

Council



Please contact: Emma Denny

Please email: Emma.Denny@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

16 February 2021

A meeting of the **Council** of North Norfolk District Council will be held remotely via Zoom on **Wednesday, 24 February 2021 at 6.00 pm.**

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 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.

Emma Denny
Democratic Services Manager

To: Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mrs M Millership, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr J Toye, Mr A Varley, Ms K Ward, Ms L Withington and Mr A Yiasimi

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. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

2. **MINUTES**

1 - 12

To confirm the minutes of the meeting of the Council held on 16 December 2021.

3. **TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

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.

4. **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.

5. **CHAIRMAN'S COMMUNICATIONS**

To receive the Chairman's communications, if any.

6. **LEADER'S ANNOUNCEMENTS**

To receive any announcements from the Leader, if any.

7. **PUBLIC QUESTIONS/STATEMENTS**

To consider any questions or statements received from members of the public.

8. **APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS**

To approve any appointments to committees, sub committees, working parties, panels and outside bodies as notified by the Group Leaders.

9. **APPOINTMENT OF MONITORING OFFICER**

13 - 18

Summary:

Under Section 5 of the Local Government and Housing Act 1989, the Council is required to designate a Monitoring Officer. The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's Constitution and arrangements for effective governance. Following the recent resignation of the officer who has

fulfilled this role for the Council since September 2016, it is necessary to designate a new officer to fulfil the Monitoring Officer role for the authority.

Options considered: To designate an officer of the Council as Monitoring Officer or buy-in the service from an external provider.

Conclusions: Council is required to appoint a Monitoring Officer under Section 5 of the Local Government and Housing Act 1989. The appointment of the Monitoring Officer is reserved to the Council and cannot be made by any other body.

Recommendation: That Council appoints Cara Jordan, Assistant Director for Finance, Assets & Legal as the Council's Monitoring Officer on a permanent basis and with immediate effect

Cabinet Member(s): All Ward(s) affected All

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

10. UPDATE ON MANAGEMENT RESTRUCTURE

To receive an update from the Chief Executive on the Senior Management restructure.

11. RECOMMENDATIONS FROM CABINET 01 FEBRUARY 2021

19 - 92

- a) Agenda item 11 (recommendation 9) Medium Term Financial Strategy 2022-25

Recommendation to Council:
To approve the Medium Term Financial Strategy 2022-2025

The Overview & Scrutiny Committee supported the recommendations at their meeting on 10th February, subject to a review in September 2021.

- b) Agenda item 12: Capital Strategy 2021/22

Recommendation to Council:

That the Capital Strategy and Prudential Indicators for 2021-22 are approved

The Overview & Scrutiny Committee supported the recommendations at their meeting on 10th February

c) Agenda item 13: Investment Strategy 2021/22

Recommendation to Council:
That the Investment Strategy is approved.

The Overview & Scrutiny Committee supported the recommendations at their meeting on 10th February

d) Agenda item 14: Treasury Management Strategy 2021/22

Recommendation to Council:
That the Treasury Management Strategy Statement is approved.

The Overview & Scrutiny Committee supported the recommendations at their meeting on 10th February

e) Agenda item 15: North Norfolk Council Tax Hardship Fund

Recommendations to Council:

1. To approve the Council Tax Hardship Policy (Appendix 1) which will support the administration of the hardship fund.
2. That delegation is given to the Benefits Manager to make any technical scheme amendments to ensure that it meets to criteria set by central government.
3. To delegate any amendments as to funding distribution following any further funding committed by Government, to the Section 151 Officer and in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Benefits.

12. COUNCIL TAX SUPPORT SCHEME 2021/22

93 - 114

Summary: The council must review and agree its 2021/2022 Council Tax Support (CTS) scheme for working age people by 11th March 2021. We must first consult with the major preceptors then publish a draft CTS scheme for public consultation. The draft CTS Scheme was agreed by delegated decision and the public consultation ran from 11th January 2021 to 7th February 2021.

This report details the results of the consultation and the recommended final CTS scheme for working age people for 2021/2022.

The CTS scheme must be agreed before the council taxbase and the overall budget can be

set.

The CTS scheme for 2021/2022 is a continuation of the 2020/2021 scheme with some minor changes to keep it in line with other welfare reform amendments and to simplify administration.

Options considered: There are alternative CTS scheme models that can be considered for our working age scheme. However these would involve significant changes and in the present climate a fundamental review of the scheme is not recommended.

Conclusions: No other changes are proposed to the draft CTS scheme as a result of the consultation.

Recommendations: To approve the draft CTS scheme for 2021/2022 (which went to public consultation) as the final CTS scheme for 2021/2022.

Reasons for Recommendations: To ensure a CTS scheme for working age people for 2021/2022 is agreed by Council by 11 March 2021.

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 notice for CTS draft scheme 2021/22 public consultation
Council Tax Support draft scheme 2021/22 Public Consultation Questionnaire
Council Tax Support draft scheme 2021/22 Public Consultation responses

Cabinet Member(s)
Greg Hayman

Ward(s) affected - all

Contact Officer, telephone number and email:
Karen Hill, 01263 516183, karen.hill@north-norfolk.gov.uk

Please note that an amendment to the Budget has been proposed. This can be found at Agenda item 23 (this item is supplementary to the main agenda)

Summary: This report presents for approval the budget for 2021/22 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2021/22. The report also includes the Chief Financial Officer's report on the robustness of the estimates and adequacy of reserves.

Options considered: It is a statutory requirement to set the budget each year, whilst there are options around the content of the budget presented for approval, the budget now recommended reflects the recommendations made by Cabinet at its meeting on 1 February 2021.

Conclusions: It is the opinion of the Council's Chief Financial Officer that the budget for 2021/22 has been set within a robust framework and the impact of this resolution will maintain an adequate level of financial reserves held by the Council.

Recommendations: That having considered the Chief Financial Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

- 1) The 2020/21 revenue budget as outlined at Appendix A within this report;
- 2) The surplus of £744,806 be transferred to the Business Rates Reserve (£344,806) and the Delivery Plan Reserve (£400,000);
- 3) The £2m Property Company Reserve be reallocated to the newly established Major Repairs Reserve (£1m) and Treasury Reserve (£1m);
- 4) The statement of and movement on the reserves as detailed at Appendix C within this report;
- 5) The updated Capital Programme and financing for 2021/22 to 2023/24 (as detailed at Appendix C1 within the 2021/22 Budget

- Report - February 2021 Cabinet Agenda);
- 6) The new capital bids recommended for approval (as detailed within appendix C2 within the 2021/22 Budget Report - February 2021 Cabinet Agenda);
 - 7) That Members note the current financial projections for the period 2022/23 to 2024/25;
 - 8) The updated 2021/22 Rate Relief Policy as set out in section 5 is approved.
 - 9) The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Reserve 2021/22 to 2024/25 (Appendix B within this report);
 - 10) That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2021/22;
 - 11) The demand on the Collection Fund for 2021/22 is as follows:
 - a. £6,456,213 for District purposes
 - b. £2,573,788 for Parish/Town Precepts;
 This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property and;

Reasons for
Recommendations:

To approve the 2021/22 budget for revenue and capital and to make the statutory calculations in respect of the 2021/22 Council Tax.

Cabinet members: All

Wards affected: All

Contact Officer, telephone number and email:

Duncan Ellis, 01263 516330, duncan.ellis@north-norfolk.gov.uk

14. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 10 FEBRUARY 2021

There were no further recommendations from the Overview & Scrutiny Committee meeting held on 10th February 2021.

15. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 04 FEBRUARY 2021

145 - 150

Summary: The remote meetings protocol was approved by Council on 24th June 2020. It is felt that a review of the protocol would be beneficial to address some of the minor issues that have arisen.

Conclusions: After almost a year of operating meetings remotely, there are some aspects of the process that can be improved – for elected members, the public viewing via the livestream and officers presenting.

Recommendations: That Council approves the revised Remote Meetings Protocol

Cabinet Member(s): Ward(s) affected; All
Cllr V Gay

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

**16. RECOMMENDATION FROM LICENSING & APPEALS COMMITTEE 151 - 158
23 NOVEMBER 2020**

Please note that the Handbook & Policy document can be found in the 'Library' section of the website under 'Full Council 2021'

Summary: This report follows the production of the final draft of the Hackney Carriage and Private Hire Policy and Handbook. The document should be approved as a framework for the Council and its stakeholders. The handbook has been subject to consultation period in 2020 and a Licensing and Appeals Committee Hearing. The recommendations from this Committee was to hold further discussions via a working group of Elected Members from Licensing Committee, Taxi Trade representatives in North Norfolk and Licensing Officers from NNDC.

Agreement has been achieved by the working group to produce this document for submission at Full Council for approval and then to implement from 1 April 2021. This following the recommendation by Licensing and Appeals Committee on 23 November 2020.

Options considered: To approve the document which has been subject to a detailed consultation and review process involved the various stakeholders to produce a document that will maintain standards in the taxi trade and protect the travelling public using these services.

Conclusions: To approve and adopt implementation of the policy and handbook from 1st April 2021

Recommendations: To approve the Hackney Carriage and Private Hire Policy and Handbook, with implementation from 1st April 2021

Reasons for Recommendations: This is to provide a policy and handbook as a reference to the various stakeholders on taxi licensing and how it will be administered and operated within North Norfolk's District.

Cabinet Member(s) Cllr N Lloyd	Ward(s) affected - ALL
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Contact Officer, telephone number and email:

Tracy Howard – Public Protection and Commercial Manager 01263 516139
thoward@north-norfolk.gov.uk

17. PAY POLICY STATEMENT 2021/22

159 - 174

Summary: Section 38 of the Localism Act 2011 ("the Act") requires the Council to produce an annual pay policy statement ("the statement") for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2021/22. It is a legal requirement that Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.

Options considered: There are no options to consider as part of this paper.

Conclusions: The attached statement sets out current remuneration arrangements for officers.

Recommendations: To adopt the attached Pay Policy Statement and to publish the statement

for 2021/22 on the Council's website.

Reasons for Recommendations: To comply with the requirements of the Localism Act.

Cabinet Member(s) Cllr Sarah Bütikofer	Ward(s) affected
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Contact Officer, telephone number and email:
James Claxton, Human Resources Manager, james.claxton@north-norfolk.gov.uk
(01263) 516352

18. TEMPORARY APPOINTMENTS TO A PARISH COUNCIL

175 - 178

Summary

This report recommends that a temporary appointment is to be made by the District Council to Briningham Parish Council to ensure that the Parish Council is able to lawfully function until such time as the requisite number of vacancies are filled.

Recommendations:

That Council:-

- i) **Resolves that District Councillor Andrew Brown (Study local ward member) and County Councillor Steffan Aquarone (Melton Constable Division) and one other district councillor, be appointed to serve as temporary members of Briningham Parish Council until 6 May 2021, when an election (unless uncontested) will be held.**
- ii) **The Monitoring Officer be authorised to make the necessary order to give effect to the temporary appointments.**

19. PORTFOLIO REPORTS

179 - 216

To receive reports from Cabinet Members on their portfolios.

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

No member may ask more than one question (and a supplementary question) unless the time taken by members' questions does not exceed 30 minutes in total, in which case second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

20. QUESTIONS RECEIVED FROM MEMBERS

None Received.

21. OPPOSITION BUSINESS

None Received.

22. NOTICE(S) OF MOTION

None Received.

23. SUPPLEMENTARY ITEM - BUDGET AMENDMENT

217 - 230

An amendment to the Budget has been proposed. This item was put forward after the agenda was published.

24. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

25. PRIVATE BUSINESS