

Standards Committee



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19th October 2020

A meeting of the **Standards Committee** of North Norfolk District Council will be held in the remotely via Zoom on **Tuesday, 27 October 2020** at **2.00 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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. 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 should 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.

Emma Denny
Democratic Services Manager

To: Mr H Blathwayt, Mr J Rest, Mr A Brown, Dr P Bütikofer, Mr N Dixon, Mrs G Perry-Warnes and Miss L Shires

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. TO RECEIVE APOLOGIES FOR ABSENCE

2. PUBLIC QUESTIONS

3. MINUTES

1 - 26

To approve as a correct record, the minutes of the meetings of the Standards Committee held on 1st October 2019 and 3rd March 2020.

4. ITEMS OF URGENT BUSINESS

To determine any 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. 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 pecuniary interest.

6. PARISH AND DISTRICT MEMBERS' REGISTER OF INTERESTS AND OFFICER REGISTER OF GIFTS AND HOSPITALITY

Members are reminded that the Parish and District Members' Register of Interests and Officer Register of Gifts and Hospitality are available for inspection in the Democratic Services section.

7. MONITORING OFFICER'S ANNUAL REPORT 2019-20

27 - 38

To receive and note the Monitoring Officer's Annual Report.

8. ANY OTHER BUSINESS (TO INCLUDE AN UPDATE ON RECENT STANDARDS COMPLAINTS)

9. 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 paragraphs 1 and 3 of Part I of Schedule 12A (as amended) to the Act".

STANDARDS COMMITTEE

Minutes of the meeting of the Standards Committee held on Tuesday, 1 October 2019 at the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN at 2.00 pm

Committee

Members Present:

Mr N Pearce (Chairman)
Mr N Dixon

Mr J Rest (Vice-Chairman)
Miss L Shires

Members also attending:

Officers in Attendance:

Head of Legal & Monitoring Officer and Democratic Services and Governance Officer (Scrutiny)

Also in attendance:

1 TO RECEIVE APOLOGIES FOR ABSENCE

None received.

2 PUBLIC QUESTIONS

None received.

3 MINUTES

Minutes to be approved at the next meeting.

4 ITEMS OF URGENT BUSINESS

None received.

5 DECLARATIONS OF INTEREST

None declared.

6 DISTRICT MEMBERS' REGISTER OF INTERESTS AND OFFICER REGISTER OF GIFTS AND HOSPITALITY

The Monitoring Officer informed Members that the Members' Register of Interests and the Officer Register of Gifts and Hospitality were available to view in Democratic Services.

7 MONITORING OFFICER'S ANNUAL REPORT 2018/19

The Monitoring Officer introduced the Report and informed Members that the role came with a number of statutory functions outlined in the Constitution designed to ensure satisfactory governance of the Council. As a requirement of the annual audit process, the Report had been completed to provide an overview of these functions from April 2018 to March 2019.

Questions and Discussion

The Monitoring Officer informed Members that the Code of Corporate Governance was the key framework to which the organisation must adhere, that would ensure that the Council met specific ethical and governance standards. The Monitoring Officer stated that she was obliged to report unlawfulness to the Council, and could postpone any potentially unlawful decisions.

A recent change in procedure to improve the Council's governance arrangements was explained that involved reports from business planning meetings being reviewed by CLT, after which officers could provide appropriate advice. Members were informed that this process helped to produce legally defensible decisions, and identify when delegated authority was required.

The Monitoring Officer reported that there had been no unlawfulness in the year covered by the Report, and no Section 5 Reports completed as a result. In addition, there had been no incidents of maladministration, and no complaints regarding breaches of the Code of Conduct.

It was reported that the Council maintained the register of interests for Parish and Town Councils, though the Council's themselves had responsibility for submitting and updating the registers. Members were informed that the Council also reviewed any standards complaints made at Parish or Town level, with 23 of 24 complaints received in the 2018/19 year at Parish level. It was reported that these complaints often pertained to Parish meeting procedure, in which case NNDC offered advice for improvements.

Members were informed that there had been no breaches of the Council's protocols, and that the Member-Officer Protocol had been updated in the Constitution. Furthermore, there had been no complaints of fraud or impropriety with regards to the whistleblowing process.

The Monitoring Officer referred to the advice on vires issues, maladministration, financial impropriety, probity and policy, and informed Members that discussions had taken place around improving the Council's governance framework. She added that the issues raised were being addressed in a number of ways, including the creation of a Corporate Delivery Unit that would provide a governance framework for individual projects and processes. It was stated that work was also underway to improve the role of the O&S and GRAC Committees, to offer a more robust assessment of new proposals, with monitoring, reviews and outcome setting given considerable attention for improvement.

On exemptions under standing orders, which covered issues such as tender levels and when to tender, the Monitoring Officer stated that exemptions were permitted under special circumstances, for instance the continued use of specialist contractors. In these cases, exemptions could be justified and agreed by the Section 151 and Monitoring Officer.

Members were informed that no litigation cases had taken place in 2018/19, though it was possible that one case could be expected this year, which was currently at the discovery stage.

The Monitoring Officer stated that the key controls had been adequate for 2018/19, though it was apparent that some improvements were needed that would take time

to implement.

The Monitoring Officer commented on the period of no overall political control, and suggested that processes had become an important means of ensuring balance, though once the political situation stabilised, there was a diminution in the number of complaints received.

The Chairman thanked the Monitoring Officer for the detailed report and welcomed questions from Members. Cllr N Dixon referred to the number of complaints outlined on page 3 of the agenda, and asked whether these could be further defined. The Monitoring Officer agreed to the request and stated that decision notices could also be shared with Committee Members to provide extra detail.

Cllr N Dixon referred to the exemptions identified on page 6 of the agenda, and asked how they had been authorised. The Monitoring Officer replied that some had gone to Full Council for a decision, though in cases of emergency, they would generally go to Cabinet. She added that on amounts of £5-10k, three quotes were required, though as previously noted, in situations of exemption these could be justified and agreed by the S151 and Monitoring Officer.

Cllr L Shires referred to the complaints identified on page 3, and noted that she had attended Parish meetings where unnecessary information had been disclosed. Subsequently, she asked what could be done to avoid potential bias in these situations, to which the Monitoring Officer replied that such information should remain confidential until the point that guilt is found. She added that Members could be excused from Committee meetings if hearings took place regarding their parishes. Cllr L Shires stated that the complaints process appeared to suggest that a reply should be received within fifteen days of complaint, though it was apparent that Parish Councils did not adhere to these times. The Monitoring Officer replied that Parish Council's had no statutory role in the complaints process and that all actions should be deferred to the District Council.

Cllr J Rest asked for clarification on whether the first priority in dealing with a complaint was to protect the reputation of the Council. The Monitoring Officer replied that the first priority was to ensure good governance, and significant efforts were to made to this effect. Cllr J Rest then asked if most complaints were Member to Member, to which the Monitoring Officer replied that this was not necessarily the case, with some complaints made by members of the public or officers. She added that complaints from Parish Councils were frequently the result of arguments between Members, where robust debate was expected and often permissible.

Cllr J Rest raised the significant increase in Freedom of Information Requests (FOIR) on councillors, and asked whether Members were notified of these requests. The Monitoring Officer replied that FOIRs did not cover personal data, so requests on individual Members were often rejected. Some exceptions, such as payment of Council Tax were upheld, as Members were not permitted to vote on budget setting if in Council Tax arrears. Transcripts of conversations were discussed as a subject of FOIR, and it was explained that the requests were often rejected as a result of GDPR legislation. It was confirmed, following a question from Cllr J Rest, that follow-up notifications should be given to Members once FOIR information had been released.

Cllr N Dixon asked whether there was any indication that FOIRs were being used inappropriately. The Monitoring Officer replied that this had occurred, and that often requests were submitted in an attempt to gather more information than required. She

added that Members were granted access to information on a need to know basis, whilst the O&S and GRAC Committees were granted additional access to carry-out their role. Members were reminded that maintaining the balance between protecting privacy vs the public interest, meant that all FOIRs had to be given careful consideration. Cllr Dixon asked what could be done to limit any unnecessary FOIRs being submitted, and whether training on access to information could be offered. The Monitoring Officer replied that there had been recent cases to suggest that training could be beneficial, taking into account that FOIRs gave an open right for information to be used by the press and public. Cllr N Dixon proposed that the Committee make a recommendation for training to improve Members' knowledge of the FOIR process.

The Chairman referred to unclear governance procedures as a common cause of complaints, and asked for clarification on the consequences of incorrect decision making at parish level as a result of bad process. The Monitoring Officer replied that in the case of Parish Councils, where administratively incorrect decisions were made, the District Council had few powers to take action, but would offer advice for improvement.

Cllr L Shires asked whether NNDC officers were confident in rejecting unnecessary requests for information from Members. The Monitoring Officer replied that officers had to be able to carry-out their roles without being pressured to provide unnecessary information, and that whilst more officers were seeking advice on this issue, information relating to policy proposals presented a difficult position. It was suggested that maintaining a good relationship between Committee Chairman and Cabinet allowed for a more constructive approach to policy development that overcame the causes of suspicion that led to such requests.

Cllr J Rest suggested that there was an issue with Members attendance, and it was unfortunate that important meetings were being missed. Cllr N Dixon stated that the concerns were more significant for Standards Committee as it met less often. The Chairman suggested that the opportunity should be taken to improve meeting attendance. Cllr L Shires suggested that a recommendation be made to Council to remind Members of their obligation to attend meetings, send apologies and arrange substitutes.

It was proposed by Cllr N Dixon that recommendations be made to the Members Development Group for training to be offered on access to information, and that a recommendation be made to Council to remind Members of their obligation to attend meetings, give apologies and arrange substitutes. Cllr J Rest seconded the proposals.

RESOLVED

- 1. To note the Monitoring Officer's Annual Report.**
- 2. To recommend to the Members Development Group that training on access to information be offered to Members.**
- 3. To recommend to Council that Members be reminded of their obligation to attend meetings, give apologies and arrange substitutes.**

8 CONSULTATION ON ETHICAL STANDARDS

The Monitoring Officer introduced the Report and informed Members that the

Committee had considered the initial Consultation on Ethical Standards at a previous meeting, and had resolved to issue a collective response. The Report before the Committee sought to update Members on the outcome of the consultation.

Questions and Discussion

The Monitoring Officer informed Members that the consultation had arisen as a result of concerns regarding the limitations of Standards Committee sanctions. It had been suggested that Standards Committees' should have their powers returned to be able to suspend Members for a specified period.

The Report included a best practice guidance for local authorities, which the Monitoring Officer suggested the Council was almost compliant with, and could be fully compliant with Members agreement. Cllr J Rest agreed that the guide complied with many of the Council's existing standards, as most were either statutory or common sense. It was confirmed that the Council had to comply with legislation, therefore most of the practices were already adhered to. The individual best practice recommendations were reviewed case by case. It was noted on best practice area 1 that a new bullying and harassment code could be adopted, though it may be more beneficial to await the LGA's updated version to avoid confusion between codes.

The Council was compliant on best practice areas 2 to 6. For area 7, it was noted that the Council already had an independent person, though could benefit from the recruitment of a second. The Council was compliant in best practice areas 8 to 10, though on area 11, the Monitoring Officer stated that Clerks should be advised that complaints must be made by the Parish Council on behalf of the Clerk.

On best practice area 12, it was suggested that it would be difficult for the Monitoring Officer to provide the level of support suggested to all 121 Parishes, however the Council would offer any assistance it could. Discussion was held regarding the possibility of centralising Parish Clerks, though it was suggested that this would receive a poor reception from Parish and Town Councils. Cllr L Shires added that doing so could also take away much needed income from Clerks and damage trust in the District Council. It was accepted that centralised training for the Clerks could be beneficial. The Monitoring Officer suggested that this could be considered as part of the customer focus theme within the emerging Corporate Plan, and that the Council must ensure that resources were directed to the areas for the highest impact.

Cllr N Dixon asked how many times the independent person had been consulted with in the past year, to which the Monitoring Officer confirmed that they had been consulted on all 24 complaints, and had provided a useful sense check to determine direction.

The Council was noted to be compliant in best practice areas 13 to 15.

The recommendations were proposed by Cllr J Rest and seconded by Cllr L Shires.

RESOLVED

- 1. To note the Report and the contents of the review**
- 2. To endorse the actions contained within paragraph 3.6 in relation to Best Practice recommendations**

9 ANY OTHER BUSINESS (TO INCLUDE AN UPDATE ON RECENT STANDARDS COMPLAINTS)

The Monitoring Officer informed Members that there was no update to be disclosed at present.

10 EXCLUSION OF THE PRESS AND PUBLIC

The meeting ended at 3.38 pm.

Chairman

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Monitoring Officer Annual Report 2019/20

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Monitoring Officer Annual Report 2019/20

1. Introduction

1.1 The Monitoring Officer's Annual Report summarises the more important matters arising from the Monitoring Officer's work for the Council from 1 April 2019 to 31 March 2020 and comments on other current issues.

1.2 Corporate Governance is the system by which local authorities direct and control their functions and relate to their communities. It is founded on the fundamental principles of openness, integrity and accountability together with the overarching concept of leadership. In this respect, North Norfolk District Council recognises the need for sound corporate governance arrangements and has put in place policies, systems and procedures designed to achieve this.

1.3 The Monitoring Officer is appointed under Section 5 of the Local Government and Housing Act 1989 and has a number of statutory functions in addition to those conferred under the Local Government Act 2000 and subsequent regulations governing local investigations into Member conduct. These are outlined in the next section of the report.

2. The Monitoring Officer's Work April 2019 – March 2020

The appointment of the current Monitoring Officer was confirmed by Council on 21 September 2017 and has carried out the statutory functions since that time.

Duties	Work undertaken
(a) Maintaining a lawful position for the Council and reporting on contraventions or likely contraventions of any enactment or rule of law including fraud.	The Monitoring Officer is a member of the Council's Strategic Leadership Team, together with the Head of Paid Service and the Chief Financial Officer and is able to comment on issues discussed there.

	<p>The Council's in house legal team, Eastlaw. provide advice and assistance to officers throughout the Council and report to the Monitoring Officer on any areas of concern in relation to lawfulness and compliance with the Council's protocols and processes.</p> <p>The Monitoring Officer and her staff attend meetings and provide advice to officers and Members at an early stage, including seeing reports to committee.</p> <p>The Monitoring Officer also requires appropriate recording of delegated authority to evidence compliance with the Constitution. These procedures have been reviewed and updated in light of the ongoing pandemic.</p> <p>eastlaw assess and respond to either changes in the legal framework and in particular this year, with Democratic Services have implemented the remote meeting provisions.</p> <p>Any contraventions have been remedied through the appropriate decision making processes.</p> <p>Members have been trained in the provisions of the Constitution and risk.</p>
(b) Report any findings of maladministration causing injustice where the Ombudsman has carried out an investigation.	<p>The Monitoring Officer reviews any complaints where the LGO has upheld the complaint. There have been no findings of maladministration.</p>
(c) Establish and maintain the Register of Member's interests and gifts and hospitality.	<p>All Members of both the District and Parish Councils completed new returns following the elections in May 2019. Members are reminded to keep these up to date.</p> <p>Members have been issued with Guidance on the Code and trained on the Code and governance and probity issues.</p> <p>Members making nil returns have been reminded of their obligations under the Code.</p> <p>The Register of Members' Interests is publicised on the Council's website. The Registers are available</p>

	for inspection at the Council's offices.
(d) Maintain Register of Employees gifts and hospitality.	The Register has been updated regularly and are open to inspection. A copy appears at Appendix 1
(e) Investigate misconduct in respect of District, Parish and Town Councillors under the Code of Conduct.	<p>During the year between April 2019 and March 2020 a total of 29 complaints have been received. This compares to last year's figure of 24 complaints.</p> <p>27 complaints relate to parish and town councils.</p> <p>The most common source of complaints were unclear governance procedures and also alleged disrespect to others.</p> <p>In a significant proportion of these cases there was either no breach identified or the members concerned were offered guidance and assistance.</p> <p>Where appropriate political Group Leaders have been asked to underline the importance of Member respecting the provisions of the Code and other Protocols.</p> <p>In some cases the parish councils were offered assistance through mediation and conciliation to resolve the issues themselves rather than having solutions imposed upon them.</p> <p>No cases were referred for investigation.</p> <p>Advice is being offered to parishes through 121, the Council's e-briefing to help parishes avoid complaints.</p> <p>Members have regularly sought advice in order to comply with the Code of Conduct, particularly in relation to declaring interests under the Code.</p> <p>Members have been provided with guidance through the provision of briefing notes through the Member's Bulletin and training.</p>

(f) Investigate breaches of the Council's own protocols.	There have been no alleged breaches of the Council's own protocols.
(g) Provide advice to Town and Parish Councils on the interpretation of the Code of Conduct.	<p>The Monitoring Officer has provided advice to Parish Councils on the Standards and Conduct Arrangements during 2019/20 face to face, by letter, telephone and email.</p> <p>The Monitoring Officer (and her staff) have provided advice and assistance to a number of parishes through interventions to raise standards and deal with complaints. Further advice is being provided to parishes/towns to help them comply with their obligations under the Code through 121, the Council's e-briefing for parishes/towns.</p>
(h) Promote and support high standards of conduct through support to the Standards Committee.	<p>The Committee has met to consider a consultation response and best practice in respect of the new model code.</p> <p>The Independent Person arrangements are working well.</p>
(i) Compensation for maladministration.	There have been no cases of compensation
(j) Maintenance and review of the Constitution.	<p>The Constitution has been revised and updated during the year through the input of the Constitution Working Party.</p> <p>The delegations were reviewed following the beginning of the pandemic and amended.</p> <p>The new legislative provisions relating to remote meetings have been implemented.</p>
(k) Responsibility for complaints made under the Council's Whistleblowing and Anti-Fraud policies.	The risks of fraud are managed through the Council's anti fraud and corruption policies and underpinned by the financial and contract procedure rules. These are monitored for compliance by the legal and finance teams.

	<p>Employees are made aware of the anti fraud policies and their ability to report through the Council's intranet and the Briefing.</p> <p>There have been no reports of fraud.</p>
(l) Breaches of the Employee Code of Conduct.	<p>Employees are reminded through the Council's internal communications regarding business practice and ethical behaviour.</p> <p>The Employment and Appeals committee has met to consider any disciplinary matters.</p>
(m) Advice on vires issues, maladministration, financial impropriety, probity and policy framework.	<p>The Monitoring Officer has been consulted on new policy proposals, the budget and accounts and on matters, which have potentially significant legal implications.</p> <p>The Monitoring Officer meets regularly with the Chief Financial Officer.</p> <p>The financial statements are subject to a robust governance process through the Committee cycle.</p> <p>The Monitoring Officer and her staff have attended Council and other Committees as necessary.</p> <p>Officers consult the Monitoring Officer regularly on vires and probity issues.</p> <p>The Monitoring Officer works closely with the Chief Financial Officer and the Strategic Leadership Team to ensure probity in the organisation.</p> <p>The Monitoring Officer regularly advises on the legality and/or appropriateness of administrative procedures, in conjunction with the Democratic Services Team.</p> <p>The Monitoring Officer meets regularly with the Group Leaders to share issues.</p> <p>There have been a number of reviews of the Project Management Framework and the actions suggested will be implemented into the Governance Framework.</p>

	The Risk Management Framework has been reviewed and updated and training provided to Members.
(n) Exemptions to contract standing orders	11 exemptions (Appendix 2) have been allowed this year, mainly in relation to specialist services and the applicable provisions under the Constitution have been followed. Contract Procedure Rules have been updated.
(o) actual or potential litigation or claims that would have a significant effect on the entity or a material impact on the financial statements	None identified at the current time.

3. Key Messages

3.1 The key messages to note from the year are:

- (i) The systems of internal control administered by the Monitoring Officer including compliance with the Council’s Constitution were adequate and effective during the period for the purposes of the latest Regulations. However, it is important that Members and Officers are regularly reminded of their obligations and the governance framework regularly updated on any changes to ensure there is no complacency.
- (ii) The Constitution continues to be regularly updated.
- (iii) During the current year the Council has had elections and there has been a comprehensive programme of Member Development and training delivered.

4. Looking Forward

4.1 The key issues for 2019/20 are as follows;

- Actions arising from Project Governance Reviews need implementing through the AGS action plan
- The Performance Management Framework is due for review, and requires expanding to encompass service planning and risk.
- The Corruption and Anti Fraud Policy is due for review.
- The new Member Code of Conduct is currently being consulted on and when this is adopted, will require implementation.
- The Member/Officer Protocol requires review and updating.

4.2 Code of Conduct

4.2.2 The Member Code of Conduct is currently out for consultation which will result in changes to how Member behaviour is dealt with by the authority.

4.3 Corporate Governance Framework

4.3.1 The Council will keep the Code of Corporate Governance under review, taking into account any revisions to associated guidance and any recommendations arising from audit reports.

4.3.2 The Monitoring Officer will continue to provide an assurance in respect of the Code and the Annual Governance Statement by way of this Annual Report.

4.4 Constitution and Regulations

- 4.4.1 The Constitution will be continue to be kept under review by the Monitoring Officer working closely with the Democratic Services Team.
- 4.4.2 It will be appropriate to continue to remind Members and staff of the importance of compliance with the Council's regulations, as set out in the Constitution and other policy framework documents, and the Monitoring Officer and other staff will give advice accordingly.

5. Overall opinion on the adequacy and effectiveness of the Governance framework

The Monitoring Officer confirms that she is not aware of;

- Any breaches of, or deficiencies in, internal control in respect of fraud or compliance with relevant legal provisions that could have a significant effect on the entity or a material impact on the financial statements;
- Any actual, suspected or alleged frauds or breaches of legislative requirements during 2018/19;
- Any excessive or undue pressure to meet financial or operating targets that may unduly influence the actions of either those charged with governance or Management;
- Any actual or potential litigation or claims that would have a significant effect on the entity or a material impact on the financial statements;
- Any circumstances that would call into question the preparation of the financial statements on an ongoing basis.

That the systems of internal control administered by the Monitoring Officer including the Code of Conduct and the Council's Constitution, were adequate and effective during the year between April 2019 and March 2020 for the purposes of the latest regulations (subject to the areas outlined above).

Emma Duncan
Monitoring Officer
24/07/20

APPENDIX 1 Register of Officer Gifts and Hospitality

Date	Name of officer	Name of person/organisation offering gift or hospitality	Description of gift/hospitality	Accepted or declined?
3.4.2019	Alison Ridgway	Mr J Sturgeon (Taxi Driver)	2 packets of biscuits	Accepted
4.4.2019	Rob Goodliffe	Team Van Oord	Industry Guild Dinner, 12 March 2019	Accepted
21.5.2019	Philip Rowson	Historic Houses	Summer Lunch invitation to Sennowe Park	Accepted
22.5.2019	Karen Spence	North Norfolk Railway	Day ticket for 2 adults on Poppyline	Accepted
12.8.2019	Wyn Nurse	Champions After Diner Speakers	Bottle of Champagne	Accepted
24.10.19	Steve Blatch	Team Van Oord	Project completion dinner 5 November 2019	Accepted
25.10.19	Cllr Fitch-Tillett	Van Oord	Dinner	Accepted
7.11.19	Nick Baker	Real Consulting	Supper - £60	Accepted
12.11.19	Russell Tanner	Openwide Coastal Ltd	Cromer Pier Christmas Show	Accepted
21.11.19	Phillip Rowson	The Maltings	Bottle of Prosecco	Accepted
6.12.19	Stuart Tate	SMG	Invitation	Accepted
9.12.19	Kaye Skinner	Mentnor Construction Ltd	M&S Christmas Hamper (addressed to NNDC - no particular named person)	Accepted
10.1.2020	Cllr Fitch-Tillett	Team Van Oord	Dinner on 30.1.2020 at The Pheasant Hotel, Weybourne	Accepted
10.1.2020	Rob Goodliffe	Team Van Oord	Dinner on 30.1.2020 at The Pheasant Hotel, Weybourne & 10.3.2020 at The Dorchester Hotel, London - Dinner, Drinks reception & Overnight Stay	Accepted
20.1.2020	Tamzen Pope	Team Van Oord	Dinner on 30.1.2020 at The Pheasant Hotel, Weybourne & 10.3.2020 at The Dorchester Hotel, London - Dinner, Drinks reception & Overnight Stay	Accepted
28.1.2020	Steve Blatch	Team Van Oord	Dinner on 30.1.2020 at The Pheasant Hotel, Weybourne	Accepted
28.1.2020	Sonja Seaton	Team Van Oord	Dinner on 30.1.2020 at The Pheasant Hotel, Weybourne	Accepted
28.1.2020	Sandra King	Team Van Oord	Dinner on 30.1.2020 at The Pheasant Hotel, Weybourne	Accepted
12.3.2020	Sally Tidman	The Bijou Collection	Open Half Day at The Harper, Langham	Accepted
12.6.2020	Trudi Grant - Benefits	Robin	Chocolate Cake	Accepted

APPENDIX 2; Contract Procedure Rule Exemptions granted from 1 April 2019 to 31 March 2020

Contractor	Type of Work	Amount	Exemption
British Geographical Society	Sandscaping Scheme Survey	£28,000	There is only one supplier with the direct relevant experience to complete the study and there is no acceptable alternative. An exemption is sought to appoint BGS to complete the geological pre-construction survey.
Civica UK Limited	Outsource revenue telephone calls and processing work to Civica on Demand	£56,000-£57,000	There is only one supplier with the direct relevant experience to complete the work and there is no acceptable alternative. There are a limited amount of suppliers who can provide this detailed level of service and Civica on Demand is part of the software company Civica UK Limited that NNDC currently uses, so they have the necessary skills to provide this interim resource whilst NNDC recruits and trains to the vacancies we have.
BIP Solutions	Provision of e-notices for publication and Quickcall tendering solution	£19,050	There is only one supplier with the direct relevant experience to complete the work and there is no acceptable alternative. BIP offer a "Quickcall" facility on their delta s-Sourcing solution allowing a basic document exchange and messaging facility without having to buy all the other modules that we would not necessarily use.
Your Own Place	Tenancy Sustainment training	£30,000	There is only one supplier with the direct relevant experience to complete the study and there is no acceptable alternative.
Aspect Group Limited	Refurbishment of NNDC toilets and enabling works for the Deep History Coast.	£60,000	The start date of the works is to be 9 September with a handover no later than 7 October 2019, there is a risk regarding the funding if these dates are not met.
Mantair Limited	Installation of new septic tank & new sewage treatment plant & soak away system	£21,580 + VAT	Due to a change in legislation coming into force in 2020 the current septic tank and soak away system is not compliant. A limited amount of suppliers who can advice and deliver this scheme quickly. This work is required as a matter of urgency.

Royal HaskoningDHV	Bacton to Walcott Sandscaping Scheme – Additional Works	£300,000	It is considered desirable on commercial grounds to accept a quotation from a supplier already engaged by the Council on a project and that the price is not more than 50% of the original contract sum.
Marsh Consulting	The Coastal Loss Innovative Funding & Finance Study	£75,000	There is only one supplier with the direct relevant experience to complete the study and there is no acceptable alternative.
Peter Thomas	Consultancy	£30,000	There is only one supplier with the appropriate methodology to complete the study and there is no acceptable alternative.
Aspect Roof Services	Sheringham Leisure Centre Roof Panel	£99,500	The damaged roof panels proposes a H & S issue and an exemption is sought on Health and Safety grounds Also: <ol style="list-style-type: none"> 1) A tender exercise will take too much time up and there is no guarantee that another contractor would wish to apply the same methodology. Therefore this could cause further delays. 2) Whilst we may keep the inside closed therefore nothing can fall on the public we still need to protect the external roofing elements from becoming detached and injuring someone. 3) There is a reputational risk for the council in not reopening the pool. The new Splash is due to open March 2021 Everyone Active fears that current pool users may go elsewhere and then they are faced with trying to get them back. 4) Structural Engineer cannot rule out that we may experience a repeat occurrence if we leave as is. 5) Need to get the pool reopen to restore public confidence and minimise costs levied against us by Everyone Active. Still possible to open the Pool by Easter.
Aspect Roof Services	Splash Roof Panel Repair, Sheringham	£15,000	Limited amount of time to repair as could get progressively worse and facility needs to be open for Half Term.