

Overview and Scrutiny Committee



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15 May 2018

A meeting of the **Overview and Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Wednesday 23rd May 2018 at 9.30am.**

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 516010, Email: democraticservices@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: Mrs S Bütikofer, Mrs A Claussen-Reynolds, Mrs J English, Ms V Gay, Mr S Hester, Mr M Knowles, Mrs B McGoun, Mr R Reynolds, Mr E Seward, Mr B Smith, Mr N Smith, Ms K Ward

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.

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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

(page 4)

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 25th April 2018.

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

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.

No items were submitted for consideration before the agenda was published. Any items raised at the meeting will be considered at the next meeting of the Committee.

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

The Committee made recommendations to Cabinet in relation to the Annual Action Plan. The next Cabinet meeting will take place on 11th June and the response will be provided to the next meeting of Overview & Scrutiny Committee on 20th June.

10. MARKET TOWNS INITIATIVE

(page 12)

To receive the draft minutes of the meeting of the Market Towns Initiative Working Group held on 2nd May 2018 and to receive an update from the Chairman of the Working Group on progress to date.

11. BEACH HUTS AND CHALETS TASK & FINISH GROUP

To receive an update from the Chairman of the Beach Huts and Chalets Task & Finish Group Following the meeting held on 9th May 2018 and the site visits held on 16th May 2018.

Work Programmes

12. THE CABINET WORK PROGRAMME (page 15)

To note the upcoming Cabinet Work Programme.

13. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE (page 18)

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 (decision list attached at page 18)

The draft Annual Work programme is attached at page 20 for Members to consider and adjust as required.

14. 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.”

15. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA

OVERVIEW AND SCRUTINY

Minutes of a meeting of the Overview and Scrutiny Committee held on 25 April 2018 in the Council Chamber, North Norfolk District Council, Holt Road, Cromer at 9.30 am.

Members Present:

Committee: Cllr K Ward (Chairman)

Cllr V Gay	Cllr R Reynolds
Cllr S Hester	Cllr R Shepherd
Cllr M Knowles	Cllr B Smith
Cllr N Lloyd	Cllr N Smith
Cllr N Pearce	Cllr D Young

Officers in Attendance: The Corporate Director (NB), the Monitoring Officer, the Head of IT and Digital Transformation, the Communications and PR Manager, the Democratic Services Manager and the Democratic Services Officer.

Members in Attendance: Cllr J Lee (Leader), Cllr S Arnold (Portfolio Holder for Housing, Planning and Planning Policy), Cllr R Price (Portfolio Holder for Property and Asset Commercialisation), Cllr N Coppack, Cllr A Fitch-Tillett, Cllr A Green, Cllr J Rest and Cllr R Stevens.

Also in Attendance: Peter Rogers, North Norfolk Radio.

147. APOLOGIES

Apologies were received from Cllr S Bütikofer, Cllr A Claussen-Reynolds, Cllr H Cox, Cllr J English, Cllr B McGoun and Cllr E Seward.

148. SUBSTITUTES

Cllr R Stevens for Cllr J English, Cllr R Shepherd for Cllr A Claussen-Reynolds, Cllr D Young for Cllr S Bütikofer, Cllr N Lloyd for Cllr E Seward and Cllr N Pearce for Cllr B McGoun.

149. PUBLIC QUESTIONS

No public questions were received.

150. MINUTES

The minutes of the Overview and Scrutiny Committee held on 21 March 2018 were accepted as an accurate record and signed by the Chairman.

151. ITEMS OF URGENT BUSINESS

None

152. DECLARATIONS OF INTEREST

To be taken, if necessary, at the appropriate item on the Agenda.

153. PETITIONS FROM MEMBERS OF THE PUBLIC

None

154. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

The following items had been submitted by Members of the Council for inclusion on an agenda of the Overview & Scrutiny Committee meeting. The Committee considered how it should respond to such requests and when to schedule them into the work programme:

“Some Members have the App "Docs to Go" installed on their iPads which is used to manage constituency related work such as letters. Members were advised that this was a safe way to store and manage such confidential correspondence and, in addition, would reduce the need to print off and keep hard copies. One member has now lost all of the information stored in ‘Docs to Go’ and has been told that it cannot be retrieved. They have therefore requested that the Committee looks at IT provision and support for Members – with a particular focus on constituency related work and that a response is provided as to why Members were provided with a facility that it is not secure”.

Cllr R Reynolds read a statement from Cllr A Claussen-Reynolds who was unable to attend the meeting. She stated that “Docs to Go” had been installed on her device in the early years of her being a councillor and that this had been a decision of the IT department. She had been happy with the application, found it user-friendly and had used it a lot, and in good faith. When she lost all her documents, she contacted the IT department who were unable to retrieve them. This had caused her great concern and she was disturbed when she was told that Docs to Go was just an app and, as such, was not secure. She appreciated that the Head of IT and Digital Transformation was not in post when the app was installed, but assured him that it was an IT initiative.

The Head of It and Digital Transformation expressed regret at what had happened but confirmed that the app had only been installed on four iPads at specific request. All four Members had been contacted. The decision at that time was to allow installation of apps without validation from IT if it allowed Members to do their work. He emphasised that no data had been lost. It had been a case of data deletion without a back-up and there was no security issue. Lessons had been learned that would be applied when supplying IT equipment to the new intake.

Questions and Discussion

- a) Mr R Reynolds said that the app was on his iPad although he had never requested it. Mr D Young said that, when he was issued with a different iPad,

it also had Docs to Go installed. The Head of IT and Digital Transformation undertook to investigate these specific cases.

- b) The Chairman said that it would be necessary to check if other Members had Docs to Go installed on their devices.
- c) Cllr V Gay said that she had been under the misapprehension that everything on the iPads was regularly backed up. She asked if Cllr Claussen-Reynolds' documents had been deleted as part of a system update. The Head of IT and Digital Transformation replied that, although it was a possible explanation, Docs to Go was not part of the Council's software and that the IT section didn't manage updates to it.
- d) The Chairman asked what Members could expect to be backed up. The Head of IT and Digital Transformation said that everything on the NNDC account was automatically backed up.
- e) Responding to a question from Cllr R Reynolds, the Head of IT and Digital Transformation said that emails were not routinely held back unless they contained attachments of a certain size or type, in which case they were quarantined. There was a manual process in place for retrieving them at the recipient's request.
- f) Cllr V Gay expressed concern that documents were deleted after 6 years. The Chairman explained that the Member Development Group had met on 24 April for initial discussion with the Head of IT and Digital transformation regarding current IT provision and provision for the 2019 intake. This topic would be progressed further at the next meeting of MDG and issues, such as those raised by Members today, would be covered.

RESOLVED

That there would be no further discussion by the Overview and Scrutiny Committee of IT provision for Members until work being undertaken by the Member Development Group was completed.

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

At the meeting of 21st March 2018, the Overview & Scrutiny Committee made the following recommendations regarding Agenda item 17: Enforcement Update:

RESOLVED to recommend to Cabinet:

- a) That the temporary post in the Combined Enforcement Team is made permanent.
- b) To support the use of Reserves to fund the above, if necessary.
- c) To support the early use of Compulsory Purchase Orders.

Cabinet agreed to support the recommendations.

156. BEACH HUTS AND CHALETS TASK & FINISH GROUP

Cllr M Knowles reported that the Group's first meeting, on 11 April 2018, had been very good and that a programme, a draft agenda and terms of reference had been agreed. He commended the Property, Project and Programme Manager for all the work she had done. The Group's work was due to end in October and the timetable would be circulated.

Cllr R Price said that, as Portfolio Holder for Property and Asset Commercialisation, he would welcome the opportunity to attend and would like to receive the minutes.

The Chairman encouraged Members to communicate any good ideas they might have to the Group. The Democratic Services Manager said that the next meeting, on 09 May, was open to all Members, especially local Members. A tour of beach huts on 16 May was also open to other Members. Cllr M Knowles said that the Group encouraged local Members especially to engage as early as possible in the process.

RESOLVED

To approve the Terms of Reference for the Beach Huts and Chalets Task & Finish Group.

157. ANNUAL ACTION PLAN

The Committee was asked to make any recommendations on anything they might want to see done differently. The Chairman explained that the aim was to achieve clarity regarding targets, future targets, variances and reasons for substantial variances and national targets, where applicable.

Discussion

- a) Cllr N Lloyd expressed concern that the Council could not be held to account against the Plan as it was not populated with figures. The Chairman explained that it would be populated when the year-end figures were available.
- b) Cllr D Young suggested a column to show the previous year's targets and Cllr J Rest suggested a variance column.
- c) The Chairman asked that external benchmark figures might be included where appropriate.
- d) Cllr N Coppack, referring to 03B (Protect the wonderful countryside and encourage sustainable access) asked why the targets for 2018/19 were significantly lower. The Chairman suggested that the Committee should ask for a written response.
- e) Referring to Action Points 03 A 01 and 03 A 02, Cllr A Fitch-Tillett asked for more details. The Chairman explained that there would be further details in reports coming forward. The Policy and Performance Management Officer would work more closely with the Democratic Services Manager and the new Scrutiny Officer to ensure that the Overview and Scrutiny Committee Work Programme was in line with Action Plan priorities.
- f) Cllr N Pearce expressed concern that there were no targets for waste. The Chairman said that the column would be populated when it next came to the Committee. Cllr Pearce also said that there were no targets for Broadband and therefore nothing to set progress against.
- g) Cllr N Lloyd said that the Council should be stretching itself to improve every year. The Chairman said that a target should be extended if it had been met easily but reconsidered if it had been over-challenging.
- h) Cllr S Arnold said that it was important that the Plan was clear and followed a pattern so that it was clear to members of the public. Too many columns would be

confusing. She suggested that targets needed to be realistic, but achievable. It was necessary to understand the difference between targets and ambitions.

- i) Cllr S Hester agreed that there should be data in the Action Plan. He asked if, under Coast and Countryside, the challenges facing rural businesses could be considered and possibly added to the Overview and Scrutiny Committee Work Programme.
- j) Health and Wellbeing (04 A 01) Develop community support initiatives in anticipation of the reduction of external funding sources: Cllr R Reynolds asked that more information should be reported to Members. The Chairman advised that this was scheduled into the Committee's Work Programme. Cllr N Smith referred to a scheme at Norfolk County Council which he believed had been awarded significant funding to help sufferers from depression. The Chairman reminded the Committee that recent training had suggested the introduction of Member briefings and that this was probably a suitable case for such an approach.
- k) Cllr R Price reported that he and Cllr A Claussen-Reynolds had attended a meeting at Norfolk County Council about the number of people in the community with learning difficulties. North Norfolk was one of the best districts for provision but he was concerned about how much information was being disseminated by doctors' surgeries. Cllr A Claussen-Reynolds would be able to report back to Members.
- l) Referring to the Kelling Hospital complex, Cllr D Young asked what the Council's interests were. Cllr R Price said he believed that we were engaging with our partners to protect the Council's interests. He later confirmed that the Council didn't hold any assets on the complex but was supporting a healthcare initiative.

The Committee's recommendations would be forwarded to Cabinet. The Action Plan would come back to the Overview and Scrutiny Committee.

RESOLVED:

To recommend to Cabinet that the Plan should include the following:

- 1. Clear outcome-based targets, where appropriate.**
- 2. Outcome-related results for areas that are "ambitions" rather than numerical targets.**
- 3. Clarity about previous performance.**
- 4. A narrative report attached to explain significant variances.**
- 5. Benchmark figures (when an authority of similar size and location is providing the same service)**

158. MARKET TOWNS INITIATIVE

The Committee was requested to consider the recommendations and to establish a politically balance working group, with appointments delegated to Group Leaders. The Chairman had discussed the governance arrangements with the Monitoring Officer. There were 16 local Members representing 4 market towns. It was essential that they should all act as ambassadors for the initiative, but it would be impractical for them to sit on the working group because of the amount of funding to be granted. The working group would be set up with the support of David McGrath, who would be coming into the office on 01 May.

Questions and Discussion

- a) Cllr R Reynolds said that Fakenham was well up to speed with the Initiative. A working party had been set up and terms of reference agreed. He said that it was important that the initiative wasn't taken away from the towns. The Chairman explained that each market town would agree its own governance arrangements and reminded Cllr Reynolds that the Committee, at this stage, was essentially looking at the governance process of the working group.
- b) Cllr N Lloyd asked how Fakenham was already working on this. The Chairman said that she believed this was in response to a smaller initiative, but that she would check this. Cllr V Gay said that North Walsham had not been aware of the Initiative, so had no lead-in time.
- c) In response to a question from Cllr D Young, it was confirmed that it was the Market Towns (plural) Initiative. Cllr Young also suggested that paragraph 1.3 (page 43) should be broken into two sentences. He stressed that it should be made clear that the Initiative was for North Walsham, Stalham, Holt and Fakenham.
- d) Question 2. What is your preferred engagement and delivery mechanism? Cllr Young asked that this should be re-phrased in plain English.
- e) Cllr Young asked if it was practical for the work to be completed in 2018. The Chairman explained that it was the intention for the work to be completed in the municipal year 2018/2019. One of the criteria for the projects was that they should be suitable for quick completion.
- f) Cllr V Gay said that she agreed with the political balance and thought that governance should rest with the Council. She suggested that the funding should reflect that Fakenham and North Walsham were the growth towns, and asked if the panel would make decisions. The Democratic Services Manager explained that local Members would have opportunities to present projects from their towns. The panel would then make recommendations to the Overview and Scrutiny Committee. Meetings would be timed so that recommendations from the panel came to the following meeting of Overview and Scrutiny. The Chairman said that the intention was for local Members to be widely involved. The Democratic Services Manager told Members that it wasn't a requirement for panel members to be on the Overview and Scrutiny Committee, but that it would be chaired by a Member of the Committee.
- g) Cllr N Smith asked what would happen if a town council proposed a plan that the panel didn't approve. The Chairman responded that it was a piece of work still to be done when criteria were defined. The criteria would be clearly communicated back to the towns.
- h) Cllr S Hester expressed concern that superficial remedies should not be applied as a quick fix to longer term need. The Chairman suggested that this could be considered in the context of setting the Work Programme.
- i) The Leader said that the Market Towns Initiative was essentially about local residents and communities. It had to be led by the communities, not just the town councils. The Chairman added that this needed to be made clear and that the Initiative was not just for tourism. All community groups needed to be included.
- j) Cllr V Gay said that all varieties of scheme should be considered.
- k) Cllr B Smith expressed concern about empty shops. He believed the Initiative would help to get new businesses into towns. Cllr R Reynolds agreed, saying that some of our towns didn't look attractive. The Chairman said that empty shops were a national issue as more people shopped online.
- l) Cllr R Stevens said that Stalham had no empty shops but that its appearance was an issue. He suggested landscaping with trees. The Chairman advised that Stalham could propose this and that there were no pre-conceived ideas. Cllr S Arnold commended the beautiful appearance of Guernsey and how it was achieved by flowers maintained by a watering system.

- m) Cllr R Price informed the Committee that he had met with the Leader and the Corporate Director (SB) to update the North Walsham Members on Weatherspoon's. He said that he welcomed the Initiative but feared local opposition to potential change.

RESOLVED

1. That the Overview and Scrutiny Committee supports the Market Town Initiative.
2. That a politically-balanced working group should be formed to lead the work.
3. That local members for the market towns should not sit on the working group, to enable them to act as advocates for their communities during the bidding process.
4. To delegate appointments to the working group to Group Leaders

159. THE CABINET WORK PROGRAMME

RESOLVED

- a) The Democratic Services Manager reported that there was a light agenda for May and that she would be discussing this with the Leader.
- b) Community Governance would now be coming to the June meeting.
- c) The Democratic Services Manager would clarify the date of the June meeting.

To note the upcoming Cabinet Work Programme.

160. OVERVIEW AND SCRUTINY WORK PROGRAMME AND UPDATE

The Chairman reported that all 3 sessions of the recent Overview and Scrutiny training had been positively received. The Committee had come together for another session and had worked in mixed groups.

RESOLVED

To note the Overview and Scrutiny Committee Work Programme.

161. WORK PROGRAMME SETTING – 2018/19

- a) The Committee had agreed on 3 Working Groups – Beach Huts, Asset Management and the Market Towns Initiative. David McGrath had advised that this was enough. Terms of Reference would be agreed for the Market Towns Initiative group.
- b) The training had highlighted that Member briefings should replace presentations for information, and that specific questions should be asked of officers. If something came to Overview and Scrutiny it should be because it had cross-cutting consequences. Discussion should be more succinct and outcome-focussed. A request would be made to officers that reports should include the reason for coming to Overview and Scrutiny and that they should not be just updates. Some items, e.g. Treasury Management, must be statutorily received but they didn't need to come to the Committee so often.
- c) Three topics had been identified for Scrutiny in a Day and the agreement of Members was sought to add them to the Work Programme:

- Local Plan
- Recycling
- Housing

The Local Plan would be looked at first. The purpose of looking at these topics was to identify what was ongoing. If Members agreed, they would be scheduled into the Work Programme after further work between the Leader, the Chair of Overview and Scrutiny and the Democratic Services Manager. Portfolio holders would be notified of the relevant dates.

The first Scrutiny in a Day session would be supported by David McGrath, so that Members could ensure it was set up for success.

Questions and Discussion

- Cllr M Knowles suggested that single use plastics should be included in the review of recycling. He also suggested rural transport as a topic, but this came under the Big Society. Cllr Knowles made a further suggestion about looking at flooding/surface water flooding, but this was reminded that this was an element of the Local Plan.
- Cllr D Young reminded the Committee that specific training on scrutiny of the Budget had been agreed. The Democratic Services Manager advised that the budget-setting process would begin in September. Training for all Members would be delivered by the Finance Team and someone from David McGrath's team would deliver specific training for scrutiny of the budget-setting process.
- Cllr S Arnold expressed concern regarding the value of scrutinising the Local Plan, especially in a day. The Chair of Overview and Scrutiny explained that this exercise would enable Members to have a better understanding of the Local Plan.

The Chairman reminded Members that they could continue suggesting topics under Agenda Item 8. The Leader was thanked for being present throughout the meeting.

RESOLVED

That the following topics be added to the Work Programme for Scrutiny in a Day:

- 1. Local Plan, to include challenges to rural business and improvement of market towns.**
- 2. Recycling.**
- 3. Housing.**

The meeting ended at 11.15 am

Chairman

MARKET TOWNS INITIATIVE WORKING GROUP

Notes of a meeting held on 2018 at 11.15 am in the Committee Room, Council Offices, Holt Road, Cromer.

Members Present:

Working Group:

Mrs S Bütikofer
Mr N Dixon
Mr S Hester
Mr M Knowles
Mr D Young

Also in

Attendance: Mr D McGrath (Link Training Services Ltd)

Officers in Attendance

The Head of Legal, and the Democratic Services Manager

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was agreed that Mrs S Bütikofer be elected as Chairman and Mr M Knowles be elected as Vice-Chairman

2. INTRODUCTION TO THE MARKET TOWN INITIATIVE

- a) Mr N Dixon said that he was pleased to be involved with the Group. He hoped that as Portfolio Holder for Economic Development he would be able to play an active part.
- b) Mr D McGrath said that the Market Town Initiative was an executive function and that as the Group would not be scrutinising a Cabinet decision it could be beneficial having the input of a Cabinet member. The Head of Legal agreed, saying that it was a streamlined way of feeding back to Cabinet and supported the Council's approach of all Members working together.
- c) Mr N Dixon said that some of the town councils may not be supportive of the some of the decisions regarding the allocation of funding. It was acknowledged that this could be a challenge but the Group would ensure full transparency throughout the process.
- d) The Head of Economic Development outlined his role and explained to Members that he had supported similar projects previously.
- e) Mr D McGrath said that he would be supporting the Chairman and Vice-Chairman initially and would then provide further support to the Group when the community engagement phase began. He then outlined the process map and suggested that the Chairman and Vice-Chairman should arrange to meet with the Leader, Chairman of Overview & Scrutiny Committee and the Heads of Paid Service to provide them with an update of the Group's implementation plan and outline any support required.
- f) The Chairman said that it was important that any projects that were not supported by the town councils should not be discouraged from applying for funding and consideration should be given to ensuring that they felt confident about applying. The Head of Legal added that one of the criteria for applications could include whether they had consulted with other local groups.
- g) Mr N Dixon commented that some of the town councils may not have the capacity to act as the countable body for processing the funding and alternatives should be

considered. The Head of Legal replied that it was proposed that the Town Councils were effectively acting as the 'banker' or accountable body. She agreed that if they did not want to be involved then alternative groups in the community would need to be identified. The Head of Economic Development agreed with the above comments but added that the town councils would be acting as a conduit and it could be an effective way of building relationships across local authorities and communities.

- h) Mr S Hester said that everyone was a stakeholder and that the process and expectations around outcomes should be explained to the town councils.
- i) The Head of Legal explained that she was proposing to meet with local members from the four towns to gauge what they would like to see support-wise. They would be able to share their knowledge of any community groups who may be willing to act as the governing body in the absence of a town council | stepping up to take on this role.
- j) The Head of Economic Development said that NNDC was not sufficiently resourced to manage the project fully and it was important that some of the responsibility sat with the town councils or other similar body.
- k) Mr D McGrath said that the Group should be aware at an early stage of any other funding that might also be available. The Head of Economic Development agreed that this information could be provided but added that sometimes using council funding to leverage additional funding could be a 'slow grow' process and it could take considerable time for projects to come to fruition. If this approach was going to be taken it was important that 'attracting additional funding' was listed within the criteria for applications. He went onto say that consideration could also be given to private funding sources such as sponsorship.
- l) Mr McGrath said that it could be beneficial to invite other representatives to join the Working Group on a non-voting basis to provide support and share their expertise. The Head of Economic Development suggested that a representative from the Norfolk Chamber of Commerce could attend in this capacity. Mr McGrath suggested that input from the Local Enterprise Partnership (LEP) could also be beneficial. It was agreed that they should be invited too. Mr Hester suggested that the Campaign for the Protection of Rural England could provide crucial input and it was agreed that they should be invited to attend the next meeting.
- m) The Head of Legal agreed to share background information on similar market town initiatives elsewhere together with research on the four local towns involved in the North Norfolk Scheme.

3. PROJECT TIMESCALES

The Chairman said that she was concerned about the timescale for the project. Engagement was key to its success and a quick start was vital. Members considered whether the summer was the best time for a launch event given issues around attendance due to summer holidays.

Discussion

- a) The Chairman suggested that a pre-launch event in July could alert people to the scheme and generate interest ahead of a formal launch in September. She suggested that businesses and community groups could be invited to find out more.
- b) Mr Dixon said that it was important that this event set the bar and it must outline the aims of the scheme and the process behind it. He said that there should be a page on the Council's website for people to register their interest in attending.
- c) The location of the pre-launch event was discussed. It was agreed that the Council offices was a neutral location and should host this event. Further consideration would

be given to the location of the main launch event in September and whether there should be more than one.

- d) Branding was discussed. Mr D Young said that it was not clear that the project only related to inland towns. The Democratic Services Manager suggested that there could be a tagline such as 'supporting our inland towns'. The Head of Legal suggested that branding could be outsourced and that some ideas could be brought back to the next meeting for Members to consider.
- e) The issue of assessing the due diligence of the town councils was considered. The Head of Legal said that it would be preferable if the town councils could be approached in less formal way. It was agreed that the town councils could be invited to attend the pre-launch event in July to give a short pitch on why they should act as the governing body for their local town.
- f) Mr D McGrath circulated the template for a one page strategy for the Group. The Chairman said that she would like a bit more time to consider it and it was agreed that she would share her suggestions with the Group via email.

4. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 4th June at 10.30am. Venue to be confirmed.


The following items would be on the agenda:

- Discussion of background information / research
- information on alternative/additional sources of funding (Project Enabler to attend for this item)
- Draft communications plan – including branding
- Consideration of the one page plan / strategy

The meeting concluded at 1.33 pm.

Chairman

North Norfolk District Council
Cabinet Work Programme
For the Period 01 June to 31 July 2018


Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	Status / additional comments
June 2018					
Cabinet	11 Jun 2018	Financial Penalty Policy	Hilary Cox	Simon Hawes Senior Protection Officer 01263 516286	
Cabinet	11 Jun 2018	Polling Districts Review	John Lee	Steve Blatch Head of Paid Service 01263 516232	Final approval – Council in December
Cabinet	11 Jun 2018	Waste Contract Arrangements	Hilary Cox	Nick Baker Head of Paid Service 01263 516221	
Cabinet Scrutiny Council	11 Jun 2018 20 Jun 2018 27 Jun 2018	Debt Management Annual Report	Wyndham Northam	Sean Knight <i>Revenues Manager</i> 01263 516347	
Cabinet Scrutiny Council	11 Jun 2018 20 Jun 2018 27 Jun 2018	Out-turn report	Wyndham Northam	Duncan Ellis Head of Finance & Assets 01263 516330	



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 June to 31 July 2018


Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	
Cabinet	11 Jun 2018	Gipsy & Travellers sites review	Richard Price	Renata Garfoot Estates & Assets Strategy Manager 01263 516086	 May contain exempt information
Cabinet	11 Jun 2018	Treasury Management Annual Report		Lucy Hume Chief Technical Accountant 01263 516246	
July					
Cabinet	09 Jul 2018	Digital Transformation Update	John Lee	Sean Kelly Head of Bus. Transformation & IT 01263 516276	
Scrutiny	20 Jul 2018				
Cabinet	09 Jul 2018	Enforcement Board Update	Richard Price Sue Arnold	Nick Baker Corporate Director 01263 516221	
Scrutiny	20 Jul 2018				
Cabinet	09 Jul 2018	Performance Management – Annual Report	John Lee	Helen Thomas <i>Policy & Performance Management Officer</i> 01263 516214	
Scrutiny	20 Jul 2018				



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 June to 31 July 2018

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	
Council Tax Support Working Party	May 2018 (tbc)	Council Tax Support payments 2018/19	Wyndham Northam	Liz Codling Benefits Manager 01263 516061	
Cabinet	09 Jul 2018				
TBC					
Cabinet	TBC	Beach Road Toilet Site, Wells Next the Sea	Richard Price	Steve Blatch Head of Paid Service 01263 516232	



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 & Scrutiny 25 April 2018
Decision List**

	ACTION BY <i>(Additional comments in italics)</i>	PROGRESS / COMPLETION
<p><u>ITEM 8: CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER</u></p> <p>DECISION RESOLVED</p> <p>That there would be no further discussion by the Overview and Scrutiny Committee of IT provision for Members until work being undertaken by the Member Development Group was completed.</p>	<p>Emma Denny/MDG/Sean Kelly</p> <p><i>To ensure that IT provision for Members met the requirements for councillors' work.</i></p> <p><i>The Member Development Group met on 24 April for initial discussion with the Head of IT and Digital transformation regarding current provision and provision for the 2019 intake. This topic will be progressed further at the next meeting.</i></p>	<p>Next meeting of MDG 05 June 2018, when a selection of electronic devices will be demonstrated.</p>
<p><u>ITEM 10: BEACH HUTS AND CHALETS TASK & FINISH GROUP</u></p> <p>DECISION RESOLVED</p> <p>To approve the Terms of Reference for the Beach Huts and Chalets Task & Finish Group.</p>	<p>Emma Denny</p>	<p>Next meeting 09 May 2018</p>
<p><u>ITEM 11: ANNUAL ACTION PLAN</u></p> <p>DECISION RESOLVED:</p> <p>To recommend to Cabinet that the Plan should include the following:</p> <p>1. Clear outcome-based targets, where appropriate.</p>	<p>Emma Denny</p>	<p>To Cabinet, then back to Overview and Scrutiny.</p>

<p>2. Outcome-related results for areas that are “ambitions” rather than numerical targets.</p> <p>3. Clarity about previous performance.</p> <p>4. A narrative report attached to explain significant variances.</p> <p>5. Benchmark figures (when an authority of similar size and location is providing the same service)</p>		
<p><u>ITEM 12: MARKET TOWN INITIATIVE</u></p> <p>DECISION RESOLVED</p> <p>1. That the Overview and Scrutiny Committee supports the Market Town Initiative.</p> <p>2. That a politically-balanced working group should be formed to lead the work.</p> <p>3. That local members for the market towns should not sit on the working group, to enable them to act as advocates for their communities during the bidding process.</p> <p>4. To delegate appointments to the working group to Group Leaders</p>	<p>Emma Denny/Karen Ward</p>	<p>Municipal year 2018/2019</p>
<p><u>ITEM 15: WORK PROGRAMME SETTING 2018/2019</u></p> <p>DECISION RESOLVED</p> <p>That the following topics be added to the Work Programme for Scrutiny in a Day:</p> <p>1. Local Plan, to include challenges to rural business and improvement of market towns.</p> <p>2. Recycling.</p> <p>3. Housing.</p>	<p>Emma Denny/Karen Ward</p> <ul style="list-style-type: none"> • <i>Local Plan to be the first item to be scrutinised.</i> • <i>These topics will be Scrutiny in a Day activities so that the Committee can understand the issue more fully and have evidence about where it needs to be scrutinising.</i> 	<p>Municipal year 2018/2019</p>

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018/2019 Annual Work Programme

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
May				
Scrutiny	Market Towns Initiative – to feed back to O&S on first meeting and update the Committee on progress	Sarah Butikofer Emma Duncan	To keep the Committee updated on the progress of the Task and Finish group	Monthly
Scrutiny	Beach Huts and Chalets Task & Finish Group	Mike Knowles Maxine Collis	To keep the Committee updated on the progress of the Task and Finish group	Monthly
Scrutiny	Agreement of Annual Work Programme	Karen Ward Emma Denny		
June				
Cabinet Scrutiny Council	Community Governance Reviews for several parishes	John Lee Steve Blatch	Committee to consider any key issues arising and make recommendations	
Cabinet Scrutiny	Annual Action Plan	John Lee Helen Thomas	to receive feedback from Cabinet on O&S recommendations	
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2017/18	Karen Ward Emma Denny	Committee to approve and recommend to Council	

Meeting	Topic	Lead Officer / Portfolio Holder	Objectives & desired outcomes	Time cycle
Cabinet Scrutiny Council	Debt Management Annual Report	Wyndham Northam Sean Knight	To make recommendations to Council (Committee may prefer to receive this as an update item)	Annual
Cabinet Scrutiny Council	Out-turn report	Wyndham Northam Duncan Ellis	To make any recommendations to Council	Annual
Cabinet Scrutiny Council	Treasury Management Annual Report	Wyndham Northam	To make recommendations to Council (Committee may prefer to receive this as an update item)	
Scrutiny	Market Towns Initiative Working Group	Sarah Butikofer Emma Duncan	To keep the Committee updated on the progress of the Task and Finish group	
Scrutiny	Beach Huts and Chalets Task & Finish Group	Mike Knowles Maxine Collis	To keep the Committee updated on the progress of the Task and Finish group	
July				
Scrutiny (separate date to scheduled meeting)	Local Plan – Scrutiny in a day	Mark Ashwell Sue Arnold	Rapid Scrutiny review to include: <ul style="list-style-type: none"> - challenges to rural businesses - improvement of market towns - progress against the project plan timetable (from a performance management perspective) 	<i>Questioning Skills training will be provided ahead of this session using Local Plan Scrutiny as an example</i>
Cabinet Scrutiny	Performance Management – Annual Report	John Lee Helen Thomas	To make any recommendations to Cabinet	

Cabinet Scrutiny	Digital Transformation Update	John Lee Sean Kelly	<i>To receive for noting only- unless specific issues highlighted.</i>	
Scrutiny	Market Towns Initiative Working Group	Sarah Butikofer Emma Duncan	To keep the Committee updated on the progress of the Task and Finish group	
Scrutiny	Beach Huts and Chalets Task & Finish Group	Mike Knowles Maxine Collis	To keep the Committee updated on the progress of the Task and Finish group	
September				
Scrutiny	Housing – Scrutiny in a day			
Scrutiny	Market Towns Initiative Working Group	Sarah Butikofer Emma Duncan	To keep the Committee updated on the progress of the Task and Finish group	
Scrutiny	Beach Huts and Chalets Task & Finish Group	Mike Knowles Maxine Collis	To keep the Committee updated on the progress of the Task and Finish group	
November				
Scrutiny	Recycling – Scrutiny in a day			
Scrutiny	Market Towns Initiative Working Group	Sarah Butikofer Emma Duncan	To keep the Committee updated on the progress of the Task and Finish group	
Scrutiny	Beach Huts and Chalets Task & Finish Group	Mike Knowles Maxine Collis	To keep the Committee updated on the progress of the Task and Finish group	

Further items to consider:

Budget Monitoring reports, performance management, Digital transformation updates etc – how would the Committee like to deal with these and other cyclical items going forward?

7.	Health and Wellbeing Board and Health Overview and Scrutiny	Noted the report.	
8.	Norfolk Health Overview and Scrutiny Committee appointments	<p>The following appointments were made:-</p> <p>Norfolk and Waveney Joint Strategic Commissioning Committee link member:-</p> <ul style="list-style-type: none"> • for meetings held in the west of the county – Michael Chenery of Horsbrugh • for meetings held in the east of the county – Dr Nigel Legg <p>James Paget University Hospitals NHS Trust:- Link member – Marlene Fairhead Substitute link member – Mike Smith-Clare</p> <p>Agreed to appoint a substitute link member with Great Yarmouth and Waveney CCG after May 2018.</p>	
9.	Forward work programme	<p>Agreed the proposed forward work programme.</p> <p>District Direct pilot – the update in the May 2018 NHOSC Briefing to include details of the funding situation as well as an evaluation of the pilot.</p> <p>Children’s speech and language services - a process of taking the names and contact details of people who are turned away from over-subscribed drop-in sessions to be suggested to the service providers & commissioners before the meeting on 12 July 2018.</p> <p>Implementation of the suicide prevention action plan – on the understanding that both the Communities Committee and the Health</p>	Maureen Orr

		<p>and Wellbeing Board have suicide prevention on their agenda, and due to NHOSC's wider scrutiny of NSFT, agreed that NHOSC would raise any specific issues for the attention of the Communities Committee / Health and Wellbeing Board rather than schedule this subject in its forward work programme. Members to raise any issues arising from the information in the April NHOSC Briefing with Maureen Orr.</p> <p>Older People's Emergency Department (OPED), Norfolk and Norwich hospital – agreed to take up the hospital's invitation for Members to re-visit the OPED when renovation is complete.</p>	
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Copied to:-
Chairman of NHOSC
District Council Members of NHOSC
Member Support Officer – Ashleigh Hodge
CCG engagement contacts (x5)
Health and Wellbeing Board support officer – Linda Bainton
Healthwatch Norfolk – Judith Bell

Norfolk Health Overview and Scrutiny Committee

ACTION REQUIRED

Members are asked to suggest issues for the forward work programme that they would like to bring to the committee's attention. Members are also asked to consider the current forward work programme:-

- whether there are topics to be added or deleted, postponed or brought forward;
- to agree the briefings, scrutiny topics and dates below.

Proposed Forward Work Programme 2018

<i>Meeting dates</i>	<i>Briefings/Main scrutiny topic/initial review of topics/follow-ups</i>	<i>Administrative business</i>
24 May 2018	Access to NHS dentistry in West Norfolk (including for service personnel's families at RAF Marham) Ambulance performance and turnaround times	
12 July 2018	Maternity services – delivery of maternity reforms by the Local Maternity System Children's speech and language services – progress update since 7 September 2017	
6 Sept 2018	Physical health checks for adults with learning disabilities – an update on progress since 22 Feb 2018	
18 Oct 2018		

NOTE: These items are provisional only. The OSC reserves the right to reschedule this draft timetable.

Provisional dates for report to the Committee / items in the Briefing 2018

- May 2018 Briefing**
- evaluation of the District Direct pilot (follow-up to 11/1/18 NHOSC) and information about future funding of the service.
 - Progress against the trajectory for improvement in waiting times for assessment and diagnosis for autistic spectrum disorders (follow-up to 11/1/18 NHOSC)

6 Dec 2018 – Continuing healthcare – update on progress since 22 February 2018

Other activities

- To be arranged - Follow-up visit to the Older People's Emergency Department (OPED), Norfolk and Norwich hospital

Main Committee Members have a formal link with the following local healthcare commissioners and providers:-

Clinical Commissioning Groups

- North Norfolk - M Chenery of Horsbrugh
(substitute Mr D Harrison)
- South Norfolk - Dr N Legg
(substitute Mr P Wilkinson)
- Gt Yarmouth and Waveney - Mrs M Fairhead
(substitute *vacancy*)
- West Norfolk - M Chenery of Horsbrugh
(substitute Mrs S Young)
- Norwich - Ms E Corlett
(substitute Ms B Jones)

Norfolk and Waveney Joint Strategic Commissioning Committee

- For meetings held in west Norfolk - M Chenery of Horsbrugh
- For meetings held in east Norfolk - Dr N Legg

NHS Provider Trusts

- Queen Elizabeth Hospital, King's Lynn NHS Foundation Trust - Mrs S Young
(substitute M Chenery of Horsbrugh)
- Norfolk and Suffolk NHS Foundation Trust (mental health trust) - M Chenery of Horsbrugh
(substitute Ms B Jones)
- Norfolk and Norwich University Hospitals NHS Foundation Trust - Dr N Legg
(substitute Mr D Harrison)
- James Paget University Hospitals NHS Foundation Trust - Mrs M Fairhead
(substitute Mr M Smith-Clare)
- Norfolk Community Health and Care NHS Trust - Mr G Middleton
(substitute Mrs L Hempsall)



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