

# Overview & Scrutiny Committee



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Tuesday, 7 September 2021

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 15 September 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](mailto: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, Mr S Penfold, Ms L Withington, Mr H Blathwayt, Mr P Heinrich, Dr V Holliday, Mr N Housden, 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 14<sup>th</sup> July 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:

**10. DEBT RECOVERY 2020-21**

15 - 46

**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:** 1) 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):

All

Contact Officer,  
number, and e-mail:

Eric Seaward

All

telephone Sean Knight 01263 516347

[Sean.Knight@north-norfolk.gov.uk](mailto:Sean.Knight@north-norfolk.gov.uk)

11. BUDGET MONITORING REPORT 2021/22 - PERIOD 4

47 - 62

**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)*

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](mailto:Lucy.Hume@north-norfolk.gov.uk)

12. **2020/21 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)** 63 - 114

**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 the write the report and which do not contain exempt information)*

*Budget Monitoring Reports, NNDR returns*

Cabinet Member(s):  
Cllr Eric Seward

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

13. **TREASURY MANAGEMENT ANNUAL REPORT 2020/21**

115 - 126

**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 Recommendations:** Approval by Council demonstrates compliance with the Codes.

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](mailto:lucy.hume@north-norfolk.gov.uk)

**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.

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

Contact Officer, telephone number and email: Steve Blatch, Chief Executive

Email:- [steve.blatch@north-norfolk.gov.uk](mailto:steve.blatch@north-norfolk.gov.uk)

Tel:- 01263 516232



15. OFFICER DELEGATED DECISIONS (MAY TO AUGUST 2021)

191 - 194

- Summary:** This report details the decisions taken by Senior Officers under delegated powers from May to August 2021.
- Options considered:** Not applicable.
- Conclusions:** To receive and note the report and the register of officer decisions taken under delegated powers.
- Recommendations:** **To receive and note the report and the register of officer decisions taken under delegated powers.**
- Reasons for Recommendations:** The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2. details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate).

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW (Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Delegated decision forms – as completed by the relevant officer

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

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

## WORK PROGRAMMES

**16. THE CABINET WORK PROGRAMME** 195 - 198

To note the upcoming Cabinet Work Programme.

**17. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 199 - 208

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.

**18. 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.”