

Overview & Scrutiny Committee



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Tuesday, 9 July 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, 17 July 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
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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 APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

To receive questions / statements from the public, if any

4. MINUTES

1 - 10

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 12th June 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

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations

10. DEBT RECOVERY 2018-19

11 - 40

Summary: This is an annual report detailing the council's collection performance and debt management arrangements for 2018/19

The report includes:

- 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

Recommendations:

- 1) To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.
- 2) To approve the updated Debt Write Off Policy (shown in Appendix 2)
- 3) To approve the updated Benefit Overpayment Policy and the use of High Court Enforcement Agents if considered necessary (shown in Appendix 4)

Cabinet member(s): Eric Seaward
All All

Contact Officer, telephone number, Sean Knight 01263 51634
and e-mail: Sean.Knight@north-norfolk.gov.uk

11. ENFORCEMENT UPDATE

41 - 48

Summary: This report provides the six monthly update for Members on a range of enforcement related issues arising from the work of the Enforcement Board and Combined Enforcement Team, both over the past six months but also an assessment of progress made since the Board's inception over 5 years ago.

The Council has a far wider range of regulatory and enforcement powers and it should be noted that this report deals only with those covered by the Enforcement Board the Combined Enforcement Team.

With the recent changes to the Member cohort, following the May election, the opportunity has

been taken to give a more historical overview of enforcement issues, to help bring new Members up to date on this area of work.

Conclusions: The Enforcement Board continues to make significant progress towards its objectives of dealing with difficult and long-standing enforcement cases and bringing long term empty properties back into use, across all areas of the District, with both social and economic benefits to the community, and financial benefits to the Council.

As well as the above, the combined Enforcement Team has achieved considerable success in reducing the backlog on the planning enforcement caseload and ensuring that property level Council Tax enforcement is taken forward at the earliest opportunity.

Recommendations: **1. That Cabinet notes the continued progress of the Enforcement Board and the Combined Enforcement Team**

Reasons for Recommendations: 1. To ensure appropriate governance of the Board's activities
2. To show the progress of Combined Enforcement Team cases and contribution to the work of the Enforcement Board

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| Cabinet Members | Ward(s) affected |
| Cllr Karen Ward (Planning) | |
| Cllr Nigel Lloyd (Environmental Health) | All Wards |
| Cllr Eric Seward (Revenues and Benefits) | |

Contact Officer, telephone number and email:
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12. OVERVIEW & SCRUTINY ANNUAL REPORT 2018/19

49 - 54

Summary: The report aims to provide Council with a better understanding of the role of the Overview & Scrutiny Committee, provide insight into the work of the Committee in the year 2018/19, and to highlight some of the key issues it has considered.

Options considered: N/a.

Conclusions: The Committee fulfilled its remit and had a very active year. There were some changes in membership during the year, including a change of Chairman. With a new Administration in place

it is likely that 2019/20 will bring fresh challenges for the Committee, including input into the development of a new corporate plan. The Committee also welcomes ten newly elected Members following the May 2019 election.

Recommendations: **1. It is recommended that Council notes the report and affirms the work of the Overview & Scrutiny Committee.**

Reasons for Recommendations: To inform Council of the work of the Overview & Scrutiny Committee in 2018/19.

Cabinet Member(s): N/a
Ward(s) affected: All

Contact Officer, telephone number and email:
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WORK PROGRAMMES

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| 13. | THE CABINET WORK PROGRAMME | 55 - 56 |
| | To note the upcoming Cabinet Work Programme | |
| 14. | OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE | 57 - 62 |
| | 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." | |
| 16. | TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA | |