

# Overview & Scrutiny Committee



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Tuesday, 6 October 2020

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **remotely via Zoom** on **Wednesday, 14 October 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](mailto:matthew.stembrowicz@north-norfolk.gov.uk).

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

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

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr N Dixon, Ms L Withington, 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  
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## 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 16<sup>th</sup> September 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:

None to report.

**Summary:** Over the past six months much of the Council's corporate focus has been on responding to the COVID pandemic and supporting local recovery, as well as seeking to maintain core service provision. This has meant that there has been little time or capacity to progress some aspects of the Council's Corporate Plan Delivery Plan.

Cabinet has recognised these pressures and has therefore reviewed the Delivery Plan objectives and actions and identified eighteen priority objectives upon which focus will be maintained in the coming months alongside the Council's ongoing response to the COVID situation. This report details the Cabinet's priorities given the current situation.

**Options considered:** Given the changing context in which the Council has needed to operate over the past twelve months and which is likely to continue for the foreseeable future, Cabinet recognises that it needs to re-focus its Delivery Plan ambitions to reflect the current situation.

Alternative options considered were:-

- do nothing to re-profile the Delivery Plan actions, or
- agree to "pause" all Delivery Plan actions and concentrate on the COVID response and Business As Usual service provision, which was not considered a viable position given the wider and medium-term pressures the Council faces in terms of its budget etc.

**Conclusions:** The report details a practical and measured response to the Council prioritising its Delivery Plan actions in light of the COVID situation.

**Recommendation:** **Cabinet is asked to confirm the revised Delivery Plan priorities as detailed in the report.**

**Reasons for Recommendations:** To reflect the changed circumstances in which the Council is operating at the present time in seeking to balance its Corporate Plan priorities against the ongoing COVID situation in which the Council is having to operate.

Cabinet Member(s)  
Cllr Sarah Butikofer,

Ward(s) affected  
All

Leader of the Council

Contact Officer, telephone number and email:

Steve Blatch, Chief Executive

Email:- [steve.blatch@north-norfolk.gov.uk](mailto:steve.blatch@north-norfolk.gov.uk) Tel:- 01263 516232

## 11. MANAGING PERFORMANCE QUARTER 1 2020/2021

15 - 62

**Summary:** The Managing Performance Report attached as Appendix A will enable the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and operational service performance. It gives an overview, assesses the impact that Covid-19 has had on both these aspects of Council performance, the actions being taken to address these issues.

**Options considered:** Options considering action regarding performance are presented separately, issue by issue, to the appropriate Council Committee where committee approval is required.

**Conclusions:** Covid-19 has had some impact in the short-term on the achievement of the objectives in the Corporate Plan Delivery Plan 2019-2023 and significant impact on service operational performance, particularly during the period of the national lockdown earlier this year. Cabinet has identified three priority actions from each of the six Corporate Delivery Plan themes that will be given priority going forward recognising the changed context in which the Council is operating and is likely to be for some months into the future.

**Recommendations:** **That Cabinet resolves to note this report and endorses the actions being taken by Strategic Leadership Team detailed in Appendix A – Managing Performance.**

**Reasons for Recommendations:** To ensure the objectives of the Council are achieved.

Cabinet Member(s)	Ward(s) affected
Cllr Sarah Bütikofer	All

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12. **OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME SETTING 2020-21**

63 - 66

**Summary:** This reports aims to assist the Committee in setting its Work Programme for the remainder of the 2020-21 municipal year.

**Options considered:** Multiple options are presented for consideration by the Committee, as well as allowing options to be raised for consideration during the meeting.

**Conclusions:** This report provides options and guidance to aid the Committee in setting its work Programme. The outcome of which will be determined by the Committee.

**Recommendations:** **To review and agree which items should be added to the Overview & Scrutiny Work Programme for the remainder of the 2020-21 municipal year.**

**Reasons for Recommendations:** To make best use of Committee time by agreeing appropriate items of business.

**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
N/a.	All

Contact Officer, telephone number and email:

Matt Stembrowicz – Scrutiny Officer

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## WORK PROGRAMMES

**13. THE CABINET WORK PROGRAMME 67 - 68**

To note the upcoming Cabinet Work Programme.

**14. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 69 - 74**

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

**15. EXCLUSION OF THE PRESS AND PUBLIC**

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph \_ of Part I of Schedule 12A (as amended) to the Act.”