrutiny endorses the delivery of Coastwise.
Reasons for recommendations	That Overview and Scrutiny consider Coastwise, progress to date, and an opportunity to feedback constructive comments/input that may strengthen programme benefits and delivery.
Background papers	<ul style="list-style-type: none"> • Cabinet Report 3rd January 2023
	<ul style="list-style-type: none"> • North Norfolk Coastal Transition Accelerator Programme Outline Business Case

Wards affected	Coastal, Sheringham South, Sheringham North, Beeston Regis and the Runtons, Cromer Town, Suffield Park, Poppyland, Roughton, Mundesley, Bacton, Happisburgh
Cabinet member(s)	Cllr. H. Blathwayt – Coastal Portfolio Holder. Note that Coastwise is a cross authority project which will seek to integrate coastal transitioning into council wide operations.
Contact Officer	Rob Goodliffe, Coastal Transition Manager – Rob.Goodliffe@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<p><i>Our Greener Future We will continue our work to create a cleaner, greener and zero-carbon future for North Norfolk</i></p> <ul style="list-style-type: none"> • Protect and Transition our Coastal Environments <ul style="list-style-type: none"> ○ Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses. • Continue our journey to Net Zero <ul style="list-style-type: none"> ○ Continuing our own annual emissions reductions to reach Net Zero by 2030. ○ Introducing significant new projects which deliver on our Net Zero ambitions
Medium Term Financial Strategy (MTFS)	Not applicable
Council Policies & Strategies	<ul style="list-style-type: none"> • Shoreline Management Plan 6 (Kelling Hard to Lowestoft Ness) • Local Plan • Coastal Adaptation Supplementary Planning Document (Draft) • Net Zero Strategy • Community Engagement Strategy

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	This report is exempt as there are no confidential appendices.
Details of any previous decision(s) on this matter	<p>Cabinet 3rd January 2023</p> <p>March 29th 2023 Delegated authority for submission of Outline Business Case</p> <p>May 24th 2023 Corporate Leadership decision to recruit the Coastwise Team</p> <p>August 22nd 2023 Corporate Leadership delegated decision to progress initial support package</p>

WORK PROGRAMMES

16. THE CABINET WORK PROGRAMME 173 - 176

To note the upcoming Cabinet Work Programme.

17. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 177 - 182

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.”