

# Overview & Scrutiny Committee



**Please contact:** Matthew Stembrowicz  
**Please email:** [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk)  
**Please direct dial on:** 01263 516047

Tuesday, 10 September 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, 18 September 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](mailto: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 N Dixon, Mr T Adams, Mr H Blathwayt, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Mr N Pearce, Miss L Shires, Mrs E Spagnola, Mr A Varley and Mr J Toye

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](mailto:districtcouncil@north-norfolk.gov.uk) **Web site** [www.north-norfolk.gov.uk](http://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 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 17<sup>th</sup> July 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. **BUDGET MONITORING 2019/20 - PERIOD 4 (09.45 – 10.15)**

9 - 48

**Summary:** This report summarises the budget monitoring position for the revenue account and capital programme to the end of July 2019.

**Options considered:** Not applicable.

**Conclusions:** The overall position at the end of July 2019 shows an £612,936 underspend for the current financial year on the revenue account, this is currently expected to deliver a full year overspend of £141,156.

**Recommendations:** **It is recommended that**

- 1. Cabinet note the contents of the report and the current budget monitoring position;**
- 2. Full Council agree to release £468,954 from capital receipts to fund the ongoing maintenance works to Cromer Pier following receipt of the storm surge insurance payment.**

**Reasons for Recommendations:**

To update Members on the current budget monitoring position for the Council.

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

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

System budget monitoring reports

Cabinet Member(s)	Ward(s) affected
Cllr Eric Seward	

Contact Officer, telephone number and email: Duncan Ellis,  
01263 516330, [Duncan.ellis@north-norfolk.gov.uk](mailto:Duncan.ellis@north-norfolk.gov.uk)

11. **STATUTORY GUIDANCE ON OVERVIEW & SCRUTINY IN LOCAL AUTHORITIES (10.15 – 10.30)** 49 - 56

**Summary:** The Government has published new statutory guidance on overview and scrutiny in local government, aimed at helping them carry out the scrutiny function effectively.

**Conclusions:** The guidance includes a number of policies and practices authorities should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions. This report considers which of these the Council may wish to adopt.

**Recommendations:**

1. The introduction of criteria / a scoring system for topic selection
2. To include the consideration of resource implications when establishing a task and finish group or standing panel
3. The creation of a 'Scrutiny Guide' which would provide Councillors, officers and members of the public with an outline of the function and processes of the Overview & Scrutiny Committee at NNDC. It would set out to answer what overview and scrutiny is, where it fits into the overall Council process, who can be involved and how it works

**To recommend to Cabinet:**

1. The creation of an executive/scrutiny protocol to support early and regular engagement between the executive and scrutiny (see Appendix A)

Cabinet Member(s)  
Cllr S Bütikofer

Ward(s) affected: All

Contact Officer, telephone number and email:  
Emma Denny, Democratic Services Manager  
01263 516010 [Emma.denny@north-norfolk.gov.uk](mailto:Emma.denny@north-norfolk.gov.uk)

12. **PRE-SCRUTINY OF THE CORPORATE PLAN FRAMEWORK (10.30 – 11.00)** 57 - 86

**Summary:** Corporate Plan 2019 – 2023 – This report sets out the Corporate Plan Framework for each workstream area and identifies a number of higher level priorities and activities from which more detailed plans, projects and actions will be developed and set out in the next phase of the development of the Corporate Plan.

**Conclusions:** Members are asked to note the work undertaken by the Policy Workstream Leads in setting out the higher level priorities and activities for each workstream theme which have been agreed in principle by Cabinet.

The next step is for more detailed plans, projects and actions to be developed from these higher level priorities and activities to form the action plan and delivery plan, which will be reviewed on an annual basis.

**Recommendations:** **For Overview & Scrutiny Committee to consider the most appropriate way to consider the Corporate Plan and to feed back to Cabinet on the 4 November**

**Reasons for Recommendations:** To update Members on the Development on the Corporate Plan

**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)  
All

Contact Officer, telephone number and email:

Linda McElligott

01263 516242

[Lynda.McElligott@north-norfolk.gov.uk](mailto:Lynda.McElligott@north-norfolk.gov.uk)

**WORK PROGRAMMES**

13. **THE CABINET WORK PROGRAMME** 87 - 88

To note the upcoming Cabinet Work Programme.

14. **OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 89 - 94

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**