

Cabinet



Please contact: Emma Denny

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Thursday, 26 August 2021

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 6 September 2021 at 10.00 am.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting so that we can ensure compliance with current Covid regulations. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:emma.denny@north-norfolk.gov.uk.

Please note that this meeting is livestreamed:

<https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzg>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should 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.

Emma Denny
Democratic Services Manager

To: Mrs W Fredericks, Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires and Mr J Toye

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 10

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 05 July 2021 and the Special meeting of Cabinet held on 19th July 2021.

3. PUBLIC QUESTIONS AND STATEMENTS

To receive questions and statements from the public, if any.

4. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972

5. DECLARATIONS OF INTEREST

11 - 12

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 (see attached guidance and flowchart)

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM CABINET WORKING PARTIES

The following recommendation to Cabinet was made at the Planning Policy & Built Heritage Working Party meeting held on 16th August 2021:

Local Plan Policy – Small Growth Villages Policy

RECOMMENDED

1. That Happisburgh is removed from the list of Small Growth Villages.
2. That additional policy criteria are added to ensure that rural exceptions affordable housing schemes are prioritised in Small Growth Villages, and additional amendments
 - to explain how Neighbourhood Plans are impacted by the policy;
 - to clarify that the policy criteria applies to sites between .25 hectares and 1 hectare in size;
 - to provide clarification of the status of Hoveton as a Large Growth Village within the Local Plan.

8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee for consideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules

9. OFFICER DELEGATED DECISION MAY TO AUGUST 2021

13 - 16

Summary: This report details the decisions taken by Senior Officers under delegated powers from May to August 2021

Options considered: Not applicable.

Recommendations: **To receive and note the report and the register of officer decisions taken under delegated powers.**

Reasons for Recommendations: The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2. details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

| |
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| Delegated decision forms – as completed by the relevant officer |
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| Cabinet Member(s) All | Ward(s) affected All |
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Contact Officer, telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010

10. BUDGET MONITORING REPORT 2021/22 - PERIOD 4

17 - 32

Summary: This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of July 2021.

Options considered: Not applicable.

Conclusions: The overall position at the end of July 2021 shows an £2,934,144 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year underspend of £89,672

Recommendations: **It is recommended that Cabinet:**

- 1) Note the contents of the report and the current budget monitoring position.**

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

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

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| System budget monitoring reports |
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| Cabinet Member(s) | Ward(s) affected |
|-------------------|------------------|
| Cllr Eric Seward | |

Contact Officer, telephone number and email: Lucy Hume, 01263 516246, Lucy.Hume@north-norfolk.gov.uk

11. 2020/21 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT) 33 - 84

Summary: This report presents the provisional outturn position for the 2020/21 financial year which shows a General Fund underspend of £752,223. It also provides an update in relation to the Council's capital programme. Details are included within the report of the more significant year-end variances compared to the current budget for 2020/21. The report also makes recommendations for contributions to reserves.

Options considered: The report provides a final budget monitoring position for the 2020/21 financial year. The report makes recommendations that provide funding for ongoing commitments and future projects.

Conclusions: The revenue outturn position as at 31 March

2020 shows an overall underspend of £752,223. The final position allows for £255,917 from budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments for which no budget has been allocated in 2021/22. The position as reported has been used to inform the production of the statutory accounts which will then be subject to audit by the Council's external auditors.

Recommendations: **Members are asked to consider the report and recommend the following to Full Council:**

- a) **The provisional outturn position for the General Fund revenue account for 2020/21;**
- b) **The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2021/22 budget;**
- c) **Allocate the surplus of £752,223 to the Delivery Plan Reserve;**
- d) **The financing of the 2020/21 capital programme as detailed within the report and at Appendix D;**
- e) **The balance on the General Reserve of £2.326 million;**
- f) **The updated capital programme for 2021/22 to 2024/25 and scheme financing as outlined within the report and detailed at Appendix E;**
- g) **The outturn position in respect of the Prudential Indicators for 2020/21 as detailed in Appendix F and;**
- h) **The roll-forward requests as outline in Appendix H are approved.**

Reasons for Recommendations: To approve the outturn position on the revenue and capital accounts used to produce the statutory accounts for 2020/21.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

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| <i>Budget Monitoring Reports, NNDR returns</i> |
| Cabinet Member(s): Cllr Eric Seward |

Contact Officer, telephone number and email:
Lucy Hume, 01263 516246, Lucy.Hume@north-norfolk.gov.uk

12. TREASURY MANAGEMENT ANNUAL REPORT 2020/21

85 - 96

Summary: This report sets out the Treasury Management activities actually undertaken during 2020/21 compared with the Treasury Management Strategy for the year.

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

Conclusions: Treasury activities for the year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Recommendations: That the Council be asked to RESOLVE that The Treasury Management Annual Report and Prudential Indicators for 2019/20 are approved.

Reasons for Recommendation: Approval by Council demonstrates compliance

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

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

13. DEBT RECOVERY 2020-21

97 - 128

Summary: This is an annual report detailing the council's collection performance and debt management arrangements for 2020/21
The report includes a:

- A summary of debts written off in each debt area showing the reasons for write-off and values.
- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

Recommendations: To approve the annual report giving details

of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.

Cabinet member(s): Eric Seward
Wards: All
Contact Officer, telephone number, and e-mail: Sean Knight 01263 516347
Sean.Knight@north-norfolk.gov.uk

14. CUSTOMER SERVICES STRATEGY

129 - 180

Summary: Adoption of updated Customer Services Strategy

Options considered: An approved strategy is required.

Conclusions: The Customer Services Strategy provides a sound base for the definition and improvement of standards and performance and should be approved for adoption.

Recommendations: **Cabinet are requested to approve the Customer Standards Strategy for adoption.**

Reasons for Recommendations: This will allow the further definition and development of the Digital Customer Service Improvement programme.

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| Cabinet Member(s): Cllr. Lucy Shires | Ward(s) affected: All |
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Contact Officer, telephone number and email:
Sean Kelly, 01263516276, Sean.Kelly@North-norfolk.gov.uk

15. MANAGING PERFORMANCE Q1 2021-2022

181 - 244

Summary: The Managing Performance Report attached, as Appendix A, will enable the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and operational service performance. It gives an overview of progress towards achieving the objectives in the Corporate Plan, assesses the impact that Covid-19 has had on both these aspects of Council performance, and the actions being taken to address these issues and proposes any further action needed.

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

Conclusions: With the first six months of 2021 subject to extended national COVID lockdowns and restrictions, Coronavirus has continued to have a significant impact on the Council's capacity and ability to achieve all of the objectives in the Corporate Plan Delivery Plan 2019-2023. However, good progress has been made towards the refined list of objectives as agreed by Cabinet at its meeting of the 5th October 2021 during the period April – June 2021 as the Council and other bodies seek to rebuild and recover from the response phase of the pandemic.

Recommendations: **That Cabinet resolves to note this report and endorses the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.**

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

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| Cabinet Member(s) Cllr Sarah Bütikofer | Ward(s) affected All |
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Contact Officer, telephone number and email:

Steve Blatch, Chief Executive

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

16. ADDITIONAL RESTRICTIONS GRANT

245 - 258

Summary: Following the Council's success in fully defraying its initial allocation from the Government funded Additional Restrictions Grant (ARG), NNDC has now qualified for additional funding. The top-up fund represents an opportunity for the Council to continue to assist local businesses, with a particular focus on supporting the recovery process from the impact of the Covid-19 pandemic and helping them to become more resilient to potential future threats and challenges.

As agreed at Full Council on 28 April 2021, delegation is provided to the Director of Resources, in consultation with the Cabinet Portfolio Holder for Sustainable Growth, to:

1. establish the terms and processes to commit the remaining ARG fund by 30 June 2021, and;
2. develop a programme of business support using the anticipated ARG top-up funds that the District will benefit from following the full dissemination of the current fund.

The former point has now been concluded and the Council has received £760,411 to fund the delivery of a new programme of support. This report sets out the broad concepts for a proposed programme.

Options considered: The Council is obliged to use the ARG fund to support local businesses, particularly those who may not have been able to benefit from the mandatory grant schemes. The Government has advised that this should predominantly take the form of discretionary grants. However, the fund also allows the Council to use funding to deliver wider business support to which a range of options, including those outlined within this report, are possible.

The Council could choose to focus the remaining allocation solely on providing grants. However, it is recognised that businesses would additionally benefit from a broader offering of non-financial support to assist their recovery process, enable them to embed Covid-safe practices and to support resilience.

Conclusions: The Covid-19 pandemic has taken a considerable toll on local businesses. Whilst some businesses were able to trade to some extent, many have been heavily impacted, struggling to meet their ongoing fixed costs and now, having reopened, are having to make significant efforts to recoup their losses. However, it is also recognised that the pandemic has also created opportunities and new revenue channels, to which the Council would wish to nurture and encourage.

Whilst the mandatory schemes have played a significant role in helping some businesses, there are many others who did not qualify for these grants. The ARG scheme has to date helped to address some of those who have *slipped between the cracks*. The next phase provides an opportunity for the Council to further develop the scheme to provide a wider

range of assistance to help the local economy to bounce back.

Recommendations: It is recommended that Cabinet:

1. note the content of the report and the progress to date in committing the ARG funding;
2. agree and approve the Business Support and Recovery Grant Scheme;
3. confirm support for the appointment of administrative resource (1 FTE) to support the grant scheme(s) and, as required, to support the delivery of wider business support;
4. agree to the further development of a wider scheme, with specific targeted support for the visitor economy, social care sectors and digital skills;

Reasons for Recommendations:

To continue to support the recovery of the local economy and to ensure the funding is fully defrayed within the timescales determined by the Government.

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| Cabinet Member(s) Cllr Richard Kershaw Portfolio Holder for Sustainable Growth | Ward(s) affected All |
|---|-------------------------|

Contact Officer, telephone number and email:
Stuart Quick (Economic Growth Manager), 01263 516263,
stuart.quick@north-norfolk.gov.uk

17. **RATIFICATION OF NORFOLK STRATEGIC FLOODING ALLIANCE STRATEGY AND ACTION PLAN** 259 - 282

Summary: The newly formed Norfolk Strategic Flooding Alliance seek ratification from stakeholders of their strategy and action plan.

Options considered: To ratify the strategy in its current format
To not ratify the strategy in its current format.

Conclusions: The principles of the NSFA strategy and action plan are appropriate, reasonable and cover the wide range of flooding outcomes from both coastal and fluvial incidents. The strategy is a high level document which does not provide specific detail on the resource and

financial implications, although its principles appear to be sound.

Recommendations: That Cabinet ratify the Norfolk Strategic Flooding Alliance Strategy and Action Plan.

Reasons for Recommendations: To support a collaborate approach to flooding and water management in Norfolk. To ensure that there continues to be a planned and resilient approach to flooding across the County.

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)

| |
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| Ratification Draft. V3 Norfolk Strategic Flooding Alliance Strategy document and action plan |
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| Cabinet Member(s): Cllr Nigel Lloyd | Ward(s) affected: All |
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Contact Officer, telephone number and email: Emily Capps, 01263 516274 emily.capps@north-norfolk.gov.uk

18. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

19. PRIVATE BUSINESS