

# Overview & Scrutiny Committee



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Tuesday, 2 February 2021

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held **remotely via Zoom** on **Wednesday, 10 February 2021** 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

## **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](mailto: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.

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, Mr A Varley, Mr C Cushing, Mr A Brown and Mr P Fisher

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 - 12

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 13<sup>th</sup> January 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:

Cllr A Brown requested that the Committee consider the viability of implementing a food waste collection service across the District.

### 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:

At the meeting held on Monday 1<sup>st</sup> February 2021, Cabinet RESOLVED to accept the following recommendations from the Overview & Scrutiny Committee:

CAR PARK INCOME DATA - JULY - SEPTEMBER 2019 AND 2020

**RESOLVED**

1. That promotion of the Council's annual and seasonal parking permits is increased.
2. That consideration is given to reviewing potential opportunities for new car parking sites, where appropriate.
3. That consideration is given to offering limited free parking arrangements to encourage support of the District's high streets.

**2021/22 BASE BUDGET & PROJECTIONS FOR 2022/23 TO 2023/24  
AND MEDIUM TERM FINANCIAL STRATEGY**

**RESOLVED**

1. That the Council continues to lobby for greater certainty on future levels of funding support from Central Government.
2. That efforts are continued to identify potential savings options within the 2021/22 Budget and Medium Term Financial Strategy.

## 10. MEDIUM TERM FINANCIAL STRATEGY 2022-2025

13 - 42

**Summary:** This report presents for approval the latest medium term financial plan and projections for the following three years to 2023/24.

**Options considered:** The Medium Term Financial Strategy for the forthcoming financial years must be set annually. The position now presented for approval is the culmination of work carried out by officers and Members over a number of months, details of which are provided within the report.

**Conclusions:** This report presents the latest financial projections for the following three financial years, 2022/23 to 2024/25, which have been produced based on a number of assumptions as detailed within the main body of the report and appendices and also reflects the provisional finance settlement announced on 17 December 2020. The report also outlines the risks facing the Council in forecasting future spending plans and resources.

**Recommendations:** **To recommended to Full Council that the Medium Term Financial Strategy is approved.**

### **Reasons for**

**Recommendations:** A Medium Term Financial Strategy must be approved each year

### **LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

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

Outturn Report 2019/20, Medium Term Financial Strategy 2020/21  
2020/21 budget monitoring reports, O&S Draft Budget Review 2021/22.

Cabinet Member(s):	Ward(s) affected
Cllr Eric Seward	All

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

**Summary:** This report sets out the Council's Capital Strategy for the year 2021-22. It sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.

**Options Considered:** This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

**Conclusions:** The Council is required to approve a Capital Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the capital programme.

**Recommendations:** **To recommend to Full Council that;**  
**The Capital Strategy and Prudential Indicators for 2021-22 are approved.**

**Reasons for Recommendation:** Approval by Council demonstrates compliance with the Codes and provides a framework within which to consider capital investment decisions.

Cabinet Member(s)                      Ward(s) affected:  
Cllr E Seward                              All

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

## 12. INVESTMENT STRATEGY 2021/2022

53 - 60

**Summary:** This report sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources.

**Options Considered:** Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.

**Conclusions:** The preparation of this Strategy is necessary to comply with the guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG).

**Recommendations:** **To recommend to Council that The Investment Strategy is approved.**

**Reasons for Recommendation:** The Strategy provides the Council with a flexible investment strategy enabling it to respond to changing market conditions.

Cabinet Member(s)  
Cllr E Seward

Ward(s) affected:  
All

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

13. **TREASURY MANAGEMENT STRATEGY 2021/2022**

61 - 76

**Summary:** This report sets out details of the Council's treasury management activities and presents a strategy for the prudent investment of the Council's surplus funds, as well as external borrowing.

**Options Considered:** Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.

**Conclusions:** The preparation of this Strategy Statement is necessary to comply with the Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services.

**Recommendations:** **To recommend to Council that the Treasury Management Strategy Statement is approved.**

**Reasons for Recommendation:** The Strategy provides the Council with a flexible treasury strategy enabling it to respond to changing market conditions and ensure the security of its funds, as well as secure borrowing at the best value.

Cabinet Member(s)  
Cllr E Seward

Ward(s) affected:  
All

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

**14. DELEGATED DECISIONS (JANUARY TO FEBRUARY 2021)**

77 - 80

**Summary:** This report details the decisions taken by Senior Officers under delegated powers from 1<sup>st</sup> January 2021.

**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)	Ward(s) affected
All	All

Contact Officer, telephone number and email:  
Emma Denny, Democratic Services Manager, 01263 516010

**15. SHERINGHAM LEISURE CENTRE PROJECT UPDATE: FEBRUARY 2021**

81 - 84

To receive and note the update on the Sheringham Leisure Project.



**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.

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

**Conclusions:** With the second national Covid-19 lockdown in November 2020 (and subsequently the third lockdown from 4<sup>th</sup> January 2021), Coronavirus has continued to have a significant impact on the Council's capacity and ability to achieve all of the objectives in the Corporate Plan Delivery Plan 2019-2023 and some impact on service operational performance during Quarter 3 covering the period October to December 2020.

**Recommendations:** **That Overview and Scrutiny Committee resolves to note this report, endorse the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance and makes any recommendations to Cabinet it thinks necessary.**

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

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

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

## WORK PROGRAMMES

**17. THE CABINET WORK PROGRAMME** 141 - 144

To note the upcoming Cabinet Work Programme.

**18. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 145 - 152

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.

**19. 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.”