

Overview & Scrutiny Committee



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

Tuesday, 8 September 2020

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **remotely via Zoom** on **Wednesday, 16 September 2020** at **9.30 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: matthew.stembrowicz@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Mr N Dixon, Mr T Adams, Mr H Blathwayt, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Miss L Shires, Mrs E Spagnola, Mr J Toye and Mr A Varley

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

To receive questions / statements from the public, if any.

4. MINUTES

1 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 12th August 2020.

5. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

6. DECLARATIONS OF INTEREST

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

To consider any requests made by non-executive Members of the Council, and notified to the Monitoring Officer with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

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

COVID-19 FINANCIAL IMPLICATIONS – 2020/21 REVISED BUDGET UPDATE

The following recommendations were accepted by Cabinet and SLT:

To recommend to Cabinet:

1. OSC recognises that the greatest financial risks are in the MTFs and with such uncertainties it's difficult to gain satisfactory assurances on

long term financial stability. OSC therefore recommends that Cabinet shares its proposals for closing the future income/expenditure gaps with the Committee at the earliest opportunity for a pre-scrutiny review that would enable OSC's own proposals to be considered alongside Cabinet's, offering a collective approach to the challenge. This pre-scrutiny review should include the wide ranging concerns around people's needs, corporate priorities and viable options, to be conducted at the Oct/Nov 20 meetings, based on detailed delivery plans for the next 3 years.

To recommend to SLT:

2. OSC requests a deeper understanding of the Council's reserves and asks the Head of Finance to produce a supplementary report with a detailed breakdown of amounts, timescales and projects (in the case of earmarked reserves) and any requirements and constraints in relation to the general (un-earmarked) reserves.

10. 2019/20 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)

9 - 30

Summary: This report presents the provisional outturn position for the 2019/20 financial year which shows a General Fund underspend of £97,114. This includes a General Fund Net Operating overspend of £358,979 which includes a reduction in investment/borrowing interest of £124,683. There is a small deficit of £153,601 on the Collection Fund in respect of Council Tax. The total deficit of £512,580 has been offset by surplus Business rates income in respect of pilot gain of £609,694. It also provides an update in relation to the Council's capital programme. Details are included within the report of the more significant year-end variances compared to the current budget for 2019/20. The report also makes recommendations for contributions to reserves.

Options considered: The report provides a final budget monitoring position for the 2019/20 financial year. Whilst there are options available for funding the overspend in the year, the report makes recommendations that provide funding for ongoing commitments and future projects.

Conclusions: The revenue outturn position as at 31 March 2020 shows an overall underspend of £97,114. The final position allows for £276,660 from budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments for which no budget has been allocated in 2020/21. The position as reported will be used to inform the production of the statutory accounts which will then be subject to audit by the Council's external auditors.

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

- a) The provisional outturn position for the General Fund revenue account for 2019/20;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2020/21 budget;
- c) Allocate the surplus of £97,114 to the General Reserve;
- d) The financing of the 2019/20 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.404 million (after allocation of the underspend per recommendation c);
- f) The updated capital programme for 2020/21 to 2023/24 and scheme financing as outlined within the report and detailed at Appendix E;
- g) The outturn position in respect of the Prudential Indicators for 2019/20 as detailed in Appendix F and;
- h) Agree the award of the new cleaning contract to Eco Clean Services Ltd.

Reasons for Recommendations:

To approve the outturn position on the revenue and capital accounts that will be used to produce the statutory accounts for 2019/20.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Budget Monitoring Reports, NNDR returns

Cabinet Member(s):
Cllr Eric Seward

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

11. NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE RECOVERY PHASE OF THE CORONAVIRUS PANDEMIC

31 - 42

Summary: This report details the actions taken by North Norfolk District Council in the Recovery phase of the Coronavirus Pandemic at a strategic, local and organisational level over the period July – mid August 2020.

This includes:-

- rolling out the “You are Welcome” reassurance programme to support local retail, hospitality and tourism businesses re- open through the implementation and ongoing review of practical social distancing measures and hand washing facilities so as to create and maintain safe, attractive town centre and seafront environments, in accordance with Government guidance through the Re-opening the High Street Safely Fund programme
- with our cleansing contract partner, SERCO, responded to large numbers of visitors to the District through increasing the frequency of toilet cleansing, beach and foreshore cleansing and litter bin emptying in response to unprecedented levels of demand / rubbish
- managing the re-opening of Council playgrounds following Government announcements on the phased easing of lockdown restrictions from 20th July
- purchasing a fogging machine which has been deployed to reduce the potential transmission of Coronavirus on “high-touch” surfaces within the District Council’s public conveniences, playgrounds, foreshore shelters and on Cromer Pier
- completing the paying out of Small Business Grants on behalf of the Government and operating a £2.76million Discretionary Grant Scheme over two phases and recently extended to provide support to some town and parish councils which have lost sources of regular income due to COVID.
- Providing temporary accommodation for 55 individuals / households at a cost to date in this financial year of £317,000
- making a successful bid for £330,000

under the Norfolk Tourism Sector Support Programme of the Norfolk Strategic Fund

- making a successful bid to the Government's Getting Building Fund administered locally by the New Anglia Local Enterprise Partnership for the North Walsham Heritage Action Zone Programme securing an additional £1.17million to support the early delivery of this important project to strengthen the appeal and vitality of North Walsham's historic town centre
- supporting the Council's leisure contractor, Everyone Active, with the re-opening of gym and fitness classes from 15th July and swimming facilities from 20th August
- participating in regular meetings of the Norfolk Health Protection Board and Norfolk Health Engagement Board arrangements which are monitoring, reviewing and responding to local outbreaks of Coronavirus in the county in preparation for an anticipated increase of COVID infections in the coming months and by working with partners in Winter Preparedness arrangements.

Options considered: The report details the Council's actions in the Recovery phase of the Coronavirus pandemic during July and August. Actions taken are outlined in the report.

Conclusions: The report details the actions taken by the District Council during July and August in the Recovery phase of the Coronavirus Pandemic and of the ongoing preparations being made to support local communities and businesses adapt to a "new normal" as well as preparing for an anticipated increase in infections levels in the coming autumn and winter months.

Recommendations: Cabinet is asked to note and comment upon the Council's actions during July and August in supporting communities and businesses across North Norfolk in managing Recovery from the Coronavirus Pandemic; and in preparing for an anticipated increase in infections during the autumn and winter months ahead.

Reasons for Recommendations: To inform corporate learning from experience gained through the Recovery phase of the pandemic, and preparedness to respond to an anticipated increase in levels of infection in the months ahead.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Cabinet Member(s)
Cllr Sarah Butikofer

Wards affected:
All

Contact Officer, telephone number and email: Steve Blatch - Chief Executive
Email:- steve.blatch@north-norfolk.gov.uk
Tel: 01263 516232

12. NORTH WALSHAM TOWN CENTRE PUBLIC REALM IMPROVEMENTS

43 - 48

Summary:

The Council has been successful in its bid for funding from the Getting Building Fund to support a programme of townscape improvements for North Walsham Town Centre. This will augment the proposals made under the North Walsham Town Centre Heritage Action Zone (HAZ) programme, for which the Council has been successful in winning a grant from Historic England.

This funding provides a significant amount of match funding that will allow a critical element of the project to proceed – North Walsham town centre public realm improvements – with greater haste and more certainty than would otherwise have been the case. This will allow for work to progress on engaging stakeholders and designing a suitable scheme to remodel public spaces within North Walsham town centre. This will be referred to as town centre ‘place-making.’

This should clearly set in sufficient detail all feasible alternatives. This will go in the minutes.

Options considered:

The HAZ programme requires significant levels of match funding in order to achieve its objectives. The funding approved previously by the Council would not have been sufficient to deliver all of the improvements that are hoped to be made to the townscape. This funding will allow that specific project element to proceed, and indeed bring it forward in the overall HAZ programme. There is currently no identified alternative source of funding to deliver this element of the scheme and realistically the only other option is to review the programme in the hope of gaining sufficient funding from elsewhere to deliver it at a later date. This is not considered a sensible option as it would increase the uncertainty over the delivery of this scheme which, given the current economic circumstances, is considered to be optimal timing. The only other alternative is to not deliver this part of the HAZ programme, which itself might jeopardise the whole initiative.

Conclusions:

The proposals contained in this report aim to capitalise on external funding opportunities to

deliver a key aspect of the revitalisation of North Walsham town centre.

Recommendations: It is recommended that:

- 1. Cabinet Recommend to Full Council that the success of bid by this Council be noted and that the sum of £1,170,000 (from a grant received from the Getting Building Fund) be allocated in the budget towards the town centre place-making elements of North Walsham High Street Heritage Action Zone.**
- 2. Authority be delegated to Cabinet, in consultation with the North Walsham Town Centre Heritage Action Zone Working Party, to determine the terms of the implementation of the scheme, including the involvement of interested parties, scheme design and implementation.**

Reasons for Recommendations: To capitalise on the external funding opportunity in order to deliver improvements to North Walsham town centre in a timely fashion.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Cabinet Member(s)	Ward(s) affected
Cllr Richard Kershaw	North Walsham Market Cross Ward

Contact Officer, telephone number and email:
Robert Young; 01263 516162; robert.young@north-norfolk.gov.uk

13. OFFICER DELEGATED DECISIONS (AUGUST 2020)

49 - 54

Summary: This report details the decisions taken by Senior Officers under delegated powers from 25th July to 27th August 2020

Options considered: Not applicable.

Recommendations: **To receive and note the report and the register of officer decisions taken under delegated powers.**

Reasons for Recommendations: The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2. details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Delegated decision forms – as completed by the relevant officer

Cabinet Member(s)
All

Contact Officer, telephone number and email: Emma Denny, Democratic Services Manager, Emma.Denny@north-norfolk.gov.uk
01263 516010

WORK PROGRAMMES

14. THE CABINET WORK PROGRAMME 55 - 58

To note the upcoming Cabinet Work Programme.

15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 59 - 64

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

16. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of

business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”

17. SHERINGHAM LEISURE CENTRE OPTIONS

65 - 72