

Overview & Scrutiny Committee



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Tuesday, 5 December 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 December 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. Please note that this meeting is livestreamed: [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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Email districtcouncil@north-norfolk.gov.uk **Web site** 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 - 18

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 15 November 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

19 - 24

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. DRAFT REVENUE BUDGET 2024-2025 (INCLUDING MEDIUM TERM FINANCIAL STRATEGY)

25 -

32

Executive Summary	This report presents the first iteration of budget for 2024/25. It is intended to present the position as we currently know it and will need to be updated as more information becomes available e.g. the impact of the Local
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	Government Finance Settlement for 2024/25.
Options considered.	No other options have been considered as it is a requirement to calculate “the expenditure which the authority estimates it will incur in the forthcoming year in performing its functions” and then subtract “the sums which it estimates will be payable for the year into its general fund”. This is required to set a balanced budget before 11 March 2024.
Consultation(s)	There has not been any consultation prior to this paper. The Overview and Scrutiny Committee are being asked to review the content and make recommendations to Cabinet for its consideration. This paper is the first stage of consultation and as the budget setting process progresses consultation will take place with other stakeholders.
Recommendations	Recommend to Cabinet any options that this Committee would like Cabinet to consider.
Reasons for recommendations	To enable the Council to set a balanced budget.
Background papers	2023/24 Budget report presented to full Council on 22 February 2023.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley Director of Resources and s151 Officer tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The setting of a balanced budget for 2024/25 provides the base position for reviewing the following years of the Medium-Term Finance Plan.
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	
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11. TREASURY MANAGEMENT STRATEGY REPORT 2023/24 33 - 72

Executive Summary	This report sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources. It also sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives.
Options considered	This report must be prepared to ensure the Council is compliant with the CIPFA Treasury Management, CIPFA Prudential Codes and guidance issued by the Department of Levelling Up, Housing & Communities (DLUHC).
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 recommend to Full Council that the Treasury Management Strategy 2024/25 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Codes to ensure; <ul style="list-style-type: none"> • A flexible investment strategy enabling the Council to respond to changing market conditions. • Ensure compliance with CIPFA and DHLUC guidance • Confirming capital resources available for delivery of the Council's capital programme. <p>It is a requirement that any proposed changes to the prudential indicators are approved by Full Council.</p>
Background papers	The Council's Treasury Management Strategy 2023/24. CIPFA Prudential Code (Treasury Management in the Public Services: Code of Practice 2021 Edition). CIPFA Prudential Code (Capital Finance in Local Authorities: Code of Practice 2021 Edition).

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 for the Council to operate its regular functions alongside delivering the Council's Capital Programme.
Council Policies & Strategies	N/A

Corporate Governance:	
No	
Not an exempt item.	
N/A	

12. FEES & CHARGES 2024/2025

73 - 116

Executive Summary	This report recommends the fees and charges for the financial year 2024-25 that will come into effect from the 1 st April 2024.
Options considered	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Overview & Scrutiny Committee recommends to Cabinet that it supports the following recommendations to Full Council: <ul style="list-style-type: none"> • The fees and charges from 1st April 2024 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2024/25.

Background papers	Fees & Charges 2023/24 report (Full Council – 12 th December 2022)
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Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	James Moore, Technical Accountant, James.Moore@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report helps to ensure that the Council is financially sound by setting charges for external services, adequately reimbursing the costs of delivering the Council's services and generating extra income where appropriate.
Medium Term Financial Strategy (MTFS)	This report includes opportunities that service managers have identified to generate extra income from within their current operations.
Council Policies & Strategies	N/A
Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current Fees & Charges 2023/24 report (Full Council – 22 February 2023)

WORK PROGRAMMES

- 13. THE CABINET WORK PROGRAMME** 117 - 120
- To note the upcoming Cabinet Work Programme.
- 14. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 121 - 126
- 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.
- 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 paragraph _ of Part I of Schedule 12A (as amended) to the Act.”