

Cabinet



Please contact: Emma Denny

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Friday, 5 March 2021

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 15 March 2021 at 10.00 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, committee meetings 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: Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires and Mr J Toye

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. MINUTES** 1 - 16

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 01 February 2021 and the Special Meeting of Cabinet held on 23rd February 2021
- 3. PUBLIC QUESTIONS AND STATEMENTS**

To receive questions and statements from the public, if any.
- 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. DECLARATIONS OF INTEREST** 17 - 18

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. Members are requested to refer to the attached guidance and flowchart.
- 6. MEMBERS' QUESTIONS**

To receive oral questions from Members, if any
- 7. RECOMMENDATIONS FROM CABINET WORKING PARTIES** 19 - 20

To receive recommendations from the Planning Policy & Built Heritage Working Party meeting held on 22 February 2021 (attached)
- 8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee consideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules
- 9. BUDGET MONITORING 2020/21 PERIOD10** 21 - 60

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of January 2021. The report also provides an update on the financial impact of Covid-19 on the Council's Financial position.

Options considered: Not applicable.

Conclusions: The overall position at the end of January 2021 shows an £8,443,191 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £164,729 which, as per the previous COVID update, is to be funded from the General Fund reserve if required.

Recommendations: It is recommended that Cabinet:

- 1) note the contents of the report and the current budget monitoring position;**
- 2) agree to fund any deficit from the General Fund reserve at the year-end if required**
- 3) Approve the capital programme funding as identified from reserves.**

Reasons for Recommendations: To update Members on the current budget monitoring position for the Council.

Cabinet Member(s) Ward(s) affected
Cllr Eric Seward
Contact Officer, telephone number and email:
Duncan Ellis, 01263 516330, Duncan.ellis@north-norfolk.gov.uk

10. PROJECT GOVERNANCE & MANAGEMENT FRAMEWORK

61 - 70

Summary: This report seeks to outline new project governance and management processes. The proposal seeks to satisfy recommendations made within recent audit reports and reflect responsibilities of various officers within the new management structure.

Options considered: Various options for improvements to Project Management and governance were considered as part of the proposal to form a Corporate Delivery Unit (CDU). These proposals were discussed by the Senior Leadership Team and Cabinet whose comments and steer have culminated in this paper.

Conclusions: The proposals provide a robust framework for improved project management across the Council and aim to satisfy recent audit recommendations. Supported by clear

governance and reporting processes the proposal offers a solid foundation for moving forward, whilst also providing flexibility to refine and improve further as the process evolves. Training will be provided to officers and members on the process once approved.

Recommendations:

- 1. To approve the project management and governance processes detailed within this report.**
- 2. To agree to establish a Cabinet Working Party to oversee key projects that form the delivery of the Corporate Plan, making recommendations to Cabinet as and when required and to agree the Terms of Reference for the Working Party as outlined on page 5 of the report**
- 3. That the North Walsham Heritage Action Zone Working Party be dissolved, with oversight of the project now being undertaken by the Cabinet Working Party for Key projects**

Reasons for Recommendations:

The Council recognises the need to improve and formalise Project Management practice across the Council. The proposal will satisfy Audit recommendations NN2001 Project Management.

Cabinet Member(s) Sarah Butikofer	Ward(s) affected Potentially All
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Contact Officer, telephone number and email:
Steve Blatch, Chief Executive

[Tel:- 01263 516232](tel:01263516232); Email:- steve.blatch@north-norfolk.gov.uk

11. PURCHASE OF FURTHER TEMPORARY ACCOMMODATION UNITS - USING UNDERSPENDS

71 - 78

Summary:

This report seeks support to use £546,270 of underspends from other housing related budgets in the 2020/21 Capital Programme to be used to fund purchase of further properties to be used as Temporary Accommodation for homeless households.

Options considered:	Do not use this underspend for purchase of Temporary Accommodation but instead carry the funding forward (in the case of Disabled Facilities Grant budget) or do not use this underspend for the purpose it was allocated (in the case of Next Steps Accommodation Programme budget).
Conclusions:	The Council has a duty to provide temporary accommodation for homeless households. The Council purchases much of this accommodation from the private sector with a significant net cost to the Council. Using housing related underspend to purchase further properties will enable the Council to provide quality, flexible homes for temporary accommodation. Use of Disabled Facilities Grant underspend from 2020/21 to purchase accessible homes is in line with the Council's agree Better Care Fund spending. Use of the 2020/21 underspend will not put additional pressure on the 2021/22 adaptations budget as sufficient funding is expected to meet demand. A longer term review of use Disabled Facilities Grant is planned to identify options for better ways of providing adapted homes.
Recommendations:	That Cabinet allocate £546,270 of budget in the 2020/21 capital programme to be used for future purchase of temporary accommodation. That Cabinet gives delegated authority to a Chief Officer, in consultation with the Portfolio Holder for Housing & Benefits, for the purchase of the specific properties within the overall re-allocated budget of £546,270 (with all purchases subject to an independent valuation and survey).
Reasons for Recommendations:	To provide authority for expenditure over £100,000.

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)

Purchase of two properties for use as Temporary Accommodation for homeless households – Cabinet, 2 March 2020 Purchase of further property for use as Temporary Accommodation for homeless households - Cabinet 18 May 2020 and Cabinet 7 July

2020
Purchase of four units of Temporary / Move-on accommodation for
Rough Sleepers – Purchase recommendations - Cabinet 7 December
2020

Cabinet Member(s) Ward(s) affected:
Cllr Greg Hayman District-wide

Contact Officer, telephone number and email:
Nicky Debbage, Housing Strategy & Delivery Manager, 01263 516027,
nicky.debbage@north-norfolk.gov.uk

12. MANAGING PERFORMANCE QUARTER 3 2020/2021

79 - 134

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, and 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 4th 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: **To note this report, endorse the actions being taken by Corporate 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

Contact Officer, telephone number and email:

Steve Blatch, Chief Executive

Email:- steve.blatch@north-norfolk.gov.uk ; Tel:- 01263 516232

13. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

14. PRIVATE BUSINESS