

# Overview & Scrutiny Committee



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Monday, 7 December 2020

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **remotely via Zoom** on **Tuesday, 15 December 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, Mrs E Spagnola 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  
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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 - 10

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 11<sup>th</sup> November 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:

## 10. FEES AND CHARGES 2021/22

11 - 14

**Summary:** This report recommends the fees and charges for 2021/22 that will come into effect from April 2021.

**Options considered:** Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.

**Conclusions:** The fees and charges as recommended will be used to inform the income budgets for the 2021/22 budget. Approval for the fees ahead of presenting the detailed budgets allows for implementation of changes where applicable and also informs the 2021/22 budgets.

**Recommendations:** **That Cabinet agree and recommend to Full Council:**

**a) The fees and charges from 1 April 2021 as included in Appendix A.**

**b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report**

**Reasons for Recommendations:** To approve the fees and charges as set out in the report that will be used to inform the 2021/22 budget process.

### **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)*

Current fees and charges

Cabinet Member(s)  
Eric Seward

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

- 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 and proposes any further action needed that requires Cabinet approval.
- 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 continued to have a significant impact on the achievement of the objectives in the Corporate Plan Delivery Plan 2019-2023 and some impact on service operational performance over the period of the Quarter 2 report from July to September 2020. Whilst low rates of infection were seen in the district over the peak summer months, the large number of staycation visitors and tourists, saw significant pressure on our resort and cleansing services, but other service areas of the Council sought to operate as near to business as usual, allowing some recovery against performance targets and objectives, as shown in this report.
- 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.

**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 Sarah Bütikofer	All

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

## 12. NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE CURRENT PHASE OF THE CORONAVIRUS PANDEMIC

71 - 80

### Summary:

This report details the actions taken by North Norfolk District Council in the current phase of the Coronavirus Pandemic at a strategic, local and organisational level over the period September - November 2020.

This includes:-

- monitoring and responding to local cases of COVID in the District, whilst continuing to support large numbers of visitors to the District during September and October, whilst local rates of infection / transmission remained low through maintaining our "You are Welcome" reassurance programme.
- maintaining social distancing measures and hand washing facilities so as to create and maintain safe, attractive town centre and seafront environments and working with our cleansing contract partner, SERCO, to maintain high frequency of toilet cleansing, beach and foreshore cleansing
- regular "fogging" of "high-touch" surfaces within the District Council's public conveniences, playgrounds, car park machines, foreshore shelters and on Cromer Pier to reduce the potential transmission of Coronavirus
- high frequency cleaning and regular fogging of the Council's offices at Cromer and Fakenham to operate a "safe" working environment for District Council and DWP staff
- Securing £330,000 through the Norfolk Tourism Sector Support Programme to support increased cleansing of key tourist areas in the District; development, promotion and appraisal of applications for a North Norfolk tourism adaptation grant scheme to promote investment which diversifies / extend the visitor season and promotion of the District to key markets throughout 2021.
- Following the Prime Minister's announcement on 31<sup>st</sup> October that there would be an all-England lockdown for the period 5<sup>th</sup> November – 2<sup>nd</sup> December to suppress rapidly rising rates of infection, the Council has stepped up its community support arrangements for vulnerable people and put in place arrangements to

administer a further £5.2 million of Local Restriction Support Grants to local businesses which have had to cease trading during the lockdown

- continued to work with a range of partners to provide housing advice and support to people facing housing difficulties and is currently accommodating 48 households in temporary accommodation pending securing permanent accommodation
- administering Test and Trace payments on behalf of the Government for people on low incomes who are required to self-isolate because of a positive COVID test or through close contact with a person with a positive test result
- continued to support twice weekly mobile testing facilities on Council car parks in Cromer and Fakenham
- continued to participate 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 and by working with partners in Winter Preparedness arrangements – including discussions around mass testing and vaccination programmes in the months ahead.

**Options**

**considered:**

The report details the Council's actions in the current phase of the Coronavirus pandemic during the period September – December 2020. Actions taken are outlined in the report.

**Conclusions:**

The report details the actions taken by the District Council during the period September - December in the current phase of the Coronavirus Pandemic, including supporting our local communities and businesses during the second all-England lockdown and working with partners to prepare plans for mass testing and vaccination programmes in early 2021.

**Recommendations:**

**Cabinet is asked to note and comment upon the Council's actions during the period September - December in supporting communities and businesses across North Norfolk during the current phase of the Coronavirus Pandemic, the second period of national lockdown; and in preparing for mass vaccination programmes in the first quarter of 2021.**

**Reasons for Recommendations:** To inform corporate learning from experience gained through the earlier phases of the pandemic, and preparedness to respond to local incidences of COVID in the next few months, as well as preparations to support the local delivery of mass vaccination programmes during the first quarter of 2021.

Cabinet Member(s) Ward(s) affected  
Cllr Sarah Butikofer, All  
Leader of the Council

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Steve Blatch, Chief Executive  
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[Tel:- 01263 516232](tel:01263516232)

**13. SHERINGHAM LEISURE CENTRE PROJECT UPDATE: DECEMBER 2020 81 - 84**

To receive and note the Sheringham Leisure Centre Project Update.

**14. SCRUTINY PANELS - TERMS OF REFERENCE 85 - 86**

To review and approve the Scrutiny Panel's terms of reference.

**WORK PROGRAMMES**

**15. THE CABINET WORK PROGRAMME 87 - 90**

To note the upcoming Cabinet Work Programme.

**16. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 91 - 98**

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.

**17. 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.”