

Overview & Scrutiny Committee



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Tuesday, 13 April 2021

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held **remotely via Zoom** on **Wednesday, 21 April 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

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.

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, 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 24th March 2021.

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

13 - 14

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:

At the meeting held on 12th April 2021, Cabinet RESOLVED to accept the following recommendation:

North Norfolk District Council - Equality, Diversity and Inclusion Strategy 2021-2025

That the Strategy, or Policy, is progressed through the next stages of development, subject to the consideration of amendments suggested by the Overview & Scrutiny Committee.

10. NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE RECOVERY PHASE OF THE CORONAVIRUS PANDEMIC

15 - 24

Summary:

This report details the actions taken by North Norfolk District Council in responding to the ongoing Coronavirus Pandemic at a strategic, local and organisational level over the period December 2020 - March 2021. Actions taken are outlined in the report. These include:-

- monitoring and responding to the rising number of local cases of COVID in the District during December 2020 and January 2021;
- making payments of COVID business grants in respect of the Tier 4 lockdown in Norfolk from 26th December 2020 and then the third national lockdown from 4th January 2021;
- supporting local health partners roll out delivery of the vaccine programme across North Norfolk;
- development of advice and support for the staged re-opening of local businesses as per the national roadmap from 12th April, 17th May and 21st June;
- preparing the District for the forthcoming visitor season through refreshing our "You are Welcome" reassurance programme, supported by social distancing measures, fogging of public toilets and other assets so as to provide as safe an environment for local residents and visitors as possible;
- holding conversations with the Council's staff about New Ways of Working beyond COVID capturing the benefits of remote working through maintaining customer service provision over the internet and telephone, whilst re-opening the offices to personal callers
- participation in the Marie Curie National Day of Reflection by lighting up Cromer Pier in yellow lights;
- holding discussions with the Norfolk Public Health Team to develop and deliver a programme of surveillance testing for local businesses over the coming months
- continued to support twice weekly mobile testing facilities on Council car parks in Cromer, Fakenham and from early February in North Walsham
- 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 in preparing for Recovery as lockdown restrictions are lifted in the coming months.

Options considered:

The Council's response to the ongoing Coronavirus Pandemic has been led through regular meetings of its Local Co-ordination Group civil contingency arrangements which has considered options dynamically based on data on local case numbers and Government statements and announcements

Conclusions:

The report details the actions taken by the District Council during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting our local communities and businesses during the extended third all-England lockdown and working with partners to support delivery of the local vaccination programme and in preparing the District for the forthcoming visitor season which is expected to be very busy with large numbers of staycation and day visitors.

Recommendations: Cabinet is asked to note and comment upon the Council's actions during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting businesses during the extended third all-England lockdown, working with partners to support delivery of the local vaccination programme and preparing the District for the forthcoming tourist season.

Reasons for

Recommendations: To ensure the Council continues to support our residents, businesses and communities respond to the ongoing Coronavirus Pandemic and has in place necessary arrangements to support Recovery as lockdown restrictions are lifted and large numbers of tourist visitors are anticipated to spend time in the District in the coming months.

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

Ward(s) affected
All

Contact Officer, telephone number and email:
Steve Blatch, Chief Executive
Email:- steve.blatch@north-norfolk.gov.uk
[Tel:- 01263 516232](tel:01263516232)

Summary: This report outlines opportunities presented to North Norfolk through the Government's new UK Community Renewal and Levelling Up programmes and outlines how the Council might seek to position itself to take advantage of these opportunities.

Options considered: It is considered that these new funding programmes present opportunities to secure external funding for the District to support the Council's Corporate Plan objectives through the Council acting in its community leadership role. Alternatively, the Council could leave it to other local stakeholders to develop project proposals but it is believed that this might not realise the full benefits of a more co-ordinated approach proposed by the Council as outlined in the report.

Conclusions: The Council should seek to adopt a strategic leadership role in seeking to co-ordinate the development of a programme of projects at North Walsham and Fakenham for submission to Government under the UK Community Renewal and, as appropriate, the Levelling Up Fund programmes

Recommendations: **Cabinet is asked to:-**

- **note the opportunities presented to North Norfolk by the new UK Community Renewal and Levelling Up programmes**
- **endorse the proposals made that a programme of complementary projects be developed in respect of the future planned growth of North Walsham and Fakenham as sustainable locations for future housing and business development at scale supported by provision of key transport, health, education community and green infrastructure and submitted to the County Council as lead body for endorsement and onward submission to the Government**
- **to agree that in developing any proposals the Council establishes a Strategic Stakeholder Board and Steering Groups for North Walsham and Fakenham to support project**

**development and oversee
programme delivery**

**Reasons for
Recommendations:**

To realise opportunities to secure UK Government funding into North Norfolk to support investment in projects which meet priorities outlined in the Council's Corporate Plan as they relate to provision of housing, economic growth, environment and climate change and quality of life.

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 Butikofer, Leader of the Council	All

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

Summary: North Norfolk District Council's (NNDC) Corporate Plan commits to the delivery, and adoption, of an Environmental Charter.

The draft Environmental Charter is based on evidence and views contributed at engagement events and has been formulated with the input of a wide range of officers and members, through a series of workshops. The draft document appended to this report therefore takes into account how the policy will apply to different services areas. Prior to its final approval, adoption and publication, the draft will be shared with external stakeholders via the Environment Forum, and any further feedback will be taken into account.

Options considered: To endorse the draft Environmental Charter for consultation with the Environment Forum, prior to a revised draft being considered by Cabinet and Council for adoption

Conclusions: The Environmental Charter is an important step in the Council's approach to dealing with the Climate Change Emergency declared in April 2019. Born out of public and stakeholder proposals garnered at the Council's 'Environment Forum' the Environmental Charter is a public facing document which sets out NNDC's path towards environmental excellence and a net-zero carbon emissions future.

Recommendations: The recommendation is to endorse the draft Environmental Charter for consultation with the Environment Forum, prior to a revised draft being considered by Cabinet and Council for adoption.

Reasons for Recommendations: NNDC's Corporate Plan commits to delivering an Environmental Charter. Once approved the Environmental Charter will become an adopted Council document which will enable this element of the Corporate Plan to be delivered whilst simultaneously reinforcing NNDC's commitment to addressing the climate change emergency, which it declared in April 2019. Engaging with the Environment Forum will complete the circle of engagement as the concepts within the Charter are derived from input provided at the first Forum workshop.

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)

N/A

Cabinet Member:
Cllr Nigel Lloyd

Ward(s) affected:
District Wide

Contact Officer:
Environmental Policy Officer
annie.sommazzi@north-norfolk.gov.uk

13. SHERINGHAM LEISURE CENTRE PROJECT UPDATE: APRIL 2021 43 - 44

To review and note the update.

WORK PROGRAMMES

14. THE CABINET WORK PROGRAMME 45 - 48

To note the upcoming Cabinet Work Programme.

15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 49 - 56

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.

16. 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.”

OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 24 March 2021 remotely via Zoom at 9.30 am

Committee Members Present:	Mr N Dixon (Chairman)	Ms L Withington (Vice-Chairman)
	Mr H Blathwayt Mr P Heinrich Mrs E Spagnola Mr C Cushing Mr P Fisher	Mrs W Fredericks Mr G Mancini-Boyle Mr A Varley Mr A Brown
Members also attending:	Mr T FitzPatrick (Observer)	Mr V FitzPatrick (Observer)
	Ms V Gay (Observer) Mr J Rest (Observer) Mr J Toye (Observer)	Mrs P Grove-Jones (Observer) Mr E Seward (Observer) Mrs A Fitch-Tillett (Observer)
Officers in Attendance:	Democratic Services and Governance Officer (Scrutiny) (DSGOS), Chief Executive (CE), HR Manager (HRM), Democratic Services Manager (DSM), Director for Resources/Section 151 Officer (DFR), Assistant Director for People Services (ADPS), Programme & Projects Manager (PPM) and Assistant Director for Sustainable Growth (ADSG)	
Also in attendance:	Chief Inspector Matt Dyson (CI) and Police Sergeant Toby Gosden (PS)	

153 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Housden.

154 SUBSTITUTES

None.

155 PUBLIC QUESTIONS & STATEMENTS

None received.

156 MINUTES

Minutes of the meeting held on 10th February were approved as a correct record and signed by the Chairman.

157 ITEMS OF URGENT BUSINESS

None received.

158 DECLARATIONS OF INTEREST

None declared.

159 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

160 CRIME AND DISORDER BRIEFING

The Chairman invited Chief Inspector Matt Dyson (CI) and Sergeant Toby Gosden (PS) of Norfolk Constabulary to provide a briefing on crime and disorder in relation to the Covid-19 Pandemic.

Briefing, Questions and Discussion

- i. The CI began the presentation on matters relating to Covid, and noted the Pandemic's significant impact on policing since restrictions began in March 2020. He added that a key aim of the Constabulary throughout the pandemic was to continue policing by consent, using the four principles of engage, explain, encourage and enforce. The CI noted that from a policing perspective, there had also been more serious hidden risks such as increased levels of domestic violence and exploitation.
- ii. The CI provided a heat map of the District showing the reported health order incidents, and noted that there had been over 4000 reported, with concentrations mainly in town centers. He then referred to the level of policing activity over a three month period from 1st January to 20th March, and noted that there had been 183 fixed penalty notices issued, 150 formal Covid warnings, and 327 engagement events.
- iii. The CI referred to the anticipated change in Covid legislation from 27th March 2021, and noted that there was general consensus that the guidance sought to minimise travel where possible, and from 12th April further easing of restrictions would allow shops, self-contained holiday accommodation and campsites to open. The CI reported that he was yet to see clear guidance on cross-county travel or restrictions on mileage, though a busy year of domestic travel was expected.
- iv. The PS informed Members that his Team was responsible for visibility and engagement across the District, with Beat Managers in all seven towns who had responsibility for engaging with schools, hard to reach communities and hospitals. He added that from the start of the Pandemic, the Team had also taken on responsibility for Covid patrols, which involved working alongside partner agencies such as NNDC to aid Covid wardens. It was reported that a decline in normal crimes such as burglaries, had meant that there was spare capacity for Response Teams to help with deployment plans, which included the use of a dedicated Covid patrol vehicle.
- v. The Chairman referred to domestic abuse and asked whether there had been any trends that might help the Council's response, in order to deliver better support services. The CI replied that the trend did show an increase in reports of domestic abuse of approximately 20%, and the PS added that reports could be cross referenced with issues reported to the Council, to ensure that concerns were not overlooked.
- vi. A slide on performance was shown which outlined the average number of crimes taking place per month, and it was reported that crime rates in North

Norfolk remained low relative to other districts. The CI provided further details on crime categories and noted that the 183 monthly violence against person crimes included injury and non-injury, stalking and harassment offences. It was noted that these figures were higher due to some incidents being counted as several separate crimes, such as harassment, criminal damage and assault. The CI reported that robberies were particularly low in North Norfolk, at just 4 in a twelve month period, whereas residential burglaries took place on average, once every three days. It was noted that there were challenges on more rural crimes such as arson, criminal damage and agricultural crime, though this only equated to approximately 10 per month. It was reported that there were no tier 1 or 2 county lines crimes impacting North Norfolk.

- vii. The CI stated that domestic abuse was always a high priority for the Police, and noted that body cameras were being used to capture the context and evidence of potential crimes, with a focus placed on early intervention, where possible. It was noted that 54% of domestic abuse victims did not support prosecution, which necessitated flexibility in supporting victims, and careful consideration of evidence to support potential prosecutions. The CI reported that unfortunately only 5% of domestic abuse cases ended with a positive outcome.
- viii. The CI referred to harassment and noted that there had been 273 harassment investigations in North Norfolk, of which 33 were domestic related incidents, with 48% of victims not supporting police action. He added that harassment cases had increased by approximately 32%, though some cases related to non-prosecutable offences. The CI reported that 21% of harassment reports related to online harassment, though this was often part of a wider case with additional issues such as phone calls. It was noted that body worn video had helped to provide evidence to lawyers to support cases. The PS added that crime numbers were also influenced by varied reporting standards, and that allegations of crimes were still counted towards statistics, even if they did not constitute a chargeable offence.
- ix. Cllr W Fredericks stated that she had been involved in supporting victims of domestic abuse, and said that it was evident that there significant gaps in support. She suggested that with the support of the Communities Manager, the Council should echo the Government's call for a taskforce to review these gaps with stakeholders. Cllr W Fredericks asked the officers in attendance whether they would be happy to be involved, to which the CI confirmed that they would support all efforts to improve victim support with a more holistic approach. Cllr L Withington stated that she was supportive of the proposal, and hoped to understand more about what was needed to improve prosecution rates for domestic abuse crimes.
- x. The CI introduced a slide on the Op Radium operation, which aimed to address courier fraud, described as cold callers impersonating Police Officers to defraud victims into sending large sums of money. It was noted that 159 incidents had been reported in North Norfolk, which was relatively high. The CI stated that the Police response was aimed at suspect identification and raising awareness of these types of crimes with residents, local businesses and banks, which had seen reasonable success. The PS added that Police Digital Investigators had also been employed by Norfolk Constabulary, to work with network providers to help identify suspects.

- xi. Cllr W Fredericks asked how best to contact the Police regarding any concerns for Norfolk residents. The CI replied that 101 was suitable for concerns unless an actual crime had taken place, in which case 999 would be more appropriate. The PS added that concerns could also be raised online to specific Stations via email.
- xii. Cllr L Withington asked whether WI's had been considered as a means to communicate with a wider audience, to raise awareness of fraud. The PS replied that this had been considered and would be pursued.
- xiii. Cllr G Mancini-Boyle suggested that more media attention should be applied to help educate elderly residents on the risks of fraud and scam calls.
- xiv. The PS introduced a slide on ANPR and informed Members that there were five live locations in North Norfolk, with plans to install an additional camera soon, as they were a valuable intelligence tool. He added that the cameras were considered a covert tactic used reactively to look for known offenders, and pro-actively to aid officers with responding to new crimes. It was noted that the cameras were third party funded to help decrease crime, but could also help officers to predict the routes of offenders. The PS reported that there was a dedicated Moonshot Team that closely monitored the ANPR cameras in order to intercept vehicles, often in relation to drug or drink driving offences.
- xv. The PS introduced the last slide on engagement and stated that the loss of PCSOs had made it more difficult to maintain a Police presence on streets, and it was therefore helpful to work with the public to gain intelligence. He added that a key means of developing this engagement at a Parish level was SNAP meetings, which were now hosted online, with increased attendance. It was noted that research in advance of meetings had been increased to develop a better understanding of issues effecting underrepresented groups. The PS stated that online meetings would likely continue alongside physical meetings, once Covid restrictions had come to an end.
- xvi. Six monthly parish meetings were discussed as a notable success for engagement, and it was stated that these would continue. The PS referred to Parish newsletters and noted that embedded information was contained, such as links to information on the number of crimes in local areas, as well as an update from the local Beat Manager. He added that local Teams also engaged with community organisations to ensure that any concerns were addressed and factored in to Police activity. It was noted that this approach had increased trust in local Beat Managers, which allowed them to develop improved local intelligence, leading to more successful operations.
- xvii. Cllr H Blathwayt referred to reports of Council provided license holders breaking Covid restrictions, and asked whether the Council shared this information for intelligence purposes. The PS replied that the Police did have an information sharing agreement with the Council, and stated that this was used on a regular basis.
- xviii. Cllr C Cushing referred to online engagement events and asked whether the Police could in any way adapt to using Zoom to increase engagement. The CI replied that there were ways around the issue that could be considered locally, if required.

- xix. Cllr A Brown referred to visitors from outside the District, and asked whether there was a problem of clarity with enforcement on this matter. The CI replied that the lack of a clear definition did require local interpretation, and that it would help if there was more clarity on the issue.
- xx. The CE stated that the Council had a strong working relationship with the Constabulary and regular contact was maintained to help police the District. It was noted that there were also Police Officers embedded within the Council, that sat within the help hub to provide support to residents.

RESOLVED

To note the briefing.

ACTIONS

Cllr W Fredericks to contact Chief Inspector to explore further opportunities for increased partnership working to tackle domestic abuse, reporting progress back to the Committee.

161 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

The Chairman introduced the item and informed Members that he had been contacted regarding the loss of affordable homes at Holt, and had subsequently made the decision to include the issue on the agenda for discussion.

Questions and Discussion

- i. The CE noted that correspondence had been shared with Members regarding the loss of affordable homes from the 2011 Site Allocations Plan, for which an outline application for 82 dwellings had been submitted with a policy requirement for 45% affordable housing. He added that once approved, the outline planning permission had been sold on to Norfolk Homes, who had then submitted a section 73 application to vary conditions of the original outline permission, including the affordable home requirements as part of a section 106 agreement. At this time no change was made on the provision of affordable homes, but with no agreement reached on this matter, the issue was referred to the High Court, with a judgement made against the Council that would no longer require the Developer to adhere to the requirement for 45% affordable housing.
- ii. The CE reported that he had asked the Head of Planning to review the issue, and consider whether there had been any failings in the process or by individuals, and what learning could be gained from the issue. It was noted that systems and processes had now been revised, though delivering affordable homes remained a challenge. The CE stated that North Norfolk had delivered ahead of its required housing targets since 2014, significantly above the levels from 2008-2013, and as the site in question was yet to be delivered, the issue remained subject to negotiation. He added that Norfolk Homes had now submitted a revised application with a lower number of affordable homes, subject to a viability assessment. It was noted that on other developments the Council had managed similar situations via Section 106 agreements, where affordable housing could not be delivered. As a result, the CE stated that the Authority had set to protect its position on the

provision of affordable homes in the context of a changing financial climate, and this case had been a learning opportunity. It was suggested that it would be helpful for the report to be presented to the Development Committee and the PPBH Working Party, to advise Members for future policy development.

- iii. The DSGOS informed Members that in considering the Committee's response to the issue, it should be noted that the Committee's remit was limited, in that it was not able to review quasi-judicial matters or regulatory decisions. He added that a potential option would be to consider the loss of affordable homes as part of the Planning performance review, that was already in place on the Committee's 2021/22 Work Programme. It was suggested that the Committee could also recommend that the report prepared by the Head of Planning be shared with the Development Committee and PPBH Working Party, to ensure that the necessary actions had been taken in response to the issue.
- iv. Cllr A Brown stated that he would welcome the report for review at PPBH Working Party, and noted that he was pleased with the efforts that had been made to negotiate twelve affordable homes as part of the revised application. He added that he had discussed the potential to review applications from the same era, to determine whether further lessons could be learnt, and confirmed that officers were confident that the Council had taken the necessary measures to avoid future occurrences.
- v. Cllr L Withington referred to the future planning performance review, and asked whether focus could be placed on the mitigation measures implemented, to ensure that the Committee were satisfied that all steps had been taken to avoid reoccurrence.
- vi. Cllr N Dixon proposed that a report outlining the issues and mitigation efforts taken to address the loss of affordable homes at Cley Road – Holt, be prepared for review by PPBH Working Party and the Development Committee. He added that the delivery of affordable homes and the lessons learnt from the issue should also be considered as part of the future Overview and Scrutiny Planning performance review. Cllr C Cushing seconded the proposals.

RESOLVED

- 1. To recommend that a report outlining the issues and mitigation efforts taken to address the loss of affordable homes at Cley Road – Holt, including the lessons to be learnt from deficient processes, be prepared for follow up action by the Planning Policy & Built Heritage Working Party and the Development Committee.**
- 2. That the delivery of affordable homes, and the lessons learnt from deficient processes, be considered as part of the Overview & Scrutiny Planning Performance Review in 2021/22.**

162 RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

None to report.

163 BUDGET MONITORING REPORT 2020/21 – PERIOD 10

Cllr E Seward – Portfolio Holder for Finance and Assets introduced the report and informed Members that at present there was a small overspend of £165k, though it was hoped this would be balanced by the year end. The DFR stated that the period 10 report highlighted the position of the revenue and capital account at the end of January 2021, with a further update on the ongoing impact of Covid-19. It was noted that a year-end deficit of approximately £1m had been forecasted in May, though this had reduced to £400k, and subsequently to £165k, as outlined in the report. The DFR stated that efforts continued to balance this deficit by the year end, though it could be covered by reserves if necessary. On fees and charges support, it was reported that the Council was expected to receive a grant of approximately £750k, to cover income losses incurred as a result of the pandemic. The DFR referred to grant schemes administered by the Council, and noted that the funding received for this had aided the Council's cashflow and delayed requirements for borrowing, that had saved approximately £350k. He added that the Council's investments had also seen an upturn, which in combination with savings equated to a positive budget impact of approximately £440k.

Questions and Discussion

- i. Cllr C Cushing referred to a request for £424k of additional funding for Cromer Pier that was expected to go to Cabinet, and asked when this would be considered. The DFR replied that the report would go to Cabinet in the coming months, as consultants were in the process of finalizing requirements. He added that work had been done approximately three years ago to move to a more regular maintenance schedule, with an annual requirement to prepare an updated report on the condition of the asset. It was confirmed following a question from Cllr C Cushing, that the £424k was additional funding, and had not yet been included in the Pier maintenance costs.
- ii. The recommendations were proposed en bloc by Cllr P Heinrich and seconded by Cllr W Fredericks.

RESOLVED

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

164 SHERINGHAM LEISURE CENTRE PROJECT UPDATE: MARCH 2021

Cllr V Gay – Portfolio Holder for Leisure, Wellbeing and Culture introduced the report and informed Members that the project remained on-track for completion in August, with no change to the budget. It was reported that a name had been decided for the new facility and it would now be known as The Reef, in recognition of the local landscape and geology of the North Norfolk coastline.

Questions and Discussion

Members agreed to note the report and continue the monthly project update reports.

RESOLVED

1. To receive and note the update.

165 PRE-SCRUTINY: NORTH NORFOLK DISTRICT COUNCIL EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2021-2025

The ADPS introduced the item and informed Members that the Council was required to update its equality objectives at least every four years, to meet the aims of the public sector equality duty. She added that the draft Strategy included four new objectives, in addition to a number of commitments to ensure that the Council treated people fairly as a community leader, service provider, and employer. It was noted that the Council had also approved a number of motions that demonstrated a wider interest and concern on matters relating to equality, diversity and inclusion, which had been adopted as part of the Strategy. The ADPS stated that the next step in developing the Strategy would be to undertake a public consultation and develop an action plan that would be updated annually. She added that a self-assessment against the LGA's Equalities Framework would also be completed to help to establish the Council's current position, alongside data from the 2021 Census. It was noted that the Strategy would also be supported by other initiatives, such as the Engagement Strategy, the Customer Services Strategy and the Quality of Life Strategy.

Questions and Discussion

- i. The Chairman sought clarification on whether the draft document was a Strategy or Policy and noted that there had been several references to both throughout the development process. He added that it was his expectation that a Policy document should be clear on the expectations and principles of the Authority, as well clearly expressing the culture of the organisation.
- ii. Cllr G Mancini-Boyle referred to page 61, and noted that he was pleased to see that his motion regarding the adoption of the IHRA definition of anti-Semitism had been included in the draft document. He noted the time it had taken to receive the draft, and suggested that efforts should be made to avoid similar delays in the future.
- iii. Cllr W Fredericks referred to employment application forms, and asked whether there were any plans to exclude gender titles or age from the application process to focus on skills. The HRM stated that this was an important issue, however the Council still used physical application forms, which meant that removing this data would present a challenge for equalities monitoring until an electronic application system was implemented. He added that whilst these changes were under consideration, there were checks and balances in place within the recruitment process to ensure that these concerns did not become an issue.
- iv. Cllr C Cushing stated that the draft document appeared to contain several actions that would not usually be contained within a Policy document, and noted that Policy should be used to outline the rules and expectations of an organisation. He then noted that other Councils in Norfolk would have their own policies, and asked whether there was a standard template available in

the public sector. The ADPS replied that there was not a standard template, though she had reviewed documents from neighbouring authorities, and noted that a Working Group had reviewed examples from across the country to identify useful examples. In response to comments on the format of the document as either a Policy or Strategy, the ADPS stated that she felt a Policy did not adequately demonstrate the Council's commitment to equality, diversity and inclusion. She added that subsequent policies would outline expectations for staff and service users, and noted that equality objectives did not fit well within a Policy document. It was noted that the draft document went beyond statutory obligations, which better suited a Strategy with a wider remit, that contained additional commitments identified within the Corporate Plan. Cllr C Cushing noted that there was a statutory requirement to update the Policy every four years, which was separate to developing a Strategy to deliver objectives, and mixing the two had created a confusing document, that had delayed delivering a Policy.

- v. Cllr A Brown referred to the gender pay gap review identified on page 62, and asked when the outcome of the review would be known, and whether this would outline the extent of the issue. The ADPS replied that this information was available on the Council's website, though it did not outline the efforts taken to address the gender pay gap. It was noted that there was further work required to determine whether the actions taken were adequate to address the issues. In the absence of the HRM as a result of a fire drill, Cllr A Brown requested that written reply be given on the efforts made to address the gender pay gap at NNDC.
- vi. Cllr P Heinrich stated that whilst he did not have an issue with the contents of the document as a means for implementing Policy, he could not see a clearly outlined set of policy statements, which he felt were crucial to understanding the Policy itself. The ADPS replied that more work was required to determine whether Members sought a Policy or Strategy document. The Chairman stated that a replacement Policy was required, that would be underpinned by strategies and action plans, that included clear SMART objectives as opposed to aspirations.
- vii. Cllr L Withington stated that there was confusion as to whether the document contained Strategy or Policy, and noted it should be seen as an encompassing umbrella document, that should be reflected in all activities of the Council. She added that it was therefore important to get the document right, with a separate clear Policy Statement. The ADSP agreed that a clear statement of intent was required, and this could be developed as work continued.
- viii. Cllr E Seward stated that in listening to comments, he accepted that there was a clear need to separate a Policy Statement from the Strategy, and added that in his experience, successful implementation of the Policy was crucial. He then referred to comments on blind application forms, and stated that certain data could be removed for applicant shortlisting. Cllr E Seward stated that he did regret the length of time it had taken to develop the draft document, and whilst the Pandemic had diverted resources, it would not have been acceptable under normal circumstances.
- ix. The Chairman referred to the Working Group that had helped to develop the document, and sought assurances that their input would be incorporated into the document, as well as giving consideration to a wider staff consultation.

He added that the self-assessment would also be a worthwhile exercise, and expected that it would help to further improve the document.

- x. The Chairman stated that on the basis of comments made, it would likely not be appropriate to approve the draft document without altering the wording of the recommendation. The DSGOS advised that the recommendation could be altered to approve the document, subject to amendment in relation to the comments made during the meeting. The Chairman requested that the recommendation also included reference to the further stages of development, such as the self-assessment exercise.
- xi. The recommendation as amended was proposed by Cllr C Cushing and seconded by Cllr G Mancini-Boyle.

RESOLVED

- 1. To recommend that the Strategy, or Policy, is progressed through the next stages of development, subject to the consideration of amendments suggested by the Committee.**

ACTIONS

- 1. That a written response is provided to the Committee on the efforts being taken to address the gender pay gap at NNDC.**

166 THE CABINET WORK PROGRAMME

The DSGOS stated that the Cabinet Work Programme had been updated following publication of the agenda, and there would now be reports on a Community Renewal Fund and Public Protection Orders going to Cabinet in April. He added that Environmental Charter would also go forward to Cabinet in May, following review by Overview and Scrutiny in April.

RESOLVED

To note the Cabinet Work Programme.

167 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The DSGOS noted that the draft Environmental Charter was expected for review at the April meeting, alongside the Sheringham Leisure Centre Project and Enforcement Board updates. He added that consideration would need to be given to the 2021/22 Work Programme at the May meeting.

Cllr L Withington suggested that lessons from the recent Scrutiny training should be taken into account when developing the 2021/22 Work Programme.

RESOLVED

To note the Work Programme.

168 EXCLUSION OF THE PRESS AND PUBLIC

The meeting ended at 12.13 pm.

Chairman

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Declarations of Interest at Meetings

When declaring an interest at a meeting, Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate to any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

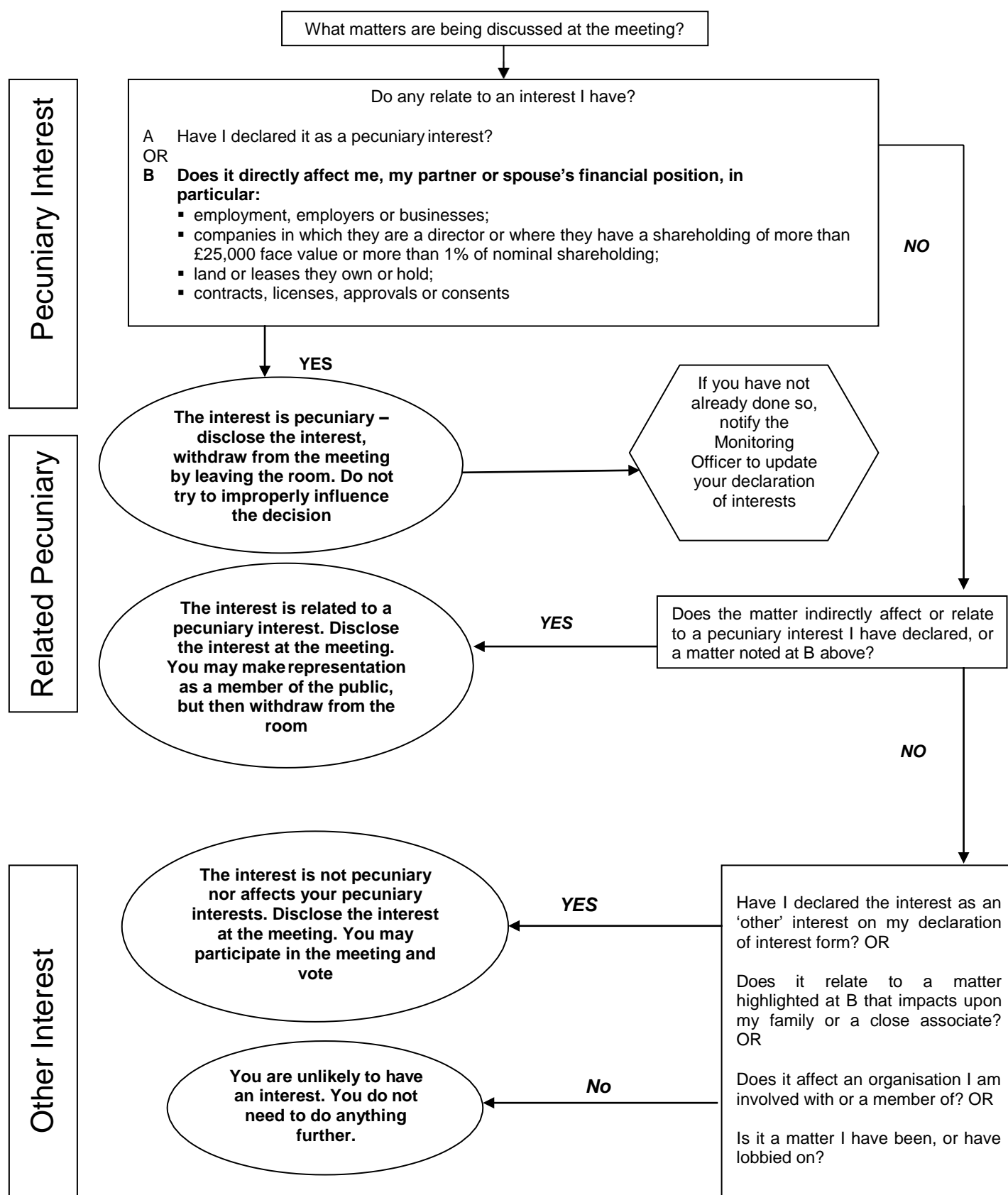
FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DEVELOPMENT COMMITTEE MEMBERS SHOULD ALSO REFER TO THE PLANNING PROTOCOL

Declarations of Interest at Meetings

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE RECOVERY PHASE OF THE CORONAVIRUS PANDEMIC

Summary:

This report details the actions taken by North Norfolk District Council in responding to the ongoing Coronavirus Pandemic at a strategic, local and organisational level over the period December 2020 - March 2021. Actions taken are outlined in the report.

These include:-

- monitoring and responding to the rising number of local cases of COVID in the District during December 2020 and January 2021;
- making payments of COVID business grants in respect of the Tier 4 lockdown in Norfolk from 26th December 2020 and then the third national lockdown from 4th January 2021;
- supporting local health partners roll out delivery of the vaccine programme across North Norfolk;
- development of advice and support for the staged re-opening of local businesses as per the national roadmap from 12th April, 17th May and 21st June;
- preparing the District for the forthcoming visitor season through refreshing our "You are Welcome" reassurance programme, supported by social distancing measures, fogging of public toilets and other assets so as to provide as safe an environment for local residents and visitors as possible;
- holding conversations with the Council's staff about New Ways of Working beyond COVID capturing the benefits of remote working through maintaining customer service provision over the internet and telephone, whilst re-opening the offices to personal callers
- participation in the Marie Curie National Day of Reflection by lighting up Cromer Pier in yellow lights;
- holding discussions with the Norfolk Public Health Team to develop and deliver a programme of surveillance testing for local businesses over the coming months
- continued to support twice weekly mobile testing facilities on Council car parks in Cromer, Fakenham and from early February in North Walsham

- 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 in preparing for Recovery as lockdown restrictions are lifted in the coming months.

Options considered:

The Council's response to the ongoing Coronavirus Pandemic has been led through regular meetings of its Local Co-ordination Group civil contingency arrangements which has considered options dynamically based on data on local case numbers and Government statements and announcements

Conclusions:

The report details the actions taken by the District Council during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting our local communities and businesses during the extended third all-England lockdown and working with partners to support delivery of the local vaccination programme and in preparing the District for the forthcoming visitor season which is expected to be very busy with large numbers of staycation and day visitors.

Recommendations:

Cabinet is asked to note and comment upon the Council's actions during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting businesses during the extended third all-England lockdown, working with partners to support delivery of the local vaccination programme and preparing the District for the forthcoming tourist season.

Reasons for

Recommendations:

To ensure the Council continues to support our residents, businesses and communities respond to the ongoing Coronavirus Pandemic and has in place necessary arrangements to support Recovery as lockdown restrictions are lifted and large numbers of tourist visitors are anticipated to spend time in the District in the coming months.

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

Ward(s) affected
All

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Tel:- 01263 516232

1. Introduction

- 1.1 The global Coronavirus pandemic event has now seen over 125 million infections and over 2.7 million deaths worldwide (World Health Organisation, 27th March 2021). In the UK there have now been over 4.3 million confirmed COVID-19 infections since the first cases were recorded in February 2020 and over 126,500 deaths (deaths within 28 days of positive test result; method of calculation revised by Public Health England on 28th July 2020) (UK Government COVID data – 27th March 2021).
- 1.2 The number of infections in North Norfolk, relative to many parts of the UK, has been, and remains, low – with a cumulative total of 2,989 confirmed infections in North Norfolk at 27th March - giving a rate of 2581.1 per 100,000 compared to an England average of 6727.6 per 100,000; meaning that North Norfolk has the tenth lowest cumulative rate per 100,000 population of the 314 local authority areas in England.
- 1.3 The number of cases in North Norfolk compared to many parts of the UK had remained very low throughout 2020 until 14th December 2020 when the 7-day rolling case rate exceeded 100 cases per 100,000 for the first time. In the following days, in common with rising rates of infection across the UK, the number of positive cases in North Norfolk rose rapidly and peaked at 442 cases per 100,000 population on 4th January 2021, when the Government introduced the third all-England lockdown. In the days following the 4th January 2021, the number of cases in North Norfolk reduced faster than the Norfolk and England averages and since 6th February 2021 daily new case rates in the District have averaged as being in single figures. Of the total 2,989 cases recorded in the District since the first cases were recorded on 13th March 2020 up to 27th March 2021, 1976 cases or 66% of all cases were recorded in the eight weeks 14th December 2020 to 8th February 2021.
- 1.4 In the rolling 7 days to 22nd March 2021, there were 14 recorded cases in the District, giving a case rate of 13.4 cases per 100,000 population meaning that under this measure North Norfolk had the fifteenth lowest rate per 100,000 population of any local authority area in England.
- 1.5 The total number of COVID deaths (within 28 days of a positive test) in North Norfolk since the first death on 27th March 2020 is 188, giving a rate of 179.3 per 100,000. This compares to an England average of 197.9 deaths per 100,000. As with the number of COVID infections in the District, the majority of deaths (111 cases or 59% of all deaths) in North Norfolk were recorded in the period 14th December 2021 through to 8th February 2021. On this indicator North Norfolk doesn't fare as well as many other authorities being the 123rd lowest local authority area in England out of 314 authorities, possibly reflecting North Norfolk's older demographic.

2. North Norfolk District Council's support for recovery

- 2.1 Adopting the same principle as previous reports to Cabinet on the pandemic, the following comments detail the actions taken by the District Council in response to the Coronavirus situation for the period December 2020 through until the end of March 2021:-

2.2 Monitoring local case rates

- 2.2.1 As local case numbers rose during December 2020 the District Council worked with local partners to deliver the Hands, Face, Space message to local residents and businesses and responded to the Government placing Norfolk in Tier 4 restrictions from 26th December 2020 by providing advice and support to local businesses, administering COVID local restrictions grants and paying Test and Trace payments to eligible people advised to self-isolate because of a positive COVID test or close contact with someone with a positive test. In early January, when case rates locally were still rising and the Government placed all England under a third national lockdown the Council very closely monitored infection rates in different parts of the District and delivered additional messaging in those areas with highest case rates to reinforce the message that people in those areas should take additional care in following Government advice.

2.3 Payment of COVID grants to local businesses

- 2.3.1 Since the announcement of the second national lockdown in November the Council's Revenues and Economic Growth Teams have paid out over £38million of COVID grant funds to local businesses (almost 20,000 individual payments) under nine different grant schemes covering the second and third England lockdown periods and the Tier 4 lockdown covering Norfolk for the period 26th December 2020 – 4th January 2021 including the Local Restrictions Support Grant Scheme, Wet Led Pubs scheme and the discretionary Additional Restrictions Grant Scheme.

2.4 Vaccine Programme

- 2.4.1 Vaccine take up in North Norfolk across the nine priority cohorts – ie age groups over 50, health and social care workers and people under 50 with a range of long-term health conditions as advised by the Joint Committee of Vaccination and Immunisation has been strong – starting initially through the Fakenham Medical Practice before Christmas and then extending to Sheringham Medical Practice, Rossis Leisure Centre, North Walsham, North Walsham Community Centre and Hoveton Village Hall in February and more recently local delivery at other GP practices and Cromer Hospital from dates in March. The District Council has strengthened its working relationship with local health colleagues around local vaccine delivery both at a Local Co-ordination Group level and at a frontline practical level with the Council's Property Services, Customer Services and COVID Support Officers all supporting local arrangements for vaccine delivery.
- 2.4.2 At 25th March 2021, 66% of the District's population over the age of 16 – some 61,100 people have had their first vaccination, meaning the District has one of the highest rates of vaccination nationally with many people in the oldest age cohorts and some health and social care staff now also receiving their second dose of the vaccine, giving increased protection from infection, severity of illness and hospitalisation.

2.5 Business advice and support

- 2.5.1 As local retail and hospitality businesses look to re-open in the coming weeks as national lockdown restrictions are lifted, the Council's Economic Growth and Environmental Health Commercial, Licensing and Public Protection

Teams are providing advice and guidance to businesses across a wide range of issues both through personal visits and via the Council's website where detailed guidance has been developed and posted – as per the link - [Home | Coronavirus: Support and Advice for Businesses \(north-norfolk.gov.uk\)](https://www.north-norfolk.gov.uk/coronavirus-support-and-advice-for-businesses)

- 2.5.2 The Government has also issued guidance that pubs, restaurants and cafes should be supported, where possible, to provide outdoor seating and dining spaces to accommodate customers as outdoor spaces are considered to be safer in terms of minimising the transmission of the virus. The Government has therefore relaxed permitted development rights relating to the provision of temporary structures, marquees and shelters and the Council's Planning, Licensing and Economic Growth Teams are therefore receiving a large number of enquiries about outdoor hospitality which required detailed consideration given the variety of businesses and context in which they operate relative to adjoining residential properties, amenity issues etc over perhaps a six month summer period.

2.6 Preparing the District for the forthcoming visitor season

- 2.6.1 As national lockdown restrictions are lifted in the coming weeks and uncertainties remaining about overseas travel, the District Council is working with local partners to plan for large numbers of staycation and day visitors coming to North Norfolk over the forthcoming visitor season. Many accommodation providers across the District are reporting strong demand / interest such that we are anticipating large numbers of visitors to the District from 12th April when self-contained accommodation can open and then from 17th May when the national roadmap proposes that serviced accommodation and caravan and campsites can re-open. Bookings are reported to be strong across all types of accommodation and across the whole of the spring and summer months, hopefully providing local tourism, retail and hospitality businesses to recover strongly after a period of considerable uncertainty and periods when they have been unable to trade, including the Christmas and New Year period and a second Easter Bank Holiday which is traditionally the start of the main tourist season.
- 2.6.2 The Government has recently announced further financial support for local authorities to prepare for the re-opening of their high streets, town centres and tourist areas through a new Welcome Back programme. Under this programme the District Council has been awarded £158,331 and arrangements are being made to refresh our "You are Welcome" reassurance programme, supported by social distancing measures, visitor information and signage and the fogging of public toilets and other assets so as to provide as safe an environment for local residents and visitors as possible. Additional COVID Support Officers are also being employed by the Council over the summer months paid for through funding made available to the Norfolk Public Health Team's Controlling Outbreak Management Fund budget as Norfolk seeks to support the safe re-opening of its tourist and town / city centre economies, which have now had some four months of "hibernation" through the national lockdowns since early November last year.
- 2.6.3 In addition officers are discussing with local partners whether additional temporary / peak season parking capacity can be provided in the key resort towns of Cromer, Sheringham and Wells and the provision of more litter bins, street and beach cleansing, cleaning of public toilets etc so as to manage

anticipated large numbers of visitors particularly during the late May Spring Bank Holiday and July and August; more details of which will be provided in due course as arrangements are confirmed.

2.7 Re-opening Council services to personal callers, adopting New Ways of Working and preparations for the elections on 6th May

- 2.7.1 As the phased lifting of lockdown restrictions proceeds as outlined by the Government, planning is taking place about how we open the Council offices to larger numbers of customers beyond the appointment system we have operated in recent months. During the COVID pandemic we have seen large numbers of customer enquiries and interactions with the Council move online and through telephone contacts and customer confidence in these arrangements presents longer-term opportunities for the Council to maintain and further improve customer access and service via these channels. Therefore, as with many customer service organisations, we have begun internal conversations with staff about New Ways of Working into the future which will seek to balance good customer service with remote and office based working moving forward. These conversations are now starting and will present opportunities for the Council moving forward in terms of our office estate, reducing our carbon footprint through reduced travel and providing new opportunities for the recruitment and retention of staff. Cabinet will be informed of the progress of these conversations as they proceed over the coming months.
- 2.7.2 In the meantime, the Council re-opened Cromer Pier in response to the first lockdown restrictions being lifted on 8th March and is planning to re-open the North Norfolk Information Centre from 12th April. From 12th April, recognising the re-opening of public services from that date, we are planning to receive larger numbers of customers to the Council's offices in Cromer and Fakenham in a COVID-secure way, not least because we expect a larger number of personal callers at that time with enquiries about postal and proxy votes for the Police and Crime Commissioner, County Council and some local elections on 6th May.
- 2.7.3 Detailed arrangements are also well advanced for the delivery of the elections on 6th May with all polling stations being assessed for COVID-safe practices including one-way systems, fogging with disinfectant in the days before polling day and with new signage advising voters of social distancing, need to wear face-coverings etc.
- 2.7.4 The Council is also in discussions with its contractors Everyone Active, Openwide and the RNLI beach lifeguards regarding the re-opening of leisure centres, Pier Pavilion Theatre and beach safety services in the weeks ahead as the lockdown restrictions are lifted and preparations for the summer visitor season move forward.

2.8 Housing and homelessness support

- 2.8.1 Throughout the pandemic the Council's Housing Options and Homelessness Team have continued to provide support services to people in housing need and at 29th March 2021 the Council was accommodating 40 households in temporary accommodation including 29 single people and 11 families. Of the 29 single people accommodated 15 are classed as rough sleepers and are

currently being accommodated through the “Protect” (Everyone In) programme.

2.9 Test and Trace Support Payments

2.9.1 In September, the Government announced that it would provide support payments, through local authorities, for people on low incomes who were required to self-isolate because of having a positive COVID test result themselves or being advised to self-isolate through a close contact as notified through the NHS Test and Trace system.

2.7.2 North Norfolk District Council received £43,500 for standard Test and Trace self-isolation payments and a further £26,337 for discretionary applications, as well as £26,472 for administration costs. These sums were to cover the period 12th October 2020 to 31st January 2021; with any unspent monies having to be returned to the Department of Health and Social Care.

2.7.3 These payments in North Norfolk are being administered by our Benefits Team. At 26th November we had received 22 applications for the standard £500 payment of which 9 applications had been approved with 1 application pending. For the Discretionary Payment we had 25 applications - with 8 applications approved, 10 rejected and 8 pending. Applications are appraised in accordance with Government criteria and guidance and payments can only be made where an applicant can demonstrate that they have seen a reduction in income through having to self-isolate and therefore being unable to work.

2.10 Mobile testing facilities – North Norfolk

2.10.1 Local COVID testing facilities have continued to be provided at least twice weekly in the district at The Meadow Car Park, Cromer and the Highfield Road Car Park in Fakenham and from early February the Vicarage Street Car Park in North Walsham, supported by District Council staff setting up the car parks for this purpose, reducing the need for local residents to travel long distances to access testing facilities.

2.11 Asymptomatic Surveillance testing

2.11.1 The Council is holding discussions with the Norfolk Public Health Team about a programme of asymptomatic surveillance testing for owners and staff of local businesses in the retail, tourism and hospitality sectors over the coming months as these sectors employ large numbers of staff in younger age groups unlikely to receive a vaccine until the mid to late summer. Regular Lateral Flow Testing of this workforce will therefore give confidence to business owners and customers of these important businesses within the local economy as the District accommodates large numbers of visitors over the summer months.

2.12 Marie Curie National Day of Reflection

2.12.1 The District Council was pleased to support the Marie Curie National Day of Reflection in memory of people lost to and support for people bereaved from COVID on 23rd March, which was the anniversary of the first national lockdown, by lighting Cromer Pier up in yellow lights. The Leader of the Council, Chief Executive and the two local ward members for Cromer

attended the Pier and met with a representative of the Marie Curie organisation for a moment of reflection.

2.13. Strategic Partnership working

2.13.1 Throughout the period December 2020 – end of March 2021, the District Council through the Chief Executive, Leader of the Council / Cabinet member Cllr Richard Kershaw, Director for Communities, Resilience Manager and Communications and PR Manager have continued to attend Countywide partnership meetings in support of managing the local response to COVID. This has included attending meetings of the Strategic Co-ordinating Group (SCG); Tactical Co-ordinating Group, and the Health Protection and Engagement Boards. Internally the Council has continued to operate its own civil contingency arrangements including at least weekly internal GOLD planning meetings. It is envisaged that these arrangements will continue for the foreseeable future as local partners seek to monitor and remain ready to respond to any rising case rates of infection in the coming weeks and months as the phased lockdown restrictions are lifted and a busy summer of staycation and day visitors see large numbers of people visit and spend time in the County – particularly in coastal and Broads locations.

2.13.2 Strong partnership working has also been developed and operated at an operational level through the Council's COVID Support Officers working closely as necessary with local police colleagues to manage long-distance visitors to the coast during the lockdown and undertaking enforcement visits in respect of breaches to COVID legislation around house parties and gatherings. Strong partnership working has also been developed with the Clinical Commissioning Group and local health partners in the delivery and promotion of the vaccine programme in the District.

3.0 Alignment with Corporate Plan objectives

- 3.1 As outlined in previous reports to Cabinet, the Coronavirus Pandemic is an unprecedented event of global scale, which has continued to require a significant and co-ordinated response by North Norfolk District Council.
- 3.2 It is believed that the Council has continued to respond well to the challenges presented by COVID, whilst continuing mainstream service provision and progressing actions outlined in the Corporate Plan.

4. Medium Term Financial Strategy

- 4.1 The Council's Finance Team continue to monitor the impact of COVID-19 on the Council's expenditure, income and overall financial position and will continue to report our position for the remainder of the financial year and the budget for 2021/22.

5. Financial and Resource Implications

- 5.1 See comments made at Section 4 above.

6. Legal Implications

- 6.1 Any decisions taken under emergency provisions through delegated powers / authority will be reported separately to Cabinet or Full Council as appropriate.

7. Risks

- 7.1 This report details the Council's ongoing response to the global Coronavirus pandemic, particularly the actions it has taken during the period December 2020 to the end of March 2021 in response to the second wave of infection the third national lockdown in England since 4th January 2021.
- 7.2 Decisions taken have continued to have been informed with reference to Government advice and guidance and decisions taken through the Norfolk Local Resilience Forum arrangements in the interests of the North Norfolk community, visitors and businesses. The Council's GOLD and SILVER civil contingency arrangements have continued to operate within the context of more strategic arrangements through the Norfolk Resilience Forum and Norfolk Health Protection Board structures with the overriding objectives of protecting the public health and lives of North Norfolk residents and visitors whilst seeking to balance the needs of local businesses, employment and the local economy.

8. Sustainability

- 8.1 None as a direct result of this report.

9. Equality and Diversity

- 9.1 None as a direct result of this report – however many of the actions taken by the Council over the past twelve months have sought to protect and support some of the most vulnerable people in our communities by virtue of their age, frailty, underlying health conditions or housing situation.
- 9.2 More recently the Council and partners have given thought to balancing the needs for support to local businesses and local residents in employment as the full economic impact of the pandemic is realised at a national and local level with rises in levels of unemployment, business closures, financial hardship, economic inclusion, mental health and wellbeing increasing and creating new and different demands on both the Council and other support services.

10. Section 17 Crime and Disorder considerations

- 10.1 None as a direct result of this report.

11. Recommendation:-

Cabinet is asked to note and comment upon the Council's actions during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting businesses during the extended third all-England lockdown, working with partners to support delivery of the local vaccination programme and preparing the District for the forthcoming tourist season.

UK COMMUNITY RENEWAL AND LEVELLING UP FUNDS

Summary: This report outlines opportunities presented to North Norfolk through the Government's new UK Community Renewal and Levelling Up programmes and outlines how the Council might seek to position itself to take advantage of these opportunities.

Options considered: ☐ It is considered that these new funding programmes present opportunities to secure external funding ☐ for the District to support the Council's Corporate Plan objectives through the Council acting in its community leadership role. Alternatively, the Council could leave it to other local stakeholders to develop project proposals but it is believed that this might not realise the full benefits of a more co-ordinated approach proposed by the Council as outlined in the report.

Conclusions: The Council should seek to adopt a strategic leadership role ☐ in seeking to co-ordinate the development of ☐ a programme of projects at North Walsham and Fakenham for submission to Government under the UK Community Renewal and, as appropriate, the Levelling Up Fund programmes

Recommendations: **Cabinet is asked to:-**

- **note the opportunities presented to North Norfolk by the new UK Community Renewal and Levelling Up programmes**
- **endorse the proposals made that a programme of complementary projects be developed in respect of the future planned growth of North Walsham and Fakenham as sustainable locations for future housing and business development at scale supported by provision of key transport, health, education community and green infrastructure and submitted to the County Council as lead body for endorsement and onward submission to the Government ☐**
- **to agree that in developing any proposals the Council establishes a Strategic Stakeholder Board and Steering Groups for North Walsham and Fakenham to support project development and oversee programme delivery ☐**

Reasons for

Recommendations: To realise opportunities to secure UK Government funding into North Norfolk to support investment in projects which meet priorities outlined in the Council's Corporate Plan as they relate to provision of housing, economic growth, environment and climate change and quality of life.

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 Butikofer, Leader of the Council	All

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

1. Introduction

- 1.1 As part of the Government's Budget announcements on Wednesday 3rd March 2021, two new funding programmes were announced - the UK Community Renewal Fund and the Levelling Up Fund, which are now being promoted as a fore-runner of the UK Shared Prosperity Fund to be launched in 2022.
- 1.2 North Norfolk is one of 100 priority areas able to submit proposals for funding through the UK Community Renewal Fund – the prospectus for which can be accessed via the following link:- [UK Community Renewal Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus).
- 1.3 Under the Levelling Up Fund the North Norfolk District is a Priority 2 area and can therefore bid for funds under this programme – the prospectus for which can be found via this link – [Levelling Up prospectus.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/levelling-up-fund-prospectus)
- 1.4 Both programmes therefore present new opportunities for the District to submit proposals which could lever Government funding into North Norfolk in the short and medium-terms and potentially in the longer term if proposals are developed for submission under the UK Shared Prosperity Fund budget from 2022.

2.0 The UK Community Renewal Fund

- 2.1 The headline issues of the programme are as follows:-

- £220 million programme in 2021, aiming to support community renewal, including skills development, economic renewal, infrastructure deficits etc

- 100 priority areas (including North Norfolk, Norwich, Great Yarmouth and Kings Lynn and West Norfolk)
- Projects with a value of up to £3million could be supported per area, with 90% of the funding for revenue spend and spend to be incurred by 31st March 2022
- Locally in Norfolk, the programme will be led by the County Council
- Bids for project funding to be submitted by lead authorities by 18th June 2021

3.0 The Levelling Up Fund

3.1 The headline issues of the programme are as follows:-

- Focuses on capital investment in local infrastructure, building on Growth Deal, Town Deal and Future High Street Fund programmes.
- Key themes of Transport Investments; Regeneration & Town Centre Investments; Cultural Investments.
- North Norfolk is a Priority 2 area under this programme, where projects would need to be “exceptional” to be successful
- Round 1 projects must have investment/delivery in 2021/22, with bids submitted by Friday 18 June 2021.

4.0 Opportunities for North Norfolk

4.1 Both of these new Government funding programmes present potential opportunities for North Norfolk to secure public funds to support project delivery within the District over the next few years. Considering the programme objectives and the Council’s priorities as laid out in the adopted Corporate Plan and emerging new Local Plan initial thinking is that a programme of investment projects could be developed at North Walsham and Fakenham which seek to build upon proposals for new housing and economic growth to be accommodated at scale at these locations through new Urban Extensions supported by good quality community infrastructure – including new link roads, health and education facilities, leisure and green infrastructure and business investment / employment opportunities. Proposals could be developed based on the two towns and their immediate economic geography, which in the context of North Walsham would include the Scottow Enterprise Park and the Bacton Energy Hub site recognising the contribution of the terminal site to UK gas supply and future potential as a site for production of blue and green hydrogen; and at Fakenham would include future opportunities at the former RAF West Raynham Technical Site and potentially the Tattersett Business Park site.

4.2 In order that the Council can demonstrate community and stakeholder support for any project proposals developed, and based upon knowledge of recent Government funding programmes such as the Future High Street Fund and Town Deal programme, it is recommended that the District Council establish a Strategic Stakeholder Board and Steering Groups for North Walsham and Fakenham to build capacity to develop a programme of investment projects in each location which can be “presented” as a coherent package to the County Council as lead local body before submission to Government. The Council should therefore look to establish such groups as

a matter of priority to take this workstream forward and hopefully realise the opportunities for the District presented by these new Government funding programmes in the short and longer terms.

5.0 Alignment with Corporate Plan objectives

- 5.1** The UK Community Renewal Fund and Levelling Up Fund would present new opportunities to secure external funding into North Norfolk to deliver a number of priorities identified in the Council's adopted Corporate Plan and should therefore be seen to align well with the Council's established priorities.

6.0 Medium Term Financial Strategy

- 6.1** As noted at paragraph 5 above, these new Government funding programmes would support the ambitions of the Council's Corporate Plan and therefore contribute to investment in the District and the Council's Medium Term Financial Strategy through adding value and capacity to the Council's priority objectives.

7.0 Financial and Resource Implications

- 7.1** See comments made at Section 6 above.

8.0 Legal Implications

- 8.1** Any projects developed for submission under either programme will consider the legal issues / implications as part of development and appraisal through the Council's recently adopted Corporate Governance and Project Management Framework.

9.0 Risks

- 9.1** There are no risks associated with this report at the present time. Any potential project risks will be assessed as project proposals are developed and appraised through the Council's recently adopted Corporate Governance and Project Management Framework

10.0 Sustainability

- 8.1** None as a direct result of this report.

11.0 Equality and Diversity

9.1 None as a direct result of this report.

12.0 Section 17 Crime and Disorder considerations

10.1 None as a direct result of this report.

13.0 Recommendation:-

Cabinet is ask to:-

- **note the opportunities presented to North Norfolk by the new UK Community Renewal and Levelling Up programmes**
- **endorse the proposals made that a programme of complementary projects be developed in respect of the future planned growth of North Walsham and Fakenham as sustainable locations for future housing and business development at scale supported by provision of key transport, health, education community and green infrastructure and submitted to the County Council as lead body for endorsement and onward submission to the Government**
- **to agree that in developing any proposals the Council establishes a Strategic Stakeholder Board and Steering Groups for North Walsham and Fakenham to support project development and oversee programme delivery**

ENVIRONMENTAL CHARTER

Summary:	<p>North Norfolk District Council's (NNDC) Corporate Plan commits to the delivery, and adoption, of an Environmental Charter.</p> <p>The draft Environmental Charter is based on evidence and views contributed at engagement events and has been formulated with the input of a wide range of officers and members, through a series of workshops. The draft document appended to this report therefore takes into account how the policy will apply to different services areas. Prior to its final approval, adoption and publication, the draft will be shared with external stakeholders via the Environment Forum, and any further feedback will be taken into account.</p>
Options considered:	<p>To endorse the draft Environmental Charter for consultation with the Environment Forum, prior to a revised draft being considered by Cabinet and Council for adoption</p>
Conclusions:	<p>The Environmental Charter is an important step in the Council's approach to dealing with the Climate Change Emergency declared in April 2019. Born out of public and stakeholder proposals garnered at the Council's 'Environment Forum' the Environmental Charter is a public facing document which sets out NNDC's path towards environmental excellence and a net-zero carbon emissions future.</p>
Recommendations:	<p>The recommendation is to endorse the draft Environmental Charter for consultation with the Environment Forum, prior to a revised draft being considered by Cabinet and Council for adoption.</p>
Reasons for Recommendations:	<p>NNDC's Corporate Plan commits to delivering an Environmental Charter. Once approved the Environmental Charter will become an adopted Council document which will enable this element of the Corporate Plan to be delivered whilst simultaneously reinforcing NNDC's commitment to addressing the climate change emergency, which it declared in April 2019. Engaging with the Environment Forum will complete the circle of engagement as the concepts within the Charter are derived from input provided at the first Forum workshop.</p>

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)

N/A

Cabinet Member: Ward(s) affected:
Cllr Nigel Lloyd District Wide

Contact Officer:
Environmental Policy Officer
annie.sommazzi@north-norfolk.gov.uk

1. Introduction

1.1 In April 2019 NNDC declared a climate change emergency.

Having considered the views of stakeholders, residents and community groups at the 'Environment Forums' held in 2019 NNDC committed to the development of an Environmental Charter and Action Plan with the view that these documents would outline the Council's route towards achieving environmental excellence and net-zero carbon emissions by 2030.

1.2 A draft Environmental Charter was prepared earlier this year and has been informed by a series of workshops with staff and Members. The draft document accordingly reflects the input from a wide range of internal stakeholders. It is now at a stage where it can be shared externally, prior to its adoption, following consideration of any representations. *Please see the draft version of the Environmental Charter in Appendix One of this report.*

1.3 The Environmental Charter was written assuming the definition of charter as 'a formal document which describes the rights, aims or principles of an organisation'.

1.4 The Environmental Charter comprises three main sections, each with differing aims and principles. These are summarised as:

- delivering change across the Council's own internal estates and operations in order to achieve environmental excellence and net-zero carbon emissions by 2030;
- the Council as a community leader and influencer, supporting and enabling our communities, stakeholders, businesses and residents to address the challenges presented by the climate change crisis; and
- how residents/citizens can act in support of the Council's environmental aims and make a difference in their own neighbourhoods to address the climate change crisis.

2. Current position

2.1 During the internal engagement process with both officers and Members the contents of the draft Environmental Charter were developed and discussed.

The overall document was well received and support from staff and Members for the principles, aims and ambitions of the Environmental Charter were overwhelmingly positive.

- 2.2. Feedback from these sessions has informed the draft Environmental Charter and the final draft version of the document is appended to the report (see Appendix One). The engagement workshops also elicited many ideas as to how the Charter's aims can be achieved and this will help inform the development of an action plan.
- 2.3 An Environment Forum session will be held on the 23rd April, where, among other feedback on the steps the Council has taken to address climate change since the first Forum in 2019, the draft Environmental Charter will be shared and feedback elicited.

3. Corporate Plan Objectives

- 3.1 The table below demonstrates how the Environmental Charter will meet key corporate priorities as contained within the Corporate Plan:

Corporate plan objectives	How the Environmental Charter supports Corporate Plan Objectives
Objective 4 Developing an Engagement Strategy to set out how we will consult with our customers and our local Communities	The Environmental Charter is a valuable communication tool which will be used to engage with residents, parish councils and community groups on the climate change crisis.
Objective 4.4 Establish Environment Panels	<p>The Environment Forum initially proposed that NNDC should adopt an Environmental Charter. The next Environment Forum is planned for the 23rd April 2021 and it is expected that Officers will provide an update on the progress made with the emerging Environmental Charter.</p> <p>The Environmental Charter specifically references the role that Environment Forums play in increasing environmental awareness within the District.</p>

<p>Objective 1.1</p> <p>Establish a framework by which the Council can work with interested parties as climate champions</p>	<p>The Environmental Charter explicitly references this Corporate Plan ambition by pledging to support a new generation of climate champions. This will be established by engaging with residents, communities and business groups across the District.</p>
<p>Objective 5</p> <p>Planting 110,000 trees – one for each resident</p>	<p>The Environmental Charter explicitly references this Corporate Plan ambition and advocates tree planting projects as an effective way in which to promote biodiversity within the District.</p>
<p>Objective 7.5</p> <p>Implement local community waste reduction measures, e.g. community fridges.</p>	<p>The Environmental Charter references the reduction in single use plastics, composting schemes and general waste reduction.</p>
<p>Objective 3</p> <p>Undertaking an audit to establish the Council's baseline carbon footprint</p>	<p>The Environmental Charter pledges to carry out a baseline carbon data report and to provide annual reports which update progress</p>
<p>Objective 2.1</p> <p>Formulate a Local Plan that supports the transition to a low-carbon future</p>	<p>The Environmental Charter references a range of the low carbon policies contained within the draft Local Plan.</p>

4. Financial and Resource Implications

- 4.1 There are limited/no financial implications resulting from the formulation or adoption of the Environmental Charter.

- 4.2 Despite this, the financial implications of the specific actions that will be taken in order to deliver the Environmental Charter will need to be considered at a later stage. These will be presented in the format of an Action Plan and will sit alongside the Council's carbon emission baseline information.

5. Legal Implications

- 5.1 N/A - whilst the Environmental Charter is a formal document it is not legally binding

6. Communication Implications

- 6.1 The Environmental Charter is an important tool for NNDC to use to communicate with residents, businesses, community groups and interested parties the work that is being done, and will be done, to address the climate change emergency in North Norfolk.
- 6.2 The Environmental Charter is a public facing document which will clearly set out the '*aims and principles*' that NNDC will uphold in order to address the climate change emergency.

7. Risks

- 7.1 The Council is morally obliged to act upon its declaration of the Climate Emergency; this Charter is the manifestation of that. It will also be expected to proactively deliver the pledges made within the Charter and it is anticipated that this will be scrutinised by pressure groups, private individuals and interested parties.
- 7.2 Failure to take action on the pledges contained within the Environmental Charter may expose the Council to reputational damage.
- 7.3 Failure to deliver a timely and well considered Environmental Charter may also expose the Council to reputational damage.

8 Equality and Diversity

No matters relating to equality and diversity arise from the contents of this report.

9 Section 17 Crime and Disorder considerations

This report raises no matters of concern to crime and disorder.

10 Sustainability implications

No negative matters relating to sustainability arise from this report.

11 Conclusions

The Environmental Charter is an important step in the Council's approach to

dealing with the Climate Change Emergency declared in April 2019. Born out of public and stakeholder proposals garnered at the Council's 'Environment Forum' the Environmental Charter is a public facing document which sets out NNDC's path towards environmental excellence and a net-zero carbon emissions future.

Our Environmental Charter

North Norfolk's environment contributes to the quality of life of local residents and plays a vital role in supporting the local visitor economy, as well as playing host to a wealth of natural and cultural assets and biological diversity. The Council has declared a **climate emergency** and therefore puts environmental considerations at the heart of its service delivery.

Our Environmental Charter states our commitment to action in order to **achieve net-zero carbon emissions by 2030**, showing how we will use our own resources wisely to set a direction through: our own actions; working with partners; and influencing others.

Chapter One

The steps that **we** are taking to achieve **net-zero carbon emissions** across our own estate and operations by **2030**

Chapter Two

What we will do as **community leaders** to meet the challenges of the climate change emergency **across the District**

Chapter Three

What **you** can do to **address the climate emergency** and help to promote **environmental excellence**

Chapter One

Our Environmental Charter

In April 2019 North Norfolk became the first district council in Norfolk to declare a climate change emergency. Since then we have pledged to achieve net-zero carbon emissions across our own estate and operations by 2030. To deliver this ambitious target we pledge to take the following important steps...

We will **Measure**:

- We will measure and publish **emission baseline data** for the council's estate and operations
- We will measure on an **annual basis** the progress we have made to reduce the council's carbon emissions and will **publish the findings**

We will **Manage**:

- We will **manage fossil fuel consumption** by reducing the carbon footprint of all our operational buildings to achieve net-zero carbon emissions by 2030
- We will **manage the carbon footprint** of our contractors by evaluating their emissions and carefully considering who we work with
- We will **manage waste** by becoming a **single-use plastic free** council by 2023
- We will **manage staff travel** by developing a council transport scheme which will promote online meetings and access to environmentally friendly modes of transport such as lift-share schemes, electric cars, bicycles and public transport

We will **Mobilise**:

- We will **mobilise** council staff and partner organisations through a **communication programme** which will promote and raise awareness of the steps the council is taking to tackle climate change across its estate and operations

- We will mobilise **all council staff** to implement this charter and respond to the climate emergency in the performance of their roles

Chapter Two

Our Environmental Charter

To meet the challenges of a climate change emergency we are going to need to be outward looking. Beyond the actions that we take to achieve net-zero carbon emissions across our own estate and operations we will also work alongside residents, businesses, schools and community groups to nurture meaningful progress within the District, therefore **we pledge to...**

We will **Invest**:

- We will invest in '**sustainable communities**' by providing grants of up to £15,000 for green initiatives which local town and parish councils and community groups can apply for
- We will invest in **community transport schemes**, which help residents to access local services
- We will invest in measures which **increase biodiversity** within the District such as **planting 110,000 trees by 2023**
- We will invest in local initiatives by providing advice, support, networks and/or the resources required to **enable green growth**

We will **Support**:

- We will support opportunities for **Active Travel schemes** that enhance walking and cycling infrastructure **across the District**
- We will support **the implementation of the 10 point plan** for a Green Industrial Revolution by ensuring that we are best placed to secure funding for investment within North Norfolk
- We will support the **emerging clean energy sector** by working with partners to enable innovative projects such as hydrogen energy and community renewable energy schemes

We will Inspire:

- We will inspire **citizens** throughout North Norfolk by delivering a climate change public engagement programme which will seek to improve 'carbon literacy' across the District
- We will inspire **businesses** within the District by providing a platform to promote 'green business' activities at council run events such as the annual Greenbuild event
- We will inspire **a new generation** of carbon reduction champions – young or old we want to help everyone to reduce their carbon footprint

Chapter Three

Our Environmental Charter

You can take part

- You can take part **by joining** in with public consultations and local events such as 'the big tree giveaway' and the 'Environment Forum'
- You can take part in **practical actions on climate change** by joining an environmental campaign, community group or activities in your own local community
- You can take part in **supporting local businesses** that are proactively making changes to improve the local environmental and reduce their own carbon footprint

You can Share

- You can share **news** about council events, local activities and environmental campaigns
- You can share **information** about climate change and environmental challenges with friends and family

You can Sign Up

- You can sign up to **personal pledges** to commit to changing your own actions to ones that will have a more positive impact upon the environment
- [You can sign up](#) to **find out** about to find out news, events and things that you can do to take action to address the climate change and environmental crisis.

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Sheringham Leisure Centre: project update April 2021

Detailed information relating to any aspect of the project can be obtained from Robert Young (Senior Reporting Officer) or Kate Rawlings (Project Manager) and clarification of any aspect of the table's content can be provided at or following the meeting.

	Forecast/ expected position	Current position	Notes/ comments
Time	Completion of phases 1 & 2 of the project (completion of the new building, demolition of Splash and completion of car park) originally programmed to be 29 Aug 2021.	Both phases of the project are contractually due to complete on 31 August 2021.	Metnor are currently evaluating options for accelerating the programme in order to achieve an earlier completion date. The building is watertight and much of the internal tiling has been completed.
Budget	£12,697,139	£12,832,942	No change to overall budget compared to that previously reported.
Issues log		No new issues have been identified further to those previously reported. The site is operating in a Covid-safe manner and there remains a zero tolerance on site for any breaches in safe practices so as to minimise the opportunity for the spread of disease on site.	Demolition of the splash building was completed with no issues arising.
Risk log	A risk log is being maintained. These are routinely monitored and revised, and controls are introduced to manage/ mitigate risks and provide assurance	The risks remain as previously reported. The risk log will be updated to take account of the current situation and any anticipated risks, with mitigation.	There have been some supply issues but none that have affected the critical path
Project Governance	The Portfolio Holder (PH) is Cllr Virginia Gay, the Council's Senior Reporting Officer (SRO) is Robert Young and the internal Project Manager is Kate Rawlings. Various other technical experts from within	The project team and responsibilities remain unchanged and meetings and reporting are occurring as scheduled. Meetings have largely been virtual, however, they have continued and regular site visits have also taken place, as appropriate.	All project meetings have carried on more or less as normal – although held virtually. Cllrs Gay and Kershaw along with Steve Blatch visited the site on 1 April.

	the Council are involved in the project as appropriate. The Council has procured the services of: an Employer's Agent, Project Manager and Cost Consultant (all provided by REAL Consulting); a Technical Architect (Saunders Boston Architects); and a Mechanical, Electrical and Pool Filtration Consultant (Silcock Dawson)		
Communications	<p>The Communications Plan covers:</p> <ul style="list-style-type: none"> • Planned activities at key milestones • Responses to issues and events as they occur • Routine communications to interested parties (including via the website) 	<ul style="list-style-type: none"> • The timelapse video is regularly updated and can be viewed at: https://www.north-norfolk.gov.uk/tasks/projects/timelapse-video/ • Opportunities are being developed to use this substantial project to showcase the careers featured in the project. Videos are being created as a resource to inspire young people. 	<p>The Reef name and logo have been well received.</p> <p>Arrangements for the ceremonial opening of The Reef are currently being considered in conjunction with Everyone Active</p>

North Norfolk District Council
Cabinet Work Programme
For the Period 01 April 2021 to 30 June 2021

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) Lead Officer	Corporate Plan Theme	Status / additional comments
April 2021					
Cabinet	12 Apr 2021	Community Renewal Fund	Sarah Butikofer <i>Steve Blatch</i> <i>Chief Executive</i>	<i>Economic Growth</i>	
Cabinet Scrutiny	12 Apr 2021 21 Apr 2021	RIPA – Review & Update	JohnToye <i>Steve Blatch</i> <i>Chief Executive</i>		
Cabinet	12 Apr 2021	Fakenham Urban Extension	Richard Kershaw John Toye <i>Duncan Ellis</i> <i>Director of Resources</i>	<i>Economic Growth</i> <i>Local Homes for Local People</i>	
Cabinet	12 Apr 2021	Information, Advice & Advocacy service	Virginia Gay <i>Sonia Shuter</i> <i>Health & Communities Manager</i>		
Cabinet	12 Apr 2021	Public Space Protection Orders	Nigel Lloyd <i>Emily Capps</i> <i>Assistant Director – Environment & Leisure Services</i>		
Cabinet	12 April 2021	Property Transactions - Disposal of property	Nicky Debbage Renata Garfoot	<i>Financial Sustainability</i> <i>Local Homes for Local Need</i>	 Possible Exempt information



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

North Norfolk District Council
Cabinet Work Programme
For the Period 01 April 2021 to 30 June 2021



Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) Lead Officer	Corporate Plan Theme	Status / additional comments
Cabinet	12 Apr 2021	Covid update	Sarah Butikofer Steve Blatch Chief Executive		
May 2021					
Scrutiny	24 Mar 2021	Equality & Diversity Policy	Sarah Butikofer Steve Blatch Chief Executive	Customer Focus	Pre Scrutiny
Cabinet	10 May 2021				
Council	26 May 2021				
Cabinet	10 May 2021	Environmental Charter	Nigel Lloyd Annie Sommazzi Environmental Policy Officer	Climate Change	
Scrutiny	21 April 2021				
Cabinet	10 May 2021	BSF / NNSCF Annual Review	Virginia Gay Sonia Shuter Health & Communities Manager	Customer Focus Environment	
Cabinet	10 May 2021	Apprenticeship Scheme	Sarah Butikofer Janella Hadlow HR Business Partner		
Cabinet	10 May 2021	Decisions taken under delegated authority	All Emma Denny		



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

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North Norfolk District Council
Cabinet Work Programme
For the Period 01 April 2021 to 30 June 2021

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) Lead Officer	Corporate Plan Theme	Status / additional comments
Cabinet	10 May 2021	Property Transactions	Nicky Debbage Renata Garfoot	<i>Financial Sustainability Local Homes for Local Need</i>	 Possible Exempt information
Cabinet Scrutiny Council	10 May 2021 19 May 2021 26 May 2021	Development of Solar Car port	Nigel Lloyd Rob Young Asst Director – Sustainable Growth		 Possible Exempt information
Cabinet	10 May 2021	Additional Restrictions Grant	Eric Seward Rob Young Asst Director – Sustainable Growth		
June 2021					
Cabinet	07 Jun 2021 16 Jun 2021 23 Jun 2021	Out-turn report	Eric Seward Duncan Ellis Head of Finance & Assets	<i>Financial Sustainability</i>	
Cabinet	07 Jun 2021 16 Jun 2021	Treasury Management Annual Report	Eric Seward Lucy Hume Chief Technical	<i>Financial Sustainability</i>	



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

North Norfolk District Council
Cabinet Work Programme
For the Period 01 April 2021 to 30 June 2021

	23 Jun 2021		<i>Accountant</i>		
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Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* *Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)*

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
May 2020				
Cabinet Scrutiny	NNDC Covid-19 Response	Sarah Butikofer Steve Blatch	To review the NNDC response to the Covid-19 pandemic	
Cabinet Scrutiny	Covid-19 2020/21 Budget Impact Report	Eric Seward Duncan Ellis	To review the impact of the Covid-19 pandemic on the Council's 2020/21 budget	
Scrutiny	Review of delegated decisions		To review any delegated decisions that have been made as a result the Covid-19 Pandemic	
July				
Cabinet Scrutiny	NNDC Transition from Response to Recovery Coronavirus Pandemic	Steve Blatch Sarah Bütikofer	To brief Members on NNDC's transition from the response to the recovery stage of the Covid-19 Pandemic	
Cabinet Scrutiny	Review of Delegated Decisions	Emma Denny	To allow Members an opportunity to review decisions taken under delegated authority	
Scrutiny	Sheringham Leisure Centre Project Update	Rob Young Virginia Gay	To update Members on the status of the Sheringham Leisure Centre Project	Quarterly
Scrutiny	Market Town Initiative - Interim Update	Matt Stembrowicz Richard Kershaw	To update Members on the current status of MTI projects in relation to the impact of Covid-19	Requested by Chairman
August				
Cabinet Scrutiny Council	Debt Management Annual Report	Eric Seward Sean Knight	To review the Report and make any necessary recommendations to Council	Annual
Cabinet Scrutiny Council	Treasury Management Annual Report	Eric Seward Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny Council	Financial Impact Covid-19	Duncan Ellis Eric Seward	To review any budget revision suggestions in relation to the financial impact of Covid-19	
Cabinet Scrutiny	Review of Delegated Decisions	Emma Denny	To allow Members an opportunity to review decisions taken under delegated authority	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
September				
Cabinet Scrutiny Council	Out-turn report/Budget Monitoring P4	Eric Seward Duncan Ellis	To make any recommendations to Council	Annual
Cabinet Scrutiny	NNDC Actions in the Recovery Phase of the Coronavirus Pandemic	Steve Blatch Sarah Butikofer	To review the Councils actions in relation to the recovery from Covid-19	
Cabinet Scrutiny	Delegated Decisions	Emma Denny Sarah Butikofer	To review Officer delegated decisions	Monthly
Cabinet Scrutiny Council	North Walsham Town Centre Public Realm Improvements	Rob Young Richard Kershaw	To inform the Committee of a substantial draw down of funds for a significant project	
Cabinet Scrutiny	Sheringham Leisure Centre Options	Rob Young Virginia Gay	To review options for the existing Splash facility	Requested by Committee
October				
Cabinet Scrutiny	Delivery Plan Re-prioritisation	Steve Blatch Sarah Butikofer	To review and comment on the re-prioritised Delivery Plan	
Cabinet Scrutiny	Performance Management Q1	Helen Thomas Sarah Butikofer	To review Council performance	Quarterly TBC
Scrutiny	Work Programme Setting	Matt Stembrowicz Nigel Dixon	To agree items for the Work Programme for the remainder of the municipal year	Annual
November				
Cabinet Scrutiny	Budget Monitoring P6	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
Scrutiny	Waste Contract Monitoring	Nigel Lloyd Steve Hems	To review the performance of the new waste contractor	Six Monthly
Cabinet Scrutiny	Delivery Plan: Income Generation & Savings Pre-Scrutiny	Sarah Butikofer Duncan Ellis	To pre-scrutinise the administration's income generation/cost saving proposals (Workshop)	Requested by Committee
Cabinet Scrutiny Council	Council Tax Discount Determinations 2020/21	Lucy Hume/Eric Seward	To determine the Council Tax discounts for 2020/21	Annual
Cabinet Scrutiny Council	Treasury Management Half-Yearly Report	Eric Seward Lucy Hume	To consider the treasury management activities	Six Monthly

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
December				
Cabinet Scrutiny	Performance Management Q2	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Quarterly
Cabinet Scrutiny Council	Fees & Charges	Eric Seward Duncan Ellis	To review the Council's fees and charges	Annual
Scrutiny	Scrutiny Panels – Terms of Reference	Matt Stembrowicz Nigel Dixon	To review and approve the Scrutiny Panel Terms of Reference	Requested by Committee
Cabinet Scrutiny	NNDC Covid-19 Current Phase Actions/Response Report	Steve Blatch Sarah Butikofer	To continue to monitor the Council's actions in response to the Covid-19 Pandemic.	
January 2021				
Cabinet Scrutiny Council	2021/22 Base Budget and Projections for 2022/23 to 2023/24	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny	NNDC Public Car Park Usage	Steve Blatch	To review the usage patterns of NNDC's public car parks	Requested by the Committee
Cabinet Scrutiny	Communications Strategy	Joe Ferrari Sarah Butikofer	To review the Council's communications strategy	
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
February				
Cabinet Scrutiny Council	Medium Term Financial Strategy	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2021/22 Budget
Cabinet Scrutiny Council	Treasury Strategy 2020/21	Eric Seward Lucy Hume	To review the treasury management activities and strategy for the investment of surplus funds	Annual
Cabinet Scrutiny Council	Capital Strategy	Eric Seward Lucy Hume	To review the deployment of capital resources to meet Council objectives & framework for management of the capital programme	Annual
Cabinet Scrutiny Council	Investment Strategy	Eric Seward Lucy Hume	To review the Council's Investment Strategy for the year 2020-21	Annual

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	Performance Management Q3	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
March				
Scrutiny	Crime & Disorder Briefing	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on tackling domestic abuse during the Covid-19 Pandemic.	Annual
Cabinet Scrutiny	Budget Monitoring P10	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	Pre-Scrutiny: Equality & Diversity Policy	Steve Blatch Sarah Butikofer	To review the draft Equality & Diversity Policy	Requested by Council
April				
Cabinet Scrutiny	Covid-19 Recovery Report	Steve Blatch Sarah Butikofer	To continue to monitor the Council's actions in response to the Covid-19 Pandemic.	
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	Pre-Scrutiny: Environmental Charter	Annie Somazzi Nigel Lloyd	To review the draft Environmental Charter	
Cabinet Scrutiny	UK Community Renewal & Levelling Up Funds	Steve Blatch Sarah Butikofer	To review arrangements for the funds	
May TBC	2021/22 Draft WP			
Cabinet Scrutiny	Enforcement Board Update	Nigel Lloyd	To receive an update Enforcement Board cases – inc how to raise concerns, resourcing of team and overview of properties	Six-monthly
Scrutiny	O&S Work Programme 2021/22	Matt Stembrowicz Nigel Dixon	To agree the draft 2021/22 Overview & Scrutiny Work Programme	Annual
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
Pending Items/To be Confirmed				
Scrutiny	Food Waste Collection Implications Report	Steve Hems Nigel Lloyd	To consider the impact of implementing a food waste collection service throughout the District	TBC

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Cabinet Scrutiny Council	Affordable Housing Strategy		Pre-Scrutiny of the affordable housing strategy	Potential Panel Item
Scrutiny	Development Planning Performance Review		Review of service over five year period against national performance framework	Potential Panel item – Spring 2021
Scrutiny	Monitor resource implications for Homelessness Strategy			Potential Panel Item
Scrutiny	Website design/functionality		To review the functionality of the Council's website	Requested by the Committee
Cabinet Scrutiny Council	Annual Action Plan TBC?	Sarah Bütikofer Helen Thomas		Annual
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2018/19	Matt Stembrowicz	Committee to approve and recommend to Council	Annual
Scrutiny	Market Towns Initiative Monitoring/Process Review	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process	Requested by the Committee – Upon project completion
Scrutiny	Council Asset Maintenance (Preventative) Maintenance Strategy		To review the Council's Asset Maintenance schedule	Requested by the Committee
Scrutiny	Ambulance Response Times/First Responders Briefing		Continue to Monitor work of NHOSC	Requested by the Committee - NHOSC
Scrutiny	Climate Change Strategy/Declaration of Climate Emergency	Nigel Lloyd	Review of actions in response to climate change	Potential Panel Item
Scrutiny	Economic Development Strategy		Review strategy	Potential Panel Item
Scrutiny	North Walsham Heritage Action Zone Project Monitoring		To monitor progress of the NWHAZ project	Requested by Committee
	Update on progress of savings proposals		To be included in Outturn report.	

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Overview & Scrutiny March 2021 Outcomes & Action List

	ACTION BY	PROGRESS/COMPLETION
<u>8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER</u> RESOLVED 1. To recommend that a report outlining the issues and mitigation efforts taken to address the loss of affordable homes at Cley Road – Holt, including the lessons to be learnt from deficient processes, be prepared for follow up action by the Planning Policy & Built Heritage Working Party and the Development Committee. 2. That the delivery of affordable homes, and the lessons learnt from deficient processes, be considered as part of the Overview & Scrutiny Planning Performance Review in 2021/22.	<p>Chief Executive/Assistant Director for Planning</p> <p>Scrutiny Officer</p>	<p>Future PPBH WP/ Development Committee Meetings TBC</p> <p>Overview & Scrutiny WP 2021/22</p>
<u>10. CRIME AND DISORDER BRIEFING</u> ACTIONS 1. Cllr W Fredericks to contact Chief Inspector to explore further opportunities for increased partnership working to tackle domestic abuse, reporting progress back to the Committee.	<p>Cllr W Fredericks</p>	<p>April/May 2021</p>
<u>11. BUDGET MONITORING REPORT 2020/21 – PERIOD 10</u> RESOLVED 1. To note the contents of the report and the current budget monitoring position. 2. To agree with the decision to fund any deficit from the General Fund reserve at the year-end, if required. 3. To agree with the approval of the capital programme funding as identified from reserves.	<p>Overview & Scrutiny Committee</p>	<p>March 2021</p>

