

Overview & Scrutiny Committee



Please contact: Democratic Services

Please email: democraticservices@north-norfolk.gov.uk

Please direct dial on: 01263 516108

Tuesday, 8 July 2025

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 16 July 2025** 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 516108, Email: democraticservices@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: [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 S Penfold, Cllr P Bailey, Cllr J Boyle, Cllr C Cushing, Cllr A Fletcher, Cllr M Hankins, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr M Gray, Cllr C Rouse and Cllr K Bayes

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 **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 - 20

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 11 June 2025.

5. DECLARATIONS OF INTEREST

21 - 26

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. 2024/25 OUTTURN REPORT

27 - 86

| | |
|--------------------------|--|
| Executive Summary | <p>This report presents the provisional outturn position for the 2024/25 financial year which shows a General Fund underspend of £0.622m. It also provides an update in relation to the Council's capital programme and use of reserves.</p> <p>The position will be used to inform the production of the Statutory accounts which will then be subject to audit by the Council's external auditors.</p> <p>The report makes recommendations for</p> |
|--------------------------|--|

| | |
|---------------------------|---|
| | contributions to reserves. |
| Options considered | None - This is a factual report of the financial year end position for 2024/25. |
| Consultation(s) | None – This is a factual report of the financial year end position for 2024/25. |
| Recommendations | <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 2024/25 (as shown in Appendix A);</p> <p>b) The transfers to and from reserves as detailed within the report (and Appendix C);</p> <p>c) The surplus of £0.622m be transferred to the General reserve to mitigate future funding shortfalls.</p> <p>d) The balance on the General Reserve of £2.825m following the transfer outlined above.</p> <p>e) The surplus of £0.384m relating to retained business rates be transferred to the Business Rates reserve.</p> <p>f) The financing of the 2024/25 capital programme as detailed within the report and at Appendix D.</p> <p>g) The updated capital programme for 2025/26 to 2030/31 and scheme financing as outlined within the report and detailed at Appendix E;</p> <p>h) Approval of additional funding to cover capital project overspends of £10,816 as detailed in paragraph 5.7.</p> <p>i) The roll-forward of existing capital project funding from 2024/25 into 2025/26 as detailed in paragraph 5.9.</p> <p>j). To note the addition of £55,000 towards the New Play Area (Sheringham, The Lees) to be funded from the Asset Management Reserve in 2025/26 for a total project budget of £120,000</p> <p>k) The addition of £6,081 towards the Cromer Offices LED Lighting in the Capital Programme to be funded from Capital Receipts in 2025/26 for a total project budget of £178,796.</p> <p>l) The addition of £20,000 towards the Public Conveniences (Sheringham & North Walsham) project in the Capital Programme to be funded from Capital Receipts in 2025/26 for a total project budget of £565,514.</p> <p>m) The addition of the Holt Eco Learning Space scheme for £100,000 into the 2025/26 Capital Programme to be funded by an external contribution.</p> |

| | |
|------------------------------------|---|
| Reasons for recommendations | To provide a draft outturn position for the General Fund, Capital Accounts and Reserves which will form the basis to produce statutory accounts for 2024/25. Also to provide a draft opening position for the financial year 2025/26. |
| Background papers | Budget report, Budget Monitoring reports, NNDR3 return |

| | |
|--------------------------|--|
| Wards affected | All |
| Cabinet member(s) | Cllr Lucy Shires |
| Contact Officer | Daniel King Director of Resources daniel.king@north-norfolk.gov.uk 01263 516167 |

10. **DEBT RECOVERY 2024-25**

87 - 110

| | |
|----------------------------|--|
| Executive Summary | <p>This is an annual report detailing the council's collection performance and debt management arrangements for 2024/25. It includes:</p> <ul style="list-style-type: none"> ▪ A summary of debts written off in each debt area showing the reasons for write-off and values. ▪ Collection performance for Council Tax and Non- Domestic Rates. ▪ Level of arrears outstanding ▪ Level of provision for bad and doubtful debts |
| Options considered. | To leave the write-off limits as they currently are or to increase these to a higher figure. |
| Consultation(s) | We are pleased to reach this year's collection performance targets for council tax & Non-Domestic (Business) Rates whilst also working hard to reduce avoidance and fraud which with the cost-of-living crisis is a difficult time to for enforcement. |
| Recommendations | <p>For the Committee to consider the report and recommend that Full Council:</p> <ol style="list-style-type: none"> 1. approves the annual report which details the Council's write-offs, in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection. 2. approves the continued delegated authority as shown in appendix 2 for write offs. |

| | |
|------------------------------------|--|
| Reasons for recommendations | The recommendations ensure the Council makes best use of its staff resources and manages its finances to ensure best value for money. |
| Background papers | Corporate Debt Management and Recovery Policy -Appendix 1; Debt Write Off Policy - Appendix 2 and Recovery Methods including Enforcement Agent Code of Practice and Enforcement Agent Instructions - Appendix 3. |

| | |
|--------------------------|---|
| Wards affected | All wards |
| Cabinet member(s) | Lucy Shires |
| Contact Officer | Sean Knight, Revenues Manager Sean.Knight@north-norfolk.gov.uk |

11. **HOUSING BENEFIT DEBT RECOVERY REPORT - 1ST APRIL 2024**
TO 31ST MARCH 2025
111 - 128

| | |
|--------------------|---|
| Executive Summary | <p>This report provides an update on Housing Benefit debt recovery detailing the Councils' collection performance and debt management arrangements for 2024 – 25.</p> <p>The report includes a:</p> <ul style="list-style-type: none"> ▪ A brief overview of Housing Benefit overpayments ▪ Housing Benefit Debt Recoveries performance ▪ Key trends and known risks to performance ▪ Recommendations of future recovery strategies |
| Options Considered | <p>To continue with the write-off limits at their current levels.</p> <p>To continue to recover outstanding debt within the current guidelines.</p> <p>The implementation of additional recovery methods to maximise recovery options to the Council.</p> |
| Consultation(s) | No consultation is required as this is a statutory requirement. |
| Recommendations | <p>(i) Note the performance of the debt management function carried out by the Benefits service.</p> <p>(ii) Note the debt write-offs for the year.</p> <p>(iii) Note the emerging impact of Universal Credit on collection levels.</p> <p>(iv) To support the implementation of future</p> |

| | |
|-----------------------------|---|
| | <p>recovery strategies.</p> <p>(v) To recommend that Full Council approves the annual report giving details of Housing Benefit Overpayment debt recovery in accordance with the Council's Debt Recovery Policy, Write-Off Policy, and Housing Benefit Overpayment Recovery Policy.</p> |
| Reasons for recommendations | Recommendation is to approve the annual report in relation to Housing Benefit Overpayment recovery and to approve the continued use of legislated recovery methods to ensure revenue to the Council is maximised. |
| Background papers | Housing Benefit Overpayment Policy (Appendix 1) Corporate Debt Management and Recovery Policy Debt Write Off Policy |

| | |
|--------------------|--|
| Wards Affected | All |
| Cabinet member(s): | Wendy Fredericks |
| Contact Officer | Trudi Grant, Benefits Manager (01263 516262) trudi.grant@north-norfolk.gov.uk |

12. HOMELESSNESS & ROUGH SLEEPER REVIEW

129 - 142

| | |
|------------------------------------|--|
| Executive Summary | This report provides an outline of progress with the homelessness review, which is a key stage in the development of the Council's Homelessness and Rough Sleeping Strategy; together with an update on actions in response to the recommendations made by the Homelessness Task and Finish group to Overview & Scrutiny to reduce the impact of homelessness. |
| Options considered | A range of options will be considered as part of the development of Homelessness and Rough Sleeping Strategy. |
| Consultation(s) | A range of stakeholders have been and will be consulted in development of the strategy including partner agencies, residents, parish and town councils, district councillors, staff. |
| Recommendations | That Overview & Scrutiny Committee note the report and provide feedback on the Homelessness & Rough Sleeper Review. |
| Reasons for recommendations | To provide an opportunity for Overview & Scrutiny Committee pre-scrutiny of the Homelessness Review, ahead of the development of the full strategy. |

| | |
|--------------------------|--|
| Background papers | Homelessness Task & Finish Group – report to Overview & Scrutiny Committee 20 th September 2024 Officer Update to the Homelessness Task and Finish Group Recommendations – 12 th February 2025. |
|--------------------------|--|

| | |
|--------------------------|---|
| Wards affected | District-wide |
| Cabinet member(s) | Cllr Fredericks, Portfolio Holder for Housing and Peoples' Services |
| Contact Officers | Karen Hill, Assistant Director People Services, karen.hill@north-norfolk.gov.uk Nicky Debbage, Housing Strategy & Delivery Manager, nicky.debbage@north-norfolk.gov.uk |

13. 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:

WORK PROGRAMMES

14. THE CABINET WORK PROGRAMME 143 - 148

To note the upcoming Cabinet Work Programme.

15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 149 - 160

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."