

Council



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16 June 2020

A meeting of the **Council** of North Norfolk District Council will be held remotely via Zoom on **Wednesday, 24 June 2020 at 6.00 pm.**

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

PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19

Please note that due to the Covid-19 restrictions, meetings of cabinet will be held remotely via Zoom video conferencing and live streamed on YouTube.

Public speaking: If you wish to speak on an agenda item, please email emma.denny@northnorfolk.gov.uk no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

Emma Denny
Democratic Services Manager

To: Mr T Adams, Mr D Baker, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mrs M Millership, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr J Toye, Mr A Varley, Ms K Ward, Ms L Withington and Mr A Yiasimi

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

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A G E N D A

1. A MINUTE OF REFLECTION

To hold a minute of reflection in support of our Black, Asian and Minority Ethnic (BAME) communities.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

3. MINUTES

1 - 40

To confirm the minutes of the meeting of the Council held on 26 February 2020.

4. 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.

5. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

7. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader.

8. TO RECEIVE ANY PETITIONS FROM MEMBERS OF THE PUBLIC

To receive any petitions members of the public in accordance with the authority's petition scheme.

9. PUBLIC QUESTIONS/STATEMENTS

To consider any questions or statements received from members of the public.

10. PORTFOLIO REPORTS

41 - 70

To receive reports from Cabinet Members on their portfolios.

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

Cllr A Brown, Portfolio Holder for Housing & Planning
Cllr S Butikofer, Leader and Portfolio Holder for Strategy & Corporate Services
Cllr A Fitch-Tillett, Portfolio Holder for Coast
Cllr V Gay, Portfolio Holder for Culture & Wellbeing
Cllr G Hayman, Portfolio Holder for Commercialisation & Assets
Cllr R Kershaw, Portfolio Holder for Economic & Career Development
Cllr N Lloyd, Portfolio Holder for Environment
Cllr E Seward, Portfolio Holder for Finance

11. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 18 MAY 2020 71 - 92

The following recommendations were made at the meeting of the Constitution Working Party held on 18th May 2020:

RESOLVED to recommend to Council

1. That the Constitution is amended to reflect the changes required by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulation 2020 No.392
2. That the draft Remote Meetings Protocol is adopted

RESOLVED to recommend to Council

That the revised Employee Code of Conduct is approved and included in the Constitution.

12. RECOMMENDATION FROM THE EMPLOYMENT & APPEALS COMMITTEE - APPOINTMENT OF THE CHIEF EXECUTIVE

The following recommendation was made by the Employment & Appeals Committee at their meeting on 10th June 2020:

RESOLVED unanimously to recommend to Council:

To offer the position of Chief Executive to the Corporate Director (Steven Blatch) as a 'suitable alternative employment' position

13. QUESTIONS RECEIVED FROM MEMBERS

None Received.

14. OPPOSITION BUSINESS

None Received.

15. NOTICE(S) OF MOTION

The following notices of motion have been received:

Motion to Council - Local Farmers

Council notes to support local farmers in the production of food eaten in the UK. COVID- 19 has highlighted the importance of food security and traceability.

Council further notes to support the National Farmers Union stance on maintaining food standards in the UK and call for the Government and our local MP to put into law rules that prevent food being imported into the UK which is produced in ways that would be illegal here or to lower UK food standards. It is essential that food standards and animal welfare conditions are not diminished for the UK food industry.

Council further notes that on June 12th this year Government announced the relaxing of border controls on the import of goods and food in the event of Brexit. It is essential to protect local farmers from food and animals entering the country that do not meet UK food and welfare standards at that time.

Cllr Richard Kershaw.

Motion to Council - Black Lives Matter

Council notes that after the recent protest marches in the UK as a result of the killing of George Floyd in the USA there has been a noticeable rise in racial tension in the country.

Council further notes the release of the Government's reporting the disproportionate impact of COVID-19 on Black, Asian and Minority Ethnic people.

Council notes that there is no place for racism and that far more needs be done to eradicate race discrimination in society.

Council recommits to lead by example to ensure equal opportunities for all regardless of race, religion, sexual orientation, ethnicity or disability.

Norfolk has a proud tradition of welcoming people from overseas. We need to reinforce that reputation. It is our responsibility to respond thoughtfully and improve our ignorance and educate with the aid of the BAME community.

Cllr Richard Kershaw.

16. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule

12A (as amended) to the Act.”

17. PRIVATE BUSINESS

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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 26 February 2020 in the Council Chamber - Council Offices at 6.00 pm

Members Present:

Mr T Adams	Mr D Baker
Ms P Bevan Jones	Mr D Birch
Mr H Blathwayt	Mr A Brown
Dr P Bütikofer	Mrs S Bütikofer
Mr C Cushing	Mr N Dixon
Mr P Fisher	Mrs A Fitch-Tillett
Mr T FitzPatrick	Mr V FitzPatrick
Mrs W Fredericks	Ms V Gay
Mrs P Grove-Jones	Mr G Hayman
Mr C Heinink	Mr P Heinrich
Mr R Kershaw	Mr N Lloyd
Mr G Mancini-Boyle	Mrs M Millership
Mr N Pearce	Mrs G Perry-Warnes
Mr J Punchard	Mr J Rest
Mr E Seward	Miss L Shires
Mrs E Spagnola	Mrs J Stenton
Dr C Stockton	Mr J Toye
Mr A Varley	Ms L Withington
Mr A Yiasimi	

8 PRAYER

The Chairman invited Reverend Andrew Jones, Rector, the Trunch Group of parishes, to lead prayers.

9 PRESENTATION TO MARK THE COMPLETION OF THE SANDSCAPING PROJECT

The Chairman invited Mr Paul Hesk, Regional Manager for Van Oord UK, to speak. Mr Hesk began by thanking Members for the opportunity to commemorate the end of the sandscaping project. He said that the most successful projects were ones where work was undertaken collaboratively without fear of any challenge and this was the perfect example of this.

He said that when a project was completed successfully, it was tradition for a Delft plate to be commissioned to commemorate the occasion and it gave him great pleasure to present a plate to the District Council.

10 CHAIRMAN'S COMMUNICATIONS

The Chairman began by outlining the recent events that he had attended. He said that he had been delighted to present the Employee of the Year award at the Staff Achievement Awards in December. This was followed by the annual carol concert which was very well attended – as always.

The New Year had begun with several Norfolk Wildlife Trust Chairman's charity events at Erpingham primary school, Hindringham & Walsingham primary school, East Ruston infant school, Northrepps primary school, Cromer Junior school and Astley primary school. These were always

very enjoyable occasions and it had been nice to see some of the local members there too.

The Chairman then spoke about the opening of the new North Norfolk Visitor Centre in Cromer. It had recently been refurbished to highlight the attractions of the Deep History coast.

He concluded by saying that he had been delighted to attend the ceremony of affiliation between Broadland High Ormiston Academy, Hoveton and the Old Catton branch of the Royal British Legion.

11 LEADER'S ANNOUNCEMENTS

The Leader informed Members that a copy of the Delivery Plan was available for each of them, following its approval at Cabinet and Overview & Scrutiny Committee.

She said that the Portfolio Holders would be leading on the key themes, with Scrutiny Panels having oversight and the Governance, Risk & Audit Committee overseeing any risk elements. She thanked the officers and project team members for their hard work.

12 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

13 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs N Dixon, N Housden, G Perry-Warnes and K Ward.

14 MINUTES

The minutes of the meeting held on 17th December 2019 were agreed as a correct record – subject to the following amendment: Cllr Dr P Butikofer had been in attendance.

The minutes of the Extraordinary meeting held on 15 January 2020 were agreed as a correct record and signed by the Chairman – subject to the following amendment to Minute 6 (4) 'Cllr T FitzPatrick referred to a comment from the former editor of a local newspaper who had described the Council as a 'pocket size council punching well above its weight', it should read 'former editor of a *regional* newspaper'

15 ITEMS OF URGENT BUSINESS

16 PUBLIC QUESTIONS/STATEMENTS

None received.

17 BUDGET & COUNCIL TAX 2020-2021

The Chairman invited the Chief Financial Officer to explain the robustness of the estimates and the adequacy of the reserves, as required to do by statute. He said that in his opinion, the overall budgeted level of both the General Reserve and the Earmarked Reserves were considered adequate in the short term. The General Reserve balance was forecast to be over that of the recommended balance of £1.9m and all reserves would be subject to further annual review in 2020/21

The Chairman then invited Cllr E Seward, Portfolio Holder for Finance, to introduce the Budget for 2020/21.

Cllr Seward began by thanking officers for their time and support in preparing the budget and, in particular, the work they had recently completed on the Business Rate Collection Fund which had significantly helped the Council's financial position. He then thanked members of the Overview & Scrutiny Committee for the thorough way in which they scrutinised the Council's draft budget at their meeting on January 25th and for the recommendations they made. These recommendations were designed to improve the monitoring of the Council's capital and revenue budgets against the key themes in the Corporate Plan and the subsequent delivery plan. The administration welcomed this approach as would aid good decision making.

Cllr Seward then explained that North Norfolk District Council delivered around 86 (63%) of 137 essential local government services. Of the current council tax charge of £148.77p for Band D domestic properties, 8 pence of every pound went to NNDC. The Council continued to have a Council Tax charge which, out of over 190 District Councils in England, was amongst the lowest. He said that the administration was doing this without having to making cuts to services and was well placed to deliver on its service priorities.

The Council had six main themes in its Corporate Plan, focussed on its key priorities. A new Delivery Plan Reserve of £2.379 million along with other funding streams would enable the administration to drive forward on these priorities. Cllr Seward said that a lot of time had been spent dealing with issues regarding some major projects which had been started under the previous administration. Some of these projects were continuing now on a sounder business and financial basis and others had been stopped. He said that it was important to remember that the Council could deliver on major projects. For example the £20m sandscaping project to protect the Bacton Gas Terminal and the villages of Bacton and Walcott to the south was overseen by the District Council. It was completed on time and within budget in the summer of 2019. It was a project started under the previous Conservative administration and finished under the Liberal Democrat Administration. Lessons should be learned from such successes and now was the time to move forward.

Cllr Seward then highlighted key recommendations as set out in the budget report;

1) Create a new Environment Reserve of £150k to specifically support the programme to achieve carbon neutrality by 2030.

2) In what was now to be known as the North Norfolk Sustainable Communities Fund (rather than the Big Society Fund) an extra £50k to ensure that funding can be given to community initiatives that would improve our environment. In this tree planting season the aim was to plant 10,000 new trees and in the next planting cycle the aim was to plant 35,000 new trees. The extra money would enable community organisations in North Norfolk to play their part.

3) As part of the commitment to improve access for people with disabilities, there would be a new initiative to purchase beach wheelchairs.

4) In the updated Capital Programme, a significant sum (over £8m) would be spent on building the new Splash centre, around £4.5m on new waste collection vehicles for the new household waste collection service awarded to Serco (this meant a lower contract cost plus greater security for the maintenance of the service should any unforeseen delivery problems arise), a start to the preparatory work on the £3m plus Mundesley Coast Refurbishment scheme, completion of over £600k of public sector convenience improvements and an expected start on a programme of works of up to £2m in the centre of North Walsham through the Heritage Action Zone project.

Cllr Seward then spoke about the financial challenges that the Council faced. He said that these were shared by many other Councils regardless of their political composition - at both first and second tier level. He summarised them as follows:

1) the need for the Council to continue to seek savings and improve its income. In the current financial year the Council was on target to achieve over 90 per cent of the forecast savings of over £700k. Appendix A to the Budget report showed that the net cost of services was projected to remain stable in future years. Under the Corporate Plan theme of financial sustainability, a zero based budget approach to operational costs would be trialled, looking at a sample of departments. Income streams both new and current would also be looked at to see how they could be enhanced.

2) For several years now central Government policy had required local Councils to raise more of their income locally to fund services. Revenue Support Grant (RSG) from central Government which had been a major source of funding to Councils was expected to cease completely after the financial year 20/21. As recently as the financial year 2017/18 the District Council had received £936k from RSG. Whilst savings and new income sources could help to fill the gap it was this change which was driving councils to increase council tax. Between 2010 and 2015 councils were given financial inducements not to increase Council Tax and this was a contributory factor to both Liberal Democrat and Conservative administrations at NNDC not increasing Council Tax at that time.

3) The uncertainty of future Central Government support to Councils so the District Council could properly plan its finances over future years. Specifically the following key issues

- waiting for a new four year Local Government Financial Settlement on what level of financial support local government could provisionally expect in future years. It was hoped that the forthcoming budget might provide some indication.
- the ongoing Fair Funding Review to determine the mechanism for calculating what Councils need to spend and thus the level of financial support they received from Government.
- Business Rates Retention consultation - reviewing how much local Councils are allowed to retain from business rates. Yet again this was still ongoing.
- New Homes Bonus (NHB) whereby Councils received a level of funding for new housing that was built and empty housing that was brought back into use. This will be stopped apart from legacy payments due from previous years which was welcome to the Council.

It was the delays to these reviews and a better than expected outcome on NHB which meant that a projected deficit of £2.1m for 20/21 – as predicted in last year's budget, had been removed. The details were set out in the Medium Term Financial Strategy report in December 2019 and the Cabinet Budget report paper in early February 2020. Consequently, a deficit of £1.8m was now forecast for the financial year 21/22, rising to £2.2 m in future years unless corrected. Cllr Seward said that there was an urgent need for this uncertainty on Local Government Financing to end. The Council needed stability on what level of funding it can expect from Government so that it could properly plan its services for future years.

4) The retention of some Business Rates at a local level. Cllr Seward explained that significant receipts from Business Rates had become tied up in Council collection funds and reserves. This had led to a greater sum than required being held in the Collection Fund to provide for challenges to changes on the rateable values of properties on which the level of business rates were calculated. Thanks to the diligent work of the Finance Officers, working with colleagues from other Norfolk councils, more accurate and robust criteria for the level of finances needed to deal with appeals has recently been determined. This had led to a significant financial sum now being available to the Council. Although this was to be welcomed, the Council was still having to hold £1.8 m in an earmarked business rate

reserve to deal with other appeals. This was because NHS Trusts had challenged the level of business rates that they paid on their properties and this had implications for NNDC as there were a number of NHS properties in North Norfolk. In a High Court case heard late last year the Court found against the NHS Trusts and in favour of the local authorities. It was not clear yet whether the NHS Trusts would appeal against this decision.

5) Funding Communities Grants. When the Big Society Fund was established in 2012 it was funded by the County Council returning to a portion of 2nd Homes Council Tax receipts to the District Council. It was a fund that since its inception had paid out 268 grants totalling almost £2m to 211 organisations and 94 Parish Councils across North Norfolk. North Norfolk had the highest number of second homes in the County and the District Council under this arrangement, as recently as the financial year 2017/18, had received £564k from the County Council. It was a scheme that recognised the pressures and challenges of having a large number of 2nd homes, however, The Leader of the County Council had confirmed that the money would no longer be returned to the District. Community grants were now being funded entirely from reserves which was not sustainable in the longer term.

Cllr Seward said that it was within the context of these uncertainties and challenges, as well as the desire to maintain and enhance the services that NNDC provided, that he was recommending an increase of £4.95p for the year 2020/21. It was an increase of 3.3 percent for council tax payers in Band D properties. It was also within the permitted level allowed by Government without requiring the Council to seek a referendum on a proposed council tax increase. This increase had been recommended by officers in the budget report and the consequences of not doing so were set out. The Council would lose just over £200k in the coming financial year and this would have an adverse impact in future years should the Council need to raise council tax.

Cllr Seward concluded by saying that the Budget for 2020/21 was balanced and robust and he recommended it to Council.

Cllr S Butikofer seconded the proposals and reserved her right to speak.

The Chairman invited Cllr C Cushing, Leader of the Conservative Group to respond.

Cllr Cushing said that this was the first budget that he would be responding to as Leader of the Opposition. He started by saying that one significant issue was the budget deficit in future years. There did not seem to be any plans in place as to how to address this other than hope it would resolve. There was no economic development plan in place and no constructive proposals coming forward on how to close the gap. He noted that the ambitious projects started under the previous administration, such as the Sheringham Leisure Centre, were still continuing. To find if there was anything substantial planned, he had looked at the Corporate Plan but this did not provide any detail outlining how financial sustainability would be achieved and for this reason he would be voting against the majority of the proposed Budget. Regarding proposals to increase Council Tax, Cllr Cushing said that this would only have a very small impact and he would vote against it. People should be taxed less not more. He concluded by saying that the current administration had been in power for 16 months and yet nothing was coming forward, he therefore proposed the following amendment to the Budget:

‘That a one-off sum of £25,000 be allocated from the General Fund Reserve to finance an East of England Ambulance Service Trust (EEAST) trial relating to up-skilling and provision of new equipment, subject to further detailed proposals being provided by EEAST’.

The amendment was seconded by Cllr D Baker.

Cllr Cushing said that the proposed £25k would support the up-skilling of EEAST and enable

them to trial new equipment. It equated to just 25 pence for every resident in North Norfolk. The Community First Responders in Stalham had said that it would help greatly with both Level 2 and Level 3 training.

The Chairman thanked Cllr Cushing and invited the Leader of the Independent Group to respond to the Budget. Cllr J Rest thanked the Leader for involving his group in discussions. He said that he was supportive of the proposals and the proposed increase in Council Tax.

The Chairman then invited members to debate the amendment.

The Leader, Cllr S Butikofer, said that if Cllr Cushing had discussed it with her prior to the meeting then they could have worked together. She reminded Members that when she had put forward an amendment to a previous Budget requesting additional funding for the Police, she had been told this was not appropriate. However, she felt that it was an important issue for residents and EEAST needed support and help. She suggested that a full proposal with more detail was worked on and then brought back to a future meeting of Council for further debate.

- a) Cllr J Toye said that he agreed with the proposal in principle but was concerned that it was just for a trial. He said that he would support it if more detail was provided.
- b) Cllr D Baker said that everyone agreed that the work of the ambulance staff was 'second to none' and the Community First Responders played a key role. It was small amount of money but it would show commitment to the service that they provided. He said that he was disappointed that some Members would not support it.
- c) Cllr R Kershaw said that all Members supported the ambulance service but some found it hard to support a weak amendment.
- d) The Chairman agreed that he supported the ambulance service but said that there were funds for such schemes and the District Council shouldn't be substituted for the NHS.
- e) Cllr L Shires said that she had concerns about the pressure that those working in the emergency services faced. She said that she would like reassurance that any proposal would include support for their mental health.

Cllr Cushing said that he did not receive any communication from the Leader regarding a meeting to discuss Budget proposals. He said that the issue of ambulance services was raised in November 2019 and he had tried to put forward a practical way to address the issues. The amendment was a quick way to help.

When put to the vote, the amendment was not supported, with 5 in favour and 30 against and 1 abstention.

The Chairman then invited Members to debate the Budget for 2020-2021.

1. Cllr T FitzPatrick began by referring to the second homes council tax income used to fund the Big Society Fund. He said that the return of this money to the districts by the County Council did not suddenly stop. As Leader, he had fought very hard to retain it and it was tapered off gradually. He went onto say that there had been a campaign by a group of town and parish councils to give the funding to the parishes, which made it particularly challenging to push to retain it. He said that he had spent 5 years fighting to keep it and that the Big Society Fund was an excellent scheme. Cllr T Adams said that the reduction in funding was not as a result of the town and parish councils pushing for a share. There was pressure on the County Council budget due to a reduction in financial support from the Government and no increase in council tax for several years.
2. Cllr V FitzPatrick said that he found the Budget to be very 'vanilla'. There were no ambitions set out and no measures to address the deficit. He added that there was no diversification on the income streams either.

3. Cllr S Penfold said that he was very supportive of the tree planting scheme. As Chairman of the Big Society Fund Grants Panel, he said that he particularly wanted to highlight the 'Sheringham Shed' as an example of a flagship project. He added that the Fund would continue to support projects such as this.
4. Cllr D Baker said that the Administration 'must do better'. He said that Members should be aware that the Local Government Financing Act, currently progressing through Parliament, would be providing the largest award to Local Government in the last decade. He then went on to refer to the Asset Commercialisation programme of the previous administration and said he was looking forward to seeing what the new Administration would deliver in the next three years. He concluded by saying that he was very disappointed that Members would not support the donation of £25,000 to an organisation that would benefit so many people.
5. Cllr N Lloyd commented that the amendment had been poorly written and that was why he hadn't supported it. He reminded Members that there had been a period of no overall control where there had been cross-party involvement in running the Council.

The Chairman then invited the Leader, as seconder of the Motion, to speak:

Cllr S Butikofer began by referring to the comments regarding the length of time it had taken to draft a Corporate Plan and delivery plan. She said that the previous administration had also taken considerable time to produce theirs. She said it was unfortunate that Cllr Cushing felt that he had not been involved in preliminary discussions about the Budget. It was almost two years ago when the political groups had agreed to work together on setting the Budget. She added that the programme to improve public conveniences had been started by the previous administration and was being continued because it added value. Additional money was being spent on the Splash leisure project because it had not been adequately budgeted for. She said that commercialisation was at the core of everything the Council did. Before concluding, she said that very few councils wanted to raise council tax but the reality was that it was vital to ensure the running of key services. The LGiU had recently indicated that 97% were planning to increase their fees and charges this year. She then thanked Cllr Seward and the Head of Finance for all their hard work in preparing the Budget.

The Chairman then invited the proposer of the motion, Cllr Seward to conclude the debate. Cllr Seward said that it was important that the Council continued to seek savings and increase income. From the next financial year, there would be a zero based budgeting approach. He then reminded Members that commercialisation was one of the key themes of the Corporate Plan. It was hard to plan with so much financial uncertainty but the administration would continue to work hard to see what could be done. Sound finance was the first priority.

The Monitoring Officer advised that there would be a series of recorded votes. Recommendations 1, 2, 3, 7, 8, 9, 10 & 11 would be taken first.

It was proposed by Cllr E Seward, seconded by Cllr S Butikofer and

RESOLVED by 31 votes to 5

That having considered the Chief Financial Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

- 1) The 2020/21 revenue budget as outlined at Appendix A within this report;
- 2) The surplus of £2,379,266 be transferred to the Delivery Plan Reserve;
- 3) An additional £50,000 to be released from the Communities Reserve to support the North Norfolk Sustainable Communities Fund;
- 7) The statement of and movement on the reserves as detailed at Appendix C within this report;

- 8) The updated Capital Programme and financing for 2019/20 to 2022/23 (as detailed at Appendix E1 within the 2020/21 Budget Report - February 2020 Cabinet Agenda);
- 9) The new capital bids recommended for approval (as detailed within appendix E2 within the 2020/21 Budget Report - February 2020 Cabinet Agenda);
- 10) That Members note the current financial projections for the period 2021/22 to 2023/24;
- 11) The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Reserve 2020/21 to 2023/24 (Appendix B within this report);

A recorded vote was then taken on Agenda item 10, recommendation 4 and it was

RESOLVED unanimously by 36 votes that;

- 4) An additional £33,000 to be released from the Communities Reserve to support the Community Transport Fund;

A recorded vote was taken on Agenda item 10, recommendation 5 and it was

RESOLVED unanimously by 36 votes to:

- 5) Transfer £150,000 from the Environmental Health Reserve to the newly created Environment Reserve;

A recorded vote was taken on Agenda item, recommendation 6 and it was

RESOLVED unanimously by 36 votes that

- 6) A sum of £9,000 is released from the General Fund Reserve to fund the purchase of beach wheelchairs

The Chairman then asked the Chief Financial Officer to outline the different elements of the Council tax recommendations. He said that the figures used in the report were based on the assumption that there would be a £4.95 increase for North Norfolk District Council (excluding town and parish council precepts), £54.27 for Norfolk County Council, and a £9.99 increase for the Norfolk Police & Crime Commissioner. He then explained that section 4.5 of the report set out the statutory calculations for the council tax bases. Section 4.6 gave details of the parish precepts, and section 4.7 provided details of the County Council and Norfolk Police and Crime Commissioner's precepts.

A recorded vote was taken for recommendations 12, 13 and 14.

It was proposed by Cllr E Seward, seconded by Cllr S Butikofer and

RESOLVED with 31 votes in favour and 5 abstentions:

- 12) That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2020/21;
- 13) The demand on the Collection Fund for 2020/21 is as follows:
 - a. £6,254,405 for District purposes
 - b. £2,520,143 for Parish/Town Precepts;
 This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property.
- 14) That the Rate Relief Policy is revised to include these new reliefs as set out at section 4.10 of the report.

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property.

The number of dwellings in each Council Tax band taking into account the multipliers, discounts, exemptions, rate of collection and Council Tax Support:-

- a) for the whole Council area as 40,687 (Item T in the formula in Section 31B of the Local Government Finance Act 1992) being calculated by the Council, in accordance with Regulation 3 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;
- b)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby With Thwaite	96.63	Little Barningham	50.09
Aldborough and Thurgarton	237.59	Little Snoring	231.52
Antingham	120.45	Ludham	498.77
Ashmanhaugh	66.22	Matlaske	64.45
Aylmerton	209.22	Melton Constable	202.74
Baconsthorpe	89.02	Morston	57.17
Bacton	523.59	Mundesley	1,187.29
Barsham	99.48	Neatishead	237.37
Barton Turf	236.98	North Walsham	4,100.70
Beckham East/West	116.90	Northrepps	393.58
Beeston Regis	393.11	Overstrand	461.56
Binham	181.36	Paston	94.34
Blakeney	548.08	Plumstead	48.81
Bodham	174.14	Potter Heigham	413.38
Briningham	64.45	Pudding Norton	75.37
Brinton	121.82	Raynham	159.80
Briston	862.66	Roughton	345.43
Brumstead	24.70	Runton (East & West)	716.88
Catfield	319.41	Ryburgh	235.86
Cley	329.31	Salthouse	118.05
Colby	190.97	Scottow	295.79
Corpusty and Saxthorpe	283.02	Sculthorpe	280.63
Cromer	3,027.87	Sea Palling	207.10
Dilham	147.30	Sheringham	3,155.80
Dunton	54.12	Sidestrand	45.69
East Ruston	190.80	Skeyton	90.92
Edgefield	195.62	Sloley	93.87

Erpingham	249.38	Smallburgh	192.02
Fakenham	2,595.06	Southrepps	330.67
Felbrigg	75.60	Stalham	1,160.53
Felmingham	193.13	Stibbard	139.83
Field Dalling	139.53	Stiffkey	132.50
Fulmodeston	181.71	Stody	91.32
Gimingham	148.58	Suffield	57.28
Great Snoring	85.48	Sustead	89.35
Gresham	167.97	Sutton	386.26
Gunthorpe	145.34	Swafield	112.37
Hanworth	96.76	Swanton Abbott	147.50
Happisburgh	305.65	Swanton Novers	83.74
Helhoughton	149.89	Tattersett	278.08
Hempstead	77.87	Thornage	93.68
Hempton	186.96	Thorpe Market	116.71
Hickling	415.64	Thurning	32.47
High Kelling	297.41	Thursford	109.03
Hindolveston	209.65	Trimingham	139.41
Hindringham	234.86	Trunch	363.56
Holkham	84.16	Tunstead	256.82
Holt	1,705.69	Upper Sheringham	107.82
Honing	120.81	Walcott	218.17
Horning	614.66	Walsingham	351.40
Horsey	31.98	Warham	89.03
Hoveton	824.09	Wells-Next-The-Sea	1,153.03
Ingham	153.21	Westwick	31.19
Ingworth	39.46	Weybourne	342.36
Itteringham	59.02	Wickmere	58.29
Kelling	97.51	Wighton	112.06
Kettlestone	94.96	Witton	130.08
Knapton	148.84	Wiveton	82.36
Langham	218.93	Wood Norton	105.68
Lessingham	228.26	Worstead	317.08
Letheringsett With Glandford	129.49		

being the amounts calculated by the Council, in accordance with Regulation 6 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items (parish precepts) may relate.

That the following amounts be now **CALCULATED** by the Council for the year 2020/21 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:-

- a) £59,825,396 being the aggregate of the amounts which the Council

- estimates for the expenditure items set out in Section 31A(2) of the Act.
- b) £51,050,848 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act.
- c) £8,774,548 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £215.66 being the amount at (c) above divided by the amount at 4.5(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £2,520,143 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- f) £153.72 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 4.5 (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.

g)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby with Thwaite	184.76	Little Barningham	170.68
Aldborough and Thurgarton	192.86	Little Snoring	193.02
Antingham	180.70	Ludham	173.24
Ashmanhaugh	212.61	Matlaske	161.47
Aylmerton	187.65	Melton Constable	219.14
Baconsthorpe	217.18	Mundesley	198.35
Bacton	185.23	Neatishead	188.07
Barsham	172.81	North Walsham	255.41
Barton Turf	181.65	Northrepps	196.37
Beckham East/West	181.52	Overstrand	216.55
Beeston Regis	185.51	Paston	222.23
Binham	184.04	Plumstead	210.06
Blakeney	228.52	Potter Heigham	187.58
Bodham	202.53	Pudding Norton	220.05
Brinton	174.24	Raynham	189.91
Briston	214.70	Roughton	181.07
Catfield	191.28	Runton (East & West)	175.06
Cley	188.03	Ryburgh	193.78
Colby	237.68	Salthouse	196.92

Corpusty and Saxthorpe	216.31	Scottow	201.05
Cromer	248.64	Sculthorpe	182.53
Dilham	187.66	Sea Palling	220.87
East Ruston	186.47	Sheringham	264.89
Edgefield	183.43	Sidestrand	186.54
Erpingham	193.41	Skeyton	165.81
Fakenham	233.96	Sloley	186.23
Felbrigg	197.37	Smallburgh	183.50
Felmingham	161.48	Southrepps	203.61
Field Dalling	179.80	Stalham	234.43
Fulmodeston	197.22	Stibbard	193.92
Gimmingham	209.58	Stiffkey	192.28
Great Snoring	206.36	Stody	202.99
Gresham	197.47	Suffield	178.52
Gunthorpe	167.48	Sustead	184.27
Hanworth	177.49	Sutton	193.84
Happisburgh	168.15	Swafield	202.66
Helhoughton	190.21	Swanton Abbott	199.48
Hempstead	183.25	Swanton Novers	253.13
Hempton	260.69	Tattersett	165.20
Hickling	175.49	Thornage	170.87
High Kelling	174.90	Thorpe Market	205.12
Hindolveston	213.34	Thursford	185.82
Hindringham	186.50	Trimingham	222.05
Holkham	189.36	Trunch	209.16
Holt	226.73	Tunstead	177.08
Honing	171.93	Upper Sheringham	200.84
Horning	185.06	Walcott	191.69
Horsey	185.92	Walsingham	220.02
Hoveton	219.42	Warham	221.11
Ingham	170.69	Wells-next-the-Sea	221.36
Ingworth	223.28	Weybourne	206.29
Itteringham	197.77	Wickmere	213.76
Kelling	189.61	Wighton	189.41
Kettlestone	194.78	Witton	180.79
Knapton	182.27	Wiveton	202.28
Langham	197.11	Wood Norton	182.43
Lessingham	171.24	Worstead	179.93
Letheringsett	169.16		

with Glandford			
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being the amounts given by adding to the amount at 4.6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 4.5(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	123.17	143.70	164.23	184.76	225.82	266.88	307.94	369.53
Aldborough and Thurgarton	128.57	150.00	171.43	192.86	235.72	278.57	321.43	385.72
Antingham	120.46	140.54	160.62	180.70	220.85	261.01	301.17	361.40
Ashmanhaugh	141.74	165.36	188.99	212.61	259.86	307.10	354.35	425.22
Aylmerton	125.10	145.95	166.80	187.65	229.35	271.05	312.75	375.31
Baconsthorpe	144.79	168.92	193.05	217.18	265.45	313.71	361.98	434.37
Bacton	123.48	144.07	164.65	185.23	226.39	267.55	308.72	370.46
Barsham	115.21	134.41	153.61	172.81	211.22	249.62	288.03	345.63
Barton Turf	121.10	141.28	161.47	181.65	222.02	262.39	302.75	363.30
Beckham East/West	121.01	141.18	161.35	181.52	221.85	262.19	302.53	363.04
Beeston Regis	123.67	144.29	164.90	185.51	226.74	267.97	309.19	371.03
Binham	122.69	143.14	163.59	184.04	224.94	265.84	306.74	368.09
Blakeney	152.35	177.74	203.13	228.52	279.31	330.09	380.87	457.05
Bodham	135.02	157.52	180.02	202.53	247.53	292.54	337.55	405.06
Brinton	116.16	135.52	154.88	174.24	212.96	251.68	290.40	348.48
Briston	143.13	166.99	190.85	214.70	262.42	310.13	357.84	429.41
Catfield	127.52	148.78	170.03	191.28	233.79	276.30	318.81	382.57
Cley	125.35	146.24	167.14	188.03	229.81	271.60	313.39	376.06
Colby	158.45	184.86	211.27	237.68	290.49	343.31	396.13	475.36
Corpusty and Saxthorpe	144.21	168.24	192.28	216.31	264.38	312.45	360.52	432.63
Cromer	165.76	193.39	221.01	248.64	303.89	359.15	414.40	497.29
Dilham	125.10	145.96	166.81	187.66	229.36	271.07	312.77	375.32
East Ruston	124.31	145.03	165.75	186.47	227.91	269.35	310.79	372.95
Edgefield	122.28	142.66	163.04	183.43	224.19	264.95	305.71	366.86
Erpingham	128.94	150.43	171.92	193.41	236.40	279.38	322.36	386.83
Fakenham	155.97	181.96	207.96	233.96	285.95	337.94	389.93	467.92
Felbrigg	131.58	153.51	175.44	197.37	241.23	285.09	328.95	394.74
Felmingham	107.65	125.60	143.54	161.48	197.37	233.25	269.14	322.97
Field Dalling	119.87	139.85	159.82	179.80	219.76	259.72	299.67	359.61
Fulmodeston	131.48	153.40	175.31	197.22	241.05	284.88	328.71	394.45
Gimingham	139.72	163.00	186.29	209.58	256.15	302.72	349.30	419.16

Great Snoring	137.57	160.50	183.43	206.36	252.22	298.08	343.93	412.72
Gresham	131.65	153.59	175.53	197.47	241.36	285.24	329.12	394.95
Gunthorpe	111.65	130.26	148.87	167.48	204.69	241.91	279.13	334.96
Hanworth	118.32	138.04	157.76	177.49	216.93	256.37	295.81	354.98
Happisburgh	112.10	130.78	149.47	168.15	205.52	242.89	280.25	336.30
Helhoughton	126.80	147.94	169.07	190.21	232.48	274.75	317.02	380.42
Hempstead	122.17	142.53	162.89	183.25	223.98	264.70	305.42	366.51
Hempton	173.79	202.76	231.72	260.69	318.62	376.55	434.49	521.38
Hickling	116.99	136.49	155.99	175.49	214.48	253.48	292.48	350.98
High Kelling	116.60	136.03	155.46	174.90	213.77	252.63	291.50	349.80
Hindolveston	142.22	165.93	189.63	213.34	260.75	308.16	355.57	426.68
Hindringham	124.33	145.05	165.78	186.50	227.95	269.39	310.84	373.01
Holkham	126.24	147.28	168.32	189.36	231.44	273.52	315.61	378.73
Holt	151.15	176.35	201.54	226.73	277.12	327.51	377.89	453.47
Honing	114.62	133.72	152.82	171.93	210.13	248.34	286.55	343.86
Horning	123.37	143.93	164.50	185.06	226.18	267.31	308.43	370.12
Horsey	123.95	144.61	165.26	185.92	227.24	268.56	309.87	371.85
Hoveton	146.28	170.66	195.04	219.42	268.18	316.94	365.71	438.85
Ingham	113.79	132.75	151.72	170.69	208.62	246.55	284.48	341.38
Ingworth	148.85	173.66	198.47	223.28	272.90	322.52	372.14	446.56
Itteringham	131.84	153.82	175.79	197.77	241.72	285.67	329.62	395.54
Kelling	126.40	147.47	168.54	189.61	231.75	273.88	316.02	379.22
Kettlestone	129.85	151.50	173.14	194.78	238.07	281.36	324.64	389.57
Knapton	121.51	141.76	162.02	182.27	222.77	263.28	303.79	364.54
Langham	131.40	153.30	175.21	197.11	240.91	284.71	328.52	394.22
Lessingham	114.16	133.18	152.21	171.24	209.29	247.35	285.40	342.48
Letheringsett with Glandford	112.77	131.57	150.36	169.16	206.75	244.34	281.94	338.33
Little Barningham	113.79	132.75	151.72	170.68	208.62	246.55	284.48	341.37
Little Snoring	128.68	150.13	171.57	193.02	235.91	278.81	321.70	386.05
Ludham	115.49	134.74	153.99	173.24	211.74	250.24	288.74	346.49
Matlaske	107.65	125.59	143.53	161.47	197.36	233.24	269.12	322.95
Melton Constable	146.09	170.44	194.79	219.14	267.84	316.54	365.24	438.29
Mundesley	132.23	154.27	176.31	198.35	242.43	286.51	330.59	396.71
Neatishead	125.38	146.27	167.17	188.07	229.86	271.65	313.45	376.14
North Walsham	170.27	198.65	227.03	255.41	312.17	368.93	425.69	510.83
Northrepps	130.91	152.73	174.55	196.37	240.01	283.64	327.28	392.74
Overstrand	144.36	168.42	192.48	216.55	264.67	312.79	360.91	433.10
Paston	148.15	172.85	197.54	222.23	271.62	321.01	370.39	444.47
Plumstead	140.04	163.38	186.72	210.06	256.74	303.42	350.10	420.12
Potter Heigham	125.05	145.90	166.74	187.58	229.27	270.95	312.64	375.17
Pudding Norton	146.70	171.15	195.60	220.05	268.96	317.86	366.76	440.11
Raynham	126.61	147.71	168.81	189.91	232.11	274.32	316.52	379.83
Roughton	120.71	140.83	160.95	181.07	221.31	261.55	301.79	362.15

Runton	116.70	136.15	155.61	175.06	213.96	252.86	291.77	350.12
Ryburgh	129.19	150.72	172.25	193.78	236.84	279.91	322.97	387.57
Salthouse	131.28	153.16	175.04	196.92	240.68	284.44	328.20	393.84
Scottow	134.03	156.37	178.71	201.05	245.72	290.40	335.08	402.10
Sculthorpe	121.68	141.96	162.24	182.53	223.09	263.65	304.21	365.06
Sea Palling	147.25	171.79	196.33	220.87	269.95	319.04	368.12	441.75
Sheringham	176.59	206.02	235.46	264.89	323.76	382.62	441.49	529.79
Sidestrand	124.36	145.09	165.82	186.54	228.00	269.46	310.91	373.09
Skeyton	110.54	128.96	147.39	165.81	202.66	239.51	276.36	331.63
Sloley	124.15	144.84	165.54	186.23	227.61	269.00	310.38	372.46
Smallburgh	122.33	142.72	163.11	183.50	224.28	265.06	305.84	367.01
Southrepps	135.74	158.37	180.99	203.61	248.86	294.11	339.36	407.23
Stalham	156.28	182.33	208.38	234.43	286.52	338.62	390.72	468.86
Stibbard	129.28	150.83	172.37	193.92	237.02	280.11	323.20	387.85
Stiffkey	128.19	149.55	170.92	192.28	235.01	277.74	320.47	384.57
Stody	135.33	157.88	180.44	202.99	248.10	293.21	338.32	405.99
Suffield	119.01	138.85	158.69	178.52	218.20	257.87	297.54	357.05
Sustead	122.84	143.32	163.79	184.27	225.22	266.17	307.12	368.54
Sutton	129.23	150.77	172.30	193.84	236.92	280.00	323.08	387.69
Swafield	135.11	157.62	180.14	202.66	247.70	292.73	337.77	405.33
Swanton Abbott	132.98	155.15	177.31	199.48	243.81	288.14	332.47	398.96
Swanton Novers	168.75	196.88	225.00	253.13	309.38	365.63	421.89	506.26
Tattersett	110.13	128.49	146.84	165.20	201.91	238.63	275.34	330.41
Thornage	113.91	132.90	151.88	170.87	208.84	246.81	284.79	341.74
Thorpe Market	136.75	159.54	182.33	205.12	250.71	296.29	341.88	410.25
Thursford	123.88	144.52	165.17	185.82	227.11	268.40	309.70	371.64
Trimingham	148.03	172.70	197.37	222.05	271.39	320.74	370.08	444.10
Trunch	139.44	162.68	185.92	209.16	255.64	302.12	348.60	418.32
Tunstead	118.05	137.73	157.40	177.08	216.43	255.78	295.13	354.16
Upper Sheringham	133.89	156.21	178.52	200.84	245.47	290.10	334.74	401.68
Walcott	127.79	149.09	170.39	191.69	234.29	276.89	319.49	383.38
Walsingham	146.68	171.13	195.57	220.02	268.92	317.81	366.71	440.05
Warham	147.40	171.97	196.54	221.11	270.24	319.38	368.52	442.22
Wells-next-the-Sea	147.57	172.17	196.77	221.36	270.56	319.75	368.94	442.73
Weybourne	137.53	160.45	183.37	206.29	252.13	297.98	343.82	412.59
Wickmere	142.50	166.26	190.01	213.76	261.26	308.77	356.27	427.52
Wighton	126.27	147.32	168.36	189.41	231.50	273.59	315.69	378.83
Witton	120.53	140.61	160.70	180.79	220.97	261.14	301.32	361.59
Wiveton	134.85	157.33	179.81	202.28	247.23	292.19	337.14	404.57
Wood Norton	121.62	141.89	162.16	182.43	222.98	263.52	304.06	364.87
Worstead	119.95	139.94	159.93	179.93	219.91	259.90	299.88	359.86
All Other Parts of the Council's Area	102.48	119.56	136.64	153.72	187.88	222.04	256.20	307.44

being the amounts given by multiplying (as appropriate) the amounts at 4.6(f) or 4.6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

That it be **NOTED** that for the year 2020/21 the Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Norfolk County Council	944.34	1,101.73	1,259.12	1,416.51	1,731.29	2,046.07	2,360.85	2,833.02
Norfolk Police and Crime Commissioner	175.38	204.61	233.84	263.07	321.53	379.99	438.45	526.14

4.8 That, having calculated the aggregate in each case of the amounts at 4.6(h) and 4.7 above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, **HEREBY SETS** the following amounts as the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings shown below:-

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	1,242.89	1,450.04	1,657.19	1,864.34	2,278.64	2,692.94	3,107.24	3,728.69
Aldborough and Thurgarton	1,248.29	1,456.34	1,664.39	1,872.44	2,288.54	2,704.63	3,120.73	3,744.88
Antingham	1,240.18	1,446.88	1,653.58	1,860.28	2,273.67	2,687.07	3,100.47	3,720.56
Ashmanhaugh	1,261.46	1,471.70	1,681.95	1,892.19	2,312.68	2,733.16	3,153.65	3,784.38
Aylmerton	1,244.82	1,452.29	1,659.76	1,867.23	2,282.17	2,697.11	3,112.05	3,734.47
Baconsthorpe	1,264.51	1,475.26	1,686.01	1,896.76	2,318.27	2,739.77	3,161.28	3,793.53
Bacton	1,243.20	1,450.41	1,657.61	1,864.81	2,279.21	2,693.61	3,108.02	3,729.62
Barsham	1,234.93	1,440.75	1,646.57	1,852.39	2,264.04	2,675.68	3,087.33	3,704.79
Barton Turf	1,240.82	1,447.62	1,654.43	1,861.23	2,274.84	2,688.45	3,102.05	3,722.46
Beckham East/West	1,240.73	1,447.52	1,654.31	1,861.10	2,274.67	2,688.25	3,101.83	3,722.20
Beeston Regis	1,243.39	1,450.63	1,657.86	1,865.09	2,279.56	2,694.03	3,108.49	3,730.19

Binham	1,242.41	1,449.48	1,656.55	1,863.62	2,277.76	2,691.90	3,106.04	3,727.25
Blakeney	1,272.07	1,484.08	1,696.09	1,908.10	2,332.13	2,756.15	3,180.17	3,816.21
Bodham	1,254.74	1,463.86	1,672.98	1,882.11	2,300.35	2,718.60	3,136.85	3,764.22
Brinton	1,235.88	1,441.86	1,647.84	1,853.82	2,265.78	2,677.74	3,089.70	3,707.64
Briston	1,262.85	1,473.33	1,683.81	1,894.28	2,315.24	2,736.19	3,157.14	3,788.57
Catfield	1,247.24	1,455.12	1,662.99	1,870.86	2,286.61	2,702.36	3,118.11	3,741.73
Cley	1,245.07	1,452.58	1,660.10	1,867.61	2,282.63	2,697.66	3,112.69	3,735.22
Colby	1,278.17	1,491.20	1,704.23	1,917.26	2,343.31	2,769.37	3,195.43	3,834.52
Corpusty and Saxthorpe	1,263.93	1,474.58	1,685.24	1,895.89	2,317.20	2,738.51	3,159.82	3,791.79
Cromer	1,285.48	1,499.73	1,713.97	1,928.22	2,356.71	2,785.21	3,213.70	3,856.45
Dilham	1,244.82	1,452.30	1,659.77	1,867.24	2,282.18	2,697.13	3,112.07	3,734.48
East Ruston	1,244.03	1,451.37	1,658.71	1,866.05	2,280.73	2,695.41	3,110.09	3,732.11
Edgefield	1,242.00	1,449.00	1,656.00	1,863.01	2,277.01	2,691.01	3,105.01	3,726.02
Erpingham	1,248.66	1,456.77	1,664.88	1,872.99	2,289.22	2,705.44	3,121.66	3,745.99
Fakenham	1,275.69	1,488.30	1,700.92	1,913.54	2,338.77	2,764.00	3,189.23	3,827.08
Felbrigg	1,251.30	1,459.85	1,668.40	1,876.95	2,294.05	2,711.15	3,128.25	3,753.90
Felmingham	1,227.37	1,431.94	1,636.50	1,841.06	2,250.19	2,659.31	3,068.44	3,682.13
Field Dalling	1,239.59	1,446.19	1,652.78	1,859.38	2,272.58	2,685.78	3,098.97	3,718.77
Fulmodeston	1,251.20	1,459.74	1,668.27	1,876.80	2,293.87	2,710.94	3,128.01	3,753.61
Gimingham	1,259.44	1,469.34	1,679.25	1,889.16	2,308.97	2,728.78	3,148.60	3,778.32
Great Snoring	1,257.29	1,466.84	1,676.39	1,885.94	2,305.04	2,724.14	3,143.23	3,771.88
Gresham	1,251.37	1,459.93	1,668.49	1,877.05	2,294.18	2,711.30	3,128.42	3,754.11
Gunthorpe	1,231.37	1,436.60	1,641.83	1,847.06	2,257.51	2,667.97	3,078.43	3,694.12
Hanworth	1,238.04	1,444.38	1,650.72	1,857.07	2,269.75	2,682.43	3,095.11	3,714.14
Happisburgh	1,231.82	1,437.12	1,642.43	1,847.73	2,258.34	2,668.95	3,079.55	3,695.46
Helhoughton	1,246.52	1,454.28	1,662.03	1,869.79	2,285.30	2,700.81	3,116.32	3,739.58
Hempstead	1,241.89	1,448.87	1,655.85	1,862.83	2,276.80	2,690.76	3,104.72	3,725.67
Hempton	1,293.51	1,509.10	1,724.68	1,940.27	2,371.44	2,802.61	3,233.79	3,880.54
Hickling	1,236.71	1,442.83	1,648.95	1,855.07	2,267.30	2,679.54	3,091.78	3,710.14
High Kelling	1,236.32	1,442.37	1,648.42	1,854.48	2,266.59	2,678.69	3,090.80	3,708.96
Hindolveston	1,261.94	1,472.27	1,682.59	1,892.92	2,313.57	2,734.22	3,154.87	3,785.84
Hindringham	1,244.05	1,451.39	1,658.74	1,866.08	2,280.77	2,695.45	3,110.14	3,732.17
Holkham	1,245.96	1,453.62	1,661.28	1,868.94	2,284.26	2,699.58	3,114.91	3,737.89
Holt	1,270.87	1,482.69	1,694.50	1,906.31	2,329.94	2,753.57	3,177.19	3,812.63
Honing	1,234.34	1,440.06	1,645.78	1,851.51	2,262.95	2,674.40	3,085.85	3,703.02
Horning	1,243.09	1,450.27	1,657.46	1,864.64	2,279.00	2,693.37	3,107.73	3,729.28
Horse	1,243.67	1,450.95	1,658.22	1,865.50	2,280.06	2,694.62	3,109.17	3,731.01
Hoveton	1,266.00	1,477.00	1,688.00	1,899.00	2,321.00	2,743.00	3,165.01	3,798.01
Ingham	1,233.51	1,439.09	1,644.68	1,850.27	2,261.44	2,672.61	3,083.78	3,700.54
Ingworth	1,268.57	1,480.00	1,691.43	1,902.86	2,325.72	2,748.58	3,171.44	3,805.72
Itteringham	1,251.56	1,460.16	1,668.75	1,877.35	2,294.54	2,711.73	3,128.92	3,754.70
Kelling	1,246.12	1,453.81	1,661.50	1,869.19	2,284.57	2,699.94	3,115.32	3,738.38

Kettlestone	1,249.57	1,457.84	1,666.10	1,874.36	2,290.89	2,707.42	3,123.94	3,748.73
Knapton	1,241.23	1,448.10	1,654.98	1,861.85	2,275.59	2,689.34	3,103.09	3,723.70
Langham	1,251.12	1,459.64	1,668.17	1,876.69	2,293.73	2,710.77	3,127.82	3,753.38
Lessingham	1,233.88	1,439.52	1,645.17	1,850.82	2,262.11	2,673.41	3,084.70	3,701.64
Letheringsett with Glandford	1,232.49	1,437.91	1,643.32	1,848.74	2,259.57	2,670.40	3,081.24	3,697.49
Little Barningham	1,233.51	1,439.09	1,644.68	1,850.26	2,261.44	2,672.61	3,083.78	3,700.53
Little Snoring	1,248.40	1,456.47	1,664.53	1,872.60	2,288.73	2,704.87	3,121.00	3,745.21
Ludham	1,235.21	1,441.08	1,646.95	1,852.82	2,264.56	2,676.30	3,088.04	3,705.65
Matlaske	1,227.37	1,431.93	1,636.49	1,841.05	2,250.18	2,659.30	3,068.42	3,682.11
Melton Constable	1,265.81	1,476.78	1,687.75	1,898.72	2,320.66	2,742.60	3,164.54	3,797.45
Mundesley	1,251.95	1,460.61	1,669.27	1,877.93	2,295.25	2,712.57	3,129.89	3,755.87
Neatishead	1,245.10	1,452.61	1,660.13	1,867.65	2,282.68	2,697.71	3,112.75	3,735.30
North Walsham	1,289.99	1,504.99	1,719.99	1,934.99	2,364.99	2,794.99	3,224.99	3,869.99
Northrepps	1,250.63	1,459.07	1,667.51	1,875.95	2,292.83	2,709.70	3,126.58	3,751.90
Overstrand	1,264.08	1,474.76	1,685.44	1,896.13	2,317.49	2,738.85	3,160.21	3,792.26
Paston	1,267.87	1,479.19	1,690.50	1,901.81	2,324.44	2,747.07	3,169.69	3,803.63
Plumstead	1,259.76	1,469.72	1,679.68	1,889.64	2,309.56	2,729.48	3,149.40	3,779.28
Potter Heigham	1,244.77	1,452.24	1,659.70	1,867.16	2,282.09	2,697.01	3,111.94	3,734.33
Pudding Norton	1,266.42	1,477.49	1,688.56	1,899.63	2,321.78	2,743.92	3,166.06	3,799.27
Raynham	1,246.33	1,454.05	1,661.77	1,869.49	2,284.93	2,700.38	3,115.82	3,738.99
Roughton	1,240.43	1,447.17	1,653.91	1,860.65	2,274.13	2,687.61	3,101.09	3,721.31
Runton	1,236.42	1,442.49	1,648.57	1,854.64	2,266.78	2,678.92	3,091.07	3,709.28
Ryburgh	1,248.91	1,457.06	1,665.21	1,873.36	2,289.66	2,705.97	3,122.27	3,746.73
Salthouse	1,251.00	1,459.50	1,668.00	1,876.50	2,293.50	2,710.50	3,127.50	3,753.00
Scottow	1,253.75	1,462.71	1,671.67	1,880.63	2,298.54	2,716.46	3,134.38	3,761.26
Sculthorpe	1,241.40	1,448.30	1,655.20	1,862.11	2,275.91	2,689.71	3,103.51	3,724.22
Sea Palling	1,266.97	1,478.13	1,689.29	1,900.45	2,322.77	2,745.10	3,167.42	3,800.91
Sheringham	1,296.31	1,512.36	1,728.42	1,944.47	2,376.58	2,808.68	3,240.79	3,888.95
Sidestrand	1,244.08	1,451.43	1,658.78	1,866.12	2,280.82	2,695.52	3,110.21	3,732.25
Skeyton	1,230.26	1,435.30	1,640.35	1,845.39	2,255.48	2,665.57	3,075.66	3,690.79
Sloley	1,243.87	1,451.18	1,658.50	1,865.81	2,280.43	2,695.06	3,109.68	3,731.62
Smallburgh	1,242.05	1,449.06	1,656.07	1,863.08	2,277.10	2,691.12	3,105.14	3,726.17
Southrepps	1,255.46	1,464.71	1,673.95	1,883.19	2,301.68	2,720.17	3,138.66	3,766.39
Stalham	1,276.00	1,488.67	1,701.34	1,914.01	2,339.34	2,764.68	3,190.02	3,828.02
Stibbard	1,249.00	1,457.17	1,665.33	1,873.50	2,289.84	2,706.17	3,122.50	3,747.01
Stiffkey	1,247.91	1,455.89	1,663.88	1,871.86	2,287.83	2,703.80	3,119.77	3,743.73
Stody	1,255.05	1,464.22	1,673.40	1,882.57	2,300.92	2,719.27	3,137.62	3,765.15
Suffield	1,238.73	1,445.19	1,651.65	1,858.10	2,271.02	2,683.93	3,096.84	3,716.21
Sustead	1,242.56	1,449.66	1,656.75	1,863.85	2,278.04	2,692.23	3,106.42	3,727.70

Sutton	1,248.95	1,457.11	1,665.26	1,873.42	2,289.74	2,706.06	3,122.38	3,746.85
Swafield	1,254.83	1,463.96	1,673.10	1,882.24	2,300.52	2,718.79	3,137.07	3,764.49
Swanton Abbott	1,252.70	1,461.49	1,670.27	1,879.06	2,296.63	2,714.20	3,131.77	3,758.12
Swanton Novers	1,288.47	1,503.22	1,717.96	1,932.71	2,362.20	2,791.69	3,221.19	3,865.42
Tattersett	1,229.85	1,434.83	1,639.80	1,844.78	2,254.73	2,664.69	3,074.64	3,689.57
Thornage	1,233.63	1,439.24	1,644.84	1,850.45	2,261.66	2,672.87	3,084.09	3,700.90
Thorpe Market	1,256.47	1,465.88	1,675.29	1,884.70	2,303.53	2,722.35	3,141.18	3,769.41
Thursford	1,243.60	1,450.86	1,658.13	1,865.40	2,279.93	2,694.46	3,109.00	3,730.80
Trimingham	1,267.75	1,479.04	1,690.33	1,901.63	2,324.21	2,746.80	3,169.38	3,803.26
Trunch	1,259.16	1,469.02	1,678.88	1,888.74	2,308.46	2,728.18	3,147.90	3,777.48
Tunstead	1,237.77	1,444.07	1,650.36	1,856.66	2,269.25	2,681.84	3,094.43	3,713.32
Upper Sheringham	1,253.61	1,462.55	1,671.48	1,880.42	2,298.29	2,716.16	3,134.04	3,760.84
Walcott	1,247.51	1,455.43	1,663.35	1,871.27	2,287.11	2,702.95	3,118.79	3,742.54
Walsingham	1,266.40	1,477.47	1,688.53	1,899.60	2,321.74	2,743.87	3,166.01	3,799.21
Warham	1,267.12	1,478.31	1,689.50	1,900.69	2,323.06	2,745.44	3,167.82	3,801.38
Wells-next-the-Sea	1,267.29	1,478.51	1,689.73	1,900.94	2,323.38	2,745.81	3,168.24	3,801.89
Weybourne	1,257.25	1,466.79	1,676.33	1,885.87	2,304.95	2,724.04	3,143.12	3,771.75
Wickmere	1,262.22	1,472.60	1,682.97	1,893.34	2,314.08	2,734.83	3,155.57	3,786.68
Wighton	1,245.99	1,453.66	1,661.32	1,868.99	2,284.32	2,699.65	3,114.99	3,737.99
Witton	1,240.25	1,446.95	1,653.66	1,860.37	2,273.79	2,687.20	3,100.62	3,720.75
Wiveton	1,254.57	1,463.67	1,672.77	1,881.86	2,300.05	2,718.25	3,136.44	3,763.73
Wood Norton	1,241.34	1,448.23	1,655.12	1,862.01	2,275.80	2,689.58	3,103.36	3,724.03
Worstead	1,239.67	1,446.28	1,652.89	1,859.51	2,272.73	2,685.96	3,099.18	3,719.02
All Other Parts of the Council's Area	1,222.20	1,425.90	1,629.60	1,833.30	2,240.70	2,648.10	3,055.50	3,666.60

Excessiveness Determination

The Council's basic amount of council tax as calculated in paragraph 4.6 (f) above is 3.3% above the relevant basic amount of council tax for 2019/20, which equates to £4.95 and less than the £5.00 increase which would require a referendum to be held.

The Council has determined that its relevant basic amount of Council Tax for 2020/21 is **not** excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020/21 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

Cllr E Seward, Portfolio Holder for Finance introduced this item. He said that most of the recommendations were relating to financial matters and he proposed that they were taken en bloc. Cllr J Rest seconded the proposal.

It was proposed by Cllr E Seward, seconded by Cllr J Rest and

RESOLVED

1. To receive the Executive/ Scrutiny protocol and agree to its inclusion in the Constitution
2. To approve the Capital Strategy and Prudential Indicators for 2020/21
3. To approve the Investment Strategy 2020/21
4. To approve the Treasury Management Strategy Statement 2019/20

Five members abstained.

19 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 FEBRUARY 2020

There were no recommendations from the Overview & Scrutiny Committee.

20 PAY POLICY STATEMENT 2020/21

The Leader introduced this item. She explained that it was a statutory requirement to produce an annual pay policy statement for the start of each financial year.

It was proposed by Cllr S Butikofer, seconded by Cllr V Gay and

RESOLVED

To adopt the Pay Policy Statement 2020/21 and publish it on the Council's website

21 REPORT OF THE INDEPENDENT REMUNERATION PANEL 2020

The Chairman invited the Chair of the Independent Remuneration Panel, Ivor Holden to introduce the report. Mr Holden began by saying that there was a panel of three independent members and they had met with the Leader and the Leader of the Opposition Group to discuss key issues. The Panel had taken into consideration the recent ward boundary changes and acknowledged that the reduction in the number of elected members from 48 to 40 had led to savings. However, it had increased the workload of councillors as well as their travel times, and for this reason it was proposed that the basic allowance was increased slightly. To ensure that the scheme met statutory requirements, it was suggested that the broadband allowance was incorporated into the basic allowance.

The Leader thanked Mr Holden and his colleagues for their hard work. She said that a review of members' allowances was always challenging. It was important that a diverse range of people were attracted to the role and to ensure that it was financially viable. She said that people did not become councillors for the money but a reasonable allowance could help with their work / life balance. However, all Members saw the problems and challenges that residents faced on a daily basis and for this reason, she felt she could not support an increase to the basic allowance.

The Monitoring Officer advised Members that an amendment was not required. Members could just vote for or against the proposal to increase the basic allowance.

It was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

RESOLVED

To request a two recorded votes - on recommendations a and i
And on recommendations b – h and j – p.

On being put to the vote, recommendations a and i were lost with 26 votes against and 10 in favour.

On being put to the vote, recommendations b – h and j – p were passed by 31 votes in favour and 5 against and it was

RESOLVED

- a) the Scheme should remain index linked to officers' pay awards
- b) the broadband allowance should be included in the Basic Allowance (see Recommendation a)
- c) the Special Responsibility Allowance (SRA) for the Leader of the Council should remain calculated by way of a multiplier of x2 the basic allowance;
- d) the SRA for Cabinet Members with Portfolio should remain calculated by way of a multiplier of x1.33 the basic allowance;
- e) the SRA for Chairmen of Committees of the Council (except Development Committee and Standards Committee) should remain calculated by way of a multiplier of x0.67 the basic allowance;
- f) the SRA for the Chairman of Development Committee to remain at x0.75 of the basic allowance, with the SRA for the Vice-chairman of Development Committee remaining at x0.25 of the basic allowance.
- g) the SRA for the Chairman of Standards Committee should be removed due to the infrequency of meetings and replaced with a per meeting payment of 2% of the Basic Allowance
- h) a new SRA of x0.25 the basic allowance for the Vice-Chairman of the Council be introduced to reflect the workload and demands of the role.
- i) the SRA for the Leaders of the opposition group should be calculated by way of a multiplier of x3% of the basic allowance times number of members in the group;
- j) payment of 2% of the basic allowance per meeting attended should be made to co-opted members of committees.
- k) the carers' allowance should remain at £10 per hour wage for child care and £20 per hour wage for specialist care (per carer).
- l) the existing travelling expenses scheme should be maintained, and it should be subject to amendment in accordance with prevailing national agreements;
- m) the subsistence expenses scheme should remain the same with the allowance for lunch at £8.00 and the allowance for dinner at £20. Breakfast will only be payable when an overnight stay is required
- n) the changes proposed by the Panel are not backdated, but should take effect

from the beginning of the municipal year, in May 2020;

22 TEMPORARY APPOINTMENTS TO WITTON & RIDLINGTON PARISH COUNCIL

The Leader introduced this item. She explained that no valid nominations to serve as a councillor for Witton & Ridlington Parish Council had been received by the Returning Officer. In addition, the clerk had recently resigned from their position.

It was therefore recommended that temporary appointments were made by the District Council to Witton & Ridlington Parish Council to ensure it was able to lawfully function until the requisite number of vacancies were filled.

It was proposed by Cllr S Butikofer, seconded by Cllr E Seward and

RESOLVED

- i) That District Councillors Clive Stockton (local ward member) and Lucy Shires and County Councillor Eric Seward (local county councillor) be appointed to serve as temporary members of Witton & Ridlington Parish Council until such a time that an election or co-option can be held and those elected or co-opted have taken up office.
- ii) That the Norfolk Association of Local Councils be contacted and asked to provide advice and interim clerking support to the Parish Council pending recruitment of a permanent Clerk.
- iii) The Monitoring Officer be authorised to make the necessary order to give effect to the temporary appointments.

23 PORTFOLIO REPORTS

The Chairman invited Cabinet members to introduce their portfolio holder updates.

Cllr A Brown, Portfolio Holder for Planning and Housing, said that development had begun of the 66 unit Housing with Care scheme at Fakenham. The Council was working with Norfolk County Council to identify other possible sites for similar schemes, with possibilities in some towns at a very early stage.

Cllr S Butikofer, Portfolio Holder for Strategy and Corporate Services, spoke about her role as lead member for the Customer Focus element of the Corporate Plan, with the focus being on improving customer service throughout the Council and increasing community engagement. Initial work had started with a Town & Parish Council Forum and an Environment Forum being established. In addition, there would be a residents' survey to gauge their views on the local area and how the Council delivered services to residents. This would be based on the LGA residents' satisfaction survey and would help the Council benchmark against other local authorities.

Cllr A Fitch-Tillett, Portfolio Holder for the Coast, thanked Paul Hesk for his presentation at the start of the meeting. She said that the Coastal team continued to be very busy – the cliff slip at Trimingham Caravan Park being a good example. She concluded by thanking everyone for their generous contributions of stationery. She had donated them all to the school in Kenya and they had been delighted.

Cllr V Gay, Portfolio Holder for Culture & Wellbeing, said that she had spent a very illuminating day visiting prisons with Cllr Kershaw. More detail was provided in his portfolio update and she encouraged Members to read it. She thanked everyone for their support for the Community Transport Fund and the provision of beach wheelchairs. This would ensure that the District was even more accessible.

Cllr G Hayman, Portfolio Holder for Commercialisation & Assets, updated Members on the office cleaning contract. A new provider had been selected and the contract was expected to be in place from April 2020. He then referred to the car parking policy which was being reviewed to ensure that revenue was maximised. The new Advertising & Sponsorship policy would also explore opportunities to generate more income. Cllr D Baker requested asked whether there was an update regarding the situation with JD Wetherspoons' in North Walsham. Cllr Hayman replied that there was not. Cllr R Kershaw said that a further meeting with JD Wetherspoons was scheduled. Heads of Terms had been exchanged and it was just a case of waiting for the contract to be signed now.

Cllr Kershaw, Portfolio Holder for Economic & Career Development, referred to the two visits to HMP Bure and HMP Norwich with Cllr Gay, which had outlined the work that both prisons were doing with training, career and employment development opportunities.

Cllr N Lloyd, Portfolio Holder for Environment, said that he wanted to update Members on a new energy supplier for the Council offices. The new contract ensured 94% green energy and it would start on 1 April 2020. He thanked officers for their hard work in achieving this. Cllr D Baker asked for an update on the wind turbines at Selbrigg and Bodham. The Leader, Cllr S Butikofer, replied that the Council was seeking Counsel's advice before progressing any further. Cllr Baker said that this was a very vague response.

Cllr E Seward, Portfolio Holder for Finance, said that he did not wish to add to his written report, having spoken at length during the Budget debate.

24 QUESTIONS RECEIVED FROM MEMBERS

None received.

25 OPPOSITION BUSINESS

None received.

26 NOTICE(S) OF MOTION

None received.

27 EXCLUSION OF PRESS AND PUBLIC

28 PRIVATE BUSINESS

The meeting ended at 8.05 pm.

Chairman

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COUNCIL
RECORDED VOTE FORM

Agenda item: 10 - Amendment

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T		X		Housden, N			
Baker, D	X			Kershaw, R		X	
Bevan Jones, P		X		Lloyd, N		X	
Birch, D		X		Mancini-Boyle, G	X		
Blathwayt, H		X		Millership, M		X	
Brown, A		X		Pearce, N		X	
Bütikofer, P		X		Penfold, S		X	
Bütikofer, S		X		Perry-Warnes, G			
Cushing, C	X			Punchard, J		X	
Dixon, N				Rest, J		X	
Fitch-Tillett, A		X		Seward, E		X	
Fisher, P		X		Shires, L		X	
FitzPatrick, T	X			Spagnola, E		X	
FitzPatrick, V	X			Stenton, J		X	
Fredericks, W		X		Stockton, C		X	
Gay, V R		X		Toye, J		X	
Grove-Jones, P		X		Varley, A		X	
Hayman, G		X		Ward, K			
Heinink, C		X		Withington, E		X	
Heinrich, P		X		Yiasimi, A		X	

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COUNCIL
RECORDED VOTE FORM

Agenda item: 10 (recommendations 1,2,3,7,8,9,10)

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Baker, D		X		Kershaw, R	X		
Bevan Jones, P	X			Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G		X	
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C				Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T		X		Spagnola, E	X		
FitzPatrick, V		X		Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

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COUNCIL
RECORDED VOTE FORM

Agenda item: 10 - 4

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Baker, D	x			Kershaw, R	X		
Bevan Jones, P	X			Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G	X		
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C	X			Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T	X			Spagnola, E	X		
FitzPatrick, V	X			Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

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COUNCIL
RECORDED VOTE FORM

Agenda item: 10 – Recommendation 5

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Baker, D	x			Kershaw, R	X		
Bevan Jones, P	X			Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G	X		
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C	X			Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T	X			Spagnola, E	X		
FitzPatrick, V	X			Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

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COUNCIL
RECORDED VOTE FORM

Agenda item: 10 – Recommendation 6

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Baker, D	x			Kershaw, R	X		
Bevan Jones, P	X			Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G	X		
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C	X			Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T	X			Spagnola, E	X		
FitzPatrick, V	X			Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

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COUNCIL
RECORDED VOTE FORM

Agenda item: 10 (recommendations 12,13,14)

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Baker, D			X	Kershaw, R	X		
Bevan Jones, P	X			Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G			X
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C			X	Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T			X	Spagnola, E	X		
FitzPatrick, V			X	Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

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COUNCIL
RECORDED VOTE FORM

Agenda item: 14 – Independent Remuneration Panel recs (a & i)

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T		X		Housden, N			
Baker, D			X	Kershaw, R		X	
Bevan Jones, P		X		Lloyd, N		X	
Birch, D			X	Mancini-Boyle, G			X
Blathwayt, H		X		Millership, M		X	
Brown, A		X		Pearce, N		X	
Bütikofer, P		X		Penfold, S		X	
Bütikofer, S		X		Perry-Warnes, G			
Cushing, C		X		Punchard, J			X
Dixon, N				Rest, J			X
Fitch-Tillett, A			X	Seward, E		X	
Fisher, P		X		Shires, L		X	
FitzPatrick, T			X	Spagnola, E		X	
FitzPatrick, V			X	Stenton, J		X	
Fredericks, W		X		Stockton, C		X	
Gay, V R		X		Toye, J		X	
Grove-Jones, P		X		Varley, A		X	
Hayman, G		X		Ward, K			
Heinink, C		X		Withington, E		X	
Heinrich, P		X		Yiasimi, A		X	

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COUNCIL
RECORDED VOTE FORM

Agenda item: 14 – Independent Remuneration Panel recs (b-h) (j-p)

Date: 26 February 2020

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Baker, D			X	Kershaw, R	X		
Bevan Jones, P	X			Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G			X
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C			X	Punchard, J	X		
Dixon, N				Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T			X	Spagnola, E	X		
FitzPatrick, V			X	Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

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CABINET MEMBERS REPORT TO COUNCIL

26 February 2020

COUNCILLOR ANDREW BROWN - CABINET MEMBER FOR PLANNING
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For the period March 2020 to June 2020
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1 Progress on Portfolio Matters.

Development Management Performance

Our latest figures for speed of decision stand up to month end in January as:

Two-year average Majors at 82.86, down 5.71% from last reporting in February. National indicators require decisions should exceed 60%. In May 100% of major application (3) were determined within time.

Two-year average Non- major applications at 85.71 down 4.19% from February, (National indicators require decisions to be a minimum of 70%). In May 89.38% of decisions (49) were determined within time.

The performance of our service has been impacted by a number of factors:

- COVID 19 has drawn a number of the team away to support the corporate response.
- working restrictions for vulnerable team members
- significant change in working practices, with site visits being restricted.
- clearing an historic back log; over 300 applications cleared since lockdown measures were introduced.

A number of measures were introduced on 1 June to enable remote site analysis and facilitate site inspections where customer and officer safety can be guaranteed. Requests for extension of time were reduced to one-month post expiry date. Expectation is that the down turn in performance can then recover in the coming months, figures in May show a rebound, new measures were introduced on 1 June to move new applications forward. Overall, the view remains a positive one with both sectors significantly exceeding national requirements when viewed over the two-year performance interval.

It is essential that our planning decision making plays an active and facilitating role in the Post COVID recovery for North Norfolk. I shall require Service Managers and Head of Service to scrutinise performance closely at this sensitive time.

Our latest figures for quality of decision (as measured by appeal success)

stand as:

Majors no appeal decision have been overturned 0%.

Non-major developments 0.99% A slight worsening by less than 0.1%, this equates to 24 decisions overturned in the 2 year qualifying period. (National benchmark 10%).

No fees were refunded as a result of requests made following failure to determine the cases in 26 weeks.

Planning Policy & neighbourhood planning

Local Plan Review

The Planning Policy and Built Heritage Working party (PPBH) has been working under interim measures since March. Through these provisions PPBH was able to agree a revised Local Development Scheme with Cabinet in May. This revised document shows a clear project plan which will lead to the next stages of public consultation in July 2021, submission to Planning Inspectorate in September 2021, Local Plan Inquiry in January 2022 and final adoption in August 2022.

Interim measures have ensured that this timetable is on track. Via Officer and Portfolio holder, and local ward member engagement we have enabled our first allocations consultation review to be completed for consultation booklets on Sheringham, Stalham & Ludham to be completed on 3 June. Our first remote PPBH working party was held on 15 June to review consultation booklets for Holt, Hoveton & Wells next the Sea. This meeting will also review consultation responses for the revised public open space policies of the emerging plan. PPBH will conclude review of allocations in July 2020. Work is on-going in relation to the North Walsham Development brief with scheduled completion in January 2021.

Progress reports and key papers from PPBH will be taken to Overview & Scrutiny and Cabinet.

Neighbourhood Plan

Consultation is now complete on the Great Ryburgh neighbourhood plan. We will now assist as the neighbourhood plan group move the matter forward.

Major Developments

The major housing development proposals for 110 homes and land for a new primary school at Beresford Close, Holt were reported the Development Committee of 6 February and were refused. The appeal will move forward as a written representations appeal; statements are being exchanged currently. The Council will engage expert opinion to defend matters of housing land supply in this appeal.

Additional support has been engaged to assist the team in completing conditions discharge applications and enabling work to begin on approved sites asap.

Building Control

Covid 19 has been challenging for our Building Control team with around 50% of the team being directly impacted by restrictions. Remote site inspections have been undertaken and COVID 19 guidelines closely adhered to for any on site working. Additional support has been made available since 1 June to enable the greater cover for site inspections. The team continue to provide a timely and well respected service to the construction sector in North Norfolk.

Software Introduction

COVID 19 has led to the Go Live date for the Uniform (planning applications) project being deferred, the software contractors would be unable to complete on site installation as scheduled and our project team have been redeployed to other roles to support the Council's response to COVID 19.

Some elements of the project are being worked on again, the project team will regather and a Go Live date has been agreed with the Contractors to be on site in December 2020 to complete installation.

Staffing

Three officers have joined the service since reporting in February:
Alannah Hogarth – Conservation
Joseph Barrow – Development Management
Samantha Jones – Major Projects

Recruitment campaigns are underway for posts in Major Projects and Planning Policy, interviews are scheduled for mid-July.

Democratic process

It has been a challenging time across all portfolios and service areas at NNDC. I have been pleased to actively support members and officers in ensuring democracy remains respected in the planning process. Our Committee work has continued to progress with full engagement of elected members and public speaking. The planning processes have then been able to continue with appropriate levels of scrutiny and democracy. I should like to thank all members and officers in Democratic Services, Legal and Planning for their support in this important aspect of our service.

2 Forthcoming Activities and Developments.

Planning Policy & Build Heritage Working Party – 13 July 2020

Development Committee – 23 July 2020 (note meeting 25 June 2020 to be cancelled)

3 Meetings attended

Planning Policy & Build Heritage working party – 16 March 2020

Development Committee – 5 March 2020; 2 April 2020; 30 April 2020.

CABINET MEMBERS REPORT TO COUNCIL

24 June 2020

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR STRATEGY & CORPORATE SERVICES (LEGAL, DEMOCRATIC SERVICES & BENEFITS)

For the period March 2020 to June 2020

1 Progress on Portfolio Matters.

Legal:

Information Governance

NNDC's performance for 19/20 was summarised as follows: 711 requests were received and 673 were responded to within statutory timescales. Resulting in performance of 95% (national target 90%). A 100% performance rate for responding to individual's subject access requests (SARs) of which 14 were received.

Democratic Services:

The Democratic Services team has been very busy adapting to a new way of working in recent weeks. In the early weeks of the pandemic, two members of the team were re-deployed – one to manage a local co-ordination centre and the other to oversee the Telephone Companion scheme. This left two of the team to implement and support the running of the Council's committee meetings remotely. This has gone well and since the end of March we have held 15 meetings of committees and working parties – including Full Council, Cabinet, Development Committee, Overview & Scrutiny, Governance, Risk & Audit Committee, Employment & Appeals Committee, Licensing sub-committee hearings, Constitution Working Party, North Walsham High Street Action Zone Working Party and Planning Policy & Built Heritage Working Party. Attendance has been very high at all of these meetings. All of the public committee and working party meetings have been livestreamed on the Council's new e-democracy YouTube channel. We are directing the public towards the new channel and views are steadily increasing.

With Members and officers remaining at home since the start of lockdown, the Democratic Services Team has focussed on other ways to keep members informed about key issues. We have been running weekly Member Briefing sessions via Zoom. These have focussed on Council services that have been heavily impacted by the pandemic and officers have shared with Members how they have responded to the challenges that they have faced and outlined how they can support their constituents. Some of the areas

covered include; Benefits and council tax support, business rates grants, homelessness and temporary accommodation, local co-ordination centres, the financial impact of the pandemic on the Council, environmental protection and waste management and collection. All of the sessions have been extremely well attended and we have several more planned for the coming weeks.

Benefits:

The Benefits Service responded quickly to the pandemic despite seeing a significant increase to workloads. Over the last 3 months we have received over 900 new claims for benefit, compared to over 400 for the same period the previous year. We have also handled over 20,000 changes in circumstances. The overall number of households claiming benefit is now over 8000, a level we have not seen for over 2 years.

The new online claim form introduced early on in the pandemic is proving very successful and has ensured customers can claim with ease. We have also ensured customers can access the service by phone, email, Webchat or online.

The government announced a number of measures to help people during the Covid-19 outbreak. The changes have been applied to claims and increases in benefit paid out to households. We have also awarded over 3600 households with a payment towards their Council Tax under the Council Tax Hardship Scheme. The scheme is running until the end of March 2021.

2 Forthcoming Activities and Developments.

Legal:

Eastlaw has responded to the current pandemic situation by developing a triage system for FOI requests, providing a 3 month extension period by which to respond to requests and refusing onerous requests on the basis of costs grounds so as not to divert resources away from dealing with critical areas.

Democratic Services:

We are looking to improve and enhance the Member Briefing sessions that we are running, responding to Member feedback on topics that they would like to see covered.

The team will be reviewing some of our more resource- intensive areas and assessing them to see if we could move to an online format. This could include the updating and management of Parish register of interest forms

Benefits:

The service is keen to get back to a new business as usual. We will be continuing with our improvements around Customer Service delivery, introducing a new verification policy and risk based reviews, delivering continual training to our team, and increasing risk based checks around quality assurance to ensure we continue to pay benefit correctly and promptly.

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CABINET MEMBERS REPORT TO COUNCIL

24 June 2020

COUNCILLOR SARAH BÜTIKOFER CABINET MEMBER FOR IT

For the period March 2020 to June 2020

1 Progress on Portfolio Matters.

The primary focus of the IT team has been providing the Home working Capability to facilitate the Council's response to the Covid 19 Pandemic.

This has included rapid enhancements and provision of new facilities across the Council covering all IT work areas from Webform development to Laptop Rollout, network and security upgrades, and applications upgrades and support.

Over 90% of Staff and elected members can now carry out their core role duties at home.

This has included:

- The deployment of 250 laptops and support of a significant number of home systems to allow them to connect securely to the NNDC network and systems.
- Deployment of Web based print & post facilities
- Rapid development and deployment of a number of webforms in support of Covid 19 related processes.
- Construction and publication of multiple website information and support resources.
- Major Upgrades to the network and firewall.
- Configuration and Deployment of 3 Video Conferencing Systems
- Reconfiguration of Service Software (eg Revs & Bens; eFin;) to support remote working.
- Extended hours and weekend user support arrangements.
- Development of a number of Covid 19 related Sharepoint sites and associated data reporting tools in In Phase.

2 Forthcoming Activities and Developments.

The major focus for the next few weeks will be to support the changes needed to allow the recovery phase to operate effectively.

This will include major changes to the infrastructure in the Council Offices to allow the large number of laptops to connect appropriately when used in the Council Offices. It will also need further significant deployment of equipment such as large monitors etc. to allow staff working from home on an ongoing basis to do so efficiently and safely.

The recently commissioned Citizen mobile app will be progressed through this period to the point that it can be demonstrated and tested in mid-late September.

Further applications and web changes will be required to support new ways of working to ensure we retain and embed the positive elements of the shift to more online and transactional services.

We will continue to enhance the Customer Relationship Management System to ensure it supports effective communications with the residents of North Norfolk.

Work will recommence on the commissioning of the new planning system Uniform and work will start on market testing for the replacement and/or update of the HR management System and the Finance System.

3 Meetings attended

Gold Command meetings
County IT liaison meetings

CABINET MEMBERS REPORT TO COUNCIL

24 June 2020

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR CUSTOMER SERVICES

For the period March 2020 to June 2020

1 Progress on Portfolio Matters.

The following paragraphs represent just some of the actions taken by the various customer services teams to directly deliver and support the corporately identified essential services respond to meet the needs of individuals, businesses and communities resulting from the impact of the Covid-19 pandemic.

The Digital Mailroom has;

- Continued to operate from the building throughout lockdown to support the essential services delivered by Council Tax, Housing Benefits, Business Support Grants and Vulnerable persons.
- Implemented scanning at the point of entry for all incoming post and distributes it electronically.
- Continued to deliver digital services to all traditional service areas of Revenues and Benefits and Planning and expanded to support other service areas to allow off site working.
- Implemented opening, sorting, scanning and distribution of all postal items enabling services to maintain delivery whilst working from home. This has been successful and benefits have been identified in regards to scanning documents e.g. Invoicing.
- Supported the numerous mailshots sent out to businesses and individuals directly in support of the councils actions to assist with the impacts of Covid-19.
- Taken on the issuing and dispatch of all Car Park permits taken via online and telephone applications to enable home working by Customer Services Colleagues
- Provided a print and post option to services where docmail is not available to facilitate other services working from home.

- Continued to support the Print Room when the operative has been on leave and was to self-isolating.
- Implemented the single point of procurement and distribution of essential PPE equipment to support to colleagues delivering the new and existing frontline services in the community.
- Processed cash transactions and were essential to the operation of the LCC hubs and provided petty cash to enable them to help the communities.

Reprographics has;

- Worked with a number of the essential service areas such as Council Tax, Benefits and Business rates sections, on the distribution of letters and forms to NNDC customers on how they are able to access the various grants. This has been an ongoing requirement since Lockdown started.
- Produced multiple signs in a range of sizes to ensure that the public have clear and consistent information for example on social distancing requirements and toilet closures. The need for additional and bespoke signage will continue as the District starts to re-open and adapt to new requirements to support our community and economy.

Customer Services has;

- Extended operating hours to cover the Covid-19 Helpline and email inbox between 8am to 8pm Monday to Friday and 10am to 4pm Saturday, Sundays and Bank Holidays.
- Taken on all incoming calls previously taken by colleagues in Council Tax & Housing Benefits to free the staff in those services to focus on processing work.
- Taken all Covid-19 calls and email enquiries from individuals and customers and offered assisted service for Business Support Grant applications.
- Taken all calls on the Covid-19 Helpline and email inbox from vulnerable people and Norfolk County Council Social Services Staff seeking assistance with obtaining food, prescriptions and other support.
- Completed all necessary information required to enable the delivery of services to the vulnerable persons and liaise with the LCC's.
- Made calls to hundreds of businesses to ensure they were able to apply for the Business Support Grant.

- Provided information to support businesses to comply with lockdown restrictions.
- Provided advice and signposted to information and support agencies for businesses and individuals in need of assistance.
- Implemented an electronic Food Bank voucher system to enable those in need to obtain food for their families.
- Ensured that all other day to day customer services were continued.

The team was supported at the peak of the Covid-19 demand by the redeployment of staff with previous NNDC customer service experience which we are immensely grateful for. The close co-operation between teams and the quick actions of support services such as colleagues in IT have enabled great transition and the Customer services team are very grateful for the support provided and the positive spirit this was all achieved with.

2 Forthcoming Activities and Developments.

The services have completed Service Area Operating Manuals to ensure that they can adjust their service delivery to customers whilst ensuring compliance with government guidance as the council moves in transition to returning to work.

Preparations are underway to ensure compliance with government guidance for retail businesses so that the North Norfolk Visitor Centre is able to re-open the retail element to the public with a current target date of 4th July.

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CABINET MEMBERS REPORT TO COUNCIL

June 2020

COUNCILLOR - CABINET MEMBER FOR - Cllr Fitch-Tillett Portfolio Holder for Coastal Management

For the period February 26 – June 9th

PROGRESS ON PORTFOLIO MATTERS.

1 Progress on Portfolio Matters.

Project Updates

Bacton to Walcott:

Further beach and nearshore surveys have been completed as part of the 50% Dutch government funded Partners for Water Project. The data collected will inform the performance monitoring of the scheme and also contribute to the development of a digital twin to help with longer term monitoring and modelling of the Sandscaping Scheme.

Specialists have been contracted to work alongside our team in continuing to survey breeding birds at Bacton. Following surveys, it is recorded that Sand martins continue to visit and breed in the area and other ground nesting species are present. Prior to the breeding season NNDC worked with Natural England and the RSPB in formulating an agreed approach to maximise the likely success should ground nesting birds use the area. Cordons and signage have been deployed to encourage people and dogs away from the most sensitive areas.

CLIFF:

The Coastal Loss Innovative Funding and Finance (CLIFF) project phase 1a aims to consider new ways to support people living near eroding coasts and give them options when it comes to selling their homes or having to leave their properties due to erosion. This project is being delivered and developed with Defra, LGA Coastal SIG and Lewes District Council. Phase 1a of the report is now completed and will be available soon. The document is currently with Defra and we hope its recommendations will be considered in their national coastal erosion policy refresh.

Hemsby, Pakefield and Great Yarmouth

Although not in the NNDC district, it is relevant to report the CPE team continue to input into coastal erosion management issues at Hemsby, Pakefield and Great Yarmouth.

Shoreline Management Plan (SMP) Refresh

A national project to refresh the SMPs has been underway for a period of time. The project has a number of differing outputs but includes a national website for SMPs and also a health check as to the adopted SMP documents. Through the refresh process the CPE team is seeking to again feedback the limitations in the delivery of the SMP policies due to the ongoing lack of national policy on adaptation and lack of funding to deliver schemes and maintain assets. It is likely that following the health

check there will be a need to: develop a new Action Plan to deliver the SMP; consider new SMP requirements to clarify policies and policy drivers; and for recommendations to be considered and prioritised by the statutory stakeholders. The refresh process does not seek to make changes to SMP policy but may highlight where further assessment may be necessary.

Broadland Futures Initiative

We continue to keep light-touch involvement in the project, attending stakeholder meetings and contributing to drafts of key coast related documents as part of the evidence review.

Inspections and Maintenance update

During the COVID situation we were able to continue to mobilise and support our maintenance contractor to safely operate to complete essential works to our coastal structures. Maintenance since March has included:

- Overstrand revetment repairs
- Overstrand concrete blocks revetment improvements (using block recycled from the gas terminal)
- Reclaiming of timbers for reuse from deteriorating Sidestrand revetment
- Bacton revetment repairs and shaping of beach cliffing
- Ostend revetment repairs
- Safety works to timber groynes at Walcott and Bacton
- Handrails at Sheringham steps
- Overstrand prom refurbishment pre-season, removal of slip materials and improvements to retaining walls.
- Mundesley apron repairs
- New groyne markers at Bacton and Walcott and navigation beacon repairs along the coast.

Pre-season Health and Safety inspections have been completed across the NNDC coastal assets with maintenance work prioritised.

Beach access and safety signage at Bacton and Walcott are being replaced. This has raised a query relating to the launching of pleasure craft including jet skis, this is under consideration prior to the signage being completed.

Health and Safety and Incidents

A report of an injury to a foot from splinters from a timber sea defence was reported. Prompt action was taken to contact the member of the public and identify the location of the incident. Following inspection, work was completed on the asset. In this case the asset had been recently inspected but due to changing beach levels at the time of inspection no issue was visible.

Planning

Discussion regarding a shared/consistent Coastal Supplementary Planning Document across NNDC, GYBC, ESC and the Broads Authority is progressing. An

initial consultation document is being prepared to consider the principles of the SPD which will be consulted upon following appropriate approvals. Due to each authority's local plan process being over differing timescales, a number of options as how best to achieve consistency are being considered.

Consultation Submissions

EFRA Committee call for evidence

CPE submitted evidence to the The House of Commons Environment Food and Rural Affairs Select Committee inquiry into the Government's response to the winter floods and future plans for managing flooding in England, 2020. This follows the submission last year which will now no longer be considered further by the government due to the election. This request for evidence appeared to be for flooding, although as flood and coastal erosion are guided by joint government strategies and policies, it became clear that evidence could also include issues relating to erosion. Please contact the CPE team for the full submission.

Government Environmental Audit Committee Call for Evidence – Offshore Wind.

The CPE team worked with a number of teams across Suffolk County Council, East Suffolk Council, New Anglia Local Economic Partnership, Norfolk County Council, North Norfolk District Council and Great Yarmouth Borough Council to support the joint submission of evidence to the Government Environmental Audit Committee on offshore wind. Please contact the CPE team for the full submission

Partnership funding calculator DEFRA consultation

The Partnership Funding calculator is used to assess the level of national government funding flood and coastal erosion schemes may be eligible to receive. The CPE team submitted a response to a quick consultation by Defra on the draft calculator, highlighting the need for inclusion on schemes to adapt the coast, further consideration of the value of coastal economies, clarity over environmental gains and the disparity between flood and river proposals and coastal proposals.

Issues

Sea Palling Beach Access

The beach access at Sea Palling is not owned or managed by NNDC, although the intertidal zone does form part of our leasehold from The Crown Estates. Due to falling beach levels, access for the local fishing fraternity and the voluntary lifeboat have been challenging. The CPE team worked with the local fishermen to try to assist with a short term measure to improve the situation although due to inclement weather this was not successful. The Team are now seeking to progress with facilitating a longer term solution with the Environment Agency, who own the ramp.

Research

NERC UK Climate Resilience Embedded Researcher Scheme

CPE team was successful in being selected to submit a phase 2 bid for the NERC UK Climate Resilience Embedded Researcher Scheme. This fully funded scheme, if successful, enables the host (NNDC) to work for 12 months with an academic researcher (UEA/Tyndall Centre with support for a number of research bodies). The submitted proposal seeks to bring together academic knowledge and practical coastal management in order to consolidate the coastal adaptation and climate change leaning to date and to identify where there are gaps or further opportunities.

Coastal Launch Pad Initiative

CPE has supported a Coastal Launch Pad Initiative as an end user which

investigated the use of satellite imagery with regards to monitoring coastal change and processes. The project has now completed and we are assessing the outputs.

Aries Doctoral Training Partnership

We are working as a collaborative partner in a PhD which seeks to explore building resilience in coastal governance. The PhD studentship is offered and funded jointly by the ESRC-funded SeNSS and NERC-funded ARIES Doctoral Training Partnerships and will be mentored at the UEA.

Forthcoming Activities and Developments.

Continuation of all work streams within COVID working practices and guidance.

Diary Dates

3 Meetings Attended

- Weekly briefings on responses to Government advice.
- Overstrand Parish Council via email x 2
- Briefing on the Financial impact to NNDC
- LGA Coastal SIG x 2 – We have offered to head the LGA SIG Adaptation Working Group with member and officer representation.
- Norfolk Coast Partnership Board Meeting
- Coastal Partnership East Board Meeting
- Briefing on Homelessness
- Westminster Energy, Environment and Transport Forum - Flood and Coastal Erosion Risk Conference
- Development Committee x 3
- Cabinet x 2
- Norfolk Coast Partnership Task and Finish Group - Reopening the Norfolk Coast X 2
- Briefing from Environmental Health
- Catch up discussion with the Head of Coastal Partnership East

CABINET MEMBERS REPORT TO COUNCIL

24 June 2020

COUNCILLOR VIRGINIA GAY - CABINET MEMBER FOR CULTURE & WELLBEING

For the period March 2020 to June 2020

1 Progress on Portfolio Matters.

Business as usual activity

Arts & Culture Fund Grant

Thirteen grant applications were received for the period November 2019 & February 2020. Unfortunately, due to Covid-19 some projects had to be cancelled, some postponed and others delivered virtually. Grants totalling £9,500 have been awarded to four projects. Grants will be offered to several other organisations once confirmation has been received whether the postponed projects will take place.

Community Transport Fund Grant

One grant application was received from Great Massingham Community Car Scheme. A grant of £2,000 was requested and awarded.

The Big Society Fund

Following agreement by Cabinet the BSF has been revised and refocussed to reflect the increased focus on environmental and community sustainability. The North Norfolk Sustainable Communities Fund will support communities to develop new and innovative projects which will improve their environment as well as their health and social wellbeing. The process for assessing grant applications between £1,000 & £15,000 will remain the same as that for the Big Society Fund

There will be a shorter, simpler application form for projects requesting grants of under £1,000. A monthly decision panel will enable these smaller grants to be turned around more quickly.

The new documentation pack in respect of the North Norfolk Sustainable Communities Fund should be available on the NNDC website from the end of June 2020.

Countryside sites

Facilities at some of our sites closed down temporarily but access to all of the sites remained open. The team has therefore been working throughout, as normal, and have used the reduction in visitors to make improvements to the

sites in preparation for Green Flag applications where appropriate. Unfortunately, there have been incidents of antisocial behaviour and vandalism.

The team has continued their improvements around Holt Country Park. New maps and interpretation boards are soon to be implemented. New benches and bins have been purchased to be installed around the play area ready for when this reopens.

Two new trails have now been installed at Pretty Corner Woods, and a third easy access trail is due to be completed later in the year.

Covid 19 related activity

Culture

Both Cromer Pavilion Theatre and Sheringham Little Theatre will be severely affected by the closure of Theatres and will continue to be impacted by the inevitably slow return to their previous audience and commercial activity levels. Both have furloughed their staff and have applied for relevant grants (the Little Theatre being awarded a grant from the Arts Council England of £20,000).

Wellbeing

The Community Support Hub has been responsible for identifying and responding to the needs of vulnerable people in our community. The outputs from this have been reported elsewhere but in summary we have:

- Called extremely vulnerable (shielded) and others registering for support or thought to need help
- Facilitated the delivery of food parcels to people in need
- Facilitated the delivery of medication to households
- Made calls to 466 people thought to be in need of companionship, almost half of which on a repeat basis
- Maintained close links with local community and voluntary groups, which have provided an amazingly valuable response to the crisis, supporting their local communities and working alongside our staff to ensure the needs of vulnerable people are met.

Our sports development activators have helped people to be active during lockdown by setting up online resources and by telephone coaching.

Beaches

All six of our previous Blue Flag beaches retained their award in May and Wells Beach retained its Seaside award status. Whilst lifeguarding has been disrupted by the consequences of the pandemic crisis, a level of service has been resumed and options are being pursued to ensure all of our Blue Flag beaches are as safe as can be. The lifeguards at Sea Palling starting on 30 May, and in Cromer on 12th June, the following locations will have lifeguarded beaches between 4th July and 6th September: Wells-Next-The-

Sea; Mundesley; Sheringham West.

Leisure Centres

The Council's leisure centres closed once legal restrictions were in place but the Leisure Operator is making plans for them to reopen in a way that satisfies public health guidelines and government regulations. It will be a challenging and complicated process to get them functioning to anything like their former numbers of users or range of activities. Reopening will therefore be staged.

The repairs to the roof of Splash were completed just before the site was required to close as a result of the pandemic. Construction of the new Sheringham Leisure Centre, however, was only delayed for one month due to the crisis and good progress is now being made on site.

2 Forthcoming Activities and Developments.

A meeting is being scheduled with Norfolk Museums Service, to review the activities in North Norfolk that are the basis of our funding agreement.

I am also to attend a meeting of District sub-committee of the Health Board (where I will report on performance at NNDC and our response to the Covid crisis).

3 Meetings attended

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CABINET MEMBERS REPORT TO COUNCIL

24 June 2020

COUNCILLOR RICHARD KERSHAW - CABINET MEMBER FOR ECONOMIC AND CAREER DEVELOPMENT

For the period March 2020 to June 2020

1 Progress on Portfolio Matters.

Business as usual activity

Engagement with businesses: The usual engagement with businesses has been maintained however the quantum has increased massively as a result of not only the Covid Economic Support measures (see below) but the close liaison with town centre businesses affected by the gas main replacement works in North Walsham.

Growth Sites Development strategy: In accordance with Cabinet Decision, and part funded by the Business Rate Pool, this study has been in preparation and the first draft of the stage one report is now being reviewed, prior to a further instruction being given to the consultants to complete the full strategy. The findings need to be considered in the light of the changed circumstances resulting from COVID-19, however its relevance will be for the long term planning of development and investment in projects that support economic growth in the District.

Careers and training:

Contact has been maintained with all relevant stakeholders including careers leads in North Norfolk. Unfortunately, all schools have had to cancel work experience for Year 10 and 12 students this year but most are looking at how this invaluable opportunity can be provided in a different format or at a different time. Some employers are providing virtual work experience and there have been virtual careers fairs. There is no data available about how those resources have been received by young people.

North Walsham Town Centre Heritage Action Zone: Officers have continued to liaise with Historic England and the Cabinet Working Party meetings have recommenced in the hope of this scheme being announced in the summer. The post of Project Manager is currently being advertised (contingent upon the funding being confirmed).

Covid 19 related activity

Business support

Working collaboratively with staff across the Council, effective procedures have been implemented for the efficient processing of the following grants and business support measures:

- **Small Business Rate Relief (£10k Grant):** supporting 3,420 businesses with a total £34,200,000 awarded
- **Retail, Hospitality and Leisure (£10k Grant):** supporting 951 businesses with a total of £9,510,000 awarded
- **Retail, Hospitality and Leisure (£25k Grants):** supporting 319 businesses with a total of £7,975,000 awarded.

A total of **4,690** businesses have been supported, with a total of **£51,685,000** being awarded (as at 14 June 2020).

At the time of writing, the Discretionary grant scheme (intended to support certain small businesses previously outside the scope of the earlier business grant funds scheme) remains live an update on the number of grants processed may be available at the meeting.

Business impacts

In June a survey was undertaken of businesses in the District to establish a clear picture of the challenges they face as a result of the crisis. Following the close of the survey (on 12th June) the results will be analysed and used to inform response plans, strategies and actions (hopefully some initial high level results can be shared by the time of the meeting).

Visitor economy

The Council has continued to support and work very closely with Visit North Norfolk, in order to maintain communication with visitor and hospitality businesses in the District. VNN has kept up contact with their network in the local visitor sector, providing information and important messages to help them plan their response to the crisis and to plan for recovery. Key local businesses were surveyed to better understand the impacts of the current crisis and how they are preparing for a recovery. In addition, Visit East of England has commissioned two questionnaires to understand both the impacts and preparedness of businesses in relevant sectors in Norfolk & Suffolk. There was a good level of response from businesses in North Norfolk and an analysis of the findings at District level is being obtained by the Council, with the intention of that informing a submission to the DCMS Select Committee Inquiry on 'the impact of COVID on the tourism sector'.

Economic Recovery

Officers continue to collaborate with other local councils and strategic partners on the preparation of plans and strategies relating to economic recovery. In particular, the Council has provided feedback to the draft Economic Recovery Plan, prepared by NALEP.

3 Meetings attended

Many virtual meetings have been attended in order to determine the Council's response to the economic impacts of Covid-19.

The only physical visits managed before lockdown were to Aldiss in Fakenham and with Bluemarble group.

The HAZ Cabinet Working Party met virtually in June.

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CABINET MEMBERS REPORT TO COUNCIL

24 June 2020

COUNCILLOR N LLOYD - CABINET MEMBER FOR ENVIRONMENT

For the period March 2020 to June 2020

1 Progress on Portfolio Matters.

The Waste and Related Services contract was signed in mid-March with mobilisation of the North Norfolk element starting on the 6th April 2020. I am delighted that, despite the challenges presented by the Covid restrictions that mobilisation went very smoothly and that there have been no significant issues with service delivery.

Serco redeployed some members of staff, usually deployed on street cleansing or toilet cleaning during the period of lockdown, in order enhance cleaning in the depot and cleansing or to cover activities in essential service areas. With the easing of restrictions and the reopening of public toilets these staff have returned to normal duties and Serco are now operating at full head count.

The garden bin service was closed to new customers in order to protect essential service delivery but this has now reopened with good numbers joining the service in the short period since.

The level reported fly tipping is only slightly above the level for the same period last year and does not indicate a significant increase which was a concern during the period that the household recycling centres were closed.

Work to understand whether people were disposing of their recycling correctly was completed in early March in a sample area. This data will be used to inform targeted promotional and education campaigns to improve recycling rates in due course.

Much of the focus across the department has been on the response to the Corona virus with a number of staff redeployed to support the Community Resilience activity in the Hubs and Local Coordination Centres and more recently with the delivery of the "You are Welcome" project to safely reopen the high streets. It is likely at as part of the Test and Trace programme that officers from EH will be involved with the tracing of complex cases and elements of outbreak control.

Whilst the situation with Corona virus has impacted on the delivery of normal work, such as food hygiene inspections, teams have, in addition to the

activities above been supporting businesses to adapt to lockdown measures whilst still ensuring public safety is maintained.

The Environmental Protection Team has seen an increase in the number of nuisance complaints received. This appears to be directly related to lockdown based on a mix of some people creating more noise whilst stuck in their property and others being home to notice it more or unable to get away from the noise as they normally would.

Corporate Health and Safety have been involved in making sure the NNDC offices are Covid Secure in line with Government guidelines.

The introduction of car charging points has suffered delays as a result of the Covid crisis. However, the majority of the civils, installation and UKPN works have been completed on all sites (Wells, Fakenham, Holt, Sheringham, Cromer) with the exception of Vicarage Street, North Walsham where we are still waiting for consent from Sainsbury's before we start. In terms of the OLEV funding, we have received confirmation from the Energy Saving Trust that they have offered an extension to previous deadlines. All of your grant funding has been accrued into this financial year.

A Consultation on North Norfolk District Councils Hackney Carriage and Private Hire Policy and Handbook Edition 4 has begun and is attracting comments.

As an authority, we have followed good practice guidelines, we review our Taxi Policy and Handbook every 3 years. It was last amended in 2012 when edition 3 published. The policy was reviewed in 2015 and again 2018 with no amendments made.

Officers have now updated the Policy and Handbook and it is currently in a draft format. The consultation is available on the website.

2 Forthcoming Activities and Developments.

As Officer resources become available, plans for a winter tree planting campaign will be prepared alongside a relaunch of this Council's climate change agenda.

Plans to appoint a Climate Change / Sustainability Officer were put on hold due to the crisis but recruitment process will begin soon.

3 Meetings attended

Attended a virtual Strategic Board Meeting with Serco, Kings Lynn and

Breckland Councils. Regular meetings are planned to review performance of the new Waste Contract

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CONSTITUTION WORKING PARTY

Minutes of a remote meeting of the Constitution Working Party held on Monday 18 May at 2.00 pm

Committee Ms V Gay Mr T FitzPatrick
Members Present: Mr N Housden Mrs P Grove-Jones

Officers in Attendance: Head of Legal & Monitoring Officer and Democratic Services Manager

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr T Adams.

2 MINUTES

The minutes of the meeting held on 17 September 2019 were approved as a correct record and signed by the Chairman, subject to the following amendment;

RESOLUTION

- 1) A general point is included in the introduction that District Councillors are referred to as '~~Members~~' or 'Elected Members'

Cllr Gay requested that the summary of the skills audit of Members was shared with all Members. This was supported by the Working Party.

3 ITEMS OF URGENT BUSINESS

None.

4 DECLARATIONS OF INTEREST

None received.

5 THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 NO.392

The Monitoring Officer introduced this item. She outlined recent changes to legislation to allow the holding of remote meetings and she explained that the report before Members provided details of the changes that needed to be made to the Constitution to reflect this. She said that the changes were minimal but that it was a step change in how meetings were held and conducted.

The Monitoring Officer went on to say that there were several different platforms available for the hosting of remote meetings. The Council had opted for Zoom as

many Members were already familiar with it. There were two issues that officers wanted Members' feedback on – was Zoom the right platform? And what should be included in a protocol for remote meetings? She explained that remote meetings could be challenging and it was important that various options were considered including changes to the format of reports and additional officer presentations. Officers and Members had received support and training in how to conduct remote meetings.

Cllr T FitzPatrick (County Council Portfolio Holder for Innovation, Transformation & Performance) explained that Norfolk County Council had opted for Microsoft Teams as they felt it provided more functionality and was more secure. The meetings held so far had gone very well. It was important for democratic accountability that the public could access the decision-making process easily.

Mr N Housden asked whether remote meetings would be recorded and if so, how long any copies would be retained for. The Democratic Services Manager replied that recordings were taken to support the minute-taking as it could be challenging to run a remote meeting and provide the clerking support at the same time. Public committee meetings were also live-streamed to ensure public access and this provided an additional record of the meeting. The Chairman said that she found the live-streams of the meetings useful as you could see everyone's faces. In the Council Chamber, members of the public sat behind the Committee.

The Chairman referred to page 9, section 3.4, which covered voting by a show of hands. She asked whether a roll call would be used for remote meetings instead. The Monitoring Officer replied that this was a decision for Members. Cllr P Grove-Jones said that a roll call worked well for Development Committee. It could be confusing if people used a mix of icons and the physical raising of hands. The Democratic Services Manager said that there was a polling function in Zoom which could be used for voting but more work was needed to see if it would be effective. She acknowledged that there had been security concerns regarding Zoom but that the Council was complying with the National Cyber Security Centre's guidance on protecting remote meetings. Cllr FitzPatrick added that the challenges around security often arose when meetings were taking place across two platforms.

The Monitoring Officer thanked Members for their comments. She said that the draft protocol would be shared with all members for their feedback and any amendments would be made before it was published.

RESOLVED to recommend to Council

1. That the Constitution is amended to reflect the changes required by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulation 2020 No.392
2. That the draft Remote Meetings Protocol is adopted

6 EMPLOYEE CODE OF CONDUCT - REVISED

At the previous meeting of the Constitution Working Party on 17 September 2019, a revision to paragraph 21 of the Employee Code of Conduct was proposed. This had been accepted by a subsequent meeting of the Joint Staff Consultative Committee (JSCC) and was now coming back to the Committee for approval.

Cllr P Grove-Jones referred to section 19 'Hospitality' and sought clarification on the Heads of Service roles. The Monitoring Officer replied that they formed the Senior Leadership Team. She added that there were very few occasions at the Council where senior officers received gifts or hospitality.

Cllr N Housden queried whether there should be an additional section within the Employee Code of Conduct to cover expected behaviour during a pandemic. The Monitoring Officer replied that the Council already had a 'Pandemic Flu' policy and this was used during the current pandemic. She said that the Employee Code of Conduct focussed on the ethical conduct of officers.

Cllr Grove-Jones queried how shielded and vulnerable staff managed during the current pandemic. The Monitoring Officer replied that they worked from home, as did the majority of the Council's staff, adding that there were considerable benefits to working from home. Cllr Grove-Jones said that concerns around a lack of social inclusivity should be acknowledged, particularly if someone had to work from home for a lengthy period of time.

It was proposed by Cllr V Gay, seconded by Cllr T FitzPatrick and

RESOLVED to recommend to Council

That the revised Employee Code of Conduct is approved and included in the Constitution.

9 UPDATES TO THE CONSTITUTION

None.

Before closing the meeting, the Chairman asked about the Constitution and whether it could be in a more prominent place on the Council's website. The Democratic Services Manager replied that this was the intention. It was currently being 'tidied up' before being re-published.

The meeting ended at 2.45 pm.

Chairman

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Topic	Commentary	Suggested approach
Preparation	<p>Formal meetings in particular will require clear objectives. Chairs and members are likely to need to be more explicit about these than would normally be the case, because meetings involving councillors will need to be fewer and more focused for capacity reasons. For this reason, preparation will be key.</p> <p>The Chair will need to be in close communication with officers and with other committee members (or other meeting participants). This preparation will need to involve reaching some kind of understanding on a number of issues.</p>	<p>Chair and officers to identify;</p> <ul style="list-style-type: none"> • What the meeting is about, and the possible purpose and outcomes for every item on that meeting’s agenda; • What information and paperwork will need to be made available in order for these outcomes to be delivered; • Where councillors or other meeting participants will want to contribute – and where and how public participation might need to be facilitated; • Where these people might need particular support in order to participate in the way that they want.
	<p>Immediately prior to the meeting, participants – councillors, officers and others - will need to make sure that they are ready to take part productively.</p>	<p>These steps are particularly important for participants in meetings viewable by the public, but apply to any others.</p> <ul style="list-style-type: none"> • Ensure that you are dialling in from an area in your home where you are less likely to be disturbed; • Ensure that your broadband connection is sufficiently stable to join the meeting. • Ensure that your background is neutral (a blank wall is best); • Your name (possibly your mobile number, if you are calling from a phone) is likely to be shown onscreen if you are appearing in video – ensure that you are comfortable with whatever information is being

		<p>displayed. Chairs might want to invite participants to introduce themselves at the beginning of every meeting anyway;</p>
	<p>Technical Issues -familiarity with the technology is key for all participants and will help the meeting run more effectively.</p> <p>The meetings are livestreamed and will remain a permanent record, so some caution around</p>	<ul style="list-style-type: none"> • Ensure that the camera is positioned to provide a clear, front-on view of your face. • Ensure that you are familiar with the functions of the software you are using to dial in. The key functionality is: • Screen-share, and the ability to work collaboratively on documents as meetings progress; • The “raise hand” feature (by which the chair can be made aware that you want to speak); • The ability to participate in chat. • The ability to mute your microphone. As a general rule you should always have your microphone muted when you are not speaking. Consider using earphones or a headset as it reduces the risk of feedback from using your device’s external speaker.
	<p>Documents</p>	<ul style="list-style-type: none"> • Before the meeting, any document to be referred to during the meeting should be shared with participants and published (where appropriate) in advance on the council’s website, and ensure that every page and slide is numbered, wherever possible.

<p>At the Meeting</p>	<p>General points – the etiquette of remote meetings is different to that of a face to face formal meeting and the way in which the software is important to make meeting effective.</p>	<ul style="list-style-type: none"> • Join the meeting promptly to avoid unnecessary interruptions. • Mute microphones when not talking. • Members to join using video where possible. • Officers to use audio • Indicate a wish to speak by using the chat function. • Only speak when invited to by the chairman. • If referring to a specific page or slide, mention the page or slide number. • Names to be changed to reflect status such as 'Cllr' and role – for example Cllr A Smith (Chairman). For officers, the job title should be listed in brackets after their name
	<p>Chat function – the chat function is there to help with participation in the meeting but needs to be used appropriately to support the issues under consideration.</p>	<ul style="list-style-type: none"> • The Chair cueing up the order in which they will invite contributions from committee members; • A committee member asking for a point of clarification to be raised or to ask a question or make a comment; • The Chair reminding members of the focus of the discussion currently under way to help to maintain focus and flow; • Attempting to resolve minor technical problems; • The provision of advice to the Chair on procedure by a governance officer, although this is often best done verbally.

		<p>AVOID</p> <ul style="list-style-type: none"> • Use of the chat function to carry out a parallel, substantive conversation about the issues under discussion; • Use of the chat function for extraneous chitchat or for political needling.
	<p>Chairman/Clerk - The Chair and Clerk/facilitator need to be able to manage the meeting using the Council Standing Orders effectively, including the provisions around disruption of meetings.</p>	<ul style="list-style-type: none"> • Pause (adjourn) the meeting by taking down the stream (live feed) from public viewing and then resume it when needed. • Switch on each active participant’s microphone when they are invited to speak and switch them off afterwards. • Mute someone speaking at any time. • Mute everyone speaking except themselves at any time. • Allocate different levels of access to people logging in (based on upon whether they are a councillor, an officer, a member of the public who has registered to speak or just an observer of the meeting). • Switch some active participants and the observers off, so they are paused and have neither ‘live’ visual or audio feed whilst the committee deliberates in private or an officer present gives the committee advice. By taking down the live feed content from the public and just displaying a holding slide, decision makers may hold a separate meeting. The live

		<p>stream can then be resumed when needed.</p> <ul style="list-style-type: none"> • A member of the public can be removed from the meeting if they are disruptive. • Anyone joining the meeting who cannot be clearly identified will be asked to identify themselves before being admitted to the meeting.
	<p>Public Qs/statements</p> <p>In the interest of transparency, accountability and public engagement the Council encourages public engagement in it's meetings.</p>	<p>Members of the public can speak at remote meetings. Written questions or statements must be submitted in accordance with Procedure Rule 3.8. An invitation will be sent by email providing details of how to join the meeting.</p> <p>For Development Committee notice to speak must be given 48 hours in advance of the meeting, with an accompanying statement submitted 24 hours before the meeting takes place.</p>
	Voting	Voting will be by roll call unless the Chairman indicates otherwise
	Pecuniary Interests	Member to leave the meeting at the start of the item. They will be held in the virtual waiting room and readmitted by the Clerk when the item has been decided.
After the meeting	Access	Members of the Public and the Press will be able to view Committee meetings via a livestream to the Council's e-democracy channel on YouTube.

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Code of Conduct

HR review Date: September 2020



**NORTH
NORFOLK
DISTRICT
COUNCIL**

1. Introduction

The Code of Conduct is designed to provide guidance about what is expected from employees in their daily work and in their dealings with [District Councillors \(referred to here as elected Members\)](#), colleagues and the public. The way employees carry out their duties must promote and maintain public confidence and trust in the work of the Council. Employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate and impartial advice to elected Members and fellow employees.

This code describes minimum standards that protect the integrity of both employees and the Council. This code applies to all employees.

Employees are expected to know and to follow the rules that apply to them. It is important that employees acquaint themselves with the policies and procedures that apply to them. If there is anything in this code that employees do not understand or require clarification on, they should speak to their line manager or HR.

Managers should ensure that employees reporting to them have access to the code.

Failure to comply with the code may result in disciplinary action, which could include dismissal.

Associated policies and procedures:-

[IT Security Policy](#)

[Disciplinary Procedure](#)

[Whistleblowing Policy](#)

[Bullying and Harassment Policy](#)

[Safeguarding Policy](#)

Drugs and alcohol at Work Policy

Capability Policy and Procedure

[Equality and Diversity Policy](#)

[Data Protection Policy and Guidance Notes](#)

2. In summary, what does the Council expect from its employees

- Commitment to delivering quality services
- Performance of the duties of their post diligently and to the best of their ability
- Understanding and application of the Council's rules, policies and procedures
- Attending work in a condition where they are able to carry out their duties effectively and safely
- Acting in accordance with the Council's competencies and values
- -Acting honestly
- Treating colleagues, elected Members and members of the public with dignity and respect
- Not allowing prejudice or personal bias influence their decisions in carrying out their work
- To attend work without being adversely affected by alcohol or other substances
- To obey lawful and reasonable instructions

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3. Equalities

North Norfolk District Council promotes equal opportunities and has a number of obligations under equality legislation. All employees are expected to adhere to this guide in line with these obligations.

Reasonable adjustments or supportive measures will be considered where appropriate to ensure equality of access and opportunity regardless of age, gender, maternity, pregnancy, gender reassignment, marriage, civil partnership, race, ethnicity, sexual orientation, disability, religion or belief.

4. Standards of behaviour and personal conduct

Employees should treat colleagues, elected Members and members of the public with dignity and respect.

Employees should:

- Maintain conduct of the highest standard such that public confidence in their integrity is sustained
- Ensure their conduct/attitude is not discriminatory, offensive, persistently uncooperative, unhelpful, rude or harassing to others
- Ensure their behaviour and performance meets work place standards and competencies
- Ensure they understand and follow the Council's policy on equal opportunities

[Date: September 2019](#)

[Review Date: September 2020](#)

3

5. Alcohol/Drugs/Substance Misuse

The Council takes the health and well-being of employees seriously and wishes to minimise problems at work arising from the effects of alcohol and drugs (whether prescribed or illegal). Employees should make familiarise themselves with the Council's policy on **Drugs and Alcohol at Work**.

Employees are encouraged to seek appropriate advice in relation to alcohol, drugs and other substance abuse and may contact the HR team for advice in this area.

Where the behaviour or performance of employees falls below expected standards and/or presents a risk to colleagues, service users, members of the public or others due to alcohol, drugs or other substance misuse, this will be addressed under the **Disciplinary and/or Capability Procedure** or through such other measures as are appropriate in the circumstances (in consultation with HR and Unison, where applicable).

Employees have a duty to report any problems associated with their ability to drive, use equipment or perform other work related tasks and must not drive or use such equipment whilst their judgment and/or physical ability may be impaired by the use of alcohol, drugs, medicine or fatigue. Employees have a responsibility to inform their line manager if they are taking any medication which interferes with the safe performance of their role.

6. Health and Safety and Well Being

All employees have a personal and legal responsibility under the Health and Safety at Work Act for themselves, colleagues and visitors to the Council's buildings and premises.

7. Personal appearance

The Council does not have a formal dress code. It is expected that employees will dress appropriately according to the nature of the work they are doing and which does not offend colleagues, customers or service users. Employees who are required to wear an appropriate uniform or protective clothing to perform their duties will be provided with what is required and must wear this as instructed.

8. Smoking at Work

Employees are not allowed to smoke or vape in Council buildings. See the **Smoke Free Policy** for further details.

9. Outside Commitments/Work

Employees must not allow their private interests to come into conflict with their work. Employees must devote their whole time service to the work of the Council and may not engage in any other business or take up any other additional employment without the written permission of their Head of Service.

This does not preclude employees from undertaking additional work outside their working hours providing it does not impact on, distract them from or conflict with the Council work and is subject at all times to written permission being granted. Regardless of the post, all employees who undertake additional work (either paid or voluntary) must notify their line manager in order to ensure compliance with the Working Time Regulations 1998, (in relation to paid work).

Employees must also ensure that Council time and/or resources (e.g. time, equipment, information) are not utilized in connection with any private employment.

10. Disclosure of Information

Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass information on to others who might use it in such a way.

11. Confidentiality

The employee has an obligation to respect the confidentiality of information acquired in the course of their work and must not disclose information about employees, clients, elected Members, council finances, or any other council business either directly or by way of casual conversation. The employee must not use such information for their personal advantage or gain or pass it to others who may use it for their advantage or gain.

12. Data Protection

The Council is required by law to comply with the [General Data Protection Regulations \(GDPR\)](#)~~Data Protection Act 1998~~. An employee must ensure that personal information is processed lawfully and fairly. Personal information is information relating to a living individual who can be identified. It is an employee's responsibility to handle all personal information properly, no matter how it has been collected, recorded and used. An employee will not disclose personal information to others unless authorized to do so. Employees should familiarise themselves with the Council's **Data Protection Policy** and training is available on the e-learning portal.

13. Political Neutrality

As an employee of the Council, the employee's personal political opinions should not interfere with their work or bring the Council into disrepute. Certain posts within the Council are politically restricted under the provisions of the Local Government and Housing Act 1989. Politically restricted post-holders are subject to prescribed restrictions on their political activity. If this applies to the post holder, it will be shown on their statement of terms and conditions.

14. Reporting Impropriety, Dishonesty or Fraud

If an employee becomes aware of impropriety, dishonesty or fraud by another employee they are encouraged to come forward and voice their concerns to the Council's management or HR.

The Council has a **Whistleblowing Policy and Procedure**, which makes it clear that employees can raise their concerns in confidence without fear of victimisation, subsequent discrimination or disadvantage.

15. Council Resources

Employees must ensure they use the Council's time, resources (such as financial resources, equipment, information) and property honestly, responsibly and efficiently at all times to ensure value for money to the public.

Any resources or property, issued to the employee by the Council, is for the purposes of effectively carrying out their duties (e.g. email, internet access, mobile phones, laptops and tablets). Any such items remain the property of the Council and as such can be withdrawn at any time if it is considered in the best interests of the service.

16. Personal Interests

Employees must disclose any potential conflict of interest they are aware of to their Head of Service. A record of this must be kept on the employees personnel file and must be readily available for audit purposes. A range of situations could create potential conflicts of interest by virtue of a personal commitment, such as (this list is not exhaustive):

- An employee's financial or non-financial interest in an activity or business that could be considered as a conflict with the Council's interests, or which could bring into question an employee's conduct.

- Any matters, which would normally be dealt with or accessed by an employee involving any individual companies or organisations, which the Council does business with, in which a relative, friend or associate has a financial interest.
- A trusteeship of a voluntary body.
- Membership of an organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership or conduct (e.g. Freemasons): in this case the employee must record their membership by signing a register held by the Council's legal team.

The same principles apply to work carried out through partnership arrangements. If employees are involved in any type of partnership working with other agencies/companies and there appears to be a potential conflict of interest, they must register it as above.

17. Financial Interests

Orders and contracts must be awarded on merit and by fair competition against other tenders. Care must be taken to ensure that the selection process is conducted impartially and in strict accordance with Contract Standing Orders. Employees known to have a relevant personal interest must not take part in the selection.

18. Gifts

If, in the course of an employee's work, the employee (or a member of their family) is offered a gift, concession or some other benefit by an organisation, a client or member of the public, the employee or their family member must tactfully decline it. Minor items of a promotional nature such as diaries, calendars, mugs and other objects of a token value may be accepted. If in doubt, employees should discuss with their manager.

19. Hospitality

Invitations to hospitality events should be politely declined unless the employee has received prior authorisation to attend from their Head of Service. In considering such invitations the Head of Service will have in mind whether there is a genuine need to impart information or represent the Council at the event.

Under no circumstances should any gifts or hospitality be accepted from contractors who are potential tenderers in the period leading up to the tendering and awarding of a contract by the Council.

When offers of gifts or hospitality are made, this may be construed as an action taken to gain advantage or favour. Employees are required to declare any gifts/hospitality received in the register held by Legal services.

20. Security

Employees must visibly display their identification badge at all times whilst on Council premises. Employees must not allow any individual not displaying an ID badge to follow them into any secure area of the Council.

21. Working with elected Members

Mutual respect between employees and Members is essential to good local government. At all times, both elected Members and officers should conduct themselves appropriately and maintain professional working relationships.
~~Close personal familiarity between employees and elected Members can damage the relationship and cause embarrassment to other employees and elected Members. Such familiarity should be avoided. Further, useful information is available in the Member Officer Protocol section of the Constitution. (link to officer/member protocol in the Constitution)~~

22. Relationships at work

Appointments to posts in the Council are made on the basis of merit and the ability of the candidate to undertake the duties of the post. To avoid any accusation of bias, the employee should ensure that they are not involved in an appointment procedure where they are related to an applicant or have a close personal relationship/friendship with them outside of work.

It is not acceptable for the employee to have a direct reporting relationship (such as line manager/subordinate) with a person who is a family member or somebody with whom they are cohabiting or have an intimate personal relationship. Such relationships can give rise to challenges about integrity and suggestions of favouritism. It is therefore imperative that the Council can ensure decisions around recruitment processes, disciplinary procedures, pay, training, promotion or reimbursement of expenses are taken by individuals who have nothing more than a professional working relationship.

Employees must be open about the existence of a personal relationship with a direct report and they are required to disclose the matter to their Head of Service who will inform the Human Resources Manager. Failure to disclose any such relationship may result in disciplinary action. The Head of Service, in consultation with the Human Resources Manager, will make such arrangements as are deemed necessary to ensure that there is no

conflict of interest arising from such a situation. This may include reallocation of duties or the redeployment of one or other of the parties in the interests of the service.

23. Using Social Media for Business Use (See IT Security Policy)

Those authorised to use social media in the workplace have a responsibility to use the tools in an appropriate manner.

- Employees should not use any social media tool for Council business unless they have received appropriate training.
- All online participation must be attributable and transparent ie no anonymous posts or posts using a pseudonym.
- Authorised users must follow copyright and data protection laws. For the Council's protection as well as that of the employee, it is critical that they stay within the legal framework and be aware that libel, defamation, copyright and data protection laws apply. Permission should be sought to publish or report on conversations that they take part in at work. Be aware that content on social media websites may be subject to Freedom of Information requests.
- Employees should be aware that if they break the law using social media (for example by posting something defamatory), they will be personally responsible. They may also be subject to the Council's Disciplinary Procedure.
- The Council's reputation is closely linked to the behaviour of its employees, and everything published reflects on how the Council is perceived. Social media should be used in a way that adds value to the Council's business; i.e. solving problems; enhancing the Council's services, processes and policies; creates a sense of community; or helps to promote the Council's aims and values.
- Staff should be aware that by revealing certain details they might be more vulnerable to identity theft.

24. Using Social Media for Personal Use

As the use and popularity of social media grows, the lines between what is public and private, personal and professional have blurred. The Council respects their employees' right to personal use of social media out of the workplace.

However, employees should be aware that actions in and outside work that affect their work performance, the work of others, or adversely affect the Council's reputation, may become a matter for the Council.

Considering the following points may help avoid any conflict between personal use of social media and an employee's employment with the Council:

- If employees already use social networks or blogs for personal use they should be aware that any comments or images should not reflect on the Council in a negative manner;
- When using social media for personal purposes, employees must not imply they are speaking for the Council. The use of the Council e-mail address, Council logos or other Council identification should be avoided and it should be made clear that what is said is not representative of the views and opinions of the Council.
- Employees should comply with other Council policies when using social media. For example, they should be careful not to breach council confidentiality and information security or information management policies. If in doubt, don't post it.
- Racism, sectarianism or other types of discrimination are unlawful and are not acceptable in any context. Putting these comments on line effectively puts them in print.
- Employees should be aware that copyright and data protection laws, as well as libel, defamation and data protection; laws apply to them.
- Employees should also be familiar with guidance on social networking provided by professional or statutory bodies.

25. Safeguarding

The Council has a statutory duty to ensure the safety and welfare of children, young people and adults at risk. All employees who, during the course of their employment, have direct or indirect contact with children or adults at risk, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and adults at risk. The Safeguarding Policy is available via the intranet or the employee's manager and compliance with it is mandatory.

26. Terrorism

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies (including local authorities) in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism". Authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

[Date: September 2019](#)

[Review Date: September 2020](#)

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The prevent strategy published by the government in 2011, is part of the overall counterterrorism strategy and as three specific objectives,

- To respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with sectors and institutions where there are risks or radicalisation that we need to address.

27. Conclusion

This code does not try to cover every situation. It tries to give an indication of the standards of behaviour or conduct that the Council expects.

Anyone in any doubt about how this applies to them should ask their line manager or HR.

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