

Overview & Scrutiny Committee



Please contact: Matthew Stembrowicz
Please email: matthew.stembrowicz@north-norfolk.gov.uk
Please direct dial on: 01263 516047

Tuesday, 4 June 2019

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN** on **Wednesday, 12 June 2019** 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: Mr T Adams, Mr H Blathwayt, Mr N Dixon, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Mr N Pearce, Miss L Shires, Mrs E Spagnola, Mr J Toye and Mr A Varley

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

Corporate Directors: Nick Baker and Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Website** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

To receive questions / statements from the public, if any

4. MINUTES

(Pages 1 - 12)

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 10th April 2019.

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

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 Monitoring Officer 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

The Committee made recommendations to Cabinet in relation to the Annual Action Plan. Cabinet agreed to take the following recommendations into consideration:

10. 2018/19 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT) (Pages 13 - 76)

Summary:

This report presents the provisional outturn position for the 2018/19 financial year and includes a General Fund underspend of £273,465 and a transfer from the Collection Fund in relation to Business Rates of

£696,201 giving an overall General Fund surplus of £969,666. It also provides an update in relation to the Council's capital programme. Details are included within the report of the more significant year-end variances compared to the current budget for 2018/19. The report also makes recommendations for contributions to reserves.

Options considered:

The report provides a final budget monitoring position for the 2018/19 financial year. Whilst there are options available for earmarking the under spend in the year, the report makes recommendations that provide funding for ongoing commitments and future projects.

Conclusions:

The revenue outturn position as at 31 March 2019 shows an overall underspend of £969,666. The final position allows for £481,474 from budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments for which no budget has been allocated in 2019/20. The position as reported will be used to inform the production of the statutory accounts which will then be subject to audit by the Council's external auditors.

Recommendations:

Members are asked to consider the report and recommend the following to Full Council:

- a) The provisional outturn position for the General Fund revenue account for 2018/19;**
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2019/20 budget;**
- c) Transfer the surplus of £969,666 to the General Fund Reserve (£500,000) and the Asset Management Reserve (£469,666);**
- d) The financing of the 2018/19 capital programme as detailed within the report and at Appendix D;**
- e) The balance on the General Reserve of £1.956 million;**
- f) The updated capital programme for 2019/20 to 2022/23 and scheme financing as outlined within the report and detailed at Appendix E;**
- g) The outturn position in respect of the Prudential Indicators for 2018/19 as detailed in Appendix F.**

Reasons for Recommendation: To approve the outturn position on the revenue and capital accounts that will be used to produce the statutory accounts for 2018/19.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report and which do not contain exempt information)

Budget Monitoring Reports, NNDR returns

Cabinet Member(s): Ward(s) affected All

Cllr Eric Seward

Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, Duncan.Ellis@north-norfolk.gov.uk

11. TREASURY MANAGEMENT ANNUAL REPORT 2018/19

(Pages 77 - 84)

Summary: This report sets out the Treasury Management activities actually undertaken during 2018/19 compared with the Treasury Management Strategy for the year.

Options Considered: This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

Conclusions: Treasury activities for the year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Recommendations: That the Council be asked to RESOLVE that The Treasury Management Annual Report and Prudential Indicators for 2018/19 are approved.

Reasons for Recommendation: Approval by Council demonstrates compliance with the Codes.

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): Ward(s) affected: All

Cllr Eric

Seward

contact Officer, telephone number and email: Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk

12. MANAGING PERFORMANCE QUARTER 4 2018/19

(Pages 85 - 118)

Summary: The purpose of this report is to give a fourth

quarter progress report of the performance of the Council. More specifically it reports on the delivery of the Annual Action Plan 2018/19 and progress against targets up to 31 March 2019. It gives an overview, identifies any issues that may affect delivery of any particular issue, the action being taken to address these issues and proposes any further action needed that requires Cabinet approval.

Options considered: This is an update report only.

Conclusions:

1. The majority of the 38 actions are on track (32). Only two have identified some problems and two are delayed. Two actions have completed successfully. The actions reported on are from the Annual Action Plan 2018/19. Performance is being closely monitored, particularly for the activities where issues or problems have been identified.
2. Of the 32 monthly and quarterly performance indicators where a target has been set 26 are on, above or close to target and six below target. Data for three indicators is not yet available.
3. The delivery of the Annual Action Plan is progressing according to plan. However, there are a few performance issues in achieving targets and improvement. The issues involved, and action being taken in each case, are detailed in the remainder of the document.

Recommendations: That Overview and Scrutiny Committee notes this report, considers the progress being made and endorses the actions being taken by management where there are areas of concern.

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)	Ward(s) affected
Cllr Sarah Butikofer	All
Cllr Eric Seward	

Contact Officer, telephone number and email:
Nick Baker, 01263 516221, Nick.Baker@north-norfolk.gov.uk

13. SHERINGHAM PRIMARY SCHOOL PARKING TASK & FINISH GROUP - (Pages 119 - 122) INTERIM REPORT

Summary: The Sheringham Primary School Parking Task & Finish Group was established to address traffic and parking issues in the residential vicinity of Sheringham Primary School. This Report aims to address the immediate concerns, but accepts that the work of the Task & Finish Group must continue in order to deliver a wider solution to similar issues across the district.

Options considered: A number of possible options have been considered by the Task and Finish Group. At present some of these options are still under review or awaiting further information.

Conclusions: The Sheringham Primary School Parking Task & Finish Group is yet to agree its final recommendations to address traffic and parking issues in the vicinity of Sheringham Primary School. It would therefore be beneficial if the Task & Finish Group continued to meet post-election in order to conclude its work.

- Recommendations:
- 1. To recommend that the 2019/20 Overview & Scrutiny Committee allow the Task & Finish Group to continue to meet as a sub-Committee for 3 months following the election, in order to finalise its work and issue final recommendations.**
 - 2. That the Overview & Scrutiny Committee note the work of the Task & Finish Group to date.**

Reasons for Recommendations: To offer a realistic solution to address traffic and parking issues in the vicinity of Sheringham Primary School.

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): Ward(s) affected:
Upper Sheringham/Sheringham South

Contact Officer, telephone number and email:
Matt Stembrowicz Matthew.Stembrowicz@north-norfolk.gov.uk 01263 516047

14. MARKET TOWNS INITIATIVE - NEW MEMBER BRIEFING

(Pages 123 - 130)

Summary: This report aims to update and inform new Members of the Council on the details of the Market Towns Initiative. This will include details on the establishment of the Working Group, the

Options considered: application process and details of the funding it has recommend to date.
N/a

Conclusions: The Market Towns Initiative Working Group has recommended that £274,162.97 of the available £400,000 be awarded to North Norfolk's four inland market towns to date. This leaves a total of £125,837.03 available to applicants proportionate to the amount of funding already received by each town. It is expected that funding recommendations for the second round of applications will be reviewed by Cabinet at the next meeting on July 8th 2019.

Recommendations: It is recommended that;

1. The Overview & Scrutiny Committee note the work of the Market Towns Initiative Working Group to date

Cabinet Member(s): Ward(s) affected
Cllr S Bütikofer Lancaster North, Lancaster South, Holt, North Walsham East, North Walsham West, North Walsham Market Cross & Stalham

Contact Officers, telephone number and email:

Emma Duncan, Head of Legal Services ext 6045
Emma.Duncan@north-norfolk.gov.uk

Rob Young, Head of Economic and Community Development ext 6162
Robert.Young@north-norfolk.gov.uk

Matt Stembrowicz, Democratic Services and Governance Officer (Scrutiny)
ext 6047
Matthew.Stembrowicz@north-norfolk.gov.uk

WORK PROGRAMMES

15. THE CABINET WORK PROGRAMME

To note the upcoming Cabinet Work Programme.

16. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE (Pages 131 - 134)

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.

17. 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.”

- 18. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA**