

Council



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8th November 2022

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 16 November 2022 at 6.00 pm.**

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 must notify Democratic Services 24 hours in advance of the meeting. 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 will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-yEzq>

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: Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr M Taylor, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi

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

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 16

To confirm the minutes of the meeting of the Council held on 5th October 2022.

3. 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.

4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

17 - 22

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)

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader.

7. PUBLIC QUESTIONS AND STATEMENTS

To consider any questions or statements received from members of the public.

8. PORTFOLIO REPORTS

23 - 68

To receive reports from Cabinet Members on their portfolios.

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

Cabinet members (listed alphabetically):

Cllr T Adams (Leader / Executive Support)
Cllr A Brown – Planning & Enforcement
Cllr A Fitch-Tillett – Coast
Cllr W Fredericks – Housing & Benefits
Cllr V Gay – Leisure, Culture & Wellbeing
Cllr R Kershaw – Sustainable Growth
Cllr N Lloyd – Environment & Climate Change
Cllr E Seward - Finance, Assets & Legal
Cllr L Shires – Organisational Resources

9. RECOMMENDATIONS FROM CABINET 03 OCTOBER AND 07 NOVEMBER 2022 69 - 122

The following recommendations were made by Cabinet to Full Council at the meeting held on 3rd October:

1. Council Tax Discounts Determination 2023/2024

To recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.1
- 2) The existing 100% council tax hardship discount and associated policy (see Appendix B) remains in place for 2023-24
- 3) That an exception to the levy charges may be made by the Revenues Manager in the circumstances laid out in section 2.2 of this report
- 4) The premiums for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.3
- 5) A new second homes premium of 100% as detailed in paragraph 2.4 is applied from April 2024, subject to the necessary legislation.
- 6) To continue to award a local discount of 100% for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended)
- 7) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 1.2 of this report.
- 8) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount

To set appropriate council tax discounts and premiums which will apply in 2023-24 and to raise council tax revenue.

In accordance with the relevant legislation these determinations shall be

published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

The following recommendations were made by Cabinet to Full Council at the meeting held on 7th November:

1. Budget Monitoring Report 2022/2023 – Period 6

To recommend to Council that any outturn deficit is funded from a contribution from the use of the General Reserve.

2. Prudential Indicators 2021 – 2022

That the outturn position in respect of the 2021 – 2022 Prudential indicators is approved.

10. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 9TH NOVEMBER 2022

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 9th November 2022.

Please note that this meeting took place after the Full Council agenda was published. The Chairman of the Committee will provide an oral update at the meeting.

11. RECOMMENDATIONS FROM THE GOVERNANCE, RISK & AUDIT COMMITTEE 27 SEPTEMBER 2022 123 - 128

The following recommendation was made by the Governance, Risk & Audit Committee at the meeting held on 27th September 2022:

1. Governance, Risk & Audit Committee Annual Report 2021/2022

That Council notes the report, affirms the work of the Governance, Risk & Audit Committee, and considers any concerns raised within the report.

12. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 25TH OCTOBER 2022 129 - 140

The following recommendations were made to Full Council at the meeting of the Constitution Working Party held on 25th October 2022:

(The draft minutes of the meeting are provided for information)

1. Review of Working Parties & Groups

RESOLVED to recommend to Full Council

a) That the Protocol for Working Parties is approved, subject to the inclusion of the following:

- The different roles of a working party and a working group

will be set out

- The nomenclature of the body will reflect this, depending on its role.
- The names of existing working parties or groups will be changed in accordance with the above

b) That the Constitution is updated to reflect any consequential changes.

2. Review of Public Speaking Arrangements

RESOLVED To recommend to Full Council

That public questions and statements are submitted two days in advance of a meeting, with the deadlines for each committee to be clearly set out on the Council's website and that the Constitution and accompanying guidance is amended to reflect this.

3. Contract Procedure Rules

RESOLVED to recommend to Full Council:

To update the Contract Procedure Rules to reflect UK legislation, removing reference to EU law and increase expenditure thresholds to include VAT and an additional amount which takes into account inflation (as set out in Appendix 1)

That for contracts under £5k, a single quotation will be required and that three written quotations will be requested for contracts between £5k and £10k.

4. Review of the Constitution

That a review of the Constitution is undertaken and that the preferred provider for undertaking this work is the Local Government Association in partnership with the Centre for Governance & Scrutiny

5. Updates to the Constitution

RESOLVED to recommend to Full Council

That Chapter 5, section 13.1 of the constitution is amended to state:

'A Member who is not a Member of the particular Committee or Sub-Committee may attend all meetings of any Committee or Sub-Committee, save for where the Chairman of the Committee considers an item to be particularly sensitive, including, but not limited to where such item involves the personal information of a specific employee. Where the Chairman considers the item to be particularly sensitive, he/she shall require Members who are not Members of that Committee to withdraw from any part of a meeting from which the Committee or Sub-Committee excludes press and public, unless specifically invited to remain by the

Chairman because of the special contribution which that Member can bring to the issue under consideration’.

13. RECOMMENDATION FROM THE EMPLOYMENT & APPEALS COMMITTEE - APPOINTMENT OF THE DIRECTOR OF RESOURCES (S151 OFFICER) 141 - 144

Summary: This report to Full Council seeks to conclude the recruitment process for the Director of Resources, through agreeing a recommendation made by the Employment and Appeals Committee.

Options considered: N/A

Conclusions: To support the authority in delivering its corporate objectives; whilst driving ownership, accountability and change through the authority. The Council needs to maintain sound financial stewardship, by having in place a Director of Resources with the S151 responsibilities.

Recommendations: Follow the recommendation of the EAC of 20th October 2022 and confirm the appointment of Tina Stankley as the Director of Resources and designated S151 Officer.

Reasons for Recommendations: Sound financial management and leadership of the council.

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)

North Norfolk District Council Constitution

Contact Officer, telephone number and email: James Claxton, 01263 516352 and james.claxton@north-norfolk.gov.uk

14. COMMUNITY GOVERNANCE REVIEW - TRUNCH PARISH COUNCIL - REDUCTION IN SEATS 145 - 148

Summary:

Further to the decision of Full Council at the meeting held on 5th October 2022 for the authority to commence consultation on a Community Governance Review proposing a reduction in the number of councillors to serve on Trunch Parish Council the Elections Team have undertaken

a period of consultation to establish whether there was support for a reduction in the number of seats on the Parish Council to nine from eleven.

Conclusion:

At the close of consultation on 4th November 2022 there had been a total of 181 responses, with 177 being in support of and four being against the proposals. This includes support from both District and County Council members for the Parish.

Recommendation:

That Full Council agrees that from 1st December 2022 Trunch Parish Council be made up of nine parish councillors

Cabinet Member(s)	Ward(s) affected
Tim Adams	Trunch

Contact Officer, telephone number and email:
Rob Henry. X6327, robert.henry@north-norfolk.gov.uk

15. **QUESTIONS RECEIVED FROM MEMBERS**

None Received.

16. **OPPOSITION BUSINESS**

The following item of Opposition Business is proposed by Cllr C Cushing, seconded by Cllr N Dixon:

New Council Waste and Recycling Collection Timetable:

At the start of September a new waste and recycling collection timetable was implemented. This Council profoundly regrets the multitude of problems experienced by residents across North Norfolk with missed collections and for the confusion over which day to put the bins out and which day they are actually collected. While the task of reorganising the waste and recycling collection rounds is both complex and prone to errors there's clearly been significant failures in planning, staff training at operator and call centre levels, vehicle and driver resourcing and anticipating contingencies problems.

This is the most visible of the public services NNDC provides and, although it contracts the delivery of the service to Serco, it retains responsibility for it. While Serco must accept blame for its failures in delivering the collection service, NNDC must accept responsibility for ensuring the collection round transition project was properly planned, adequately resourced (in terms of staff, vehicles, familiarisation training and call centre capacity) and had contingency arrangements in place to cope with missed collections. It had a duty to work very closely with Serco to ensure all those were confidently covered before agreeing the project start; clearly that has not gone well with some areas and rounds being more affected than others.

For its part, NNDC must hold its hands up and this motion calls on this Council to publicly apologise to residents and businesses for its part in those service delivery failures and to redouble its efforts to work with Serco to restore the expected service delivery standards across the District.

17. NOTICE(S) OF MOTION

None Received.

18. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

19. PRIVATE BUSINESS

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 5 October 2022 in the Council Chamber - Council Offices at 6.00 pm

Members Present:	Mr T Adams	Ms P Bevan Jones
	Mr D Birch	Mr H Blathwayt
	Mr A Brown	Dr P Bütikofer
	Mrs S Bütikofer	Mr C Cushing
	Mr N Dixon	Mr P Fisher
	Mr T FitzPatrick	Mrs W Fredericks
	Mrs P Grove-Jones	Mr G Hayman
	Mr P Heinrich	Dr V Holliday
	Mr N Housden	Mr R Kershaw
	Mr G Mancini-Boyle	Mr N Pearce
	Mr S Penfold	Mr J Punchard
	Mr J Rest	Mr E Seward
	Miss L Shires	Mrs J Stenton
	Dr C Stockton	Mr M Taylor
	Mr E Vardy	Mr A Varley
	Ms L Withington	

Officers in attendance:

The Chief Executive, The Monitoring Officer, The Democratic Services Manager and the Democratic Services Officer (Regulatory)

55 IN MEMORY OF PAUL NEALE

The Chairman opened the meeting by asking members to observe a minute's silence in memory of Paul Neale, a much loved member of staff who had died suddenly on 7th August. She also asked members to keep Her Majesty the Queen in their thoughts, following her recent passing.

56 APOLOGIES FOR ABSENCE

Apologies were received from:

Cllrs A Fitch-Tillett, V Gay, V FitzPatrick, C Heinink, N Housden, N Lloyd, G Perry-Warnes, E Spagnola, J Toye and A Yiasimi

57 MINUTES

The minutes of the meeting held on 27 July 2022, were agreed as a correct record and signed by the Chairman.

58 ITEMS OF URGENT BUSINESS

None.

59 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

60 CHAIRMAN'S COMMUNICATIONS

The Chairman spoke about civic events that she had attended since the last meeting of Full Council:

- 2nd September – Chairman of Norfolk County Council's Annual Summer Reception, Gressenhall Farm and Workhouse
- 4th September – NNDC Chairman's Civic Reception, Southern Comfort Mississippi River Boat
- 11th September – North Norfolk District Council, reading of the proclamation
- 18th September – memorial service for Her Majesty the Queen, St Mary's Church, Stalham
- 28th September – Mayor of Great Yarmouth's civic reception, Hirst's Farm Shop & Café
- 2nd October – Royal Norfolk Agricultural Association Harvest Festival Service, Norwich Cathedral

The Chairman finished by reminding members that she was holding a quiz night at Stalham Town Hall on 22 October to raise funds for her two nominated charities.

61 LEADER'S ANNOUNCEMENTS

The Leader, Cllr T Adams, began by saying that it had been a very difficult period for the Council and beyond. He paid tribute to Paul Neale and said that his thoughts were with his family, his friends and his colleagues. He was greatly missed.

He went onto speak about the many commemorative events held across the District for Her Majesty the Queen and the very special proclamation ceremony for King Charles III. He thanked the Corporate PA team for their excellent work in supporting this.

The Leader then said, that along with many Members, he had been moved by recent events in Pakistan and Ukraine. He said that he had learnt recently that North Norfolk had the second highest number of Ukrainian guests in the County, which residents should be proud of.

Cllr Adams then commented on the recent increase in the number of missed bin collections being reported. He said that this was due to a change to the rounds to improve efficiency and reduce the number of journeys back to the depot. With an increase in housing growth in the District, it was good practice to review the routes for the collection lorries and ensure that journey times were maximised. He acknowledged that there had been some issues due to several new drivers having to familiarise themselves with the routes and a delay to some collections following the bank holiday for the funeral of Her Majesty the Queen. He reassured members that things were starting to improve and he was hoping to join one of the crews soon to see what the role involved and so he could better understand the challenges that they faced.

The Leader then thanked the Council's Legal team, for their recent successes including good results for several legal challenges. He also commended the Estates Team, which had worked very hard to complete the sale of Parklands, near Fakenham.

He concluded by congratulating Cllr J Punchard on his recent promotion to Station Manager for the Norfolk Fire Service.

62 PUBLIC QUESTIONS AND STATEMENTS

None received.

63 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES

The Leader informed Full Council of the following change to Outside Body appointments:

Cllr H Blathwayt to replace Cllr Dr C Stockton as a substitute on the Wash & North Norfolk Coast Marine Special Area of Conservation Management Group and Coastal Partnership East.

64 PORTFOLIO REPORTS

The Chairman asked Cabinet members if they wished to provide an oral update to their reports. Cllr E Seward informed members that the 2019/2020 final accounts were now completed and signed off by the Governance, Risk & Audit Committee and the Council's external auditor.

The Chairman invited members to ask questions:

Cllr P Heinrich asked Cllr A Brown how much extra work was being generated for planning officers by the Government, due to mixed messages, lack of clarity on the future planning policy and the many issues around nutrient neutrality. Cllr Brown, Portfolio Holder for Planning, replied that there were significant challenges. They had begun with the White Paper issued in 2020. These had been effectively abandoned, and local authorities were still awaiting updated guidance. The Council's planning team continued to work very hard to serve the public and planning decisions remained above the national standard set for planning authorities. Cllr Brown said that the nutrient neutrality issue had placed additional challenges on officers and the reintroduction of investment zones would add further pressure. There was some positive news regarding nutrient neutrality. Royal Haskoning, consultants to the Norfolk Authorities, had recently undertaken an audit and were due to announce revisions to the original boundaries set out by Natural England, with some key areas being excluded in the future. Cllr Brown concluded by saying that the Council was hoping to move to the next stage for progressing the Local Plan in early 2023, when there would be a clearer idea of how nutrient neutrality would impact on the District going forwards.

Cllr G Mancini-Boyle asked about the joint venture between Natural England and Anglian Water regarding a mitigation plan. He asked for more information about what the Council was doing to try and address the problems caused by nutrient neutrality. Cllr Brown replied that the Natural England calculator would add approximately £5000 to each new dwelling. The auditing and calculation measures brought in by the Council's own consultants would reduce this by between 30 – 50% which would have a huge impact on affordable housing in particular. He said that he understood that Natural England would accept the revised calculator as it was evidenced based.

Cllr Dr V Holliday asked the Portfolio Holder for Environment how the Council was intending to work with Serco (the Council's waste collection provider) to improve customer service following the introduction of changes to the waste collection rounds. She said that two residents had contacted her to say that their waste had

not been collected since the change-over date, despite several emails to customer services. She said that she had raised the matter of customer services at the recent member briefing and was told that additional training would be put in place. She sought reassurance that the situation would improve soon. In Cllr Lloyd's absence, the Leader requested more information from Cllr Dr Holliday so that he could look into it and provide a full written response.

Cllr N Dixon said that he wished to put a question to the Leader, Cllr Adams. He said that the Administration had stated that it was keen to learn from past mistakes and he wondered if the Leader could elaborate on what actions had been taken following the publication of the 2019/2020 Audit results report, particularly regarding the reference to the inappropriate behaviour of two councillors. The Leader replied that he felt all the matters had been addressed via the Governance, Risk & Audit Committee (GRAC). There had been some poor practice inherited from the previous administration that had been corrected. He said that he wanted to look forwards now. A Police investigation and an external audit had found that no one had benefitted from the procurement work referenced in the results report. There had also been no concerns regarding the cost of that work. His priority was to focus on the key issues affecting residents now such as the cost of living crisis, nutrient neutrality, energy costs and affordable housing. He concluded by saying that the Council was running very well and the new management structure cost less than the previous one. He felt that this was 'smoke and mirrors' and that the main opposition group was focussing on the past.

Cllr J Rest referred to page 51 of the agenda and asked Cllr Seward, Portfolio Holder for Finance and Assets, about the vacant building in North Lodge Park, Cromer. The closing date for expressions of interest was 12th September and he asked whether the Portfolio Holder could provide an update. Cllr Seward replied that he had not been provided with any details yet. He was due to have a meeting with the Estates Team soon and would be able to provide details after that.

Cllr S Penfold asked Cllr W Fredericks, Portfolio Holder for Housing, how the issue of nutrient neutrality was impacting on the building of affordable homes in the District. Cllr Fredericks replied that currently, 110 affordable homes could not be progressed. She added that she was concerned about future numbers as the problem could deter planning applications.

Cllr P Fisher asked Cllr R Kershaw, Portfolio Holder for Economic Growth, whether the District had seen a recovery in visitor numbers since the pandemic. Cllr Kershaw replied that during 2021, 6.02m visitor trips were made to North Norfolk, generating £365m – an increase over 2020, which indicated that numbers were recovering quite well.

Cllr G Hayman asked Cllr N Lloyd, Portfolio Holder for Environment, about the ongoing rat problem in Cromer. He said that work to address the issue had been undertaken on the west side of the promenade but he wondered what more could be done on the east side as it was an issue at all levels. The Leader, Cllr Adams, replied in Cllr Lloyd's absence. He said that there was extensive work being undertaken to deal with the issue, including baiting on both the east and west sides of the town. He acknowledged that it was a problem but it should be recognised that it was a case of just managing the issue as food sources were prevalent on the cliff tops in particular. In addition, there were some locations in the east that were on private land which could be quite challenging to access. He suggested that Cllr Hayman spoke to officers about any specific locations that he was aware of and they could update him on whether they were being dealt with.

Cllr C Cushing asked Cllr R Kershaw, Portfolio Holder for Sustainable Growth, why his written report was so brief. He asked whether that was all that was happening within his portfolio. Cllr Kershaw replied that there was a lot that was going on. The Council regularly engaged with local businesses across the District and establishing their concerns. Many were finding the energy crisis particularly challenging and this was impacting on their wider business functions – including the recruitment of apprentices, which they were reluctant to commit to in such a volatile environment. He said that there was a new film in production at West Raynham and there had been an increase in new hospitality companies investing in the District.

Cllr S Butikofer asked the Leader whether he agreed that it would be helpful if Norfolk County Council could be more informative about their assets in the North Norfolk area, so that the two councils could work collaboratively to secure the best outcomes for the residents of North Norfolk. She referred to Holt Hall, where the sale had fallen through. There had previously been a request for it to be used to house refugees but this had been refused as was in the process of being sold. The Leader agreed with Cllr Butikofer and said that Holt Hall was an example where things could have been done differently and there was a good opportunity for the County Council to engage with the community.

Cllr G Hayman asked Cllr V Gay, Portfolio Holder for Culture, about the decline in sales for the Cromer Pier show. He asked what contingencies were in place to reduce the strain on the operator and what the Council was doing to promote the Pier show. Cllr Gay was not present and it was agreed that a written response would be provided.

65 **RECOMMENDATIONS FROM CABINET 06 SEPTEMBER 2022**

The following recommendations were made by Cabinet to Full Council:

1. Outturn Report 2021/2022

It was proposed by Cllr E Seward, seconded by Cllr P Heinrich and

RESOLVED to approve:

- a) The provisional outturn position for the General Fund revenue account for 2021/22;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2022/23 budget;
- c) Allocate the surplus of £615,740 to the General Reserve;
- d) The financing of the 2021/22 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.33 million;
- f) The updated capital programme for 2022/23 to 2025/26 and scheme financing as outlined within the report and detailed at Appendix E;
- g) The roll-forward requests as outline in Appendix G are approved.

One member abstained.

2. Budget Monitoring 2022/2023 – Period 4

It was proposed by Cllr E Seward, seconded by Cllr L Shires and

RESOLVED

That £130,000 is released from the Major Repairs reserve to increase the existing capital budget for Fakenham Connect.

Cllr J Rest voted against. One member abstained.

3. Treasury Management Annual Report 2021/2022

It was proposed by Cllr E Seward, seconded by Cllr R Kershaw and

RESOLVED

To approve the Treasury Management Annual Report 2021/2022

One member abstained.

4. Debt Recovery 2021/2022

It was proposed by Cllr E Seward, seconded by Cllr P Heinrich and

RESOLVED

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.

66 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 28TH SEPTEMBER 2022

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, informed Council that all of the Cabinet recommendations had been considered by the Committee at the meeting on 28th September and no further recommendations were made.

67 COMMUNITY GOVERNANCE REVIEW

The Chief Executive introduced this item. He explained that, following a request from Trunch Parish Council, NNDC had agreed to undertake a Community Governance Review within the parish to consider a reduction in the number of seats on the parish Council from eleven to seven. He said that, having undertaken a comparison with other parishes with a similar number of electors (885) that it would be more appropriate to reduce the number of seats to nine rather than seven.

Cllr G Hayman, local member for Trunch, said that he was supportive of the proposals. He said that he was aware that the parish council was struggling to fill vacancies and that he had a wider concern that more effort needed to be made to encourage people to serve on parish councils. The Chief Executive thanked him for his comments and said that the Council's Democratic Services Team had recently held two events to encourage people to stand as candidates in the District Elections in 2023. He had also written to parish and town council clerks advising them of their obligation to encourage people to put themselves forward and to promote the local elections in the coming months. In addition, the Council's Town and Parish Council Engagement Forum had also outlined the assistance that could be offered to clerks who required support in this area.

Cllr H Blathwayt said that it was incumbent on all members to attend parish council meetings as doing so increased the relevance of elected representatives.

Cllr G Hayman asked whether the Council had a statutory duty to hold prospective candidates' events, and if not, whether they were a good use of officer resource given the financial pressures on the Council. He then referred to the impact of 'sectional' behaviour in some parishes which was causing problems and in some cases, forcing people to leave. The Chief Executive replied that there was no legislative requirement to hold them but the Council chose to do so as it gave anyone who was not aligned to a political party the opportunity to find out more about the process.

It was proposed by Cllr G Hayman, seconded by Cllr R Kershaw and

RESOLVED

That Trunch Parish Council be reduced to a membership of **nine (9)** which would better reflect the size of its electorate and is within the same range as other councils which also have nine seats (as shown in the attached appendix to the report)

68 QUESTIONS RECEIVED FROM MEMBERS

None received.

69 OPPOSITION BUSINESS

None received.

70 NOTICE(S) OF MOTION

The Chairman began by reminding members that there was a total of 30 minutes for motions. Three motions had been submitted and she suggested allocating ten minutes for each.

1. Freezing of Council Tax

Cllr J Rest introduced the motion. He said that it was self-explanatory, and it was important to give residents some assurance that the Council was trying to ease the financial pressures that many of them faced. Cllr J Punched seconded the motion. He said that the Independent Group was seeking a commitment from the Administration to support the motion. The only caveat would be if there was an order from the Government for councils to raise council tax to increase revenue. He requested a recorded vote.

Cllr E Seward, Portfolio Holder for Finance, responded. He said that the motion was simply asking the Administration to give consideration to freezing council tax when the financial planning procedure commenced and he was therefore supportive. He added that it was certainly an approach that the Administration aspired to, as demonstrated by their decision to freeze council tax in 2021. Cllr Seward reminded Members that the amount raised directly by NNDC via council tax was less than 10 pence in every pound, so the proposals would have a limited impact on the Council's revenue. He concluded by saying that meeting this aspiration would depend to a large extent on the financial settlement from central government.

Cllr C Cushing said that he was supportive of the motion and the Conservative Group had opposed previous council tax increases by the Administration and his group had frozen it for seven years. Cllr Seward responded that a Government grant had been provided to enable local authorities to freeze council tax previously.

Cllr Hayman sought clarification on whether the motion could be put forward at this time as it was not during the budget setting process. The Chief Executive replied that the motion was requesting that consideration should be given when the budget setting process began. It was not requesting a clear commitment at this time.

It was proposed by Cllr J Rest, seconded by Cllr J Punchard and

RESOLVED

To give consideration to freezing the 2023 council tax, when the financial planning procedure commences.

That the Authority will continue to look at ways that will help more vulnerable residents at this time and into the forthcoming winter months.

2. Cost of Living Crisis

Cllr L Shires introduced the motion. She said that people were currently very anxious as to how they were going to get through the winter with escalating costs across the board. Many of them were having to choose between eating and heating. She said that the situation was unprecedented. There were four simple steps set out in the supporting statement to the motion and she encouraged members to support them.

Cllr W Fredericks, seconded the motion and reserved her right to speak.

Cllr C Cushing said that there was much to commend the motion and his group was supportive of all of the recommendations except the final one, which requested the lobbying of local MPs for a reduction in VAT to 17.5%. He explained that the Government had already put a lot of measures in place to assist with the cost of living crisis, and had spent tens of billions of pounds in providing support, including the energy rebate scheme and the extensive energy support scheme. He added that if there had been some consultation with his group prior to the meeting, then an agreement could have been reached on how to support the motion together. The Chairman asked Cllr Shires to clarify the issue regarding the reduction in VAT. She replied that it was included within the broader proposal to write to MPs requesting support for action to limit the impact of the cost of living crisis via a series of measures.

Cllr E Vardy said that he was broadly supportive of the motion but said it was important that a cost of living summit should be evidence based to ensure that it was impactful.

Cllr T FitzPatrick said that he was disappointed about the lack of consultation on the motion. He said that there should have been more engagement with partners, referring to an announcement earlier that week by the County Council that it was using £6.7m of Government money for this very purpose. It seemed strange that there was no mention of Norfolk Community Foundation and the work they were doing in this area. He questioned whether it was a genuine concern that nothing was being done when in fact there was lots of work being undertaken.

Cllr S Butikofer said that Woking Borough Council had recently held a similar, very successful summit and there could be some engagement with them to ensure that it was evidence based and worked well. She added that the motion was submitted before the County Council announced the additional funding. They would be invited to participate in the summit.

Cllr G Hayman said that he wished to propose an amendment. He proposed that recommendation 1 should be struck out as it was not appropriate to thank officers for work that they were paid to undertake. Cllr Stenton seconded the amendment. Cllr L Shires did not accept the amendment. When put to the vote it was not supported with 2 members voting in favour, 19 members voting against and 9 abstentions.

Cllr T Adams said that he was supportive of the motion, He said that whilst he accepted Cllr FitzPatrick's point that there was a lot being done already, it must be acknowledged that all members had seen an increase in the number of residents seeking support and there were particular areas of concern in some parts of the district regarding a lack of access to the energy bank. Also, North Norfolk had a higher number of residents accessing council tax support. Cllr FitzPatrick replied that he did not feel that the Leader had responded to any of the points that he had raised.

Cllr W Fredericks spoke as seconder of the motion. She said that her local food bank was receiving an increase of 40% in referrals since last year and it was important that all the key agencies were brought together to address the problems that residents faced.

Cllr L Shires concluded the debate by saying that the motion was not political. It was about helping residents to feed their families and heat their homes. She added that officers often had to deal with residents in difficult circumstances that they could not always help. It was about dealing with the cost of living crisis which was a huge issue for a lot of local families. Cllr Shires requested a recorded vote. It was proposed by Cllr L Shires, seconded by Cllr W Fredericks and

RESOLVED by 21 votes in favour and 9 abstentions.

1. Thank officers for the additional work already being done support residents amid this crisis
 2. To hold a 'Cost of Living Summit', the outcome of which will be reported to Cabinet, along with any recommendations
 3. To ask the Leader and Chief Executive to explore various options for providing additional support to our residents
 4. To ask the Leader to write to relevant government ministers and our local MPs to ask for urgent action to relieve the cost-of-living crisis through such measures
3. Sewage Outflows Data

Cllr L Withington introduced the motion. She said that there were still issues with sewage outflows as demonstrated by recent events in Wells and to ensure that members were knowledgeable about the issues, they needed to be confident that the data provided by Anglian Water was accurate and reliable. This did not seem to be the case and it was almost impossible for members to assess and scrutinise the

situation in the District without access to accurate data. Cllr Withington referred members to the detailed recommendations set out in the motion. Cllr H Blathwayt seconded the motion and reserved his right to speak.

Cllr N Dixon proposed the following amendment. It was seconded by Cllr Dr V Holliday.

'This Council therefore RESOLVES to ask Anglian Water to confirm the following for the North Norfolk Coastal beaches, chalk bed rivers (like the Glaven and Stiffkey) and the rivers Bure, Ant and Wensum be added to the data request at Action 2 of the 11 May 22 OSC Meeting Minutes and therefore reported to OSC for consideration in due course'

Cllr Dixon said that the amendment widened the set of proposed actions. Sewage outflows were also an issue for the district's chalk stream rivers which were subject to storm water discharges. He said that he agreed with the concerns regarding the accuracy of data.

Cllr Withington accepted the amendment and it became part of the substantive motion.

Cllr J Rest said that it was important that a timeline was agreed with Anglian Water as to when they could attend the Overview and Scrutiny Committee and provide a response. The Chief Executive said that this was a reasonable request but it must be recognised that Anglian Water's attendance had to accommodate their business needs and align with the Overview and Scrutiny Committee's work programme. All efforts would be made to ensure that it was resolved as soon as possible.

Cllr G Mancini-Boyle said that Anglian Water should be ashamed of themselves and the approach that they were taking.

Cllr H Blathwayt seconded the motion. He thanked Cllr Dixon for his amendment. He added that members needed accurate information to make informed decisions.

It was proposed by Cllr L Withington, seconded by Cllr H Blathwayt and

RESOLVED unanimously

To ask Anglian Water to confirm the following for the North Norfolk Coastal beaches, chalk bed rivers (like the Glaven and Stiffkey) and the rivers Bure, Ant and Wensum be added to the data request at Action 2 of the 11 May 22 OSC Meeting Minutes and therefore reported to OSC for consideration in due course:

- How many current storm outflows in the North Norfolk area are not being monitored?
- How many storm outflows which discharge onto bathing beaches have monitors which are all fitted and working?
- How many storm outflows which discharge onto shellfish beds with regular harvesting have monitors which are all fitted and working?
- How many official bathing sites with storm outflows present do not have monitors fitted and working in place?
- An outline of the plan to bring forward the implementation of monitoring of sewage discharge points, indicating the scale of the project and the timescales involved and the expected improvements to water quality

71 EXCLUSION OF PRESS AND PUBLIC

72 PRIVATE BUSINESS

The meeting ended at 7.40 pm.

Chairman

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COUNCIL
RECORDED VOTE FORM

Agenda Item: Notice of Motion 1 – Council Tax Freexe

Date: 05 October 2022

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Bevan Jones, P	X			Kershaw, R	X		
Birch, D	X			Lloyd, N			
Blathwayt, H	X			Mancini-Boyle, G	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C	X			Punchard, J	X		
Dixon, N	X			Rest, J	X		
Fitch-Tillett, A				Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T	X			Spagnola, E			
FitzPatrick, V				Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R				Taylor, M	X		
Grove-Jones, P	X			Toye, J			
Hayman, G			X	Vardy, E	X		
Heinink, C				Varley, A	X		
Heinrich, P	X			Withington, E	X		
Holliday, V	X			Yiasimi, A			

recorded votes form

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COUNCIL
RECORDED VOTE FORM

Agenda Item: Notice of Motion 2 – Cost of Living

Date: 05 October 2022

	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N			
Bevan Jones, P	X			Kershaw, R	X		
Birch, D	X			Lloyd, N			
Blathwayt, H	X			Mancini-Boyle, G			X
Brown, A	X			Pearce, N			X
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G			
Cushing, C			X	Punchard, J	X		
Dixon, N			X	Rest, J	X		
Fitch-Tillett, A				Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T			X	Spagnola, E			
FitzPatrick, V				Stenton, J			X
Fredericks, W	X			Stockton, C	X		
Gay, V-R				Taylor, M			X
Grove-Jones, P	X			Teye, J			
Hayman, G	X			Vardy, E			X
Heinink, G				Varley, A	X		
Heinrich, P	X			Withington, E	X		
Holliday, V			X	Yiasimi, A			

recorded votes form

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Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

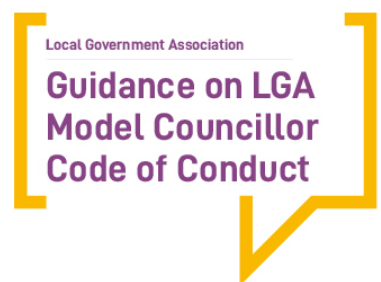
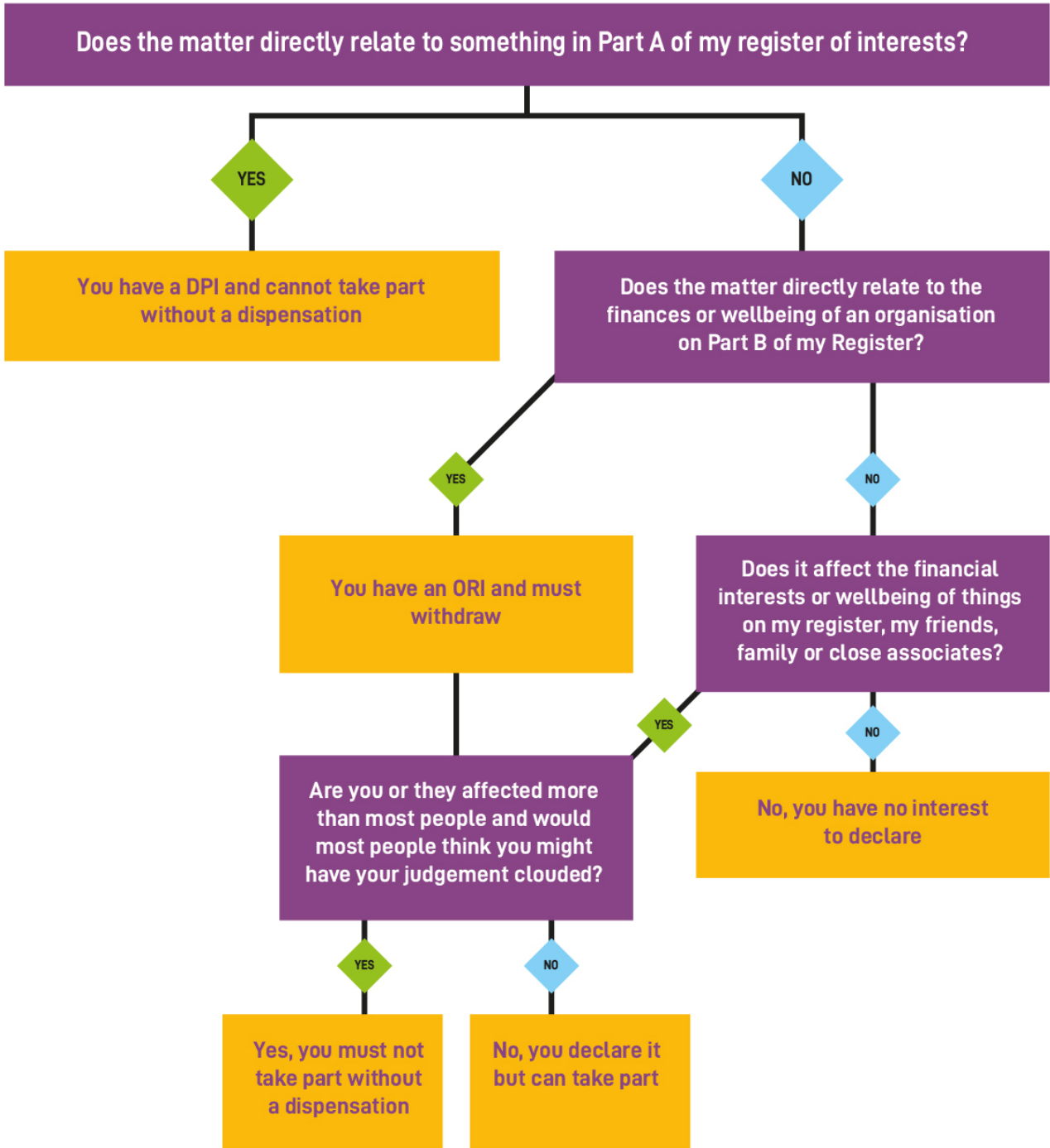
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none">a) any body of which you are in general control or management and to which you are nominated or appointed by your authorityb) any body<ul style="list-style-type: none">(i) exercising functions of a public nature(ii) any body directed to charitable purposes or(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



CABINET MEMBERS REPORT TO COUNCIL

16 November 2022

COUNCILLOR TIM ADAMS – LEADER OF THE COUNCIL

For the period 27th September 2022 – 6 November 2022

1 Progress on Portfolio Matters.

Elections

The Elections' Team are now in the final month of the annual canvass and are already at a response rate of 92% which is a strong rate of response. The team's focus is now on targetting areas where they think response rates could improve through personal canvassing and further in house checking ahead of publishing the Revised Register on 1st December 2022.

The consultation phase of the Trunch Community Governance Review ended on the 4th November and a report with final recommendations has been prepared for this meeting of Full Council.

The Team is expecting shortly to have more information regarding the implementation of Voter ID and other aspects of the Elections Act so that they can start formulating plans for the May 2023 elections the detailed planning of which will start picking up pace over the coming months as we get nearer to the election.

Communications

During the last month, Communications have published 42 news articles/videos across the Council's multiple digital platforms: www.north-norfolk.gov.uk, Facebook, YouTube, Twitter, Instagram, LinkedIn and NextDoor and have released these to media where appropriate. These have been on a range of topics including:

- Support for local NHS services
- Holt Neighbourhood Plan consultation
- Prospective Candidates Event
- North Walsham HAZ works updates
- World Mental Health Day
- World Homelessness Day
- Council Job Fair
- Eco4-Flex Statement of Intent
- Recycling
- Warm Homes Support – guidance to residents
- Cost of Living survey
- Cost of Living summit
- Miyawaki Forests update
- Formation of steering group for new NN Youth Council
- Vandalism to public conveniences

- £16,000 fine issued to Cromer landlord
- Sharing Government's Help for Households campaign
- Cromer Pier Works
- Various car parking advisories
- Bonfire night safety messaging

We currently have a combined social media following of **39,767** people directly consuming regular content about the Council's activities on our channels, though its important to note there is some overlap between channels, with some residents following us on more than one platform.

With a very short turnaround of under two weeks, the communications team supported the Cost of Living survey of residents using the expanded reach of its social channels and website. This reached **15,000** people on Facebook alone and achieved **966** completed survey responses, a very respectable figure given the population of the district and the time available to promote the survey.

The team also successfully completed work on the second of two trial editions of Outlook magazine, which is being delivered to **c50,000** homes in North Norfolk this week (November 7-11). This includes wide-ranging information around the work of every service area in the Council and also a special four-page cost of living section, with appropriate signposting to various external agencies and internal colleagues who are available to help residents who may need help to deal with rising costs.

HR

Agreement has recently been reached on the local government pay award for Officers at NNDC. The award is £1,925 on each spinal column point and is backdated to April 1st 2022. In addition, all Officers from Assistant Director and below will receive an additional day's leave from April 1st 2023 (pro rata if part time).

In October, the Health and Wellbeing Group held a Wellbeing Week. The week consisted of 13 separate events, which included activities such as a wellbeing walk, health checks, desk Pilates, a wellbeing webinar hosted by MIND, and a range of online and in-person workshops on Women's Health, Stress Management, Mental Health, Nutrition and the Menopause.

Corporate Delivery Unit

The Corporate Delivery Unit continues to support services across the organisation and following the departure of the two Project and Programme Managers for promotion within the organisation, the CDU welcomes a new member to the team who joins us from East Suffolk and brings with them a wealth of knowledge and experience from within Local Government.

Corporate PA Team

The Corporate PA Team continues to support the Chief Executive and Directors as well as Management Team with a considerable number of projects including supporting the recent Cost of Living Summit. The Corporate Business Manager is leading on a piece of work across the organisation to improve internal communication. Following a period of the Kickstart Programme, we are delighted to welcome a new Team Member into the post of Corporate PA Business Admin Apprentice.

2 Forthcoming Activities and Developments.

Norfolk Leaders and Chief Executives have continued to discuss the development of a County Deal for Norfolk. The change in administration nationally means that we are waiting for an update on the Deal from the new Secretary of State.

National Asylum Seeker Dispersal Programme – a letter in respect of the Asylum Placements has been submitted to the Home Office

Nutrient Neutrality – as of October 2022, the Norfolk Nutrient Budget Calculator produced by Royal Haskoning is available as an alternative to the Natural England calculator. The tool can be used for proposed developments in the Norfolk catchments impacted by Nutrient Neutrality and It is a clear decision-making tool for the Local Planning Authority and developers. The calculator can be accessed via the Council's website.

Avian Flu – on behalf of all Norfolk Leaders, the Council has signed a joint letter to the DEFRA Minister, conveying the concerns re the impact of the scale of the disease and mortality of wild birds is having on Norfolk local authorities and outlining the issues that we feel urgently need addressing.

3 Meetings attended

In the last two months, I have on one or more occasion met with:

- NNDC Group Leaders
- Chief Executive and Corporate Business Manager.
- NNDC Assistant Directors
- Communications & PR Manager
- North Norfolk Hockey Club
- Norfolk Constabulary
- Flagship Housing
- LIDL
- Sheringham Town Council
- North Walsham Town Council
- Wells Town Council
- Norfolk Community Foundation
- Task & Purpose Coalition
- Duncan Baker MP

Attended

- Norfolk Public Sector Leaders Board
- Prospective Councillor sessions
- Cost of Living Summit
- Norfolk Citizens Advice AGM
- Norfolk Strategic Flood Alliance
- Town & Parish Council Forum
- Briefing on private water supply sampling across North Norfolk

- Employment & Appeals Committee
- Overview & Scrutiny Committee
- Cabinet
- Business Planning

CABINET MEMBERS REPORT TO COUNCIL

November 2022

COUNCILLOR A BROWN - CABINET MEMBER FOR PLANNING & ENFORCEMENT

For the period September to November 2022

1 Progress on Portfolio Matters.

General overview.

Nutrient Neutrality

The Council has published the Joint Norfolk Nutrient Neutrality Calculator, whilst preserving the requirement of Nutrient Neutrality this locally evidence based version will reduce levels of mitigation for most cases by between 30 – 50% of the levels imposed by the Natural England Calculator. I am pleased to report that this use of pertinent and locally relevant data will enable the principles of nutrient neutrality to be delivered on a much more viable basis for developers across the Broads and Wensum Catchment Areas.

The Local Authority partnership has also reviewed the mapping of affected catchment areas, this review has engaged Anglian Water, Environment Agency and Natural England. A key change for North Norfolk is that North Walsham is now prove to discharge foul water treatment processing to areas outside the Special Area of Conservation. This will allow positive consideration of all qualifying applications without the need to complete the Nutrient Neutrality Calculator.

We remain on target for delivery of the longer term strategy, being no later than February 2023. Regular meetings are in place with NNDC officers and Natural England (NE), enabling detailed discussion on individual cases and also a strategic overview as to delivery of NE mitigation across the Broads and Wensum catchments.

Our officers are writing to update all affected customers, and will eb offering bespoke advice and assistance to move applications forward.

I must temper my note to you by clarifying that, all schemes which are considered under the nutrient neutrality calculator will need to ensure that the proposed mitigation is available and delivered to appropriate standards before any new homes can be occupied.

It is this key area of delivery that officers across Norfolk are now turning to. I will update on progress in the coming months.

I hope that the member briefing on 26 October was helpful to keep members updated on progress. I understand the briefing is recorded and can be made available to members upon request. I have asked that further member briefings are made available at key milestones on this project.

Development Management & Major Projects

Detailed reports are provided to Development Committee on these matters, Please refer to these reports for any detailed consideration on matters of speed and quality of decision to the Development Committee. In headline terms, 87.5% of Major applications and 80.38% of non-major applications are being determined within statutory timescales.

I consider that the Draft Planning Service Improvement Plan (PSIP) was received favourably to the September meeting of Overview & Scrutiny. Officers are now working on customer satisfaction surveys, reintroducing Agent & Developer Forum and also Parish / Town Council liaison meetings.

A detailed action plan is to follow in December 2022. As part of the PSIP, a series of detailed workshops are being undertaken with the Planning Advisory Service Toolkit, these workshops will cover every aspect of the planning applications process and will engage with other services areas and members.

I will clarify an earlier statement from September, an officer "on call" service was launched in September, to support the Customer Services Team on development management queries and provide professional advice where needed. Please can I clarify that this is not a bespoke detailed enquiry service such as previously operated under the "Duty Officer" Service. The service runs analogous to Customer Service provisions and is geared to high level detail enquiries.

Planning Policy & neighbourhood planning

Our team are reporting Regulation 19 responses, outcomes and recommendations to meetings of the Planning Policy & Built Heritage Working Party (PPBH) during the Autumn. Dependent on those outcomes, I will be looking for the plan to be submitted to the Planning Inspectorate in early 2023.

The Blakeney Neighbourhood Plan is nears its final stage. The Neighbourhood Plan Inspector has received responses from the Council and is considering those matters before the plan is brought forward for local referendum.

Holt neighbourhood plan is under consultation, representations to be complete no later than Monday 21 November 2022. Wells Next the Sea completed consultation on 9 September. I will give more detailed updates on time lines and progress as they become available.

Please can I ask that you review this web link for updates on Neighbourhood Plan process and progress:

[Home | Neighbourhood Planning \(north-norfolk.gov.uk\)](http://north-norfolk.gov.uk)

Conservation, Design & Landscape

I am pleased to report that the Glaven Valley Conservation Area Appraisal and Management Plan (2022) was reported to Cabinet on 6 September, it was agreed that the draft appraisal was approved for public consultation. Following consultation, the responses to the appraisal will be brought back to Working Party for consideration and subsequent adoption by Cabinet.

Building Control

Workload has generally eased, I am pleased to confirm a new officer has begun working as a Building Surveyor in the Service. This has filled a long standing vacancy in the team. We are bidding for LABC Apprentice posts I will report on outcomes, but remain supportive of apprenticeships in general and specifically in this part of our service.

Building Control applications continue to be determined within the statutory Timescale, on site checks and registration remain well within statute time limits.

I am pleased to report positive advance and improvement with the Mobile App, which has facilitated discontinuance of paper files and which cuts our carbon footprint and enables service efficiencies to be delivered

Enforcement

The team have 208 current live cases; 286 have been created this year with 335 cases having been closed so far in 2022. The live cases stands at a lowest level for some time with case closures now being higher and timelier.

100% of enforcement cases are acknowledged and input within time, with at least 95% of site inspections being undertaken within 10 days. The team are now focussed on clearing a backlog of cases that have exceeded the (self-imposed) resolution deadline.

I am pleased to report recruitment to the Conditions Monitoring Officer role and a series of interviews are in place for the trainee role in our service.

There will be investment in a Mobile App. for Enforcement which will enable greater efficiencies and support continuity of service. I will update on timelines and progress in the coming months.

Staffing

I reported that Three Senior Planning Officers left the Development Management Service in my last report. I can confirm that one officer has been appointed following the recent round of recruitment, we are continuing interviews and will update on progress.

We will be running a recruitment campaign for the S106 Monitoring Officer and Conservation Design Posts this month.

3 Meetings attended

September 29 & 27 October - Development Committee

October 17 - Planning Policy/Built Heritage Working Party

September 28 & 12 October - Overview & Scrutiny

October 5 - Full Council

CABINET MEMBERS REPORT TO COUNCIL

16 November 2022

COUNCILLOR ANGIE FITCH-TILLET - CABINET MEMBER FOR COAST

For the period October to November 2022

1 Progress on Portfolio Matters.

Cromer Phase 2 and Mundesley Coast Protection Scheme – Progress Update

Submitted additional funding requests to the Environment Agency.

Coastal Protection Maintenance October:

- Post season beach access inspection, from Weybourne to Cart Gap, Happisburgh, was carried out between 15th September and 3rd October 2022.

Cromer:

- Groyne 6 repair and repaint
- Groyne 2A plank fixed
- Groyne 2B repair works Remedial concreting works completed to a section of apron east of the pier

Overstrand:

- Moved timber from Muckleburgh to Overstrand for revetment works
- Removed exposed timber stubs to beach level of an old groyne
- Repair ongoing to block revetment structure at Overstrand
- Installation of an additional step in Overstrand to ease the use of the step

Sheringham:

- Repair works to one beacon in Sheringham. A second beacon that had failed has been removed, with the hope of up righting it in the near future.

Coastal Transition Accelerator Fund

- Internal cross council officer and member workshops were held which helped to identify potential shared benefits, delivery options etc. to ensure the value of the opportunity is maximised.
- A CTAP Programme Manager has been appointed.
- To secure the full funds an Outline Business Case must be submitted to the Environment Agency by the end of the financial year, this is underway.
- A report will be developed for Cabinet approval regarding the governance arrangement of the project and delegation of specific

items to ensure continued pace of development and delivery and to take advantage of opportunities as they are identified.

Coastal Loss Innovative Funding and Finance

Both reports have now been received and can be found at [Coastal Partnership East | Coast Management \(coasteast.org.uk\)](https://www.coasteast.org.uk) and [Home | Coastal Loss Innovative Funding and Financing \(CLIFF\) \(north-norfolk.gov.uk\)](https://www.north-norfolk.gov.uk). A workshop involving key national interested parties, as well as those who had worked on the project to date, was held to outline Phase 1 and to discuss the next steps. Further work is now underway to integrate taking the outputs forward through integrating with CTAP (see above) and CPE resilient Coast Project (GYBC and ESC), wider Local Authority projects and the Environment Agency.

Coastal Adaptation Supplementary Planning Document

The Coastal SPD document has now been drafted, after responding to comments received during a limited stakeholder consultation with statutory bodies and development management colleagues. It will be presented to local planning authorities during November and December, with public consultation anticipated to begin in January.

Shoreline Management Plan Refresh

Currently the SMPs (in North Norfolk SMP5 Hunstanton to Kelling Hard and SMP6 Kelling Hard to Lowestoft Ness) are part of a national refresh process. Recent work has included updating the SMP Action Plans in line with the updated national guidance and to consider recommendations from nationally completed health checks of each SMP. Cllr Fitch-Tillett has been appointed to the Elected Member Forum for the SMP areas which extend from Hunstanton to Gibraltar Point.

Sandscaping Monitoring

Monitoring has just been collected for 2022 and we will await the details of this for more current analysis. Early indications are that there remain significant volumes (including the sub tidal bar) on the beach and nearshore profile as would be expected and the scheme continues to perform. It is also noted that this past year has seen significant improvements to beach levels north of the placement at Mundesley.

2 Forthcoming Activities and Developments.

Local Government Association Special Interest Group Adaptation Working Group

A report will be available in early November and this will inform upcoming All Party Parliamentary Group discussions about coast and climate change as well as be used for broader cross-government discussions about who else needs to be involved in creating resilient coasts.

- **Coastal Transition Accelerator Programme** - Report will be developed for Cabinet approval regarding the governance arrangement of the project and delegation of specific items to ensure continued pace of development and delivery and to take advantage of opportunities as they are identified.
- **Coastal Loss Innovative Funding and Finance** – Workshop to be held with officers from Coastal Partnership East, Environment Agency and East Riding of Yorkshire, to explore how CLIFF can fit into CTAP, Flood and Coastal Resilience Innovation Programme, and other activities.
- **Coastal Supplementary Planning Document** – To be presented to local planning authorities during November and December, and go out to public consultation in the new year.
- Meeting of Sandscaping Monitoring Committee to review and agree monitoring.

3 Meetings attended

Northrepps Parish Council
 Overstrand Parish Council
 Trimingham Parish Council
 RFCC -East Local Choices
 Town & Parish Council Forum
 CLIFF Workshop
 NCP FIPL Presentation to Landowners adjacent to River Mun
 CTAP Workshop
 LGA Coastal SIG AGM
 ADA Board Meeting
 NCP Dark Skies Event Launch Event
 Norfolk & Suffolk Coast & Estuaries Conference
 WNNMP Presentation from Eastern IFCA
 Chaired Employment Action Committee
 RFCC East
 Members Update on Nutrient Neutrality
 Cabinet Business Planning
 Balfour Beatty Lunch & Learn “Climate Emergency”
 Development Committee
 KLBC SMP Refresh
 Broads IDB
 Chaired Norfolk Coastal Forum
 Norfolk Rivers IDB
 Cabinet
 Scrutiny ADA Conference
 WNNMP Advisory Group
 Cabinet Working Party – Projects
 Balfour Beatty Lunch & Learn TBA

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CABINET MEMBERS REPORT TO COUNCIL

November 2022

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR HOUSING AND BENEFITS

1 Progress on Portfolio Matters.

Benefits

The Benefits Service has recently recruited to a number of posts to provide additional resource to processing, Cost of Living work streams, Housing Benefit Reviews, and energy rebate schemes.

The roles are;

- 1 x Benefit Officer – Permanent
- 3 x Local Government Apprentices (Business Support) (18 month contract)
- 2 x Local Government Apprentice (Benefits Officer) (18 month contract)
- 2 x Benefit Officers (12 month contract)
- 2 x Financial Inclusion Officer (12 month contract)

Under the **Household Support Fund** (round 2), we have now distributed funding to 482 pension age households through Post Office Payout. Each household received a payment of £185 through a Post Office PayOut voucher. 91% of households cashed in their voucher. We will be supporting households who didn't cash in their voucher to ensure they still receive the funding to help them with the increase in the cost of living.

We also launched an online application form to allow households to apply for cost of living support through the Household Support - Emergency fund. We provided support to a further 53 households through financial assistance with food, energy or other essentials.

Our overall position at the end of the scheme is shown below:

Table 2: Total Awards					
Item	Spend (£s)				
a) Total amount provided to vulnerable households	£ 110,462.19				
b) Administration Costs	12,273.58				
c) Total LA spend (a+b)	£ 122,735.77				

Table 3: Total Value of Awards split by Household Composition					
		a) Households with Children	b) Households with Pensioners	c) Other households	d) Total amount provided to vulnerable households (a+b+c)
Row 1	Spend (£s)	£ 16,477.19	£ 89,170.00	£ 4,815.00	£ 110,462.19
Row 2	Volumes	37	482	16	535

Table 4: Total Value of Awards Split by Category							
		a) Energy and Water	b) Food	c) Essentials linked to Energy and Water	d) Wider Essentials	e) Housing Costs	e) Total amount provided to vulnerable households (a+b+c+d+e)
Row 1	Spend (£s)	105815.28	2261.91	685	1700	0	110,462.19
Row 2	Volumes	522	9	2	2	0	535

Round 3 of the Household Support Fund started on 1st October 2022 and runs through to 31st March 2023. North Norfolk District Council has received £89,000 to allocate to our residents to support households with food, energy and essentials over the winter. We are currently working on our offer under round 3, and we will be provide further detail on this shortly.

We are continuing to make payments under the **Energy Rebate (Discretionary) Scheme**. The funding of £226,350 is being targeted at low-income households across the district to help with the rising cost of household bills. So far we have distributed £113k of the fund. This scheme ends on 30th November 2022.

We continue to administer **Discretionary Housing Payments (DHP)** to support tenancy sustainment and to support people to stay within the community. Cases are worked on as a panel which includes officers from the Benefits Team and Housing Options.

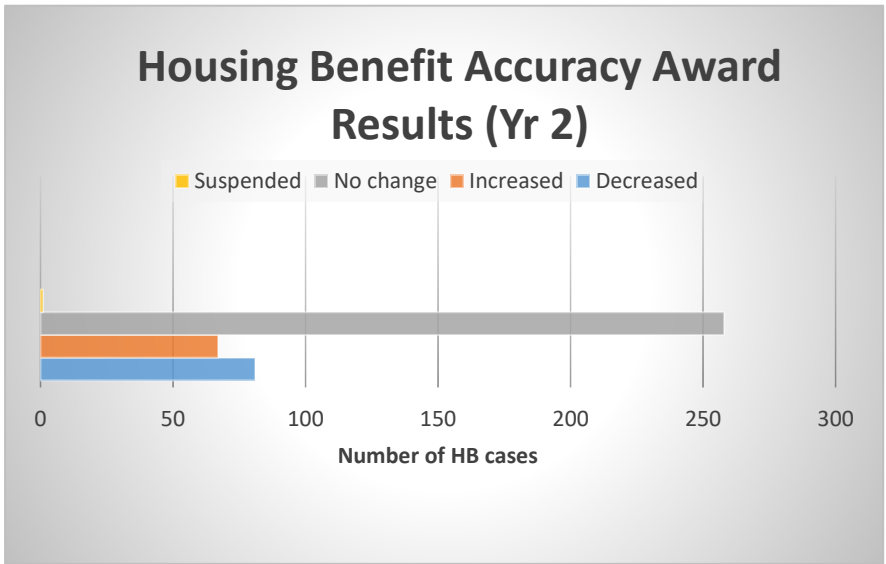
For 2022/23, North Norfolk has now been allocated funding of £103,037, and up to 31st October 2022 we have spent 77% of our allocation across 97 households and a further 151 applications have been refused as the circumstances of the household are outside the scope of the scheme. Where we have not been able to provide support through the DHP scheme, the team will consider other funding options and signpost the customer accordingly.

We have successfully launched a **Financial Inclusion Team** which is located within the Benefits Service. The team will be providing a valuable service to all of our residents in order to reduce financial exclusion across the district. They will be working with new and existing customers who require advice, support and monitoring across all areas of financial inclusion, including debt advice, welfare benefits advice and financial capability. The team will also be supporting tenancy sustainment by enabling customers to manage their financial commitments to be able to retain suitable accommodation and prevent homelessness where possible. Alongside the prevention of wider personal debts and income maximisation. We are in the process of setting up the referral process and further Comms will be published shortly.

We have now completed year 2 of the **Housing Benefit Award Accuracy** scheme. In year 2 we reviewed 407 Housing Benefit claims. The outcomes of the reviews are shown below:

Number of Housing Benefit cases	Outcome of review
81	Housing Benefit award decreased
67	Housing Benefit award increased

258	No change to Housing Benefit award
1	Housing Benefit suspended

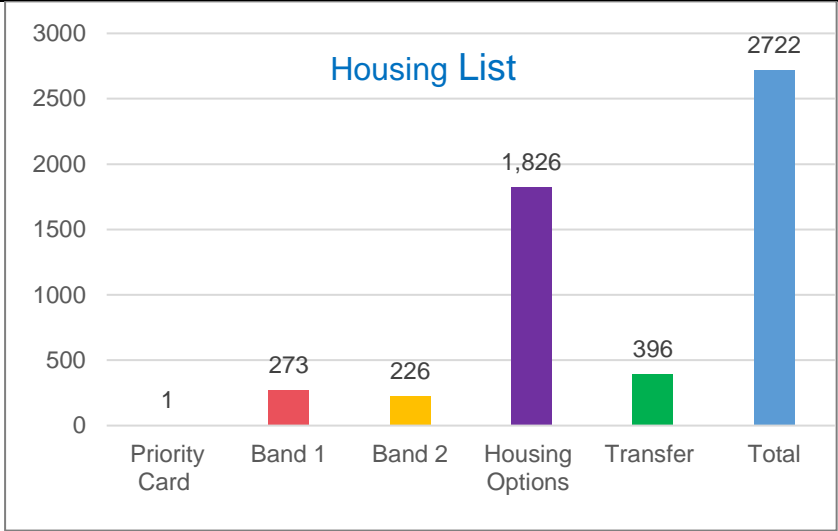


We are now launching year 3 of the scheme. This will involve the team reviewing over 500 Housing Benefit claims between October 2022 – January 2023. Working age customers will be asked to complete an online review form. Where the customer is not able to complete the review form online, or where they are of pensionable age, or vulnerable, our Business Support Officers will be scheduling appointments to complete the review form with them over the phone.

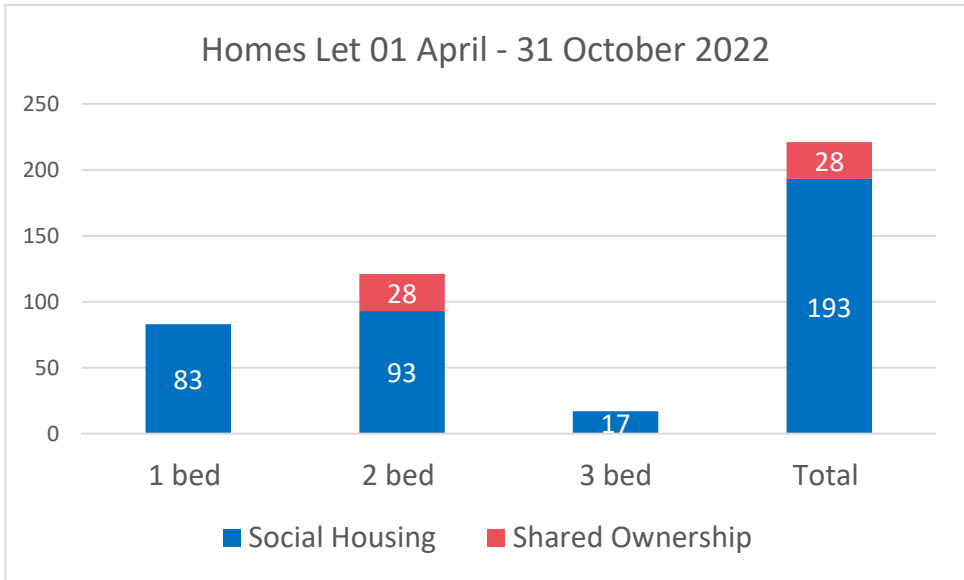
Housing Options and Homelessness Prevention

Your Choice Your Home

As at the 31 October 2022 there were **2772 households** on the housing list with 18% being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs.



Housing List – Bedroom Need:							
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Priority Card		1					1
Band 1	129	73	33	33	2	3	273
Band 2	91	50	40	43	1	1	226
Housing Options	1143	437	125	105		16	1826
Transfer	186	122	40	41	1	6	396
Total:	1549 (57%)	683 (24%)	238 (9%)	222 (8%)	4 (0.1%)	26 (0.9%)	2722



*Shared ownership - during QTR 1 Meadow Walk an Extra Care living development (housing 21) for people over the age of 55 in Fakenham was completed – these properties were let outside of Your Choice Your Home.

Social Housing lets by banding and bedroom size							
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Priority Card		6	1				7
Band 1	75	80	15				170
Band 2	2		1				3
Housing Options	5	4					9
Transfer	1	3					4
Total:	83	93	17				193

Allocations Review

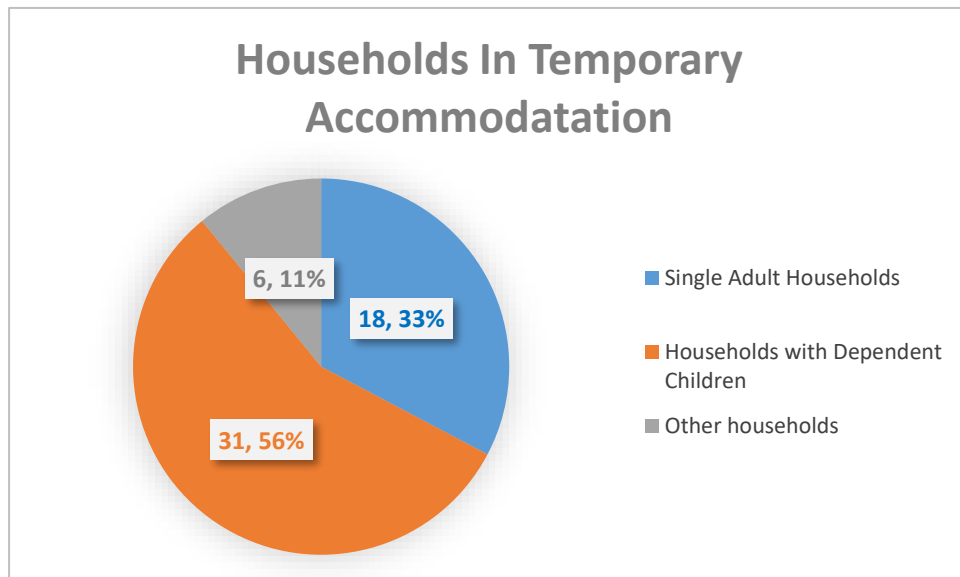
Our Allocations Scheme explains the rules, criteria and procedures that determine how we allocate social and affordable housing to households in North Norfolk. We last reviewed our scheme in 2018, since then the scheme has been updated to reflect changes in the law, and minor changes as allowed by the scheme.

Housing is a top priority for North Norfolk District Council - Our Corporate Plan 2019 to 2023, Housing Strategy, Homeless and Rough Sleeping Strategy and more recently our quality-of-life strategy all recognise that having a safe and secure home is one of the most important things in life.

To ensure that people have homes that meet their needs, giving priority to those in greatest need, and making the application process easier we are reviewing our scheme, this will be undertaken in several phases. The initial phase is looking at how the current scheme is working and identifying priority areas.

Temporary Accommodation

As at the 31 October 2022 there were 55 households in Temporary Accommodation:



* Other households includes couples and families with older Children.

There has been a significant rise not only the demand for temporary accommodation over the last few years but also in the difficulty in moving people on due to the lack of

available accommodation, due to the housing crisis and the overall environment. The following table demonstrates the increase in temporary accommodation numbers through a snapshot of five periods in time

31 October 2018	17
31 October 2019	27
31 October 2020	46
31 October 2021	42
31 October 2022	55

The figures for 2020 and 2021 reflect the additional measures put in place during the pandemic.

In order to minimise the levels of use of bed and breakfast type accommodation, we continue to actively seek opportunities to identify alternative solutions this includes increasing our own portfolio of accommodation. We have recently completed on a 2 bed property in Sheringham and have had an offer accepted on a 2 bed flat in Mundesley.

Homelessness & Rough Sleeping

We continue to support **3** entrenched Rough Sleepers. Whilst it is not always possible to locate rough sleepers, we respond to reports from the community and via Street Link to quickly identify and verify rough sleepers and help the most vulnerable access the services they need. Between 01 April 22 and 31 October 2022 we have had 7 (verified) and 3 (unverified) new reports of People sleeping Rough.

No. of clients	Outcome
0	Moved from NSAP to social housing
0	Voluntarily left NSAP
2	Rough sleeper moved to social housing or NSAP (had been in Reeves Court)
1	Living with family – offered Reeves Court but declined
3	Reports received but unable to contact to verify
1	Declined all offers of support
1	Sourced own accommodation
1	Moved to Reeves Court
1	Lost contact

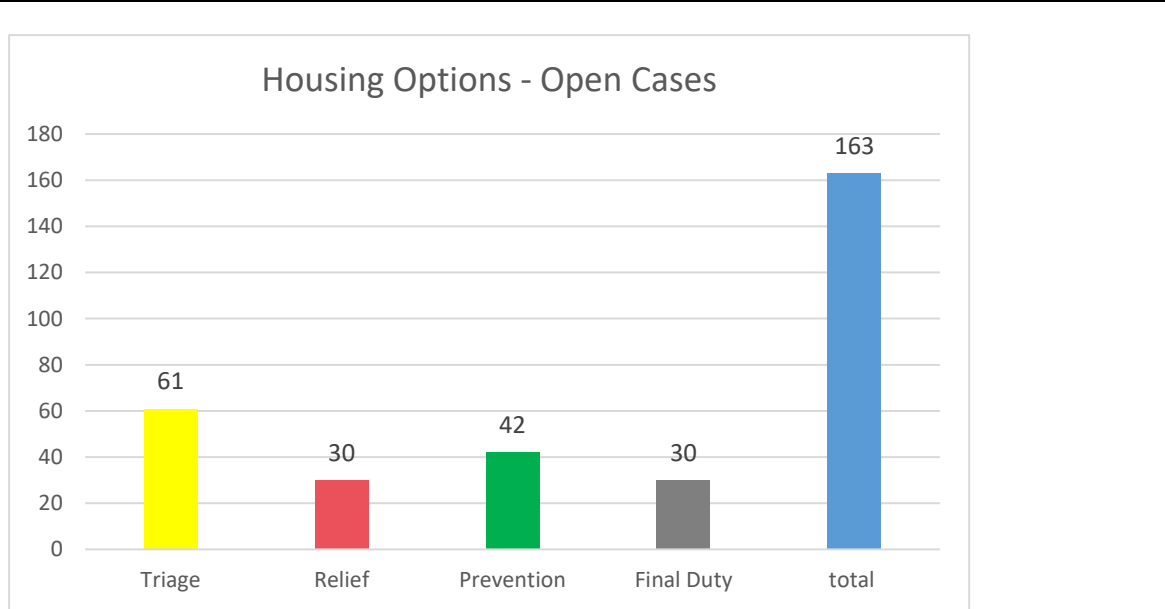
Homeless and Rough Sleeper Strategy

An operational review of the Homeless and Rough Strategy has been undertaken This looked at what has been achieved against the actions within the Strategy. The Strategy is due to be fully revised and updated by 2024 and consultation will be undertaken to help inform and shape the strategy going forward, including listening to people with experience of homelessness to help us shape our services and future strategy priorities. We will continue to focus on early intervention, homeless prevention and strengthening pathways and partnerships.

Households Assessed and Duty Owed

Our Housing Options Service offers advice to anyone who has a housing problem, and offers support and assistance if someone is homeless, or threatened with homelessness, within the next 56 days.

Demand on the service remains high, at the end of October there were **163** open cases:



For the same period 389 cases were closed, the majority of these were Triage Cases (292) where applicants were provided with support and advice and/ or early intervention work was successful and prevented the loss of a tenancy.

For all other cases the following outcomes were achieved:

Prevention Cases Closed: 33

- Supported Housing: **3**
- Registered Provider Tenancy: **9**
- Private Rented Sector Tenancy: **15**
- Staying with family or Friends: **4**
- Owner-occupier: **1**
- Not Known: **1**

Relief Cases Closed: 37

- Contact Lost: **8**
- Local connection referral accepted by other LA: **1**
- Withdrew Application: **11**
- Supported Housing: **3**
- staying with friends:
- Private rented sector: **7**
- Registered Provider Tenancy: **7**

Rough Sleeper Cases: 2

- Registered Provider Tenancy: **1**
- **Temporary Accommodation: 1**

Decisions: 15

- Homeless + no priority need: **14**
- Not Homeless: **1**

Final Duties accepted: 10

- Private Rented Sector Tenancy: 1
- Registered Provider Tenancy: 9

Domestic Abuse

We have recently recruited to a number of posts within the Housing Options Team, including a Domestic Abuse Project Officer. This new fixed term post has been created to assist the housing service to achieve the Domestic Abuse Housing Alliance (DAHA) accreditation, to promote good practice and to assist with raising awareness and improving the organisation's understanding and response to domestic abuse.

Between the 01 April and 30 October, we have had 24 new cases where applicants have told us that they are at risk or have previously experienced Domestic Abuse. Of these, 4 people have said that the reason they have lost or are losing their home is due to Domestic Abuse.

We continue to work with Norfolk County Council (NODA) to develop more effective mechanisms for recording data to ensure that we are able to understand the level of prevalence, demand and gaps in support/services

DLUCH visit by Homelessness Advisor

A homelessness advisor from the Department of Levelling Up, Housing and Communities (DLUHC) visited North Norfolk in September. The advisor had viewed the NSAP accommodation the loft, Sheringham, meeting both the customer and staff. The advisor had also met with the Housing Manager and Assistant Director. The initial feedback had been positive in terms of homelessness performance and prevention. Full feedback will be provided in due course.

Ukraine Household - Emerging Homelessness situation

We are supporting 8 Ukraine households with Housing due to placement breakdowns with the Host or Hosts not able to commit to providing a Home beyond the six months. 6 of the Households have an active homeless application and 2 households remain with their hosts whilst potential re-matches are explored.

Household Make Up (open cases)	
Single Adult	2
Couple	1
1 Adult 1 Child	1
2 Adults 2 Children	1
2 Adults 3 Children	1

Final Duty Outcome X 3
Private Rented Property found and financial assistance provided
Allocation of housing from the council's housing register.
Awaiting a rematch or alternative accommodation offer whilst in Temporary Accommodation.

With hosts facing increased pressure from the rising cost of living, and their circumstances changing we anticipate that we will see more homeless presentations.

Tenancy Sustainment

In September and October, the first of the targeted 3 day prevention workshops were held, These workshops cover all aspects of Money, Tenancies, Housing, Independent Living Skills Knowledge, Confidence and Resilience. The workshops are being delivered by Your Own Place and each session has had 7 delegates and feedback has been very positive.

Housing Strategy

New Affordable Homes

The forecast number of new affordable homes to be built in 2022/23 is significantly lower than the numbers achieved in the last few years as a result of fewer sites available and the delay caused by Nutrient Neutrality. We anticipate 52 affordable homes during the current financial year; However, we have a healthy affordable housing schemes pipeline, many of which are Rural Exception Housing Sites at various points in the development process. There are a total of 18 developments which will or could, subject to approvals, yield 354 new Affordable Homes in the next few years.

Grant for Energy Efficiency Improvement Works

North Norfolk District Council (NNDC) as part of the Norfolk Warm Homes Consortium of five Norfolk districts has been successful in a bid for £3.85 million of government grant to provide energy efficiency improvement works to homes occupied by low-income households. The funding is part of the government's sustainable warmth programme.

To date (end of October) the total grant spend is £50,637 with a further £71, 096 being approved.

Integrated Housing Adaptations Team

The team has received a total of 96 new contacts for September & October collectively, taking the year to date total contacts to 337. There continues to be a steady upward trajectory for new contacts month on month, when comparing the same period (Sept-Oct) for 2021 there was a total of 64 new contacts and year to date total contacts was 257.

Reducing wait times for assessments as the service as a whole remains a priority within the team, we now have four assessment officers processing new contacts and prioritising cases accordingly. Ensuring workflow is a priority and we are considering ways to manage the demand to prevent 'bottle necks' from occurring within the system.

A total of 24 cases were approved during the period from September-October with a value of approximately £229,982. This takes the total approved cases for the financial year to 106 with a total commitment of approximately £873,819.00

In addition, 25 grants were completed during September and taking October taking the total for the financial year to 75 completed adaptations with a total spend of approximately £768,211

The Home repairs pilot continues to receive and process existing referrals from IHAT, Social Prescribing, Energy Officer and Environmental Protection. To date we have

completed two cases, with a third nearing completion. We also have a further two cases with scheduled work.

We have successfully recruited a new 'Waiting Well Officer' to work alongside existing services. It is anticipated this role will further sign-post our vulnerable customers to existing services and grants that are currently available within the Council.

2 Forthcoming Activities and Developments.

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

16 November 2022

COUNCILLOR GAY - CABINET MEMBER FOR PORTFOLIO HOLDER FOR LEISURE, WELLBEING AND CULTURE

For the period October to November 2022

1 Progress on Portfolio Matters.

Leisure Centres

September returned the expected slight drop in visits across the 6 facilities, with 39434 visits being made. Memberships remain strong across the 3 leisure centres with 3622 individual members currently signed up.

Energy costs and their effects on the industry are being closely monitored but as things stand no action is to be taken by Everyone Active and there has been no specific request made of NNDC.

Countryside

Joseph our Assistant Countryside Ranger has left the team to go and complete his studies at Bristol University. We will be seeking to replace this role. The team are now entering the period of the year where most planned practical management of the woodland sites takes place, and this will be the team's focus throughout the Autumn and Winter.

We held a fancy dress Halloween trail at Holt Country Park with 53 children and 52 adults in attendance. These numbers were pleasing given the slightly lower than usual attendances we saw at the summer events.

Wild by Nature Forest School returned following their summer break and are now operating 4 days a week, offering a selection of different classes and clubs for preschoolers through to adults

Beaches

We held an end of season de-brief with the RNLI team at Catfield who reported a good summer with nothing of any significant concern. Their full report for the season is being finalised and will be shared in the coming weeks.

The group which was set up to discuss plans for tackling Jet-Ski issues is due to meet again shortly to keep these conversations going to have a plan in place before next spring.

Health and Wellbeing/Sports Development

There is no progress on either of the proposed 3G pitch projects at this stage the team continues to work with lease holders to progress this matter.

Active NoW is progressing with the £12500 for North Norfolk being targeted in Cromer to support a 'Health by Stealth' type approach whereby we seek to mix traditional and non-traditional physical activities to help to get people active. This still requires sign off, but we are hopeful that this will be achieved.

The first Reef Triathlon was delivered successfully by the team, with 70 participants and a real inclusive and feel good atmosphere. The event attracted a considerable number of first-time participants. We are hopeful to be able to continue this event in future years.

Pier Pavilion

We have been supporting Openwide with the promotion of the Christmas Show. This runs from 26th of November to 30th of December 2022. A series of video clips to share on our Social media channel are planned and underway. We have also secured an advert in the Outlook magazine for the show and are actively seeking further ways to support them.

Markets

The Wednesday market in Sheringham has now stopped for the winter.

2 Forthcoming Activities and Developments.

There are meetings forthcoming with both Everyone Active and Openwide.

3 Meetings attended

I have attended all regularly scheduled meetings and briefings in this area. On 31/10/22 I attended the North Norfolk Health and Well Being Partnership's workshop on matters affecting older people where Sean Pasque of NoW presented the Health by Stealth project to member of the partnership.



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CABINET MEMBERS REPORT TO COUNCIL

7 November 2022

**COUNCILLOR VIRGINIA GAY - PORTFOLIO HOLDER FOR LEISURE,
WELLBEING & CULTURE**

FOR THE PERIOD SEPTEMBER & OCTOBER 2022

1 Progress on Portfolio Matters.

North Norfolk Health & Wellbeing Partnership

The three priorities of the Partnership are:

Older People
Mental Health
Inequalities

A Partnership strategy will be written. To inform this, a multi-agency workshop in respect of older people was held in October. Representatives from the Partnership as well as voluntary and statutory agencies attended. The focus of the workshop was to look at issues faced by older people and the organisations that support them and to identify potential solutions.

Workshops in respect of the other two priority areas will be held later this year.

Community Connectors

The newly formed Community Connector service, funded until March 2023 by Covid recovery funding and other external funding is now fully operational. The aim of the service is to work with community groups, communities and individuals to support communities, groups and individuals to address the wider health, social and economic challenges of Covid and other issues such as the Cost of Living, housing etc. with the aim of building individual and community resilience thereby reducing or delaying the need for statutory service intervention.

Issues identified that require a multi-agency collaborative response are reported back to the partnership and ultimately to the Health & Wellbeing Board responsible for commissioning services.

The Community Connectors work geographically across North Norfolk. They have recently supported the Cost of Living conference and are actively supporting the establishment of Warm Hubs and Community Supermarkets.

Homes for Ukraine

Ninety eight accommodation checks and seventy nine initial welfare checks have been under taken since the H4U scheme was established.

Based on data we know that ninety four adults and sixty two children have arrived in North Norfolk. A small number have subsequently returned to the Ukraine or moved to other accommodation outside of the district.

Regular welfare review meetings are held. At these meeting both the host and the guests are asked about future accommodation intentions. Some hosts are happy for

their guests to stay, others are concerned about the Government £350 thank you payment ending as is it currently only for a year and the impact of increased utility bills. Others are unable to accommodate their guests beyond six months. Several guests want to move into their own accommodation but are finding even if they have a job accessing private rented accommodation or social housing difficult. We currently have three H4U families in temporary accommodation and are actively trying to rematch them with other hosts.

Social Prescribing

In September and October 119 Social Prescribing referrals were received. This excludes direct referrals from GP surgeries in Wells, Fakenham, Holt and Sheringham. An increase in referrals with regard to issues arising from the cost of living increases is being noticed.

External funding for one year has been secured for NNDC to take part in a Social Prescribing in secondary care pilot. Social Prescribing referrals from departments at the Norfolk and Norwich hospital including from Accident & Emergency will be managed by a dedicated officer employed by NNDC. The aim of the pilot is to address the wider social issues that could contribute towards a person accessing the acute trust and reduce regular and repeat attendance particularly at Accident & Emergency.

2 Forthcoming Activities and Developments.

The next meeting of the North Norfolk Health and Well Being Partnership will take place in December. As a result of the workshop mentioned above, the Partnership is to consider recreating a North Norfolk Forum for Older People.

3 Meetings attended

In addition to regularly scheduled Council meetings and briefings I have attended these other meetings and events.

Norfolk Citizens Advice AGM 18/10/22

NN Health and Well Being Partnership 26/10/22

NN HWB Partnership Thematic Workshop on the subject of older people 31/10/22

Integrated Health and Care Partnership 9/11/22

November 2022

CABINET MEMBERS REPORT TO COUNCIL

16 November 2022

COUNCILLOR R KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period October to November 2022

1 Progress on Portfolio Matters.

Funding and Programmes

Rural Prosperity Fund

On 3 September the Government announced the launch of The Rural England Prosperity Fund (REPF). This fund is a top-up to the UK Shared Prosperity Plan (UKSPF) and succeeds EU funding from LEADER and the Growth Programme, which were part of the Rural Development Programme for England. NNDC has been advised that North Norfolk will receive an allocation of £1,457,851. This will need to be committed and defrayed by March 2025. This funding, which is essentially an extension to the UKSPF fund, will have a more rural focus and the Council will need to submit an application by 30 November. To help shape and inform a submission, the Local Partnership Group, which was created to help develop the UKSPF bid, will shortly reconvene to discuss the challenges facing rural businesses/communities and identify the priority interventions.

Local Authorities presently await sign off of their UKSPF Investment Plans which were submitted over the summer and anticipated to be agreed in October.

North Walsham Town Centre Heritage Action Zone

A number of key activities have commenced/are presently being undertaken, summarised as follows.

- Repair and restoration works have continued over the summer on the Cedars building. Work still to be completed includes: the installation of data points, re-plastering with lime plaster, installation of a new electrical heating system and completion of window repairs followed by internal and external redecoration. Early conversations are being held with a range of potential future users;
- The Church Approach/Shambles slope is open to the public, with just a few items awaiting to be fitted, including bench seating, hand rails and anti-skate studs. A snagging list has been submitted to Norfolk County

Council for minor remedial works. Repair and redecoration work is now ongoing on the rear wall of 28 Market Place which backs onto the public realm area of Church Approach and will contribute to the overall improvement of the space.

- The Travel Hub on New Road carpark, developed in partnership with Norfolk County Council (NCC) and North Walsham Town Council, has been completed creating three bus bays for use by local bus operators and coaches. Refurbishment of the public conveniences at New Road carpark has been completed and a 'changing places' facility and family room installed to improve the facilities available to the public.
- Improvements to the highways and public realm in the Market Place have now commenced. Works to be carried out in this phase include: widened footpaths and paved areas for pedestrians, paved road surface, installation of seating and planters, installation of bike racks, provision of power points and arrangements for market stalls and events, provision of new crossing points and increased capacity for loading and deliveries through new and better positioned bays. Cleaning and maintenance of existing areas and paving will also be undertaken
- The Building Improvement Grant scheme has been well received and a healthy number of applications are in the pipeline. Six grant applications have been approved to-date and twenty eight expressions of interest have been received.

Skills

Apprenticeship 100

The North Norfolk 100 Apprenticeships Challenge was officially launched by Duncan Baker MP at Paston College in North Walsham on October 20. The Department for Work and Pensions, Norfolk County Council and North Norfolk District Council, along with commercial partners, have committed to work together to deliver 100 apprenticeship placements from businesses that would not normally offer them over the next two years.

Tourism

Economic Impact of Tourism Report

The Economic Impact of Tourism 2021 report has recently been produced. As anticipated, this has evidenced a partial recovery across the majority of metrics (vs the 2019 pre-pandemic report).

The total value of tourism is estimated at £365,221,323 - up 54% on 2020, but down 30% on 2019 figures.

Tourism jobs are up 11% (8898 jobs) vs 2020, but down 25% on 2019 figures.

The volume of day trips have increased by 37% against 2020, but are 40% down on 2019 figures. Similarly the value of day trips have increased by 45% on against 2020, but are down 34% on 2019 figures.

The volume of overnight trips is up by 57%, but is down by 25%. The value of overnight trips has increase by 71%, but remains down by 30% in 2019.

Christmas Marketing Campaign

The 'Christmas in North Norfolk' marketing campaign has been recently launched. This campaign seeks to promote a number of Christmas events / things to do in North Norfolk. A promotional video can be found on the Visit North Norfolk [home page](#) and also on [Youtube](#). There is also an accompanying events round up (found [here](#)). The video is being promoted through e-comms and social media advertisements.

2 Forthcoming Activities and Developments.

Visit North Norfolk Networking Event 23 November 2022 10am-12noon. Woodlands Holiday Park

The agenda for this networking event for VNN Members will include presentations and discussions on the Economic Impact of Tourism report, the Deep History Coast and the Visitor Economy Network Initiative.

3 Meetings attended

Visit East of England Visitor Economy Conference
Apprenticeships 100 Launch Event
Local Business Meetings

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CABINET MEMBERS REPORT TO COUNCIL

16 November 2022

COUNCILLOR LLOYD - CABINET MEMBER FOR ENVIRONMENT

For the period October to November 2022

1 Progress on Portfolio Matters.

Environmental Services

The team have been extremely busy following the implementation of Serco's new 'Target Operating Model' involving collection day/week changes for 90% of households from 5 September.

Whilst some teething issues have been experienced, these have improved as crews have learnt areas that they have previously been unfamiliar with. Whilst Serco's performance has at times been below the standard we require, the first 8 weeks have seen just 0.0065% of bins missed by Serco, although both the team and Serco are concentrating on improving this, which has been the case in the most recent period. The team are grateful to Local Members who that have helped the team in resolving issues that constituents have raised. It is hoped that we are through the worst of this service change.

The team continue to work with County Partners on the Mixed Recycling Facility (MRF) negotiations, and it is hoped that these will be concluded shortly. Two members of the team have attended the Local Authority Recycling Advisory Group conference in Birmingham. This provided an opportunity to gain a better understanding of some of the challenges being facing by the industry and new available technologies.

Environmental Protection

The team have successfully defended a Private Sector Housing case at the Residential Property Tribunal. The landlord of a property in Cromer appealed the level of fine issue for non-compliance with a Housing Act notice. They concluded by saying "*that the penalty was set at an appropriate level and that it is payable by the Applicant. We dismiss the appeal accordingly*".

The landlord has since paid the fine of £16,000 to NNDC. This money is ring fenced to be spent on the area/service for which it was served. The excellent file preparation and presentation was noted during the hearing and for the team this is an excellent result, sending out a strong and clear message that landlords who provide substandard accommodation in our district will be challenged.

The team have supported colleagues in the Planning service with an application where residential accommodation was being proposed next door to a poultry farm.

The team are participating in the County wide review of Community Triggers (ASB legislation)

Public Protection and Commercial

Animal Licensing and Dangerous Wild Animal Cases continue to keep the team busy, with the investigation of several unlicensed breeders and welfare investigations. The team continue with legal action in one particular complex case and await another court hearing in late November.

There are several complex on-going health and safety investigations, and the team are in process of preparing further prosecution files and “Simple Cautions”.

Routine Legionella sampling has been undertaken on the Pier and the results were returned as negative.

A productive meeting was held between Coastal and EH to discuss caravan site licensing and Coastal erosion.

Food Safety. Environmental Health Officers continue to meet the Food Standards agency recovery plan targets and have dealt with several problematic premises along the way. The team have also investigated two E.Coli 0157 cases this month.

Resilience

Avian Influenza coordination continues and has taken a significant amount of resource. We are acting as the district lead for Avian Influenza in Wild Birds, there has been some confusion about the responsibilities relating to wild birds and their removal from public land. The team have been raising these issues with Defra and APHA. The Resilience Manager attended the Norfolk Leaders group to update them on this matter and has as a result prepared a letter for the Secretary of State for the Environment on behalf of the Norfolk Leaders.

The team attended the National Power Outage NRF Exercise OpLemur held in October in readiness for national exercise (Mighty Oak) in March 2023. A series of workstreams has been identified to progress this and will require further LA input

The team attended the Cabinet Office webinar ‘Crisis Communications – a behavioural approach’ and are planning to incorporate this into the soon to be revised Emergency Response Plan.

The team have also held meetings with the Senior Flood Wardens and has attend two NRF winter assurance workshops.

Climate Change

Buildings Decarbonisation –

Submission of PSDS bid for funding to replace the gas boilers at the Cromer offices with heat pumps

Advice given to Sheringham Little Theatre and Cromer Tennis Club on building and behavioural changes to lower carbon footprint and energy bills

Solar over car park infrastructure at the Reef has passed load testing allowing designs to progress for a Solar Car Port over the car park

Engagement –

Staff Engagement – launch of environmental tip of the week, slot at staff briefing, staff travel survey and launch of car sharing scheme and EV salary sacrifice scheme.

Community Engagement – looking at the future of the Greenbuild brand and festival, supporting community growing scheme at Fakenham

Business Engagement – looking at options with the Economic Growth team and Norfolk Chamber of Commerce for initiatives with local business community

EV Charging Infrastructure –

LEVI bid in partnership with County Council was unsuccessful. NNDC were hoping to deliver a further tranche of EVCP's under this scheme. The team are now looking at other ways to introduce more chargers in our car parks (project proposal to CLT shortly)

Trees –

Remaining tree planting projects now planned, final trees being sourced to reach our target of 110,000 trees by spring 2023.

Miyawaki forest scheme launched across the district – this initiative came as a result of interest from several schools/parishes. There is sufficient interest to plant 5 further forests

2 Forthcoming Activities and Developments.

There are 3 further tree give away days at Holt Country Park being planned.

10th December, 14th January, 11th February.

3 Meetings attended

Climate change seminar at Holt Church hosted by the Bishop of Norwich

Serco Board meetings

Norfolk Waste Partnership meetings

NZAP and Tree Project board meetings

Climate change meeting with 'About with Friends' Cromer.

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-CABINET MEMBERS REPORT TO COUNCIL-

16 November 2022

**COUNCILLOR E SEWARD - CABINET MEMBER FOR
FINANCE, ASSETS, LEGAL, DEMOCRATIC SERVICES & REVENUES**

For the period October to November 2022

1 Progress on Portfolio Matters.

FINANCE

The finance team continue to work to prepare financial reports, including:

- Outturn Report 2021/22 approved by Full Council
- Budget Monitoring P4 2022/23 taken through committee cycle
- Statement of Accounts 2019/20 Signed off by external Audit and published on the Council's website
- Discussions were undertaken with Ernst and Young about completing the 2020/21 Audit process and dates were agreed for November 2022.
- The finance team have been meeting and working with Budget holders to discuss 2023/24 budget requirements.

The team are still working with Civica to implement a new finance system in December 2022.

ASSETS

Disposal of assets. Sale of Parklands has completed at a value of £1.7m. Solicitors progressing the transfer of amenity land at West Beckham and Sheringham to the Town and Parish Councils and transfer of Mundesley Gunning placements to community group. Stalham Public Open space transfer to the Council has completed and Heads of Terms now issued to the Town Council.

Planning application for the enabling land at Sheringham is progressing through the due process with determination anticipated December.

Vacant Property –Former playgroup building and café at North Lodge Park, Cromer has received 10 expressions of interest which are being assessed.

The Cedars lease proposals are being further considered following a report to Cabinet. The Cedars barns have received 3 proposals that are being assessed by officers.

Decarbonisation of Assets – Sheringham Little Theatre and Cromer Tennis Club assets and tenants have been visit for initial discussions around opportunities. Programme of asset reviews will take place on a priority list of

assets that will be impacted by Minimum Energy Efficiency Standards and Housing portfolio.

LEGAL

Eastlaw continues to advise and assist the Council with reference to its contracts, planning and other matters. The team has recently worked on the following matters of note:

- with the Revenues department to recover a substantial and significant business rates debt and
- with the Environmental Health department to successfully defend an appeal at the Residential Property Tribunal relating to an improvement notice, served upon a landlord, to protect tenants from hazardous living conditions.

FOI request figures show that the Council's current performance at responding to requests within the statutory 20 working days is at 94%. The national target is set at 90%. The legal service continues to provide advice and assistance to the wider Council in order to assist in this area and support the corporate responsibilities.

There has been a recent audit of the legal service which is at the draft report stage.

DEMOCRATIC SERVICES

The team has been very busy, holding two prospective candidates events on 28 September and 7th October, in a hybrid format, for anyone wanting to find out more about standing for election in the District Council election in May 2023.

The NNDC Town & Parish Council Engagement Forum met virtually on 10th October. The focus was on the Local Elections in 2023 and the session was well attended, with several attendees providing positive feedback.

Briefings have been held for members on key topics including second homes and nutrient neutrality.

A campaign was run during the summer to recruit a steering group for the new Youth Council. Five young people came forward and met for the first time on Monday 24 October, with the support of the British Youth Council, they are working on shaping the youth council and will be running a communications campaign to recruit new members over the next few weeks.

Recruitment for two new Independent Person (to advise on Standards complaints) is underway. The closing date is 11th November. There has been considerable interest so far.

REVENUES

Collection as of 30 September 2022.

Council Tax collection was 54.84.08% against target of 54.75%, excess in collection of £76k compared to the previous months of a shortfall in collection.

NNDR collection is 53.41% against target of 47.25%, an excess in collection of £1.74M. This is partly caused by the remaining Covid Additional Relief Fund (CARF) awards that were applied in September 2022 for the 2021/22 year and carried forward as a credit to the NDR 2022/23 charge.

Council Tax Energy Rebate Scheme.

The national CT Energy Rebate Scheme closed on 30 September 2022 and we managed to pay the remaining eligible customers who hadn't received their payment before this date however the government has since extended this date.

The total rebate amount awarded to NNDC council tax customers is £6,114,900.

Non-Domestic (Business) Rates Covid Additional Relief Fund (CARF)

The total relief amount awarded to NNDC business customers was increased from £1,231,879 to £1,562,395.

This was the remaining funds that had not been paid which would have been claimed back by government by the end date of the scheme date of 30 September 2022.

NNDC was in the top quartile for paying out Covid Additional Relief Fund (CARF) as a percentage of allocation previously in governmental statistics ie NNDC were 70 out of 310 authorities which is in the top 22% (quartile being within top 25%).

Government Returns:

- **CTB1 Completed on time.**
- **Business Grants** – we continue to reconcile these and report data to government on a regular basis.
- **CT Energy Rebate Scheme** - we continue to reconcile these and report data to government each month.
- **CARF & Retail Relief Return** - we continue to reconcile these and report data to government each month.

Quarterly Check Ins all team leaders and staff completed by end of October 2022.

2 Forthcoming Activities and Developments.

FINANCE

The following matters are forthcoming:

- Completing budget discussions and analysing the overall Financial Forecast
- Completion of the 2021/22 Audit entries
- Completion of the 2020/21 Audit process
- Continuation of the implementation and testing of the new finance system

DEMOCRATIC SERVICES

The team is beginning preparations for the intake of new members in May 2023. The induction programme is starting to take shape and we will finalising it in the coming weeks, with the input of the Member Development Group.

The Youth Council will launch their recruitment campaign on 1st December and there will be a launch event at the end of January 2023.

REVENUES

Papers

Supporting Finance with the paper: Council Tax Discounts & Premiums for 2023/24

Government Returns:

Business Grants

CT Energy Rebate Scheme

The CARF & Retail Relief Return

Council Tax and Non-Domestic (Business) Rates Annual Billing

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

16 November 2022

COUNCILLOR LUCY SHIRES - ORGANISATIONAL RESOURCES

For the period October to November 2022

1 Progress on Portfolio Matters.

Information Technology

Preparation for upgrades to a number of key systems has been completed. These include the Planning systems, Uniform and Land Charges, and the telephone and online payments system from Capita .

Intensive work preparing for the go-live of the new finance system Civica Financials is in progress. This includes data migration, testing of the new system and user training. The system will go live in mid-December.

Development of system to redirect users in the event of the website becoming unavailable.

Customer satisfaction form updated for customer services

Community Connectors form finalised and live

Development completed for Noise and Nuisance reporting webform

Consultation with Contact centre software supplier to integrate with NNDC address system.

Workbench notification tool updated and being rolled out.

Electronic register of interests form underway for use by Parish & Town Councils.

Updates to multiple on line webforms including: Missed Bin form, User Reply form, Small business rate relief form, Building Regulations Enquiry.

Ongoing website content, including:

- Planning consultation
- Community connectors
- Motion of the Ocean
- Chairman's pages
- 'London Bridge' page updates for King Charles and Camilla
- Rewilding
- Licencing

Intranet content, including

- Training
- Salary sacrifice schemes
- Wellbeing Week

- COVID updates

Work has continued to deploy the network upgrades to the Council Offices and Fakenham Connect.

Rollout of new starter IT hardware and systems continues.

Customer Services

Customer Services have recently welcomed two new members to our team. They are already progressing well and have been utilised to help our residents with their energy rebate enquiries.

We are currently in the process of carrying out further recruitment to bring our resource levels back to the establishment required. Vacancies have come about from the internal movement of staff as new opportunities have arisen across many departments within the council.

With the Cost-of-Living crisis still very much in our residents minds we received many calls from the 1,600 residents that were written to by our colleagues in Housing Benefits, reminding them to apply for the Energy Rebate before the closing date set at one weeks' time.

A substantial number of residents contacted the Customer Services team asking for assistance in applying but also provided feedback, highlighting their need to check with the council that the letter was not in fact a scam.

In October, there was nearly 9,000 customer contacts to the council's Customer Services team, which was down on the 10,000 received for September. However, this is still significantly higher than the average number of contacts received within Customer Services between April to August of 6,400.

Despite the continued increase we have seen a reduction in our call queue wait times of 33% from September and we will continue to try and reduce this further.

The Digital Mailroom has supported the Electoral Services department with the refresh of canvas forms and the Community Governance Review. They have received an increase in workloads across Planning and Building Control whilst supporting the Planning team in the Management Challenge Toolkit at workshops.

Similar to the Customer Services team, The Digital Mailroom are currently in the process of carrying out recruitment and training a new starter.

Property Services

Cromer pier substructure works have commenced and are progressing well.

They are expected to continue for until the summer of 2023.

A tender for improvements to the Pier bar servery and WC's are live and will be assessed before the end of November. Works will commence in January 2023 for 6-week period.

The PC re-provision in Fakenham works have recommenced following the removal of undocumented cabling. Works are now expected to be completed in the spring 2023.

A number of supply chain delays have further delayed the completion of the Stearmans yard PC re-provisioning. The works are now expected to be completed by the end of November

The Vicarage Street, North Walsham PC replacement tender has been awarded but start is delayed until January 2023 as a result of construction industry supply chain issues notably with the insulated wall panels.

Works to support the refurbishment of The Cedars and the wider HAZ project in North Walsham are ongoing. Property Services are now engaged more significantly with the Cedars works to ensure the works are completed as soon as possible. Further works are ongoing at the Shambles.

Work continues on refurbishment and commissioning of additional temporary accommodation units. Fully accessible unit in Morrison Close North Walsham has been completed and is being prepared for occupation.

The resurfacing of Mundesley Road car park North Walsham has been completed and has reopened. It will now provide up to 2 hours free parking until the completion of the Market square works.

Property Services continue to support the "Tackling homes in disrepair" scheme. The scheme is progressing well and will run until the end of March 2023.

Current tenders:

Public Convenience re-provision at the Leas in Sheringham has been awarded but start of works has been delayed to allow the contractor to complete other recently committed works on behalf of the Council. These are now expected to commence in the new year.

Fakenham Connect Crinkle Crankle wall remedial/safety works. Decision taken to commit additional spend as tender price exceeded the budget. Expected start on site March 2023.

Morris Street car park boundary wall, storm damage repair. Works awarded and expected to commence in mid -November.

Cornish Way industrial roofing works. Tender value significantly exceeds

budget estimate cost. The options are being reviewed.

2 Forthcoming Activities and Developments.

Customer Services

Customer Services will continue to work with other services to identify and implement changes designed to mitigate the effect of increased customer contacts on customer wait times.

Working with our contact centre developers we are about to begin testing a new customer satisfaction survey module. This will enable customers to provide us with their feedback on our services, allow them to rate our performance and give them the opportunity to put forward suggestions. This will enable us to design and deliver improvements that will make a difference to the customer.

Additionally, we will be able to capture how individual staff members are performing against our customer's expectations. This will highlight training opportunities.

In the coming weeks we will also be asking our colleagues around the council to help us help them by letting us know if they intend to contact our residents. Improved communications will enable us to improve the customer experience, be better prepared, and provide us the ability to realign resources to meet anticipated customer demand.

Information Technology

Civica Financials will go live.

Work will commence on preparing for the year end processes and upgrades to Open Revenues and the HR system Resourcelink

Next year prep: Resource-link annual upgrade.

Adoption of a new standard reporting tool: Microsoft PowerBI will start.

Further webforms will be completed including Temporary Event Notice application and payment.

The ongoing updating and improvement of website and intranet content will continue.

Preparation for the refresh of member IT will commence

The network upgrade rollout will continue.

Property Services

Works on the Cedars will be actively managed to ensure completion of the project.

Fakenham Connect Roof Repair works will be commenced.

Play equipment repairs and maintenance programme.

Winter PC Repair and maintenance programme.

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COUNCIL TAX DISCOUNTS DETERMINATION 2023-24

Summary: This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2023-24.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

Options considered: The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2023/24 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.1
- 2) The existing 100% council tax hardship discount and associated policy (see Appendix B) remains in place for 2023-24
- 3) That an exception to the levy charges may be made by the Revenues Manager in the circumstances laid out in section 2.2 of this report
- 4) The premiums for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.3
- 5) A new second homes premium of 100% as detailed in paragraph 2.4 is applied from April 2024, subject to the necessary legislation.
- 6) To continue to award a local discount of 100% for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended)
- 7) Those dwellings that are specifically identified under regulation 6 of the Council Tax

(Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 1.2 of this report.

- 8) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount

Reasons for Recommendations:

To set appropriate council tax discounts and premiums which will apply in 2023-24 and to raise council tax revenue.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

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(s) Cllr Eric Seward	Ward(s) affected All
Contact Officer, telephone number and email: Alison Chubbock, 07967 325037, alison.chubbock@north-norfolk.gov.uk Sean Knight, 01263 516347, sean.knight@north-norfolk.gov.uk	

1. Introduction

- 1.1 Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.
- 1.2 All billing authorities are able to reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e. tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.

- 1.3 It is for the billing authority to determine whether changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 1.4 Properties that are classed as Long-Term Empty (those that have not been occupied for a period of 24 months) can attract a premium on their Council Tax, which is currently 100% of the charge.
- 1.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 1.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered or increases in the premiums charged will generate additional revenue for both the District Council and major preceptors.

2. Current Discounts and Premiums Proposed for 2023-24

- 2.1 The table below details the existing discounts which the Council has in place. This report proposes these discount levels remain the same for 2023-24 for classes A, B and C. It is proposed to amend the discount for the Class D dwellings to 50% from 1 April 2023 to support dwellings undergoing major works to bring them back into use.

Class	Description	2022/23 Discount	Proposed Discount from 1st April 2023
Class A	Dwellings which are not the sole or main residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	10% Discount	10% Discount
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> • require or are undergoing major repair to make them habitable • are undergoing structural alteration • have undergone major repair work to render them habitable, if less than six months have elapsed since the 	No Discount	50% Discount

	date on which the alteration was substantially completed and the dwelling has continuously remained unoccupied and unfurnished since that date		
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The number of properties affected by the Class D discount is currently very low, the last few years are shown in the table below, however numbers were higher pre 2017 before the discount was removed (circa 100 to 150). The cost of applying this discount is not considered material for the Council at the current property numbers and level of properties can be reviewed annually when reviewing the discounts levels set to ensure the discount remains affordable.

Band	2022	2021	2020	2019	2018
A	4	-	1	3	7
B	3	3	2	3	7
C	4	-	2	4	7
D	1	2	1	1	8
E	2	4	2	-	4
F	-	1	2	1	-
G	-	1	1	1	1
H	-	-	-	-	-
Total	14	11	11	13	34

This report proposes a 50% discount level is applied for 2023-24.

- 2.2 In 2022-23 the Council introduced a new discount under Section 13A of the Local Government Finance Act 1992 (as amended) to give 100% relief to those experiencing hardship. It is proposed that this hardship discount and associated policy and application process remains in place for 2023-24. To date in 2022-23 there has been one claim provided through this discount.
- 2.3 The table below details the existing premiums which the Council has in place currently and this report proposes these discount levels remain the same for 2023-24. The premium is the amount above the existing 100% council tax charge, so for example a long term empty property which has been empty for longer than 24 months will pay council tax at a 200% level (double the normal level).

Description	
Long term empty properties that have been empty for a consecutive period of longer than 24 months	100% premium
Long term empty properties that have been empty for a consecutive period of longer than 60 months	200% premium
Long term empty properties that have been empty for a consecutive period of longer than 120 months	300% premium

Proposed new Premium

- 2.4 The Queen's Speech in May 2022 included some specific bills that could have a direct effect on local government finance. One of these bills proposes

that billing authorities would have the power to charge a 100% premium on second homes.

This proposal requires legislation to be laid and Royal Assent before it becomes available for billing authorities to use. In addition, a determination has to be made at least one year before the beginning of a financial year to which it relates. If Royal Assent is received for this by 31 March 2023, the Council could potentially apply this premium from April 2024.

This report proposes that, subject to the necessary legislation, the Council charges a 100% premium on second homes (council tax properties that are unoccupied and unfurnished) with effect from April 2024. The Bill requires billing authorities “to have a minimum period of 12 months between making its first determination and the financial year in which it takes effect, hence the reason for its inclusion. There are currently circa 4,600 second homes in the North Norfolk area.

- 2.5 The levy premiums detailed above cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.

Currently there are fewer than 140 properties that fall within the bracket of long term empty properties longer than 24 months within North Norfolk, so this is viewed as a policy tool to encourage efficient use of available housing within the district.

Care Leavers Discounts

- 2.6 The Council currently awards a local discount of 100% % for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended). The costs of this are fully compensated by Norfolk County Council.

Classes of Property

- 2.7 The Regulations differentiate between classes of property as follows:
- “Class A” - properties are those which are not an individual’s sole or main residence, are furnished and have seasonal planning prohibition (i.e. preventing occupation for a continuous period of at least 28 days)
 - “Class B” - properties are those which are not an individual’s sole or main residence, are furnished and have no restrictions with regard to occupation.

In effect Class A properties are second homes where occupancy is restricted for a period of at least 28 days a year where Class B properties have no restrictions on occupancy.

Formal Determinations

- 2.8 The Council has to approve its determinations for each financial year. It should be noted that the schedule of Class “B” property exceptions shown in Appendix A and referred to in recommendation (8) above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2023 for the reason stated. Under the wording of the

2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for possible inclusion in the list for exemptions, they may only be added when the determinations for 2024-25 are made for operation from 1 April 2024.

3. Corporate Plan Objectives

- 3.1 Local Homes for Local Need = Providing council tax discounts and premiums supports bringing homes back into use.
- 3.2 Financial Sustainability and Growth = Council tax premiums charged generate income to the Council and major preceptors to support financial sustainability.

4. Medium Term Financial Strategy

- 4.1 The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting

5. Financial and Resource Implications

- 5.1 The calculation of the tax base for 2023-24 will be made alongside the budget, based on the level of discounts and premiums approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts or decrease in premiums will reduce the taxbase, and therefore also income.

6. Legal Implications

- 6.1 This report does not raise any new legal implications

7. Risks

- 7.1 This report does not raise any new risks.

8. Impact on Climate Change

- 8.1 This report does not raise any issues relating to Climate change.

9. Equality and Diversity

- 9.1 This report does not raise any new issues relating to equality and diversity.

10. Section 17 Crime and Disorder considerations

- 10.1 This report does not raise any issues relating to Crime and Disorder considerations

11. Conclusion (including recommendations)

The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2023/24 will be made on the discounts and premiums in this report.

North Norfolk District Council
Reduction in Council Tax Discounts for Second Homes
Schedule of Class 'B' Property Exceptions for the year 2023/24

Dwellings described or geographically defined, which are judged not structurally capable of occupation all year around and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947.

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Anne Stannard Way, Bacton			
710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
Coast Road Chalet Park, Bacton			
779616	2	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710835	3	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710836	4	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710837	5	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710838	6	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710839	7	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710842	10	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710843	11	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710844	12	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710845	13	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710846	14	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710847	15	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710848	16	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710849	17	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710850	18	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710851	19	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710852	20	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
772237	21	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710854	22	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710855	23	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
776071	24	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
781175	25	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710858	26	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710860	28	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710861	29	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710862	30	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710863	31	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710864	32	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710865	33	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
779802	34	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710867	35	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710868	36	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710869	37	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710870	38	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710871	39	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710873	41	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778948	42	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710874	43	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710833	45	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
777495	46	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710877	47	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710878	47A	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710879	48	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710880	49	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710881	50	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710882	51	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710883	52	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710884	53	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710885	54	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710886	55	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710887	56	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710888	57	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710889	58	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710890	59	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710891	60	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710892	61	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710893	62	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710894	63	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710895	64	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710897	65	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710896	66	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710898	67	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710899	68	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710900	69	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710901	70	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710902	71	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710903	72	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710904	73	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710905	74	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710906	75	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778525	76	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
062510	77	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710909	78	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710910	79	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710911	80	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778551	81	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710914	83	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710915	84	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710916	85	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710917	86	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710918	87	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

Mill Lane, Bacton

778888	Crest-O-Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
779428	Hydaway	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
774277	Rest Haven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN

New Zealand Way, Bacton

772331	2	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
770682	3	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
778690	4	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
773905	5	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	6	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	7	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	8	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762797	9	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW

Sea View Estate, Bacton

710648	Popycott, 1	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710641	12	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710671	28	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710674	33	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme, 36	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
Watch House Lane, Bacton			
710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
Abbotts Way, Eccles-on-sea			
784251	Alouette	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
756512	Amberwood	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712403	Bennebroek	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712379	Freaneezy	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712380	Gaytime	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712382	Kingfishers	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712404	Reviellie	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712392	St Ives	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712385	The Beach House	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712376	Tranquility	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712397	Tresco	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
Beach Road, Eccles-on-sea			
715614	Braemar	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715627	Field View	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715634	Four Winds	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715626	Hillside	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715611	Idlehours	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715618	Lattice Chalet	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
761175	Lisfannon	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715622	Munden	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715630	Oasis	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715624	Sandilands	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715599	Sea Gulls	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715621	The Old Kit Bag	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715617	Wylaway	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715609	Y Not	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715605	You & I	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
Bush Drive, Eccles-on-sea			
712438	Aingarh	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712495	Badgers Set	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712473	Bali-Hai	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712496	Blue Bay	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712498	Cedar Wood	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712484	Dingly Dell	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712476	Dresden	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712493	Endways	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712506	Redwing	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712481	Sea Urchin	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Church Lane, Eccles-on-sea			
712407	Appleby	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712429	Campana	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712410	Campanella	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
767987	Dunes Edge	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712417	Majorca	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712413	Marineville	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712421	Sandsend	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712424	Sea Whistles	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712425	Sunnyside	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712426	Sunray	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
Crowden Road, Eccles-on-sea			
712455	Argus	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
770505	Bung Ho	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712470	Cliff Royal	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712462	Sea Lows	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712463	Spartyme	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712468	White Lodge	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712472	Zermatt	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
Hedgehog Walk, Eccles-on-sea			
712607	Orkney	Hedgehog Walk, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SZ
Bush Drive, Happisburgh			
752939	Bruins Rest	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724196	Flamingo	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724197	Fourwinds	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724198	Green Tiles	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724201	Holidays	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724202	Kirk-Cu-Brae	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
778617	Leisure Hour	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724204	Linden	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724205	Puffin	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724206	Samphire	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724208	Sand Castle	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724213	Slide Away	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724215	Surf Cottage	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724219	Windhill	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Cart Gap Road, Happisburgh			
724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
Doggetts Lane, Happisburgh			
061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724151	Jeckells Hyde, 8	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724137	10	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724143	Eastward Ho, 11	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724139	14	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724149	The Brambles, 16	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724144	Pershore, 17	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724141	O'Meara Bungalow	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724148	Sea Edge	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724147	Seadrift	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
Wroxham Way, Happisburgh			
724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
Staithe Road, Hickling			
713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
Bureside Estate, Horning			
714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
Ferry View Estate, Horning			
062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
778976	Oakdale	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
Horning Reach, Horning			
714025	Bonnington	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714028	Jada	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714033	The Birches	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
Brimbelow Road, Hoveton			
052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Bure Croft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bureway	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059715	Rosemere	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014742	Summerville	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
714750	The Patch	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
	Horsefen Road, Ludham		
782444	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Thurne Dyke, Ludham			
713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
North East Riverbank, Potter Heigham			
717007	Bath Hurst, 51	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057388	Patika Pa, 55	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
017103	The Rands, 56-56A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717071	The Nook, 57-58	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717073	Herrongate, 59	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717074	Maisonette, 60	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
771303	Willow Creek, 61	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717020	Rosemary Cottage, 62	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717076	Broad View, 63	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717077	Tower View, 64	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
062509	65	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717078	Bullrush, 66	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717079	Reedsmere, 67	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759893	Pastime, 68	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759646	Marsh View, 69	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717081	Heron Cottage, 70	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717082	Herwinia, 72	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780694	Eastcote, 73	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717083	The Fens, 74	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717021	St Elmo, 75	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
773169	Sunnyside, 76	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057220	Milldene, 76A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
762518	Up River, 77	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717086	Topping, 78	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
755550	Rivendell, 79	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759786	Primrose, 80	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
763336	Calypso, 82	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759787	Silver Ley, 84	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759643	St Clair, 85	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
779255	Melrose, 85A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717093	Millway, 85C	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717095	Jokers Wild, 86	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717106	Ambleside, 86B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717045	Dyde Down, 87	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717096	Manderley, 88	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780021	Risdene, 90	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
777927	Fishers Haven, 90A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717009	Eveholme, 93	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759806	Ellesmere, 96	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717040	Idleways, 97	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717101	Four Winds, 99A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717100	Tencholme, 99B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717013	Highs Mill	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
North West Riverbank, Potter Heigham			
717005	Olken, 1	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715991	Toorak, 1B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715988	Tonga, 1C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715992	Royston, 1D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715993	Pot Pourri, 1E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715994	Sunflowers, 1F	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
754931	Joybelle, 1G	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715996	Summertime, 2A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715997	Fairway, 2B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715998	Dolphins, 2C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715999	Bluewaters, 2D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716000	Repps Reach, 2E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
716001	Terre Nuove, 3A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716002	Cedar Lodge, 3B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717016	Rest Awhile, 4	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716003	The Bield, 4A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716004	Rania, 4B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716008	Touchwood, 5A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716005	5B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716006	Leaside, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717047	Pachelbel, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717048	Little Quay, 7	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717049	River Rest, 8	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717019	Nine, 9	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717050	Downriver, 10	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717052	Burton Garth, 11	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717044	Wee Ben, 14	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
061826	Woodstock, 14A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760184	Le Chalet, 15	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760231	Mill View, 16	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779412	Kalinda, 19	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
059675	The Haven, 20	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
058228	The Rosary, 21	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
783477	Dutch Tutch, 22	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760269	23	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
060391	Four Es, 24	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
762883	Moon River Cottage, 24A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
783341	Windy Ridge, 26	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
782100	River View, 27	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
780780	Vespers, 28	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779056	Rand View, 29	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717067	Paddock Wood, 31	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717068	Thurnholme, 32	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
767419	37	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717051	Crystal Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760276	Mands	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715989	Swan Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717064	The Sanctuary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715990	The Willows	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
777502	Thurne View	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

Clink Lane, Sea Palling

717969	Nutshell	Clink Lane, Sea Palling, Norwich, Norfolk	NR12 0UL
717970	Seaway	Clink Lane, Sea Palling, Norwich, Norfolk	NR12 0UL

The Marrams, Sea Palling

718116	Blackthorns	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718109	Peddlers Peace	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718097	Sunnyside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718094	The Halt	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718103	Tween Whyles	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
761287	Venta	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718107	Vi La Voer	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN

Waxham Road, Sea Palling

718063	Grenut	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
718065	The Little House	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
018035	The Old School Apartment	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX

Moor Road, Sutton

720253	Moorlands	Moor Road, Sutton, Norwich, Norfolk	NR12 9QN
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Seaview Crescent, Walcott

724604	1	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724619	4	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724620	5	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724622	7	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724623	8	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724605	10	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724606	11	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724607	12	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724609	14	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724610	15	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724611	16	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724614	19	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724616	Sea Breeze, 20	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724618	22	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
779738	Blue Moon	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724625	Calm Seas	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724626	Golden Sands	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724627	Sunnyside	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL

Church Road, Waxham

773282	Bide A Wee	Church Road, Waxham, Norwich, Norfolk	NR12 0DY
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**North Norfolk District Council's
Council Tax
Discretionary Reduction
(Hardship Relief) Policy**

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2. Council Tax – Discretionary Reduction Policy

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2.2 Legislation

2.3 North Norfolk District Council

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2.6 The Decision Making Process

2.7 Review of Decision

2.8 Recovery of a discretionary reduction (hardship) Award

2.9 Fraud

1. Purpose of Policy Document

1.1 This policy sets out the Council's approach to the awarding of discretionary reduction (hardship) relief under Section 13A of LGFA 1992 in respect of Council Tax liability. It has been designed to ensure that all customers making an application for relief are treated in a fair, consistent and equal manner.

1.2 This policy has been written to:

- Set guidelines for the factors that should be considered when making a decision to award or refuse an application
- Set out the delegated authority to award relief in appropriate circumstances
- Advise how customers dissatisfied with the decision made, can appeal.
- Safeguard the interest of the local taxpayers by ensuring that funds that are allocated for the award of relief are used in the most effective and economic way

2. Council Tax Discretionary Reduction Policy

2.1 Introduction

2.1.1 Councils have the power to reduce the amount of Council Tax a person has to pay to such an extent as they see fit. This includes the power to reduce an amount to nil, and may be exercised in relation to particular cases or by determining a class of property in which liability is to be reduced to an extent provided for by the determination. There is a cost to the Council in respect of any discretionary reduction (hardship) awarded and is met by the Council's collection fund.

2.2 Legislation

2.2.1 Council Tax discretionary reductions (hardship) awards are included in Section 13A Local Government Finance Act 1992 as amended by Local Government Act 2003, section 76. Section 76 gives councils the authority to make a discretionary payment of Council Tax where it is satisfied that the taxpayer would sustain exceptional hardship if it did not do so.

2.3 North Norfolk District Councils Policy

2.3.1 North Norfolk District Council has not defined any specific class of property on which to award a section 13A discount.

2.3.2 Applications for a reduction will usually only be considered in individual cases where severe hardship or extenuating circumstances can be demonstrated.

2.3.3 Where an application is successful, the award will be paid/credited directly to the Council Tax account.

2.4 Criteria

2.4.1 Each application will be assessed on its individual merits. When assessing applications, the following considerations will be made:

- All applications are only intended as short term assistance and awards will not extend beyond the current financial year, and should not be considered as a way of reducing Council Tax liability indefinitely
- Discretionary reductions or remission will be the exception and not the rule
- Council Tax discretionary reductions will not be awarded for any reason other than to reduce Council Tax liability
- Discretionary reductions are not to be granted in order to prevent recovery action being instigated by the Council or to stop bankruptcy proceedings commenced by the Council or any other body
- The applicant must detail the reasons for the application, explaining the specific circumstances and any hardship being experienced

- There must be evidence of hardship or personal circumstances that justifies a reduction in Council Tax liability. There is no definition in the legislation for 'hardship' and as the scheme is aimed at covering unforeseen events it is not possible to list precise criteria. Applications will be accepted on the basis that the applicant or household would suffer exceptional financial hardship if financial assistance were not given.
- Exceptional circumstances for hardship under the Council Tax regulations will usually be circumstances that are outside the control of the household and beyond normal risks faced by a household. The household must demonstrate that it has done all it can to mitigate those risks and is taking action to minimise them.
- The Council's finances allow for a reduction to be made and it is reasonable to do so in light of the impact on other Council Tax payers
- The Council Tax payer (applicant) must be able to demonstrate that all reasonable steps have been taken to meet their full Council Tax liability prior to application including exploring entitlement to all other reliefs, discounts, exemptions, reductions, discretionary payments and valuation office appeals.
- The Council Tax payer does not have access to other assets that could be realised and used to pay Council Tax.
- Application for discretionary reductions (hardship) relief should be one of last resort. Applicants will be expected to have explored and secured any lawful entitlement to other benefits, incomes and reductions in preference to claiming a discretionary reduction. This particularly includes an application for Council Tax Support.
- The liable person for an unoccupied domestic property must have made their best efforts to sell or let the property and not asked for an unreasonable rent or sale price and must show that to levy an empty Council Tax charge would cause them exceptional financial hardship.
- The Council's finances allow for a reduction to be made.
- The amount outstanding must not be the result of wilful refusal to pay or culpable neglect.

2.4.2 Discretionary reductions (hardship) will only be awarded for a short, fixed period depending on the nature and likely duration of the hardship or exceptional circumstances. In all cases reductions will end in the following circumstances:

- At the end of a financial year
- There is a change of liable person
- The Council Tax payer enters any form of formal insolvency
- The Council Tax payer's financial circumstances significantly change.
- If there is an amendment to the Valuation list
- At the end of any fixed period notified to the Council Tax payer at the time of the award

2.5 The Application

2.5.1 All applications should be made in writing or by completing the web form available on our web site. The form can be completed by an advocate/appointee or a recognised third party acting on their behalf, and must contain the necessary information including a full financial statement. Postal application forms and any supporting information should be completed and returned to:

North Norfolk District
Holt Road
Cromer
Norfolk
NR27 9EN

2.5.2 It is the responsibility of the Council Tax payer applying for a reduction to provide sufficient information and documentary evidence to support their applications. If the Council Tax payer applying does not, or will not, provide the required evidence; the application will still be considered, but only on the basis of the information and evidence provided. No costs will be borne by the Council in the provision of this evidence.

2.5.3 Further information may be requested to support an application. Where a request for further information is made information must be provided within 4 weeks. Failure to provide information within 4 weeks may lead to the refusal of the application unless good cause can be shown.

2.6. The Decision Making Process

2.6.1 Upon receipt of a signed application and all supporting documentation and Information; a standard decision making process will be followed:

- Initial applications will be checked by Revenues Team Leaders within 28 days of receipt of a signed application to ensure all supporting information / evidence has been included.
- Cases will then be forwarded to the Revenues Manager and the case presented at the next available discretionary panel hearing. A decision will be made by the representatives attending the panel hearing.
- Once a decision has been approved the Council Tax payer will be notified in writing of the decision within 28 days and revised Council Tax demand notices will be issued where applicable
- Whilst every effort will be made to meet the deadlines outlined above, failure by the Council to do so does not qualify the claimant for relief or any financial compensation.

2.7. Review of Decision

2.7.1 The Council will not accept a request from a Council Tax payer for a re-determination of its decision unless further evidence can be provided.

- If a claimant is dissatisfied with refusal of their application, they may appeal to the Valuation Tribunal for England (VTE) either by completing the online appeal form at <https://www.valuationtribunal.gov.uk/>. The claimant has two months to do this from the date of North Norfolk District Council's reply.

The Valuation Tribunals contact details are

Valuation Tribunal
3rd Floor
Crossgate House
Wood Street
Doncaster
DN1 3LL
Email: appeals@valuationtribunal.gov.uk
Telephone 0300 123 2035

2.8 Recovery of a Discretionary Reduction (Hardship) Award

2.8.1 If an award is subsequently cancelled the amount will be withdrawn from the applicant's Council Tax account and will be payable as the Council Tax due under the regulations.

2.9 Fraud

2.9.1 The Council reserves the right to withdraw any award made under this scheme where fraud or error has occurred

2.9.2 The Council reserves the right to withdraw any award where the applicant has failed to provide, or, has knowingly provided false or misleading information.

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Budget Monitoring Report 2022/23 – Period 6

Summary: This report summarises the budget monitoring position for the revenue account, and reserves statement to the end of September 2022

Options considered: Not applicable

Conclusions: The overall position at the end of September 2022 shows a £4,191,298 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £909,235. (At the end of 2021/22 £616k was added to the General reserve to help offset the impacts of pay and inflation in the current year)

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

- 1) Note the contents of the report and the current budget monitoring position.**
- 2) Recommend to Council that any outturn deficit is funded from a contribution from the use of the General Reserve**
- 3) Agree that a regular update should be provided to Members on the measures being undertaken to mitigate and reduce the current forecast deficit**

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, which do not contain exempt information, and which are not published elsewhere)

System Budget monitoring reports

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
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Contact Officer, telephone number and email: Alison Chubbock 07967 325037 Alison.chubbock@north-norfolk.gov.uk

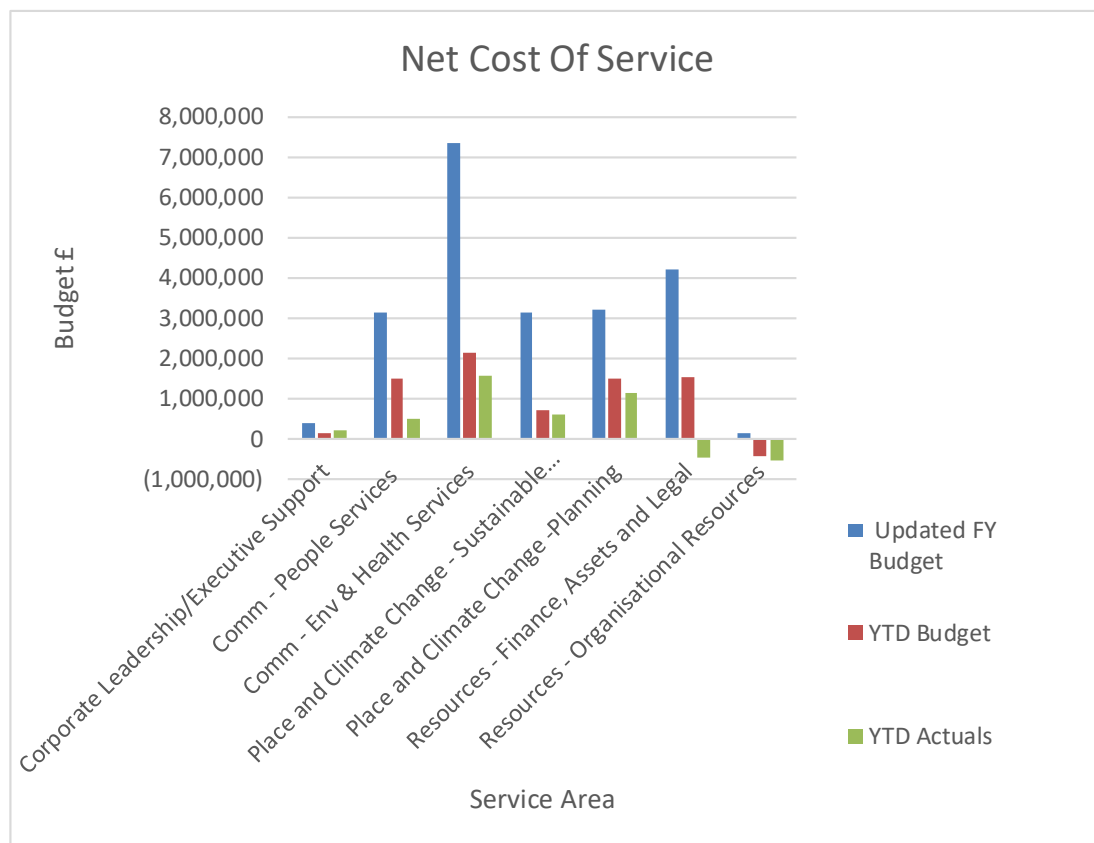
1.1 This report compares the actual expenditure and income position at the end of September 2022 to the Updated budget for 2022/23. The original Base Budget as agreed by Full Council in February 2022 has been updated to reflect approved budget virements.

2. Revenue

2.1 The General Fund Summary at Appendix A shows the high level budget monitoring position as at 30 September 2022 and highlights a year to date underspend of £4,191,298 against the profiled updated budget. There is an under spend of £4,026,585 in relation to the service variances with the remainder relating to non-service specific budgets.

2.2 The Chart below illustrates these variances per service area and Appendix B provides further details of the individual service variances. Variances are reported against the updated budget in the Council's General Fund summary as shown in Appendix A. There has been movement within the service areas between the Base budget approved by Full Council and the current updated budget position, this reflects changes in service budget allocation including the transfer of the car park budget and management. From 1 June 2022 this budget transferred from Communities to Resources.

Variance by Service Area



2.3 A significant part of the year to date surplus (£1,808,096) relates to accruals made in respect of Covid business grant balances that have not yet been repaid to Central Government. It is anticipated that reconciliation work and

subsequent repayments will be completed before the end of the financial year.

- 2.4 (£452,102) relates to the Serco waste contract and specifically the 2022/23 variable billing payments for which we have not received invoices yet
- 2.5 As a result of current economic trends, estimates have been prepared as to the likely impacts on North Norfolk District Council finances. These impacts will continue to be monitored with mitigating action taken where possible.
- 2.6 At period 4 a favourable variance of (£487,234) was forecast for 2022/23 Investment activities, changes to market conditions and the weaker pound have now reduced this estimate to (£139,915), details of this can be found within section 3 of this report.
- 2.7 As reported at P4 the 2022/23 base budget allowed for a 2% increase on employee budgets, currently the national pay award is likely to be far higher than this value once agreed. Based on current negotiations the shortfall could be in the region of £474,000.
- 2.8 Due to global shortages in energy supplies prices have increased significantly on Electricity, Gas and Oil. The current year to date variance against budget is £49,473, however some of this overspend is due to electrical vehicle charging point usage which will be offset by recoverable charges. Vertas, a facilities management company purchase electricity on the council's behalf. The first 6 months were at a rate of 0.29pkwh, October to March kwh price will increase to 0.42pkw. It is currently estimated the energy costs will come in at £200,000 above budget.
- 2.9 The renegotiated leisure contract will result in a net £114,150 increase in 2022/23. This follows contract negotiations for a five-year extension with the current provider, the outcome of which was not forecast as part of the budget process. Beyond 2022/23 a profit share will be budgeted for.
- 2.10 Increased inflation on the Serco Waste Contract is calculated at £250,000. In addition, there are additional costs of £160,000 in relation to 2021/22 variable contract payments. This growth is partially offset by an anticipated surplus of £190,000 from trade waste income.
- 2.11 Table 1 below shows the over/underspend to date for the more significant variances, this is compared to the updated budget. The estimated full year variance is what the likely financial position will be at the end of the financial year.

Table 1 – Service Variances	Over/(Under) spend to date against updated budget +/- £20,000 As per General Fund Summary £	Estimated Full Year Variance Against Updated Budget £
Corporate		
Corporate Leadership and Executive support – Additional employee costs alongside planned recruitment for Director of Resources and interim Section 151	49,363	60,000

cover.		
Human Resources and Payroll - The majority of this variance is in respect of recruitment costs, which will be allocated to the service areas.	29,538	20,000
Corporate Delivery Unit - (£26,628) Staff turnover saving due to vacant posts.	(28,358)	(20,000)
Communities – Environment & Leisure		
Parks and Open Spaces – £15,405 Higher repair & maintenance costs. £4,295 Surveyors fees.	20,147	20,000
Foreshore – £6,432 Staffing costs (to be transferred to Markets); £17,132 R&M - Sheringham Prom & shelters.	24,751	15,000
Leisure Complexes – (£69,763) Accruals brought forward from 2021/22 for the hire of school halls; £4,226 Consultancy fees in connection with the negotiation of management fees; £101,257 Higher management fees (new contracts). This will lead to a potential full year overspend of c. £120k.	36,668	See 2.9
Other Sports – £14,579 Net costs associated with the Mammoth Marathon; £10,358 Staffing costs - to include a redundancy payment.	23,166	15,000
Waste Collection and Disposal – (£250,381) No variable billing contract invoices received from Serco; £20,924 NEWS contractor payments; £9,782 Consultancy costs associated with legal advice. (£168,707) Additional commercial fee income against profiled budget; £35,838 Accruals brought forward relating to the shares for the Deed of Variation and recharge of clinical waste disposal.	(345,188)	See 2.10
Cleansing – No variable billing contract invoices received from Serco. (£13,461) Additional income from recharging for dog and litter bins; (£4,895) Sale of vehicle.	(230,427)	0
Communities – Peoples Services		
Benefits Administration – Grants received from the Department for Works and Pensions (DWP) to offset additional costs of legislative changes and service improvements.	(132,453)	0
Homelessness - Increased Bed and Breakfast accommodation charges offset by subsidy and client contributions. Additional grant funding to be allocated to staffing and service provision.	(488,847)	0
Housing Options – (See Homelessness) – Additional grant income to be allocated to	53,246	0

staffing budgets.		
Community – This significant variance is mostly made up of grants and contributions drawn down which were not budgeted for, this is being used to fund additional staffing and partnership payments.	(407,524)	0
Place and Climate Change – Planning		
Development Management – (£50,339) Staff turnover saving due to vacant posts. (£3,979) Travel costs. £16,850 Legal fees. (£35,127) Fee income and pre-application advice. (£58,775) Section 111 & Section 106 income ringfenced to be offset by appropriate expenditure. To be allocated to fixed term contracts additional staffing contracts. The service Manager is looking to use this underspend to finance additional temporary staffing to help service provision and performance.	(131,370)	(20,000)
Planning Policy – Staff turnover savings due to vacant posts. Recruitment is currently in process.	(35,663)	(20,000)
Conservation, Design & Landscape – (£52,501) Staff turnover savings due to vacant posts. £12,072 Enforcement board works. (£10,047) Grant income received from Department for Environment, Food and Rural Affairs (DEFRA). A number of the vacant posts were fixed term funded from earmarked reserves.	(52,498)	(10,000)
Major Developments – Staff turnover due to vacant posts. Some of this understand relates to a vacant post funded from earmarked reserves.	(55,632)	0
Building Control – Staff turnover due to vacant posts. Fee income over the profiled budget - as this is a self-financing service any surplus/deficit position on the fee earning element of the service will be met with a corresponding earmarked reserve movement at the year end.	(53,292)	0
Place and Climate Change – Sustainable Growth		
Coastal Management – Staff turnover due to vacant posts, this will not result in a full year effect but will require less financing from earmarked reserves.	(70,336)	0
Resources – Finance, Assets and Legal		

Parklands – This asset has now been sold; we are expecting some final account adjustments to be made.	(33,975)	(25,000)
Revenue Services – (£1,759,283) Covid - 19 Grant accruals b/f from 2021/22 awaiting final reconciliation work and repayment to Department for Business, Energy & Industrial Strategy (BEIS).	(1,766,521)	0
Corporate Finance – Staff Turnover savings due to vacant posts - this will be offset by temporary agency support costs. Subscription budget not included in the base budget. (£67,490) Accrual in relation to Business rate contributions which have not yet been offset by expenditure.	(84,638)	15,000
Investment properties – Additional Repair and Maintenance costs, service charge accruals not yet offset by income.	71,537	30,000
Corporate and Democratic Core – Accrual in respect of 2021/22 audit fees not yet offset by expenditure. (£125k) Unbudgeted grant received from Central Government for consultancy, admin and support costs relating to the Levelling Up Bid process.	(230,734)	0
Legal – (£20,499) Vacant post, partly offset by other prof. fees in relation to a legal case £7,266. No other major variances. Reduction in income forecast due to reduction in work carried on behalf of BCKLWN.	(14,661)	51,000
Resources – Organisational Resources		
Car parking – Higher than anticipated R & M costs of £30,224. (£174,409) Car park income is up against the profiled budget. This budget will continue to be monitored.	(144,185)	(100,000)
Public Conveniences - £8,125 R&M Buildings Overspend due to unbudgeted vandalism and arson costs. £6,713 Overspend in relation to £10,900 Overspend in relation to Electricity Costs. £8,435 Overspend in relation to Toilet Unit Hire at Weybourne. £9,280 Unbudgeted costs in relation to Sanitary & Nappy waste collection service. £8,868 Overspend in relation to Cromer Melbourne - removal of internal walls.	45,835	20,000
Customer Services - Corporate – (£24,847) Staff turnover savings due to vacant posts. (£10,610) Service charge Income.	(41,964)	(25,000)
Net Position	(3,972,561)	41,000

2.13 Table 2 below summarises the bottom-line position of all the current Full Year effects.

Table 2 – Full Year Effects

	Budget YTD £	Actuals YTD £	YTD Variance £	Estimated FYE £
Net Cost of Service	7,139,887	3,113,302	(4,026,585)	41,000
Employee Inflation				474,000
Energy Costs				200,000
Leisure Contract				114,150
Serco Waste Contract				220,000
External interest – Received/Paid	(495,558)	(660,264)	(164,706)	(139,915)
Income from Government Grant and Taxpayers	(7,770,840)	(7,770,840)	0	0
Total FYE				909,235

2.14 This report recommends funding any out-turn deficit from the general reserve. At the end of 2021/22 £616k was added to this reserve to help offset the national impacts of additional costs such as pay inflation, contract inflation and energy price increases. At the current forecasts this would result in an additional £293k being needed from the general reserve compared to budgets, we will continue to try and address the forecast deficit for the year by looking to make further savings and reallocate resources within the current budget.

3. Non-Service Variances to period 6 2022/23

Investment Interest

3.1 The interest budget for 2022/23 anticipates that a total of £1,149,481 will be earned from treasury investments and loans made for service purposes. Overall an average balance of £42.8m is assumed, at an average interest rate of 2.68%.

3.2 At the end of period 6, a total of £714,335 has been earned, resulting in a favourable variance against the year to date budget of £139,751. The average rate of interest achieved was 3.25% from an average balance available for investment of £43.8m. At the end of the year a favourable variance against the budget of £279,195 is anticipated. A total of £32.0m has been invested in pooled funds which are valued at £34.1m at the end of period 6. The high return of interest and variance over budget is a market consequence of the base rate increases following the economic events of Russia. Capital values are not as high as they have been in previous years, this is attributed to the market uncertainty following the election of the new Prime Minister. Both of these forces are outside of Council control but have a direct impact in the total investment return.

- 3.3 The Council has a balanced portfolio with a diverse range of funds investing in different instruments. The Council can expect the valuation of its pooled investments to continue to be volatile, but this is in line with expectations when the investments were placed. The risks inherent in the volatile nature of these investments are mitigated as the Council intends to hold them for the long term, subject to accounting rules remaining constant for the treatment of the valuation changes.
- 3.4 Interest rates no longer outperform borrowing rates due to world events outside of the Council's control as mentioned in point 3.2 above. However this is viewed as a temporary setback, with predictions of rates returning to an acceptable level by the end of March 2023. Holding onto investments still provides the best rate of return for the Council at this time, a significant portion of the extra interest earned in point 3.2 above will be required to pay the increased borrowing interest as outlined below.

Borrowing Interest

- 3.5 The budget for 2022/23 anticipates that £2,000 would be paid in interest for short-term borrowing for cash flow purposes.
- 3.6 At period 6, a total of £59,246.57 has been paid resulting in an adverse variance against the budget of £57,246.57. At the end of the year an adverse variance against the budget of £143,280 is anticipated. This is following increased borrowing interest rates from economic events as highlighted in point 3.2. No extra levels of borrowing have been carried out compared to the previous year, the amount of money borrowed is the same. However there is a consistent deficit of liquid cash.
- 3.7 The figure of £143,280 is likely to be the end of year cost of borrowing. Borrowing arrangements were agreed on the 24th September (before the predicted rates increase on the 25th) to secure necessary funds to fulfil the Council's financial needs to the end of March 2023. Borrowing for a longer duration at much lower rates (1.3% for 3 month borrowing, 2.8% for 6 month borrowing) was more favourable than borrowing at a higher rate for a shorter period of time due to the rapid increases in the borrowing rate (rate of borrowing was 3.1% for 3 month, 3.55% for 6 month as at 30/09/2022).
- 3.8 Interest for long-term borrowing has been budgeted for £143,532 for financing the re-provision of Splash Leisure Centre and purchase of Waste Vehicles.
- 3.9 At period 6, there had been no commitments to long-term borrowing for capital purposes. At end of the year, if long-term borrowing is not undertaken a favourable variance of £143,532 against budget is forecast, although at the present time we are assuming that the borrowing will be taken. This may change dependent on future cash inflows and the timing of the repayment of excess grant funding from central government. The decision to undertake short-term or long-term borrowing will be made in line with our borrowing strategy.

Summary

- 3.10 Please be aware that borrowing rates have increased significantly as of the 25th September 2022, the gap between the rate of return of interest and

borrowing is the highest it has been in the last few years. (Interest approximately 2.2%, Borrowing 3.4%). In prior years the interest return rate has always been higher than the borrowing rate. This is again due the world events mentioned in point 3.2.

- 3.11 The Council's treasury advisors Arlingclose have recommended that all Council's take due caution in making any large capital expenditure outside of the current approved programmes as the costs for these will need to be borrowed at an expense to the Council. The current projections is that the difficult market situation will be resolved by the end of March 2023.
- 3.12 The Council still maintains a strong overall investment position. The predicted borrowing cost of £143,280 is outweighed by the predicted favourable variance on interest earned of £279,195 (as mentioned in 3.2.) Leaving a total favourable gain of £135,915 at the end of the 2022/23 financial year

Retained Business Rates

- 3.13 There is currently no variance showing against Non-Domestic Rates income for the financial year at this stage of the year. The final variance will not be known until the NNDR3 form is completed at the end of the financial year and the grant actually due to the authority has been determined. Any large value appeals or anything which may significantly affect the NNDR income will be reported in future reports if required.

4. Capital

- 4.1 Total Capital expenditure amounted to £1,100,731.59 (including budgeted capital salaries) across all projects up to 30 September 2022.
- 4.2 The Capital Programme has is being updated to reflect any current year adjustments and will be presented alongside the next budget monitoring report.

5. Reserves – update for changes including the capital expenditure

- 5.1 The Council's current Reserve Statement is included at Appendix C, this gives the latest position of amounts allocated to services. Included in this position is the £615,740 outturn surplus from 2021/22 contribution to the general reserve.

6. Corporate Plan Objectives

- 6.1 Corporate Plan objectives are supported by the Councils allocated budgets

7. Medium Term Financial Strategy

The report provides an update on the budget monitoring position to the end of September 2022 which forms part of the Medium Term Financial Strategy

8. Financial and Resource Implications

The report is financial in nature and financial implications are included within the content of the report.

9. Legal Implications

None as a direct consequence of this report

10. Risks

10.1 The detail within section 2 of the report highlights the more significant variances including those that are estimated to result in a full year impact.

10.2 The estimated outturn will continue to be monitored during the year.

11. Sustainability

None as a direct consequence of this report

12. Climate / Carbon impact

None as a direct consequence of this report

13. Equality and Diversity

None as a direct consequence of this report

14. Section 17 Crime and Disorder considerations

None as a direct consequence of this report

15. Conclusion and Recommendations

15.1.1 The revenue budget is showing an estimated full year overspend for the current financial year of £909,235. The overall financial position continues to be closely monitored.

15.1.2 The Council will continue to try and address the forecast deficit which may arise during the year by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding which is not sustainable in the medium term. Should the Council not be able to make these adjustments in year then reserves will be required to balance

General Fund Summary P6 2022-23

	2022-23 Base Budget £	2022-23 Updated Budget £	2022/23 YTD Budget £	2022/23 YTD Actuals £	2022/23 YTD Variance £	Commitments £	Remaining Budget £
Directorate							
Corporate Leadership/Executive Support	350,720	397,430	137,143	207,447	70,304	39,103	150,880
Communities	9,765,875	10,512,392	3,642,335	2,093,691	(1,548,644)	2,978,329	5,440,372
Place and Climate Change Resources	5,530,289	6,368,062	2,231,198	1,764,665	(466,533)	371,686	4,231,711
	5,967,695	4,383,405	1,129,211	(952,502)	(2,081,713)	1,428,103	3,907,803
Net Cost of Services	21,614,579	21,661,289	7,139,887	3,113,302	(4,026,585)	4,817,221	13,730,766
Parish Precepts	2,724,873	2,724,873	2,724,873	2,724,872	(1)	0	1
Capital Charges	(2,456,953)	(2,456,953)	(1,228,476)	(1,228,482)	(6)	0	(1,228,471)
Refcus	(1,677,167)	(1,677,167)	0	0	0	0	(1,677,167)
Interest Receivable	(1,136,652)	(1,136,652)	(568,326)	(715,244)	(146,918)	0	(421,408)
External Interest Paid	145,532	145,532	72,768	54,980	(17,788)	0	90,552
Revenue Financing for Capital:	1,173,426	1,413,426	0	0	0	0	1,413,426
MRP Waste Contract	562,500	562,500	0	0	0	0	562,500
IAS 19 Pension Adjustment	265,496	265,496	0	0	0	0	265,496
Net Operating Expenditure	21,215,634	21,502,344	8,140,726	3,949,428	(4,191,298)	4,817,221	12,735,695
Contribution to/(from) the Earmarked Reserves							
Asset Management	5,466	(24,534)	0	0	0	0	(24,534)
Benefits	(32,303)	(32,303)	0	0	0	0	(32,303)
Business Rates	(18,000)	(18,000)	0	0	0	0	(18,000)
Coast Protection	(62,422)	(62,422)	0	0	0	0	(62,422)
Communities	(275,000)	(275,000)	0	0	0	0	(275,000)
Delivery Plan	(2,117,608)	(2,117,608)	0	0	0	0	(2,117,608)
Elections	50,000	50,000	0	0	0	0	50,000
Grants	(51,476)	(131,476)	0	0	0	0	(131,476)
Housing	(544,192)	(544,192)	0	0	0	0	(544,192)
Legal	(29,612)	(29,612)	0	0	0	0	(29,612)
Major Repairs Reserve	280,000	150,000	0	0	0	0	150,000
New Homes Bonus Reserve	(160,000)	(160,000)	0	0	0	0	(160,000)
Organisational Development	(12,446)	(59,156)	0	0	0	0	(59,156)
Restructuring/Invest to save	130,453	130,453	0	0	0	0	130,453
Contribution to/(from) the General Reserve	(76,043)	(76,043)	0	0	0	0	(76,043)
Amount to be met from Government Grant and Local Taxpayers	18,302,451	18,302,451	8,140,726	3,949,428	(4,191,298)	4,817,221	9,535,802
Collection Fund – Parishes	(2,724,873)	(2,724,873)	(1,444,238)	(1,444,238)	0	0	(1,280,635)
Collection Fund – District	(6,513,398)	(6,513,398)	(3,452,102)	(3,452,102)	0	0	(3,061,296)
Retained Business Rates	(7,206,520)	(7,206,520)	(1,936,322)	(1,936,322)	0	0	(5,270,198)
Revenue Support Grant	(93,540)	(93,540)	(56,124)	(56,124)	0	0	(37,416)
New Homes bonus	(886,575)	(886,575)	(443,288)	(443,288)	0	0	(443,287)
Rural Services Delivery Grant	(507,661)	(507,661)	(253,831)	(253,831)	0	0	(253,830)
Lower Tier Services Grant	(147,545)	(147,545)	(73,770)	(73,770)	0	0	(73,775)
Services Grant	(222,339)	(222,339)	(111,165)	(111,165)	0	0	(111,174)
Income from Government Grant and Taxpayers	(18,302,451)	(18,302,451)	(7,770,840)	(7,770,840)	0	0	(10,531,611)
(Surplus)/Deficit	0	0	369,886	(3,821,412)	(4,191,298)	4,817,221	(995,809)

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Service Area Summaries P6 2022/23

Communities

Ad Environment & Leisure Services

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Commercial Services							
Gross Direct Costs	343,343	159,706	146,797	(12,909)	7,257	189,289	Professional fees offset by lower income.
Gross Direct Income	(24,500)	(11,404)	(1,755)	9,649	0	(22,745)	Reduced income from recovery of fixed penalties and re-rating visits.
Support Service Charges	173,440	86,712	86,712	0	0	86,728	No Major Variances.
	492,283	235,014	231,754	(3,260)	7,257	253,272	
Internal Drainage Board Levies							
Gross Direct Costs	432,200	216,100	219,413	3,313	0	212,787	Higher inflation than budgeted.
Support Service Charges	250	126	126	0	0	124	No Major Variances.
	432,450	216,226	219,539	3,313	0	212,911	
Travellers							
Gross Direct Costs	49,600	19,462	21,999	2,537	41,094	(13,493)	No Major Variances.
Capital Charges	23,174	11,586	11,586	0	0	11,588	No Major Variances.
Gross Direct Income	(2,000)	(1,002)	(440)	562	0	(1,560)	No Major Variances.
Support Service Charges	6,940	3,474	3,474	0	0	3,466	No Major Variances.
	77,714	33,520	36,619	3,099	41,094	1	
Public Protection							
Gross Direct Costs	201,959	95,550	98,097	2,547	11,647	92,215	No Major Variances.
Capital Charges	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	(202,100)	(97,393)	(104,835)	(7,442)	0	(97,265)	Street Trading fee income.
Support Service Charges	127,140	63,582	63,582	0	0	63,558	No Major Variances.
	126,999	61,739	56,845	(4,895)	11,647	58,507	
Street Signage							
Gross Direct Costs	12,000	1,250	1,259	9	1,259	9,482	No Major Variances.
Capital Charges	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	0	0	0	0	0	0	No Major Variances.
Support Service Charges	21,040	10,524	10,524	0	0	10,516	No Major Variances.
	33,040	11,774	11,783	9	1,259	19,998	
Environmental Protection							
Gross Direct Costs	682,128	326,992	316,743	(10,249)	25,802	339,583	Out of hours contract payments being paid from Env Health Service management.
Capital Charges	52,962	26,484	26,484	0	0	26,478	No Major Variances.
Gross Direct Income	(45,000)	(17,258)	(27,119)	(9,862)	0	(17,881)	Rechargeable works.
Support Service Charges	227,770	113,898	113,898	0	0	113,872	No Major Variances.
	917,860	450,116	427,321	(22,795)	25,802	462,052	
Env Health - Service Mgmt							
Gross Direct Costs	0	0	20,705	20,705	32,521	(53,227)	Cost centre now obsolete - expenditure to be allocated to various Environmental Health services.
	0	0	23,390	23,390	32,521	(53,227)	
Environmental Contracts							
Gross Direct Costs	310,999	155,500	159,605	4,105	418	150,976	Higher staffing costs.
Capital Charges	4,521	2,262	2,262	0	0	2,259	No Major Variances.
Support Service Charges	(315,520)	(157,746)	(157,758)	(12)	0	(157,762)	No Major Variances.
	0	16	4,109	4,093	418	(4,527)	

Markets

Gross Direct Costs	56,250	25,900	23,064	(2,836)	1,231	31,955 No Major Variances.
Gross Direct Income	(40,000)	(35,000)	(34,690)	311	0	(5,311) No Major Variances.
Support Service Charges	22,680	11,352	11,352	0	0	11,328 No Major Variances.
	38,930	2,252	(273)	(2,525)	1,231	37,972

Parks & Open Spaces

Gross Direct Costs	311,273	126,180	146,900	20,720	43,561	120,813 £15,405 Higher repair & maintenance costs. £4,295 Surveyors fees.
Capital Charges	16,206	8,100	8,100	0	0	8,106 No Major Variances.
Gross Direct Income	(8,500)	(252)	(825)	(573)	0	(7,675) No Major Variances.
Support Service Charges	127,370	63,714	63,714	0	0	63,656 No Major Variances.
	446,349	197,742	217,889	20,147	43,561	184,900

Foreshore

Gross Direct Costs	130,663	49,040	73,791	24,751	8,282	48,590 £6,432 Staffing costs (to be transferred to Markets); £17,132 R&M - Sheringham Prom & shelters.
Capital Charges	27,880	13,938	13,938	0	0	13,942 No Major Variances.
Support Service Charges	111,360	55,692	55,692	0	0	55,668 No Major Variances.
	269,903	118,670	143,421	24,751	8,282	118,200

Leisure Complexes

Gross Direct Costs	141,946	69,956	108,583	38,627	43,062	(9,699) See Note A below:
Capital Charges	492,459	246,234	246,234	0	0	246,225 No Major Variances.
Gross Direct Income	0	0	(1,959)	(1,959)	0	1,959 No Major Variances.
Support Service Charges	90,150	45,102	45,102	0	0	45,048 No Major Variances.
	724,555	361,292	397,960	36,668	43,062	283,533

Note A: (£69,763) Accruals brought forward from 2021/22 for the hire of school halls; £4,226 Consultancy fees in connection with the negotiation of management fees; £101,257 Higher management fees (new contracts). This will lead to a potential full year overspend of c. £120k.

Other Sports

Gross Direct Costs	80,749	39,986	100,627	60,641	2,385	(22,263) £52,054 Costs associated with the Mammoth Marathon; £10,358 Staffing costs - to include a redundancy payment.
Gross Direct Income	0	0	(37,475)	(37,475)	0	37,475 Fees for Mammoth Marathon.
Support Service Charges	60,520	30,264	30,264	0	0	30,256 No Major Variances.
	141,269	70,250	93,416	23,166	2,385	45,468

Recreation Grounds

Gross Direct Costs	12,400	5,166	6,130	964	3,509	2,761 No Major Variances.
Capital Charges	5,632	2,814	2,814	0	0	2,818 No Major Variances.
Gross Direct Income	(1,000)	(498)	(740)	(242)	0	(260) No Major Variances.
Support Service Charges	3,410	1,710	1,710	0	0	1,700 No Major Variances.
	20,442	9,192	9,914	722	3,509	7,019

Pier Pavilion

Gross Direct Costs	9,000	4,500	8,784	4,284	3,766	(3,551) Fixed wire testing and servicing of pumps.
Capital Charges	17,020	8,508	8,508	0	0	8,512 No Major Variances.
Support Service Charges	25,770	12,888	12,888	0	0	12,882 No Major Variances.
	51,790	25,896	30,180	4,284	3,766	17,843

Beach Safety

Gross Direct Costs	416,930	236,902	234,031	(2,871)	100,490	82,409 £5,349 Additional costs for the Lifeguard contract. (£7,788) Variable billing invoice not received from Serco.
Support Service Charges	69,990	35,004	35,004	0	0	34,986 No Major Variances.
	486,920	271,906	269,035	(2,871)	100,490	117,395

Woodlands Management						
Gross Direct Costs	214,413	106,934	117,334	10,400	48,865	48,213 Tree safety works and signage at Pretty Corner Woods - this is offset by income from Woodland Trust.
Capital Charges	1,346	672	672	0	0	674 No Major Variances.
Gross Direct Income	(33,960)	(16,974)	(34,389)	(17,415)	0	429 (£4,264) Community Tree Nursery; (£2,267) Sale of firewood; (£10,878) Grant and contribution from Woodland Trust.
Support Service Charges	152,570	76,296	76,296	0	0	76,274 No Major Variances.
	334,369	166,928	159,913	(7,015)	48,865	125,591
Cromer Pier						
Gross Direct Costs	126,140	113,818	44,625	(69,193)	2,256	79,259 Invoice not received for insurance premium.
Capital Charges	20,737	10,368	10,368	0	0	10,369 No Major Variances.
Support Service Charges	97,720	48,858	48,858	0	0	48,862 No Major Variances.
	244,597	173,044	103,851	(69,193)	2,256	138,490
Waste Collection And Disposal						
Gross Direct Costs	4,467,050	1,625,610	1,414,430	(211,180)	1,879,808	1,172,812 See Note A below:
Capital Charges	459,571	229,788	229,788	0	0	229,783 No Major Variances.
Gross Direct Income	(3,824,500)	(2,741,011)	(2,875,013)	(134,002)	0	(949,487) See Note B below:
Support Service Charges	472,660	236,316	236,310	(6)	0	236,350 No Major Variances.
	1,574,781	(649,297)	(994,485)	(345,188)	1,879,808	689,458
Note A: (£250,381) No variable billing contract invoices received from Serco; £20,924 NEWS contractor payments; £9,782 Consultancy costs associated with legal advice.						
Note B: D144						
Cleansing						
Gross Direct Costs	718,000	293,334	81,264	(212,070)	113,266	523,470 No variable billing contract invoices received from Serco.
Capital Charges	85,500	42,750	42,750	0	0	42,750 No Major Variances.
Gross Direct Income	(60,000)	(60,000)	(78,356)	(18,356)	0	18,356 (£13,461) Additional income from recharging for dog and litter bins; (£4,895) Sale of vehicle.
Support Service Charges	46,540	23,268	23,268	0	0	23,272 No Major Variances.
	790,040	299,352	68,925	(230,427)	113,266	607,849
Leisure						
Gross Direct Costs	200,512	100,254	78,296	(21,958)	30	122,186 Staffing savings following restructure.
Gross Direct Income	0	0	(15)	(15)	0	15 No Major Variances.
Support Service Charges	(200,512)	(97,296)	(97,296)	0	0	(103,216) No Major Variances.
	0	2,958	(19,015)	(21,973)	30	18,985
Community Safety						
Gross Direct Costs	25,873	10,932	5,463	(5,469)	0	20,410 Vacant post - secondment.
Support Service Charges	22,220	11,112	11,112	0	0	11,108 No Major Variances.
	48,093	22,044	16,575	(5,469)	0	31,518
Civil Contingencies						
Gross Direct Costs	87,641	42,452	42,412	(40)	245	44,984 No Major Variances.
Gross Direct Income	0	0	(2,520)	(2,520)	0	2,520 Sale of vehicle.
Support Service Charges	37,810	18,912	18,912	0	0	18,898 No Major Variances.
	125,451	61,364	58,804	(2,560)	245	66,402
Ad Environmental & Leisure Svs						
Gross Direct Costs	77,440	38,718	38,988	270	0	38,452 No Major Variances.
Support Service Charges	(77,440)	(38,718)	(38,718)	0	0	(38,722) No Major Variances.
	0	0	270	270	0	(270)
Total Environment & Leisure	7,377,835	2,141,998	1,567,739	(574,259)	2,370,756	3,439,340

Service Area Summaries P6 2022/23

Communities

People Services

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
Health							
Gross Direct Costs	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	0	0	(253)	(253)	0	253	No Major Variances.
Support Service Charges	0	0	0	0	0	0	No Major Variances.
	0	0	(253)	(253)	0	253	
Benefits Administration							
Gross Direct Costs	978,961	476,731	464,103	(12,628)	19,520	495,338	See Note A below:
Capital Charges	31,700	15,852	15,852	0	0	15,848	No Major Variances.
Gross Direct Income	(350,000)	(13)	(119,839)	(119,826)	0	(230,162)	Grants received from the Department for Works and Pensions (DWP) to offset additional costs of legislative changes and service improvements.
Support Service Charges	403,670	201,840	201,840	0	0	201,830	No Major Variances.
	1,064,331	694,410	561,957	(132,453)	19,520	482,855	
Note A: (£18,013) Underspend in staffing costs - vacant posts and secondments; £20,582 Professional fees and consultancy costs (to be funded from grant/reserve). (£9,613) Creditor provision brought forward for Civica on-line change in circumstances; (£5,500) Purchase order accrual carried forward in error - to be cancelled.							
Homelessness							
Gross Direct Costs	1,091,244	494,941	564,808	69,867	587,698	(61,262)	See Note A below:
Capital Charges	28,482	14,244	14,244	0	0	14,238	No Major Variances.
Gross Direct Income	(998,392)	(498,948)	(1,057,632)	(558,684)	0	59,240	See Note B below:
Support Service Charges	873,130	436,572	436,542	(30)	0	436,588	No Major Variances.
	994,464	446,809	(42,038)	(488,847)	587,698	448,804	
Note A: £72,033 B&B charges and rent deposits - offset by subsidy and client contributions; £20,578 Bad debts written off; (£5,192) Communications and computing costs; £2,912 Higher R&M costs; (£17,964) Lower running costs - invoices not received for some utilities.							
Note B: (£365,830) Additional grant funding received over and above the Homeless Prevention grant - to be used to fund various posts; (£192,676) Rent collections and service charges for temporary accommodation.							
Housing Options							
Gross Direct Costs	493,333	246,672	299,936	53,264	195	193,202	Additional staffing - costs to be allocated from grants.
Gross Direct Income	0	0	0	0	0	0	No Major Variances.
Support Service Charges	(493,333)	(246,660)	(246,678)	(18)	0	(246,655)	No Major Variances.
	0	12	53,258	53,246	195	(53,453)	
Community							
Gross Direct Costs	984,767	312,594	504,418	191,824	160	480,189	See Note A below:
Gross Direct Income	(114,101)	(77,052)	(676,399)	(599,347)	0	562,298	See Note B below:
Support Service Charges	205,096	123,558	123,558	0	0	81,538	No Major Variances.
	1,075,762	359,100	(48,424)	(407,524)	160	1,124,026	
Note A: £68,201 Staffing costs- to be funded by grants; £123,305 Health & Community grant payments paid from the Covid Recovery Fund.							
Note B: (£35k) Contribution from NHS for the Community Transformation Fund (Waiting Well); Grants of (£347k) Covid Recovery Fund, (£125k) Contain Outbreak Management Fund (COMF) and (£120k) Ukraine Funding - received against a budget of £50k - all to be used for staffing and partnership payments.							
Ad People Services							
Gross Direct Costs	74,104	37,056	38,503	1,447	0	35,601	No Major Variances.
Support Service Charges	(74,104)	(37,050)	(37,050)	0	0	(37,054)	No Major Variances.
	0	6	1,453	1,447	0	(1,453)	
Total People Services	3,134,557	1,500,337	525,952	(974,385)	607,573	2,001,032	
Total Communities	10,512,392	3,642,335	2,093,691	(1,548,644)	2,978,329	5,440,372	

Service Area Summaries P6 2022/23

Corporate Leadership/Executive Support

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitment	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Human Resources & Payroll							
Gross Direct Costs	408,056	180,661	213,463	32,802	23,786	170,807	£11,028 Unplanned staffing costs. £12,691 Prepaid recruitment costs to be redistributed to individual service areas. £10,158 unplanned professional advice fees.
Gross Direct Income	(1,000)	(498)	(3,750)	(3,252)	0	2,750	(£3,000) Apprenticeship Grant.
Support Service Charges	(360,346)	(180,174)	(180,186)	(12)	0	(180,160)	No Major Variances.
	46,710	(11)	29,527	29,538	23,786	(6,603)	
Registration Services							
Gross Direct Costs	186,310	75,168	51,440	(23,728)	19	134,851	(£19,809) Staff turnover saving due to vacant posts. Difference is made up of a number of minor variances.
Gross Direct Income	(1,500)	(750)	28,985	29,735	0	(30,485)	£29,000 2019 General Election costs reclaim awaiting payment.
Support Service Charges	165,910	82,974	82,968	(6)	0	82,942	No Major Variances.
	350,720	157,392	163,393	6,001	19	187,308	
Corporate Leadership Team							
Gross Direct Costs	704,386	355,514	408,640	53,126	13,009	282,737	Employee costs including recruitment for the Director of Resources and Interim Section 151 cover.
Gross Direct Income	0	0	(3,733)	(3,733)	0	3,733	Kickstart funding to cover fixed term staff member.
Support Service Charges	(704,386)	(352,176)	(352,206)	(30)	0	(352,180)	No Major Variances.
	0	3,338	52,701	49,363	13,009	(65,710)	
Communications							
Gross Direct Costs	253,547	106,918	121,469	14,551	2,289	129,789	£16,854 Maternity cover staffing costs. Difference is made up of a number of minor variances.
Capital Charges	55,954	27,978	27,978	0	0	27,976	No Major Variances.
Gross Direct Income	0	0	(792)	(792)	0	792	No Major Variances.
Support Service Charges	(309,501)	(152,472)	(152,472)	0	0	(157,029)	No Major Variances.
	0	(17,576)	(3,816)	13,760	2,289	1,528	
Corporate Delivery Unit							
Gross Direct Costs	187,312	87,654	59,296	(28,358)	0	128,016	(£26,628) Staff turnover saving due to vacant posts. Difference is made up of a number of minor variances.
Support Service Charges	(187,312)	(93,654)	(93,654)	0	0	(93,658)	No Major Variances.
	0	(6,000)	(34,358)	(28,358)	0	34,358	
Total Corporate Directorate	397,430	137,143	207,447	70,304	39,103	150,880	

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Service Area Summaries P6 2022/23

Place And Climate Change

Planning

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Development Management							
Gross Direct Costs	1,082,938	572,756	535,288	(37,468)	118,982	428,668	(£50,339) Staff turnover saving due to vacant posts. (£3,979) Travel costs. £16,850 Legal fees.
Capital Charges	76,501	38,250	38,250	0	0	38,251	No Major Variances.
Gross Direct Income	(858,216)	(429,098)	(523,001)	(93,902)	0	(335,215)	(£31,540) Planning fee income. (£3,893) Legal fees. (£58,787) Sections 106 & 111 income.
Support Service Charges	751,570	375,798	375,798	0	0	375,772	No Major Variances.
	1,052,793	557,706	426,336	(131,370)	118,982	507,475	
Planning Policy							
Gross Direct Costs	713,547	234,274	198,611	(35,663)	86	514,850	Staff turnover saving due to vacant posts.
Support Service Charges	167,770	83,910	83,910	0	0	83,860	No Major Variances.
	881,317	318,184	282,521	(35,663)	86	598,710	
Conservation, Design & Landscape							
Gross Direct Costs	415,826	181,408	138,957	(42,451)	15,387	261,482	(£52,501) Staff turnover saving due to vacant posts. £12,072 Enforcement board works.
Gross Direct Income	0	0	(10,047)	(10,047)	0	10,047	DEFRA Grant not budgeted for.
Support Service Charges	89,550	44,790	44,790	0	0	44,760	No Major Variances.
	505,376	226,198	173,700	(52,498)	15,387	316,289	
Major Developments							
Gross Direct Costs	390,652	197,828	142,196	(55,632)	25,354	223,103	Staff turnover saving due to vacant posts.
Support Service Charges	118,380	59,214	59,214	0	0	59,166	No Major Variances.
	509,032	257,042	201,410	(55,632)	25,354	282,269	
Building Control							
Gross Direct Costs	496,299	245,658	222,086	(23,572)	5,747	268,466	Staff turnover saving due to vacant posts.
Gross Direct Income	(429,000)	(214,506)	(244,226)	(29,720)	0	(184,774)	(£69,894) Influx of Building Reg Plan income due to regulation change. £38,842 lower Inspection Fee income.
Support Service Charges	174,840	87,432	87,432	0	0	87,408	No Major Variances.
	242,139	118,584	65,292	(53,292)	5,747	171,100	
Combined Enforcement Team							
Gross Direct Costs	232,648	116,328	99,393	(16,935)	7,882	125,373	(£30,492) Staff turnover saving due to vacant posts. £13,937 Agency staff fee.
Support Service Charges	(232,648)	(116,322)	(116,322)	0	0	(116,326)	No Major Variances.
	0	6	(16,929)	(16,935)	7,882	9,047	
Property Information							
Gross Direct Costs	166,268	72,374	72,358	(16)	41,892	52,018	No Major Variances.
Gross Direct Income	(182,190)	(69,500)	(71,097)	(1,597)	0	(111,093)	No Major Variances.
Support Service Charges	53,090	26,556	26,556	0	0	26,534	No Major Variances.
	37,168	29,430	27,816	(1,614)	41,892	(32,541)	
Ad Planning							
Gross Direct Costs	91,203	45,606	46,252	646	734	44,218	No Major Variances.
Support Service Charges	(91,203)	(45,594)	(45,594)	0	0	(45,609)	No Major Variances.
	0	12	658	646	734	(1,391)	
Total Planning	3,227,825	1,507,162	1,160,804	(346,358)	216,064	1,850,958	

Service Area Summaries P6 2022/23

Place And Climate Change

Sustainable Growth

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Economic Growth							
Gross Direct Costs	102,000	20,255	26,835	6,581	8,437	66,728	£4,084 Grant payments funded from reserves. £2,176 Sheringham Little Theatre boiler report.
Capital Charges	2,037	1,020	1,020	0	0	1,017	No Major Variances.
Gross Direct Income	(27,000)	0	(16,782)	(16,782)	0	(10,218)	(£10,782) 21/22 Norfolk County Council business rates pool claim not accrued. (£6,000) Visitor Economy Network Initiative project income not budgeted for.
Support Service Charges	238,720	119,364	119,352	(12)	0	119,368	No Major Variances.
	315,757	140,639	130,425	(10,214)	8,437	176,895	
Tourism							
Gross Direct Costs	81,600	31,200	29,025	(2,175)	0	52,575	No Major Variances.
Support Service Charges	138,030	69,018	69,000	(18)	0	69,030	No Major Variances.
	219,630	100,218	98,025	(2,193)	0	121,605	
Coast Protection							
Gross Direct Costs	666,500	142,250	141,082	(1,168)	129,343	396,075	No Major Variances.
Capital Charges	508,701	254,352	254,352	0	0	254,349	No Major Variances.
Gross Direct Income	(405,000)	(405,000)	(405,000)	0	0	0	No Major Variances.
Support Service Charges	309,650	154,830	154,830	0	0	154,820	No Major Variances.
	1,079,851	146,432	145,264	(1,168)	129,343	805,244	
Business Growth Staffing							
Gross Direct Costs	353,291	176,646	157,571	(19,075)	315	195,405	Staff turnover saving due to vacant posts.
Gross Direct Income	0	0	(1,223)	(1,223)	0	1,223	No Major Variances.
Support Service Charges	(353,291)	(153,606)	(153,612)	(6)	0	(199,679)	No Major Variances.
	0	23,040	2,736	(20,304)	315	(3,051)	
Housing Strategy							
Gross Direct Costs	210,286	89,772	85,070	(4,702)	13,285	111,932	Staff turnover saving due to vacant posts.
Capital Charges	777,167	0	0	0	0	777,167	No Major Variances.
Gross Direct Income	(22,500)	(9,000)	(8,600)	400	0	(13,900)	No Major Variances.
Support Service Charges	61,380	30,702	30,702	0	0	30,678	No Major Variances.
	1,026,333	111,474	107,172	(4,302)	13,285	905,877	
Environmental Strategy							
Gross Direct Costs	486,416	82,691	71,381	(11,311)	2,542	412,493	Staff turnover saving due to vacant posts.
Gross Direct Income	(15,000)	0	(1,000)	(1,000)	0	(14,000)	No Major Variances.
Support Service Charges	27,250	13,626	13,614	(12)	0	13,636	No Major Variances.
	498,666	96,317	83,995	(12,323)	2,542	412,129	
Coastal Management							
Gross Direct Costs	497,229	240,124	169,788	(70,336)	1,702	325,739	Staff turnover saving due to vacant posts.
Gross Direct Income	(130,000)	0	0	0	0	(130,000)	No Major Variances.
Support Service Charges	(367,229)	(134,202)	(134,202)	0	0	(233,027)	No Major Variances.
	0	105,922	35,586	(70,336)	1,702	(37,288)	
Ad Sustainable Growth							
Gross Direct Costs	84,324	42,162	42,838	676	0	41,486	No Major Variances.
Support Service Charges	(84,324)	(42,168)	(42,180)	(12)	0	(42,144)	No Major Variances.
	0	(6)	658	664	0	(658)	
Total Sustainable Growth	3,140,237	724,036	603,861	(120,175)	155,623	2,380,753	
Total Place and Climate Change	6,368,062	2,231,198	1,764,665	(466,533)	371,686	4,231,711	

Service Area Summaries P6 2022/23

Resources

Ad Finance, Assets & Legal

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Industrial Estates							
Gross Direct Costs	44,200	22,348	26,373	4,025	1,121	16,706	£7,787 Legal fees for lease of Industrials units. Offset by underspend of (£4,000) in relation to Marketing and Hornbeam. No other major variances.
Capital Charges	19,246	9,624	9,624	0	0	9,622	No Major Variances.
Gross Direct Income	(191,000)	(98,164)	(80,735)	17,429	0	(110,265)	Lower rental income due to vacant units.
Support Service Charges	89,740	44,868	44,868	0	0	44,872	No Major Variances.
	(37,814)	(21,324)	130	21,454	1,121	(39,065)	
Surveyors Allotments							
Gross Direct Costs	3,000	1,500	(200)	(1,700)	0	3,200	No Major Variances.
Gross Direct Income	(100)	(62)	(50)	12	0	(50)	No Major Variances.
Support Service Charges	18,660	9,330	9,330	0	0	9,330	No Major Variances.
	21,560	10,768	9,080	(1,688)	0	12,480	
Parklands							
Gross Direct Costs	36,768	18,113	14,175	(3,938)	1,141	21,453	Parklands has now been sold, we are expecting electrical charges to come through and other final payments to be made.
Gross Direct Income	(66,160)	(55,780)	(85,817)	(30,037)	0	19,657	Parklands has now been sold, income may slightly increase between now and the end of March 2023, due to some customers paying annual rent on a monthly basis.
Support Service Charges	47,560	23,778	23,778	0	0	23,782	
	18,168	(13,889)	(47,864)	(33,975)	1,141	64,892	
Revenue Services							
Gross Direct Costs	929,998	437,814	430,614	(7,200)	37,468	461,916	(£7,200) Underspend on employee costs due to Apprenticeship vacancies. No other major variances.
Gross Direct Income	(513,882)	(217,677)	(1,976,968)	(1,759,291)	0	1,463,086	(£1,759,283) Covid -19 B/f accruals from 2021/22 awaiting final reconciliation work and repayment to Department for Business, Energy & Industrial Strategy (BEIS).
Support Service Charges	605,740	302,874	302,844	(30)	0	302,896	No Major Variances.
	1,021,856	523,011	(1,243,511)	(1,766,521)	37,468	2,227,898	
Benefits Subsidy							
Gross Direct Costs	19,857,260	24,230	104,242	80,012	0	19,753,018	£103,534 Household support funded grants .
Gross Direct Income	(19,857,260)	(24,230)	(136,103)	(111,873)	0	(19,721,157)	(£13,367) Recoverable Charges. (£122,736) Household Support Fund allocation Two Funding.
	0	0	(31,861)	(31,861)	0	31,861	
Non Distributed Costs							
Gross Direct Costs	0	124,512	162,197	37,685	0	(162,197)	£37,663 Overspend in relation to Superannuation - Act. Strain. No other major variances.
	0	124,512	162,197	37,685	0	(162,197)	
Estates							
Gross Direct Costs	313,916	148,850	136,651	(12,199)	245	177,020	(£13,555) Underspend in relation to a vacant post, this has recently been recruited into. No other major variances.
Gross Direct Income	0	0	1,279	1,279	0	(1,279)	No Major Variances.
Support Service Charges	(313,916)	(151,110)	(151,110)	0	0	(162,806)	No Major Variances.
	0	(2,260)	(13,181)	(10,921)	245	12,936	
Admin Buildings							
Gross Direct Costs	590,702	292,440	327,658	35,218	29,400	233,644	See Note A.
Capital Charges	43,174	21,582	21,582	0	0	21,592	No Major Variances.
Gross Direct Income	(328,439)	(101,730)	(73,352)	28,378	0	(255,087)	See Note B.
Support Service Charges	(238,177)	(119,082)	(119,082)	0	0	(119,095)	No Major Variances.
	67,260	93,210	156,805	63,595	29,400	(118,945)	
Note A: £18,369 Overspend in relation to Scaffolding at Fakenham Connect. £31,261 Overspend in relation to Electricity Charges. (£7,500) Creditor Provision that has not yet had expenditure offset against it. Remainder is offset by various other minor variances.							
Note B: There was an error in the Zero Based Budgeting where a £19,508 Rental income budget was set against North Walsham Kings Arms Street that is not going to be achievable. Invoices are in the process of being raised totalling £6,875 to DWP in relation to Fakenham Service Charge. No other major variances.							
Corporate Finance							
Gross Direct Costs	501,010	250,512	165,904	(84,608)	411,970	(76,864)	See Note A.
Capital Charges	13,631	6,816	6,816	0	0	6,815	No Major Variances.
Support Service Charges	(514,641)	(257,352)	(257,382)	(30)	0	(257,259)	No Major Variances.
	0	(24)	(84,662)	(84,638)	411,970	(327,308)	
Note A: £10,906 Overspend in relation to subscriptions, no budget set for this during Zero Based Budgeting. (£67,490) Accrual in relation to Business rate contributions which have not yet been offset by expenditure, this will have no full year effect. (£30,051) in relation to staffing, however there will not be any full year effect due to costs of Interim Accountant and additional hours being worked by exchequer team in relation to system replacement. Full year effect will be around £15,000.							

Insurance & Risk Management

Gross Direct Costs	211,059	9,190	7,553	(1,638)	0	203,507	No Major Variances.
Gross Direct Income	0	0	376	376	0	(376)	No Major Variances.
Support Service Charges	(211,059)	(105,516)	(105,516)	0	0	(105,543)	No Major Variances.
	0	(96,326)	(97,587)	(1,261)	0	97,587	

Internal Audit

Gross Direct Costs	80,000	16,600	15,935	(665)	138,321	(74,256)	No Major Variances.
Support Service Charges	(80,000)	(39,996)	(39,996)	0	0	(40,004)	No Major Variances.
	0	(23,396)	(24,061)	(665)	138,321	(114,260)	

Chalets/Beach Huts

Gross Direct Costs	50,599	29,750	37,942	8,192	7,439	5,217	See Note A.
Gross Direct Income	(236,300)	(137,668)	(166,170)	(28,502)	0	(70,130)	(£5,720) Unbudgeted storage cost income and (£24,576) beach hut income. No other major variances.
Support Service Charges	102,760	51,378	51,378	0	0	51,382	No Major Variances.
	(82,941)	(56,540)	(76,850)	(20,310)	7,439	(13,531)	

Note A: £7,000 Overspend in relation chalet doors, to be funded from Major Repairs Reserves. £6,380 Overspend in relation to transportation of beach huts. Underspends of (£3,795) against Equipment Purchases and an underspend of (£3,200) in Other Professional Fees. No other major variances.

Investment Properties

Gross Direct Costs	172,176	78,654	121,529	42,875	28,637	22,010	See Note A.
Capital Charges	76,841	38,424	38,424	0	0	38,417	No Major Variances.
Gross Direct Income	(192,676)	(131,571)	(102,909)	28,662	0	(89,767)	See Note B.
Support Service Charges	147,150	73,590	73,590	0	0	73,560	No Major Variances.
	203,491	59,097	130,634	71,537	28,637	44,220	

Note A: £6,340 Overspend in relation to Repairs & Maintenance (Programmed) at Rocket House. £10,731 Overspend in relation to fencing support and other minor variances within Reactive Repairs and Maintenance. £4,150 Overspend in relation to R&M Service Charge at Rocket House in Cromer. £6,368 Overspend in relation to the Servicing of Lifts at Rocket House. £11,383 Overspend in Electric across all Other Lettings Sites. £5,455 Overspend in relation to Fakenham Travellers Site Rent. No other Major Variances.

Note B: £17,500 Debtor provisions for Rocket House in relation to 20/21 and 21/22 service charge. £5,000 Overspend due to debtor provision for Rocket House insurance recharge. £9,876 Overspend in relation to Rocket House Service Charge for 22/23. (£5,903) Underspend in relation to rental income in Other Lettings. No other major variances.

Central Costs

Gross Direct Costs	94,080	38,910	32,296	(6,614)	4,506	57,278	(£4,513) Underspend in relation to staffing. (£2,580) Underspend on Other Professional Fees.
Support Service Charges	(94,080)	(47,058)	(47,058)	0	0	(47,022)	No Major Variances.
	0	(8,148)	(14,762)	(6,614)	4,506	10,256	

Corporate & Democratic Core

Gross Direct Costs	229,700	117,268	11,183	(106,085)	8,282	210,235	(£130,000) Creditor provision in relation to audit fees for 20/21 and 21/22. £7,860 Overspend in relation to subscriptions. £9,355 Overspend in relation to bank charges. No other major variances.
Capital Charges	900,000	0	0	0	0	900,000	No Major Variances.
Gross Direct Income	0	0	(124,613)	(124,613)	0	124,613	(£125,000) Unbudgeted income from DCLG - Support for Levelling Up bid process.
Support Service Charges	1,265,540	632,778	632,742	(36)	0	632,798	No Major Variances.
	2,395,240	750,046	519,312	(230,734)	8,282	1,867,645	

Members Services

Gross Direct Costs	530,613	257,672	263,396	5,724	3,981	263,236	£9,376 Unbudgeted costs in relation to Youth Council Support, partly offset by various minor underspends.
Support Service Charges	76,050	38,052	38,052	0	0	37,998	No Major Variances.
	606,663	295,724	301,448	5,724	3,981	301,234	

Legal Services

Gross Direct Costs	553,481	288,958	273,536	(15,422)	1,911	278,034	(£20,499) Vacant post, partly offset by other prof. fees in relation to a legal case £7,266. No other major variances.
Gross Direct Income	(329,896)	(269,080)	(268,318)	762	0	(61,578)	See Note A.
Support Service Charges	(223,585)	(111,810)	(111,810)	0	0	(111,775)	No Major Variances.
	0	(91,932)	(106,593)	(14,661)	1,911	104,682	

Note A: Currently ahead of YTD budget, however due to staffing vacancies/capacity issues Legal are unable to continue to do some of the additional work outside of/in addition to SLA for extra income. It is therefore likely that this will impact on any further income achieved in 2022/23. Also, due to a further member of the legal team about to take up post with BCKLWN, there is a possibility of the Council having to pay back some of the SLA income due to not having the staff to fulfil that area of work. Potential Year end Effect of being £51,000 under budget.

Ad Finance, Assets & Legal

Gross Direct Costs	80,898	40,458	57,637	17,179	0	23,261	Employee costs in relation to unbudgeted supplement.
Support Service Charges	(80,898)	(40,452)	(40,452)	0	0	(40,446)	No Major Variances.
	0	6	17,185	17,179	0	(17,185)	

Total Finance Assets and Legal

	4,213,483	1,542,535	(444,139)	(1,986,674)	674,423	3,983,200	
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Service Area Summaries P6 2022/23

Resources

Ad Organisational Resources

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Carparking							
Gross Direct Costs	963,000	598,176	628,400	30,224	300,039	34,561	In relation to Repairs and Maintenance.
Capital Charges	75,820	37,908	37,908	0	0	37,912	No Major Variances.
Gross Direct Income	(2,772,799)	(1,888,030)	(2,062,439)	(174,409)	0	(710,360)	(£166,401) In relation to credit card income.
Support Service Charges	149,690	84,852	84,852	0	0	64,838	No Major Variances.
	(1,584,289)	(1,167,094)	(1,311,279)	(144,185)	300,039	(573,049)	
It - Support Services							
Gross Direct Costs	1,802,688	792,093	795,821	3,728	254,003	752,864	See Note A.
Capital Charges	127,978	63,990	63,990	0	0	63,988	No Major Variances.
Gross Direct Income	0	0	(5,000)	(5,000)	0	5,000	(£5000) income from Local Government Authority (LGA), to be spent on cyber training.
Support Service Charges	(1,930,666)	(965,370)	(965,424)	(54)	0	(965,242)	No Major Variances.
	0	(109,287)	(110,613)	(1,326)	254,003	(143,390)	
Note A: (£21,932) Underspend in relation to staff vacancies. £12,402 Overspend in relation to Filestore Implementation and Upgrade. £9,491 overspend in relation to software licence for 21/22 financial year being paid in current financial year.							
Poppyfields							
Gross Direct Costs	22,814	10,156	8,025	(2,131)	13,750	1,039	No Major Variances.
Support Service Charges	21,820	10,908	10,908	0	0	10,912	No Major Variances.
	44,634	21,064	18,933	(2,131)	13,750	11,951	
Property Services							
Gross Direct Costs	606,813	306,708	327,058	20,350	35,274	244,481	(£3,356) Underspend on employee costs, £4,460 overspend in relation to waste storage/disposal, £5,410 Material purchase overspend including barrier replacements. £11,490 miscoded capital costs in revenue. Remainder made up of other minor variances.
Capital Charges	47,755	23,880	23,880	0	0	23,875	No Major Variances.
Gross Direct Income	(10,000)	(2,500)	(595)	1,905	0	(9,405)	No Major Variances.
Support Service Charges	(644,568)	(322,278)	(322,308)	(30)	0	(322,260)	No Major Variances.
	0	5,810	28,035	22,225	35,274	(63,309)	
Playgrounds							
Gross Direct Costs	77,200	36,450	50,508	14,058	21,061	5,631	£3075 Supplying and installing equipment, to be funded from Major Repairs Reserve. £5,938 Equipment purchases. The remaining balance consists of minor variances.
Support Service Charges	59,340	29,670	29,670	0	0	29,670	No Major Variances.
	136,540	66,120	80,178	14,058	21,061	35,301	
Community Centres							
Gross Direct Costs	5,800	5,684	12,521	6,837	1,081	(7,802)	£6,476 Over budget on Rep & Maintenance (Reactive) due to roof repairs at Fakenham. No other major variances.
Support Service Charges	16,010	8,010	8,010	0	0	8,000	No Major Variances.
	21,810	13,694	20,531	6,837	1,081	198	
Tourist Information Centres							
Gross Direct Costs	95,580	50,375	66,078	15,703	13,482	16,020	£9,091 Electricity costs, no other major variances.
Capital Charges	6,040	3,018	3,018	0	0	3,022	No Major Variances.
Gross Direct Income	(30,170)	(21,324)	(20,726)	598	0	(9,444)	No Major Variances.
Support Service Charges	51,550	25,788	25,788	0	0	25,762	No Major Variances.
	123,000	57,857	74,158	16,301	13,482	35,360	
Public Conveniences							
Gross Direct Costs	603,314	299,886	345,721	45,835	64,571	193,022	See Note A.
Capital Charges	82,028	41,016	41,016	0	0	41,012	No Major Variances.
Support Service Charges	190,120	95,058	95,058	0	0	95,062	No Major Variances.
	875,462	435,960	481,795	45,835	64,571	329,096	
Note A: £8,125 R&M Buildings Unbudgeted vandalism and arson costs. £6,713 Drain down of water for most public conveniences. £10,900 Electricity Costs. £8,435 Toilet Unit Hire at Weybourne. £9,280 Sanitary & Nappy waste collection service. £8,868 Cromer Melbourne - removal of internal walls.							
Digital Transformation							
Gross Direct Costs	164,485	82,242	65,613	(16,629)	14,630	84,242	(£16,754) Vacant Systems Administration Officer, however it has been agreed that this budget can be moved to IT infrastructure to create a new Technical Support Officer Level 1 post.
Support Service Charges	388,280	194,148	194,148	0	0	194,132	No Major Variances.
	552,765	276,390	259,761	(16,629)	14,630	278,374	
Reprographics							
Gross Direct Costs	82,889	38,328	37,853	(475)	24,638	20,398	No Major Variances.
Gross Direct Income	(7,500)	(3,750)	(1,309)	2,441	0	(6,191)	Reduction in income from external clients since COVID, some customers no longer exist and other customers are not ordering as much to keep costs down.
Support Service Charges	(75,389)	(37,686)	(37,686)	0	0	(37,703)	No Major Variances.
	0	(3,108)	(1,143)	1,965	24,638	(23,495)	

Customer Services - Corporate

Gross Direct Costs	929,444	457,332	414,228	(43,104)	11,152	504,064	Staff vacancies. No other major variances.
Capital Charges	54,056	27,024	27,024	0	0	27,032	No Major Variances.
Gross Direct Income	(17,250)	(11,936)	(10,760)	1,176	0	(6,490)	No Major Variances.
Support Service Charges	(966,250)	(483,150)	(483,186)	(36)	0	(483,064)	No Major Variances.
	0	(10,730)	(52,694)	(41,964)	11,152	41,542	

Ad Organisational Resources

Gross Direct Costs	76,955	38,472	42,447	3,975	0	34,508	Employee being paid on a higher spinal point than budgeted.
Support Service Charges	(76,955)	(38,472)	(38,472)	0	0	(38,483)	No Major Variances.
	0	0	3,975	3,975	0	(3,975)	

Total Organisational Resources

	169,922	(413,324)	(508,363)	(95,040)	753,681	(75,395)
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Total Resources

	4,383,405	1,129,211	(952,502)	(2,081,714)	1,428,103	3,907,804
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Reserves Statement 2021-22 Outturn + Budgeted movements 2022-23 onwards

Reserve	Purpose and Use of Reserve	Balance 01/04/22	Updated Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24	Budgeted Movement 2024/25	Balance 01/04/25	Budgeted Movement 2025/26	Balance 01/04/26
		£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £2.1 million.	2,945,766	(76,043)	2,869,723	(63,206)	2,806,517	0	2,806,517	0	2,806,517
Earmarked Reserves:										
Capital Projects	To provide funding for capital developments and purchase of major assets.	555,618	0	555,618	0	555,618	0	555,618	0	555,618
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	882,030	(24,534)	857,496	5,466	862,962	10,466	873,428	10,466	883,894
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	749,248	(32,303)	716,945	(8,877)	708,068	0	708,068	0	708,068
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	224,115	0	224,115	0	224,115	0	224,115	0	224,115
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	4,256,294	(18,000)	4,238,294	(18,000)	4,220,294	(18,000)	4,202,294	(18,000)	4,184,294
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	299,889	(62,422)	237,467	0	237,467	0	237,467	0	237,467
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	569,776	(275,000)	294,776	(275,000)	19,776	0	19,776	0	19,776
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	4,326,421	(2,117,608)	2,208,813	(577,865)	1,630,948	(61,708)	1,569,240	0	1,569,240
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	197,621	0	197,621	0	197,621	0	197,621	0	197,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	103,000	50,000	153,000	(150,000)	3,000	50,000	53,000	50,000	103,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	90,125	0	90,125	0	90,125	0	90,125	0	90,125

Reserves Statement 2021-22 Outturn + Budgeted movements 2022-23 onwards

Reserve	Purpose and Use of Reserve	Balance	Updated	Balance	Budgeted	Balance	Budgeted	Balance	Budgeted	Balance
		01/04/22	Budgeted Movement 2022/23	01/04/23	Movement 2023/24	01/04/24	Movement 2024/25	01/04/25	Movement 2025/26	01/04/26
		£	£	£	£	£	£	£	£	£
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	311,193	0	311,193	0	311,193	0	311,193	0	311,193
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	150,000	0	150,000	0	150,000	0	150,000	0	150,000
Grants	Revenue Grants received and due to timing issues not used in the year.	2,357,656	(131,476)	2,226,180	0	2,226,180		2,226,180		2,226,180
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,107,358	(544,192)	1,563,166	(517,411)	1,045,755	0	1,045,755	0	1,045,755
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	339,152	0	339,152	0	339,152	0	339,152
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	124,323	(29,612)	94,711	(29,612)	65,099	0	65,099	0	65,099
Minor Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	329,207	150,000	479,207	280,000	759,207	280,000	1,039,207	280,000	1,319,207
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	(160,000)	62,543	0	62,543	0	62,543	0	62,543
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	173,097	(59,156)	113,941	0	113,941	0	113,941	0	113,941
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	217,926	0	217,926	50,000	267,926	50,000	317,926	50,000	367,926
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	898,995	130,453	1,029,448	0	1,029,448	0	1,029,448	0	1,029,448
Sports Hall Equipment & Sports Facilities	To support renewals for sports hall equipment. Amount transferred in the year represents over or under achievement of income target.	(0)	0	(0)	0	(0)	0	(0)	0	(0)
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	500,000	0	500,000		500,000	0	500,000	0	500,000
Total Reserves		23,020,918	(3,199,893)	19,821,025	(1,304,505)	18,516,520	310,758	18,827,278	372,466	19,199,744

PRUDENTIAL INDICATORS 2021-22

Summary:	This report presents the out-turn position in respect of the Prudential Indicators for 2021-22.
Options considered:	To approve the out-turn position in respect of the 2021-22 Prudential Indicators, or Do nothing.
Conclusions:	The Prudential Indicators for 2021-22 are fully complied with.
Recommendations:	Members are asked to consider the report and recommend the following to Full Council: That the out-turn position in respect of the 2021-22 Prudential Indicators are approved
Reasons for Recommendations:	To meet the requirements of the CIPFA Prudential Code and the CIPFA Treasury Management code of Practice.

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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Cabinet Member(s) Cllr Eric Seward	Ward(s) affected N/A
Contact Officer, telephone number and email: Alison Chubbock, 07967 325037, alison.chubbock@north-norfolk.gov.uk	

1. Introduction

- 1.1 The Local Government Act requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

This report is usually an appendix to the out-turn report, but has been brought as a separate item as not all indicators were available for the September/October committee cycle.

2. Prudential Indicators

Capital Expenditure

- 2.1 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax.

Capital Expenditure	2021-22 Estimate £'000	2021-22 Out-turn £'000
Total	20,649	9,183

- 2.2 Capital expenditure will be financed or funded as follow:

Capital Financing	2021-22 Estimate £'000	2021-22 Out-turn £'000
Capital receipts	3,259	1,211
Government grants and other contributions	8,806	2,343
Revenue contributions & Reserves	4,094	1,319
Internal/external borrowing	4,490	4,310
Total Financing	20,649	9,183

Capital Financing Requirement

- 2.3 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and financing.

Capital Financing Requirement	2021-22 Estimate £'000	2021-22 Out-turn £'000
Total CFR	13,957	15,952

A portion of CFR indicated in the table relates to loans provided under the Local Investment Strategy. Although initially this would have increased the CFR, the capital receipts generated by the annual repayments on the loans will be applied to reduce the CFR across subsequent years. The remainder of the CFR relates to capital projects undertaken during the year that were funded through internal borrowing.

Authorised Limit and Operational Boundary for External Debt

- 2.4 The Council has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council, and not just those arising from capital spending reflected in the CFR.

The Authorised Limit sets the maximum level of external debt on a gross basis (i.e. excluding investments) for the Council. It is measured against all external debt items (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). The indicator separately identifies borrowing from other long term liabilities such as finance leases. It is

consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

The Operational Boundary is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario, and without the additional headroom included within the Authorised Limit for unusual cash movements.

	2021-22 Estimate £'000	2021-22 Out-turn £'000
Authorised limit for borrowing	28,400	28,400
Authorised limit for other long-term liabilities	3,000	3,000
Authorised limit for external debt	31,400	31,400
Operational boundary for borrowing	23,530	23,530
Operational boundary for other long-term liabilities	2,000	2,000
Operational boundary for external debt	25,530	25,530

Ration of Financing Costs to Net Revenue Stream

- 2.5 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs. The definition of financing costs is set out in the Prudential Code.

The ratio is based on the costs net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2021-22 Estimate £'000	2021-22 Out-turn £'000
Total	(5.02%)	(5.66%)

The indicator is negative because the Council has interest receivable and minimal financing costs.

Adoption of the CIPFA Treasury Management Code

- 2.6 This indicator demonstrates that the Council has adopted the principles of best practice.

Adoption of the CIPFA Code of Practice in Treasury Management
The Council approved the adoption of the CIPFA Treasury Management Code at Full Council on 28 April 2022

3. Corporate Plan Objectives

3.1 This report is regulatory in nature as does not directly support any individual corporate plan objectives.

4. Medium Term Financial Strategy

4.1 None as a result of this report

5. Financial and Resource Implications

5.1 The Prudential indicators form part of overall financial indicators for the 2021-22 year

6. Legal Implications

6.1 None as a result of this report

7. Risks

7.1 None as a result of this report

8. Impact on Climate Change

8.1 None as a result of this report

9. Equality and Diversity

9.1 None as a result of this report

10. Section 17 Crime and Disorder considerations

10.1 None as a result of this report

11. Conclusion (including recommendations)

The Prudential Indicators for 2021-22 are fully complied with

GOVERNANCE, RISK & AUDIT COMMITTEE – ANNUAL REPORT 2021-22

Summary:	This report aims to provide the Council with an outline of the role, purpose and background of the Governance, Risk & Audit Committee, as well as a summary of the work undertaken throughout both the 2021-22 municipal year.
Conclusions:	Despite significant ongoing delays caused to the 2019/20 accounts sign-off and external audit process by issues beyond the Council's control, the Committee continued to meet its obligation to provide oversight of the Council's governance procedures, corporate risk and internal/external audits.
Recommendations:	It is recommended that Council notes the report, affirms the work of the Governance, Risk & Audit Committee, and considers any concerns raised within the report.
Reasons for Recommendations:	To inform Council of the work of the Governance, Risk and Audit Committee in 2021-22.
Cabinet member(s): All	Ward(s) affected: All
Contact Officer, telephone number, and e-mail:	Matt Stembrowicz, Democratic Services & Governance Officer, 01263 516047, Matthew.Stembrowicz@north-norfolk.gov.uk

1. Introduction – Role and Purpose of the Committee

- 1.1. The role of the Governance, Risk and Audit Committee is to provide oversight and monitor the governance, risk management and internal control arrangements of the Council, to provide independent assurance that these are effective and efficient. This is achieved through items received by the Committee in relation but not limited to; internal and external audit, key finance items, governance reviews and strategic risk management reporting.
- 1.2. The Terms of Reference (which have been updated to allow the Committee to sign off the Final Accounts) outline the purpose of the Committee in more detail:
- a) Internal Audit
 - To consider and approve annually the Internal Audit plan of work, considering the scope and depth of the work in addressing the Council's significant risks and issues.
 - To consider the outcomes of the internal audit plan of work and to monitor management's progress in implementing agreed audit recommendations.
 - To consider and approve the Annual Report and Opinion of the Head of Internal Audit, ensuring that the systems of internal control, governance and risk management have been effective and efficient over the course of the year.
 - To consider the performance of the internal auditors in relation to the adherence to the Public Sector Internal Audit Standards.
 - b) External Audit
 - To consider annually the External Audit plan of work.
 - To consider External Audit reports and letters.
 - c) Accounts / Finance
 - To consider the extent of the Council's compliance with its own and other published financial statements and controls.
 - To review and approve the annual Statement of Accounts and the Annual Governance Statement contained therein.
 - d) Risk Management
 - To review the strategic risks that the Council faces and ensure that these are being appropriately managed, monitored and mitigated.
 - e) Governance
 - To review the Council's arrangements for governance, with particular regard to the Local Code of Corporate Governance and the Financial and Contracts Procedure Rules.
 - To review the Council's arrangements to counter fraud and corruption, with particular regard to the policies on: Counter Fraud, Whistleblowing and Money Laundering.
 - To hold periodic private discussion with the Head of Internal Audit and the External Auditors to review working relationships and discuss any pertinent issues.
 - To commission ad-hoc work from internal and external audit.
 - To assess the Committee's own effectiveness on an annual basis against best practice.

2. Committee Background and Membership

2.1 The Committee was originally convened on 21st June 2006 as the Final Accounts Committee. It was established to allow a more robust discussion of the final accounts prior to their approval by Full Council. On 16th October 2006, the Committee met for the first time as the Audit Committee. Its remit was more far-reaching than accounts and included scrutiny of external and internal audit, risk management and internal control. On 6th September 2016, the Committee agreed to change its name to the Governance, Risk and Audit Committee to better reflect its function and the range of its oversight.

2.2 The membership of the Committee remained stable throughout the 2021-22 municipal year and was comprised of the following six Members:

Cllr J Rest (Chairman)
Cllr S Penfold (Vice Chair)
Cllr C Cushing
Cllr H Blathwayt
Cllr Dr P Bütikofer
Cllr P Fisher

2.3 Throughout 2021-22, apologies were given on seven occasions with six absences covered by substitutes, highlighting good communication from Committee Members and support from substitutes, when required.

3. Work of the Committee 2021-22

3.1 The Committee met six times during the 2021-22 municipal year, with additional meetings scheduled in March and April 2022 at the request of the Committee to consider additional reports. Across those meetings the following items of business were considered:

Governance

- Annual Governance Statement & Local Code of Corporate Governance 2020/21 (September 2021)
- Monitoring Officer's Annual Report 2020-21 (September 2021)
- Annual report on the work of the Governance, Risk and Audit Committee 2020-21 (September 2021)
- Local Government Ombudsman Annual Review (September 2021)
- Draft Procurement Strategy 2021-25 (September 2021)
- Updated Whistleblowing Policy (September 2021)
- Procurement Exemptions Report (Quarterly)
- Letter of Representation 2019/20 (March 2022)
- Updated Annual Governance Statement 2019-20 (March 2022)
- Desktop Review of Formal Employment Process (April 2022)

Risk Management

- Civil Contingencies Update (December 2021)
- Corporate Risk Register (Quarterly)

Internal Audit

- Progress report on Internal Audit Activity (Quarterly).
- Follow-up on Internal Audit Recommendations (Quarterly)
- Annual report and opinion 2020-21 and review of the effectiveness of Internal Audit (June 2021)
- CIPFA Self-Assessment (March 2022)

- Strategic & Annual Internal Audit Plans 2021-22 (June 2021)
- Strategic & Annual Internal Audit Plans 2022-23 (March 2022)

External Audit

- EY External Audit Plan 2019-20 (December 2021)
- External Audit Procurement Exercise (December 2021)
- EY Audit Results Report 2019-20 (March 2022)

Accounts / Finance

- Draft Statement of Accounts 2020-21 (September 2021)
- Review of Assets Register (September 2021)
- Final Statement of Accounts (2019-20 (March 2022)

4. Key Issues

- 4.1 Significant External Audit delays persist for NNDC and many other authorities across the country. This has caused significant disruption to the Committee's Work Programme and had an ongoing impact on the annual accounts sign-off process and a subsequent negative impact on the annual workload of the Finance Team. It should be noted that in an attempt to address these concerns, the External Audit Procurement Exercise undertaken in December 2021 sought to ensure that authorities be given the right to review their contracts, and request that KPIs for timeliness are included within these contracts.
- 4.2 Outstanding Internal Audit recommendations and historical audit recommendations remain a concern for the Committee with some dating back to 2018. The Committee remains pro-active in monitoring these long outstanding recommendations, with Internal Audit Recommendation Follow-Up reports now reviewed on a quarterly basis. Officers with responsibility for implementing outstanding audit recommendations have also been called-in to explain delays on several occasions.
- 4.3 The latest Fighting Fraud and Corruption Strategy highlighted an increasing threat of fraud related risks for all local authorities, and as a result a Consortium-wide internal audit resulted in a limited assurance grading for counter-fraud and corruption across all Internal Audit Consortium authorities. As a result, immediate management action was taken to address the Internal Audit recommendations including updating the Anti-Fraud Policy and undertaking a full risk-assessment, which were considered by the Committee in June 2022.

5. Conclusions

- 5.1. The Committee has continued to meet its obligations of providing oversight for matters of governance, risk, internal and external audit. It is hoped that the current process of procuring a new external audit contract through PSAA will address the significant delays and improve the overall service provided. Committee attendance has remained consistent, with several observers and Cabinet Members attending on a regular basis to discuss reports.
- 5.2. The commencement of quarterly consideration of procurement exemptions has greatly improved oversight and understanding of the Council's procurement processes and should provide Members and Internal Audit with an increased level of assurance.
- 5.3. It should be noted delays with the External Audit accounts sign-off process in earlier years relate to a disagreement in accounting practices between local

authorities and auditors. This has been resolved, however there remains a backlog of years to catch-up on. The 2019/20 accounts have been audited and were ready to be signed, however early in 2022 CIPFA announced proposed Code changes in relation to Infrastructure Assets, with no final agreement yet on the action required by authorities. NNDC has significant infrastructure assets in coastal defences and therefore has been affected by the proposed CIPFA Code change. Officers are currently working with external auditors to agree a resolution on Infrastructure Assets to allow the sign-off the 2019/20 accounts as soon as this is resolved.

- 5.4. In summary, by continuing to fulfil its role and identifying areas for improvement, the Committee has proven itself able to provide effective oversight for the Council, as well as continuing to improve its knowledge and subject area expertise. Looking forward, the Committee must continue to remain focused to help ensure that effective value for money, good governance and oversight of risk is maintained.

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CONSTITUTION WORKING PARTY

Minutes of the meeting of the Constitution Working Party held on Tuesday, 25 October 2022 in the remotely via Zoom at 2.00 pm

Committee A Varley (Chairman)
Members Present: T FitzPatrick
V Gay
E Vardy

Officers in Attendance: Assistant Director for Finance, Assets, Legal & Monitoring Officer
Democratic Services Manager

10 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr L Shires.

11 MINUTES

The minutes of the meeting held on 7th June were agreed as a correct record.

12 ITEMS OF URGENT BUSINESS

None received.

13 DECLARATIONS OF INTEREST

None received.

14 REVIEW OF WORKING PARTIES

The Chairman invited the Democratic Services Manager to introduce this item. She explained that at the previous meeting of the Constitution Working Party, on 7th June, it had been agreed that the guidance and procedures relating to working parties should be reviewed and strengthened to reflect best practice and to ensure a consistent approach. The matter had arisen because the Planning Policy & Built Heritage Working Party had continued to hold its meetings remotely, despite being a public meeting. This was not in line with the Council's other public meetings and it was felt that it would be helpful if a consistent approach could be taken. The Democratic Services Manager said that she had prepared a protocol setting out guidance and procedures for the operation of the Council's working parties and groups. She drew members' attention to the following section of the Constitution, Chapter 5, section 6 – Working Parties, which stated the following:

6.2 *Working parties shall in law be Committees of the Council. The terms of reference of Working Parties shall be specified by the body appointing them as shall their duration or the event on which they shall cease to meet. The continuation of Working Parties shall be reviewed at least annually by the body appointing them and, in the case of those appointed by Committees, the agreement of the Cabinet shall be required for their continuation for more*

than a year.

She said that it was proposed that the statement '*working parties shall in law be committees of the Council*' was removed as this was not an accurate reflection of the role and remit of working parties and caused confusion by effectively treating them as having the same status as committees.

Cllr E Vardy sought clarification regarding the attendance of members of the public at meetings of working parties and whether it related to a general 'open' meeting or whether the public were invited to a specific meeting to contribute on a certain issue. He said that he wanted to keep things as simple as possible and asked whether consideration should be given to making all working parties open to the public by invitation only. The Democratic Services Manager replied that the Planning Policy & Built Heritage Working Party held its meetings in public as the Local Plan was of interest to a lot of residents. She agreed that smaller working parties and groups may choose to invite the public to attend for specific matters and said that she would amend the protocol to reflect this.

Cllr V Gay said that the difficulty was that the Planning Policy & Built Heritage Working Party (PPBH) was the anomaly in that it was of importance and interest to the public but also because it didn't make decisions. All of the other public meetings that were committees and decisions were taken. She felt that it would not be appropriate for PPBH to meet in private and invite the public as and when required as the public would not feel that this was acceptable. She went on to say that although PPBH was not making decisions, it was effectively involved in drafting and shaping the Local Plan and if it continued to hold meetings remotely, it was not complying with the approach that was being taken with all of the other public meetings, which were held in person. Cllr Vardy reiterated that it might be helpful to differentiate where a small working group was operating and where public consultation was required. It could be helpful to clarify the type of meeting and the nature of the topic and whether public consultation and input was required.

Cllr T FitzPatrick suggested that the nomenclature could be changed to differentiate between working parties and working groups. The Democratic Services Manager supported this approach. She said that she could reflect this in the protocol and that those bodies working informally or on a task and finish basis could be called groups, whilst those operating on a long-term basis, possibly in the public arena (if required) could be called working parties.

It was proposed by Cllr T FitzPatrick, seconded by Cllr V Gay

RESOLVED to recommend to Full Council

1. That the Protocol for Working Parties is approved, subject to the inclusion of the following:
 - The different roles of a working party and a working group will be set out
 - The nomenclature of the body will reflect this, depending on its role.
 - The names of existing working parties or groups will be changed in accordance with the above

2. That the Constitution is updated to reflect any consequential changes.

15 REVIEW OF PUBLIC SPEAKING ARRANGEMENTS

The Chairman invited the Democratic Services Manager to introduce this item. She explained that she had brought forward this item for discussion as there had been several occasions recently where the public had been confused by the existing guidance on public speaking. She said that the current guidance required questions or statements to be submitted 24 hours before the meeting for all committees, with the exception of Development Committee which required 48 hours' notice. In recent months, members of the public who wished to speak at Development Committee had looked at the guidance on the website and assumed that they could submit a request to speak 24 hours in advance and had missed the 48 hour deadline. Although these occurrences had been dealt with, it was causing additional work for the Customer Services team and creating challenges for the effective management of the Development Committee meeting. It was therefore proposed that the differing deadlines were reviewed and if possible, aligned. She suggested that the requirement should be 48 hours across all committees.

The Chairman said that he supported the proposals. By putting in place a 48 hour notice period for the public who wished to speak at committee meetings, it would assist the Customer Services team and ensure that a clear, consistent approach was taken.

Cllr V Gay said that she was supportive of the proposals. She felt that 48 hours' notice was a reasonable amount of time and ensured that members of the public were treated fairly.

Cllr E Vardy commented that he would be wary of allowing the Chairman to use their discretion to allow questions at short notice, as suggested by the Democratic Services Manager. He said that it may be worth advising committee chairmen that it should only be used in exceptional circumstances to ensure that the intention to introduce a consistent approach was not undermined. The Chairman agreed, however, said it could be appropriate in limited circumstances for the chairman to allow a late question.

Cllr T FitzPatrick said that he was supportive of introducing 48 hours' notice for public questions across all committees, however, as the meetings were held at different times of the day, it might be beneficial to be more precise about the deadline – for example by 4pm two working days prior to the meeting. That way, a clear cut off time would make it easier for the Democratic Services Team to manage. The Democratic Services Manager agreed with this suggestion and said that the web page for each committee could be updated to state the deadline for public speaking submissions.

It was proposed by Cllr E Vardy, seconded by Cllr T FitzPatrick and

RESOLVED

To recommend to Full Council that public questions and statements are submitted two days in advance of a meeting, with the deadlines for each committee to be clearly set out on the Council's website and that the Constitution and accompanying guidance is amended to reflect this.

16 PROPOSED AMENDMENTS FOR CONTRACT PROCEDURE RULES

The Chairman invited the Monitoring Officer to introduce this item. She explained that the report outlined recent legislative changes to procurement matters and sought approval to make amendments to Contract Procedure Rules (CPR). It was intended to strengthen the procurement process within the Council, increasing expenditure thresholds to include VAT and add an additional discretionary amount as well as updating terms to remove references to EU procurement rules following Brexit. She concluded by saying that she anticipated further changes as procurement legislation went through Parliament. She outlined the proposed amendments to the Constitution, which were included in the report as tracked changes and then spoke about the options for amending the expenditure thresholds. She set out three options – to maintain the current threshold, to increase the thresholds in line with VAT and to increase them in line with VAT plus an additional discretionary amount to cover inflation. She concluded by saying that she had included some examples of thresholds at neighbouring authorities.

The Chairman invited members to speak:

Cllr E Vardy said that he had some concerns regarding the terminology, specifically 'discretionary amount'. He felt that it would be helpful to include additional detail explaining what it was for. The Monitoring Officer replied that it was to cover inflationary costs. She added that it was important that members considered including VAT as a minimum. Cllr Vardy thanked her for her comments and said that he felt that an explanation would be beneficial and the inclusion of a maximum amount.

The Chairman asked whether other local authorities were also reviewing their thresholds. The Monitoring Officer said that she was not sure but she would expect so.

Cllr V Gay referred to Appendix 3 which set out the thresholds currently used by neighbouring authorities. She queried why the lower figure of £15k was suggested for NNDC as this was different to other Norfolk councils. Cllr Gay added that she did not understand the definition of 'liquidated damages' and asked if an explanation could be provided. She then referred to the tracked changes set out on page 35, specifically the reference to UK Procurement Thresholds and then the removal of the £100k and above threshold. She asked whether this meant that it was proposed that there would be no upper limit about £75k.

The Monitoring Officer replied that South Norfolk & Broadland District Council was more generous, with Breckland DC and Great Yarmouth Borough Council having much lower thresholds. She said that £15k sat in the middle. Regarding the £75k to the upper limit, she said that she would need to spend more time looking into this and would provide an explanation shortly.

Cllr T FitzPatrick said that he had no issue with the proposed uplifted amounts. He referred to page 45 and the first box which referred to 'no minimum number of quotations'. He suggested that this was amended to state 'minimum of three written quotations must be requested'. This would show transparency and if only one was received then it could be demonstrated that three had been requested. The Monitoring Officer replied that she had some concerns that this could be onerous for very small amounts. Cllr FitzPatrick suggested that a lower level of £1500 could be included. He proposed that the following wording could be inserted (removing the word 'obtain') 'request three written quotations above £1500'.

The Chairman agreed with this proposal. He said that it was about demonstrating that the Council had gone through a robust process. He asked the Monitoring Officer if £1500 was too low. She replied that it could state 'a single quotation is required for up to £5k and three written quotations are requested between £5k and £10k'. The Chairman then asked if the report had been shared with the Portfolio Holder. She confirmed that it had.

Cllr E Vardy commented that his earlier query regarding clarification on the definition of an 'additional discretionary amount'. He felt that this would protect both officers and members. The Monitoring Officer replied that it could state 'to reflect inflation and increasing costs'. Cllr FitzPatrick agreed that this would be beneficial. The Chairman suggested that it could be a percentage amount and also be capped. Cllr Vardy proposed that the S151 Officer could offer advice on an appropriate level. The Monitoring Officer replied that she had shared the report with the S151 Officer and they were supportive of the proposals.

Cllr V Gay referred to her previous comments regarding page 35 and sought clarification on the £75k and above to the UK procurement threshold. The Monitoring Officer said she would check and provide a written response after the meeting. it was possible that the wording needed to be removed.

Cllr T FitzPatrick referred to page 40 paragraph 16.4 'Tenders over the value of £74,999 must be returned electronically via the Council's e-tendering system' and asked whether the specific amount needed to be included as it would be preferable to encourage all tenders to be submitted electronically. The Monitoring Officer replied that she thought it was to comply with the new table for the Contract Procedure Rules (CPR). She added that any tender could be submitted electronically.

Cllr T FitzPatrick referred to page 45 and said that the proposals clearly specified a figure and that it was not actually a discretionary amount as indicated in the report. Once it was agreed and recommended to Full Council then it would be an agreed amount. The Monitoring Officer concurred, adding that she had meant that the chosen figure was at members' discretion.

It was proposed by Cllr T FitzPatrick, seconded by Cllr E Vardy and

RESOLVED to recommend to Full Council

To update the Contract Procedure Rules to reflect UK legislation, removing reference to EU law and increase expenditure thresholds to include VAT and an additional amount which takes into account inflation (as set out in Appendix 1)

That for contracts under £5k, a single quotation will be required and that three written quotations will be requested for contracts between £5k and £10k.

17 **CONSTITUTION REVIEW**

The Monitoring Officer introduced this item. She explained that at the last meeting of the Constitution Working Party, there had been a discussion about undertaking a full review of the Council's constitution as there had not been a full review since it was adopted in 2012. Over time, small amendments had been made as and when required but there had not been any substantial work. It had therefore been agreed that officers would contact possible consultants to ascertain the likely cost of such

work. It was anticipated that, if members were supportive of the review being undertaken, that it would be completed in time for the AGM in May 2023.

The Democratic Services Manager said that she had contacted three consultants. A provider who had previously worked with the Council on standards and governance matters, a law firm specialising in local government law and the Local Government Association (LGA). All three had provided a rough indication of costs, with the law firm quoting about £30k and the consultant between £12k - £15k. The LGA had offered to provide funding to cover half of the cost of the work and would outsource it to the Centre for Governance & Scrutiny (CfGS). The offer of funding was likely to bring the cost down to below £10k. It was therefore proposed that the LGA was commissioned to undertake this work, if members were supportive.

Cllr FitzPatrick sought clarification on whether it was the East of England LGA which had provided the quote, as he had previously chaired that organisation and may need to declare an interest. The Democratic Services Manager replied that the initial contact had been via EELGA but that it had been referred onto the national body. Cllr FitzPatrick said that he was supportive of the LGA undertaking the work.

Cllr V Gay agreed, saying that she also favoured the LGA offer. She said that it was disappointing that it could not be done in-house as she strongly believed that the constitution reflected the custom and practice of an authority. She said that she would like to request a couple of things were considered as part of the review and she would share these ahead of the work starting. Cllr Gay said that it was important that training on the constitution was provided as part of the package. She added that she would also like to request that the Constitution Working Party met with the consultants before the work started to talk through the key objectives of the review and to highlight any particular areas that needed attention. She also asked that a comprehensive index was included.

Cllr V Gay then spoke about Chapter 5, section 13.1, which was a matter she had raised at previous meetings. She said that she still had some concerns about the revised wording as it still seemed to be at odds with the access to information provisions. She said that any member that did not want to use a matter for political purposes, should be able to explain why a meeting was of interest to them and be able to attend. She did not support members being excluded from meetings.

The Chairman said that he was supportive of the LGA undertaking the work. He said that they had a good understanding of local authorities and what was needed. He also supported a pre-meeting with the LGA before the work began. He agreed that training was very beneficial.

The Democratic Services Manager thanked members for their comments. She said that the LGA was keen to meet with the Constitution Working Party both before and during the work. She agreed with the suggestion that training should be provided and this had also been raised when the initial brief was discussed with the three potential providers. If the work was completed in time for May 2023, then training could be incorporated into the Members' Induction Programme. She went onto say that she was fully supportive of having a comprehensive index and there had been a discussion with the LGA about pulling the standing orders out of the constitution so that they were easily accessible in one place.

Cllr Vardy commented that it would be helpful to have an initial meeting with the LGA to outline the brief. He added that it might be best to share the draft version with all members before it went to Full Council for final approval, this may provide an opportunity to flag up any concerns.

Cllr V Gay sought clarification on the process and said that when a draft version was

shared with Constitution Working Party members, perhaps all members could be offered the opportunity to see it at that point.

The Democratic Services Manager agreed and suggested that all members could be invited to be involved in the process, certainly in the latter stage. Being open and engaging throughout the process could only be beneficial to ensuring that it received support when the final version was presented to Full Council for approval.

It was proposed by Cllr T FitzPatrick, seconded by Cllr V Gay and

RESOLVED to recommend to Full Council

That a review of the Constitution is undertaken and that the preferred provider for undertaking this work is the Local Government Association in partnership with the Centre for Governance & Scrutiny

18 UPDATES TO THE CONSTITUTION

The Monitoring Officer began by referring to the suggested revision to the wording for Chapter 5, section 13.1:

Current excerpt from Constitution, Chapter 5, para 13.1

13. Attendance of other members of the Council

- 13.1 A Member who is not a Member of the particular Committee or Sub-Committee may attend all meetings of any Committee or Sub-Committee, save that he/she shall withdraw from any part of a meeting from which the Committee or Sub-Committee excludes press and public unless specifically invited to remain by the Chairman because of the special contribution which he/she can bring to the issue under consideration.

Proposed amendments to para 13.1

13. Attendance of other members of the Council

- 13.1 A Member who is not a Member of the particular Committee or Sub-Committee may attend all meetings of any Committee or Sub-Committee, save for where the Chairman of the Committee considers an item to be particularly sensitive, including, but not limited to where such item involves the personal information of a specific employee. Where the Chairman considers the item to be particularly sensitive, he/she shall require Members who are not Members of that Committee to withdraw from any part of a meeting from which the Committee or Sub-Committee excludes press and public, unless specifically invited to remain by the Chairman because of the special contribution which that Member can bring to the issue under consideration.

She explained that she intended to provide more flexibility by ensuring that the decision to exclude a member sat with the Chairman.

Cllr V Gay said that she did not feel that there should be a blanket circumstance

where non-committee members were excluded from a meeting just because exempt information was being discussed. They should be able to stay in the meeting and observe proceedings unless there was a very compelling reason for them to leave. The Chairman agreed with Cllr Gay's comments. Cllr Gay said that it was not always the case that a member had a special contribution to bring to a meeting, it may be that they just want to observe the meeting.

Cllr Gay said she would be supportive of the revised wording if 'require' was changed to 'request'. She acknowledged that the constitution would be reviewed in the coming months and said that further changes to this section could be considered then.

Cllr T FitzPatrick requested that this specific matter was looked at when the review of the constitution was undertaken.

It was proposed by Cllr T FitzPatrick, seconded by Cllr V Gay and

RESOLVED to recommend to Full Council

That Chapter 5, section 13.1 of the constitution is amended to state:

A Member who is not a Member of the particular Committee or Sub-Committee may attend all meetings of any Committee or Sub-Committee, save for where the Chairman of the Committee considers an item to be particularly sensitive, including, but not limited to where such item involves the personal information of a specific employee. Where the Chairman considers the item to be particularly sensitive, he/she shall require Members who are not Members of that Committee to withdraw from any part of a meeting from which the Committee or Sub-Committee excludes press and public, unless specifically invited to remain by the Chairman because of the special contribution which that Member can bring to the issue under consideration.

The Monitoring Officer then outlined the minor amendments that she wanted to make to the constitution. Most of them related to legislation that was out of date and needed to be amended. The section on the scope of delegation had also been updated to allow senior officers to authorise another officer to exercise a delegated power on their behalf. The proposed changes had been included in the agenda. Members agreed to note the amendments.

The Chairman thanked everyone for their contribution to the meeting.

The meeting ended at 3.53 pm.

Chairman

PROTOCOL FOR WORKING PARTIES &
WORKING GROUPS

1. INTRODUCTION

- 1.1 There is no legal definition of a working party. Generally, however, a working party consists of a small group of members (but with officers in attendance at meetings to provide support and advice) with the remit to consider policy development and review and other specific matters. They can have a particular role in relation to projects which need to be completed within a specified time period (task and finish based work)
- 1.2 A working party/group conducts its business on a less formal basis than that of a committee. It does not have any decision-making powers and can only make recommendations to the body from which it was formed, or to another body as the parent body decides, or to an officer.
- 1.3 At NNDC, the terms “working party” and ‘working group’ refers to all informal bodies appointed by the Council, its committees, including the Overview and Scrutiny Committee and Cabinet. It does not include sub-committees. These are covered Chapter 5, section 3 of the Constitution.
- 1.4 The purpose of this protocol is to provide guidance in relation to the operation of working parties and working groups.

2. APPOINTMENT OF WORKING PARTIES & GROUPS

- 2.1 The Council, its committees and Cabinet (the Executive) may establish a working party/group or amend the terms of reference or membership of existing working parties/groups. In establishing such bodies, the appointing body will determine the precise terms of reference (having regard to the terms of reference of any other working parties), initial membership and, if appropriate, duration of the working party or group.
- 2.1 At NNDC, to differentiate between their roles, working parties will operate on a long-term basis, working on projects or policy development and making recommendations through to their appointing body. Due to their higher profile, working parties may hold their meetings in public and allow the public to ask questions or make statements. Working groups, however, will usually operate on a short-term basis, with a limited remit – often a single, focused task or project.
- 2.2 In exercising the powers under paragraph 2.1 above, the appointing body shall ensure that member and officer time and the financial resources of the Council are used in such way that is considered to be in the best interests of the Council and local residents.
- 2.3 It is good practice for working parties and groups to be appointed in accordance with the principles of political balance. Cabinet can choose to appoint on a non-politically balanced basis if the remit of the body requires it. This would be an exception however and there is an expectation that generally, working parties/groups will reflect the political balance of the Council.

3. AGENDAS, REPORTS AND MINUTES AND METHODS OF WORKING

- 3.1 Working parties/groups may be required to act in the manner of “consultative panels” receiving reports from officers on matters on which they will be expected to provide guidance to the decision maker. On other occasions they could be tasked with

investigating policy issues and will be expected to formulate recommendations for the relevant appointing body which could be Council or one of its committees (including Overview & Scrutiny Committee) and Cabinet.

- 3.2 Working parties appointed by the Overview & Scrutiny Committee will often take the form of a consultative panel and must undertake their work in accordance with the principles of overview and scrutiny as set out in Chapter 4 of the Constitution and in the Executive / Scrutiny Protocol. In these instances, the recommendations of the working party/ panel will be considered by the Overview and Scrutiny Committee or the appointing sub-committee before they are forwarded to the appropriate decision-making body.
- 3.3 An agenda for a working party/group meeting will be sent out prior to a meeting of the working party setting out its business. For meetings of working parties held in public, agendas will be despatched in line with statutory requirements.
- 3.4 Minutes will be taken by a member of the Democratic Services team. They will be reported to a subsequent meeting of the appointing body for information. If recommendations are made they will be debated and then formally voted on.
- 3.5 Working parties/groups may consider whether to invite external representatives e.g. stakeholders or business representatives and members of the public to assist with their work. The role of such representatives would be to act as advisors to the working party using their particular expertise/experience.

4. LOCATION OF MEETINGS

- 4.1 As working parties/groups are non-decision making and can operate in a less formal manner than committees, it may be appropriate to hold them remotely. However, any working parties that allow the **public** to attend will be held in person – usually in the Council Chamber. This reflects best practice and is in line with NNDC committee meetings which are open to the public.

5. ACCESS TO MEETINGS BY THE PRESS AND PUBLIC

- 5.1 Details of meetings that the press and public can attend will be set out on the Council's published notice of meetings. As for formal committee meetings, if an exempt matter is discussed, the press and public will be asked to leave the meeting. As stated above, meetings of working parties open to the public will take place in person.

6. ACCESS TO INFORMATION BY THE PRESS AND PUBLIC

- 6.1 Agendas for those working party meetings that are open to the press and public will be published on the Council's website. Meeting dates will be advertised in advance. Exempt information will be marked as confidential.

7. ACCESS TO INFORMATION BY NON WORKING PARTY MEMBERS

- 7.1 All elected members will be able to access copies of agendas and supporting information. They can attend meetings of working parties/groups as an observer if they wish.

8. INTERESTS OF MEMBERS AND OFFICERS

- 8.1 Elected members, co-opted members and officers acting in an official capacity when attending meetings of working parties shall declare any personal interests and shall not take part in any discussions in which they have an interest and withdraw from a meeting in accordance with the respective Codes of Conduct for Members and Employees.

9. PROCEDURES AT MEETINGS OF WORKING PARTIES

9.1 Quorum

A working party/group must have a quorum of three if it consists of fewer than nine elected members.

9.2 Election of Chairperson

Working parties/groups shall elect a chairperson at their first meeting. In the case of the chairperson being absent a chairperson shall be elected for that meeting. The chairperson will have a second or casting vote.

9.3 Formulation of Recommendations

A recommendation arising from the deliberations of a working party or group will normally be reached by a consensus. It may, however, be appropriate to determine a way forward by taking a vote on a proposal. In such circumstances, the recommendations before the working party shall be determined by a simple majority of those members present in the room at the time proposal was put.

Appointment of the Director of Resources

Summary: This report to Full Council seeks to conclude the recruitment process for the Director of Resources, through agreeing a recommendation made by the Employment and Appeals Committee.

Options considered: N/A

Conclusions: To support the authority in delivering its corporate objectives; whilst driving ownership, accountability and change through the authority. The Council needs to maintain sound financial stewardship, by having in place a Director of Resources with the S151 responsibilities.

Recommendations: Follow the recommendation of the EAC of 20th October 2022 and confirm the appointment of Tina Stankley as the Director of Resources and designated S151 Officer.

Reasons for Recommendations: Sound financial management and leadership of the council.

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)

North Norfolk District Council Constitution

Cabinet Member (s)	Ward(s) affected N/A
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Contact Officer, telephone number and email: James Claxton, 01263 516352 and james.claxton@north-norfolk.gov.uk

1. Introduction

- 1.1 In May 2022, the then Director of Resources and S151 Officer, left the Council's employment thereby creating a vacant post, namely the Director of Resources.

Background

- 1.2 The Chief Executive Officer (CEX) implemented some interim arrangements to maintain the day-to-day activities of the council. These included the Director of Communities, and the Director of Place and Climate Change assuming the line management responsibilities for the Assistant Director of Resources, and the Assistant Director of Finance, Assets and Legal, as agreed by Full Council at the meeting of 22nd June 2022. Subsequently a further report was submitted to Full Council for its meeting of 27th July 2022 detailing interim S151 support from a neighbouring authority.
- 1.3 To support the Council in its recruitment processes, the Human Resources Manager (HRM) engaged the support of SOLACE. The rationale for this included strong knowledge of the local authority recruitment market, excellent marketing of job roles, and SOLACE previously provided the recruitment support for the Director of Place and Climate Change.
- 1.4 The Director of Resources and it's S151 duties make it one of the Council's statutory posts. As such the Council's constitution deems that statutory posts are recruited into by using the Council's Employment and Appeals Committee (EAC). A core function of this Panel is to establish if it could provide a recommendation to Full Council on whether the Council should appoint an applicant.
- 1.5 The EAC was convened and met in the Council Chamber on 20th October 2022. The Panel consisted of Cllrs Adams, Blathwayt, Cushing, Fitch-Tillett (Chair), and Kershaw. Also present was the Chief Executive Officer, SOLACE Recruitment Director (Virtually), and the HRM.
- 1.6 After the Panel had reviewed the candidate's application, feedback on the technical interview, with a former Chief Executive Officer and S151 Officer, appointed by SOLACE, and conducting an in-person interview with previously scripted questions, the Panel resolved to make a recommendation to Full Council to appoint Tina Stankley into the Director of Resources role and be the designated S151 Officer for the Council.

2. Corporate Plan Objectives

Supporting the Chief Executive Officer, CLT colleagues, and the authority to achieve its corporate objectives, specifically within the Resources directorate, but also contributing to corporate performance.

4. Medium Term Financial Strategy

N/A

5. Financial and Resource Implications

This position is within the management structure approved by Council on 23rd September 2020 and is within the current and approved future budgets.

6. Legal Implications

The council would breach Section 151 of the Local Government Act 1972 if it did not have a designated S151 Officer.

7. Impact on Climate Change

N/A

8. Equality and Diversity

The council considers all equality and diversity issues when conducting its recruitment activities and processes.

9. Section 17 Crime and Disorder considerations

N/A

10. Conclusion (including recommendations)

To support the authority in delivering its corporate objectives; whilst driving ownership, accountability and change through the authority. The Council needs to maintain sound financial stewardship, by having in place a Director of Resources with the S151 responsibilities.

Recommendation

To confirm the appointment of Tina Stankley as the Director of Resources and designated S151 Officer.

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Community Governance Review – Trunch Parish Council – Reduction in seats

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)

<i>Appendix 1:- Consultation response summary including comments</i>	
Cabinet Member(s) Tim Adams	Ward(s) affected Trunch
Contact Officer, telephone number and email: Rob Henry. X6327, robert.henry@north-norfolk.gov.uk	

1. Introduction

- 1.1 Further to the decision of Full Council at the meeting held on 5th October 2022 for the authority to commence consultation on a Community Governance Review proposing a reduction in the number of councillors to serve on Trunch Parish Council the Elections Team have undertaken a period of consultation to establish whether there was support for a reduction in the number of seats on the Parish Council to nine from eleven.

2. Results of the consultation process

- 2.1 Letters were issued to all electors along with a response sheet and a reply envelope to make it easy for them to respond and all other consultees were sent the letter as an email attachment.
- 2.2 At the close of consultation on 4th November 2022 there had been a total of 181 responses, with 177 being in support of and four being against the proposals. This includes support from both District and County Council members for the Parish.
- 2.3 There has been no written response from Trunch Parish Council, however verbally the Clerk of the council has advised that the proposal of a reduction to nine rather than the originally requested seven seats has been accepted.
- 2.4 Appendix 1 provides these figures and includes each of the comments which were made with the responses.

3. Conclusions

- 3.1 The responses from 175 electors within the parish represents just over 20% of those who were sent letters and of those responding it shows a high volume of support of proposals to reduce the number of seats on the parish council.
- 3.2 Having fully considered the request ahead of the period of consultation and recommending a reduction to nine seats on Trunch Parish Council rather than to seven seats as originally suggested, by the Parish Council, the representations received do not require any change from our initial proposal that the Trunch Parish Council has nine parish councillors moving forward.

3.3 As such our final recommendation to Full Council is that the number of seats on Trunch Parish Council be reduced to nine seats effective from 1st December 2022.

4. Implications and Risks

4.1 Implications are that Trunch Parish Council will require fewer Councilors to serve its community and there will be a higher elector per councilor ratio than some other parishes.

5. Financial Implications and Risks

There are no financial implications or risks relating to this report

6. Sustainability

There are no sustainability implications relating to this report.

7. Equality and Diversity

There are no considerations in relation to this.

8. Section 17 Crime and Disorder considerations

There are no considerations required in relation to this.

9. Recommendation:-

That Full Council agrees that from 1st December 2022 Trunch Parish Council be made up of nine parish councillors

Appendix 1 - Summary of Trunch Community Governance Review consultation responses

Total responses Received	183
For	179
Against	4

Comments received from Trunch residents (For proposals)	
1	As two other members appear to be unobtainable due to pressure no doubt, then pragmatically the parish council is better to function than not at all
2	There appears to be a lack of interest, also people who are unable to see others points of view. A big point... a lack of real local people. The present chairman is unable to pronounce adjacent villages!
3	It does not really matter how many are on as nothing much ever gets done, that is the main reason no one wants to join
4	Good idea
5	It is a sensible course of action e.g. vacancies cannot be filled
6	I would like to see the parish council removed completely. In my view it is a complete waste of time. I pay £60.78 for them to decide nothing. Anything they do want to do has to go through NNDC so why don't we just get rid of them. It's just another layer of unnecessary bureaucracy. Let's have a vote on getting rid of the Parish Council. That money could be better spent on social care. Thank you.
7	The problem is one faced by many organisations at present. People are reluctant to become involved for many reasons. If the Parish Council can function with fewer members, I wish them well. (at 86 I do not feel able to help)
8	It's not important about the numbers, it's about the effectiveness and competency of the individuals
9	I think 9 is enough people to make decisions about our village
10	The Parish Council do a good service for our village
11	Let's hope they will stop wasting money
12	I am happy with it
13	For all the good that they do, get rid of the lot of them
14	I am aware that it has been difficult to recruit volunteers to form the Parish Council in recent years and the current reduced compliment addresses the needs of the parish very well
15	Reduction in numbers of seats make decisions much easier! 11 seats to me always seem too many and may encourage Trunch people more willing to put their names forward to join the parish council
16	I strongly favour this proposal. I served on the Parish Council for four years and we really always had a vacancy - or several. Sturminster Newton (Dorset) where I grew up has a town council of 11, for a population four times the size of Trunch. Trunch PC should be reduced to a size that enables it to have a full complement of members all the time
17	As the population of the village is generally elderly - I can understand why there are not many people willing or able to be councillors
18	The Council needs to function therefore it is necessary to reduce the number. Others will still be able to join as and when
19	Currently there are six councillors serving on Trunch Parish Council leaving five vacancies. Eleven seats in total. I note the proposal to reduce to nine councillor seats. For the Council to be eligible to hold the General Power of Competence the Clerk must hold a qualification which she does (CILCA) and two thirds of the Council must be elected. Currently four of the six (eleven) are elected. As there has been difficulties in recruiting residents of Trunch to fill the current vacancies, I can foresee there will be problems in getting nine nominees at next year's elections. There would have to be at least six out of nine councillors elected to meet the two thirds requirement. Would it be better to reduce the number of seats on the Council to size, only four then need to be elected, thus ensuring the Council can have GPC restored. (Population of Trunch circa 1000)
20	I have no problems with the changes
21	Is there a need for a Parish Council, when NNDC have the final say on everything?? Various planning applications (inc. retrospective) have been passed by NNDC although the Parish tried to stop them!!
22	Village is mostly elderly people who are unable, mainly due to mobility issues to take on the role of parish councillor. The younger generation do not seem to be interested in keeping this lovely village in good shape
23	Being an ex-member of the Council myself I know how difficult it is to encourage new members. Good hearted village VOLUNTEERS should not have to grapple with the laws of this land! A tangled WEB!!

24	I have every confidence the Parish Council will operate a good service even with a reduced number of councillors
25	This must be a need for the Trunch Parish Council proposal. I support their request yes.
26	My only opinion on this matter is that if reducing the number of councillors leads to reducing the time taken to make decisions then I'm for it!
27	Good Idea
28	As long as those chosen have the village's long term interest at heart and are prepared to say 'yes' to positive ideas then it doesn't matter how many numbers are on the PC
29	As long as we have a committee in Trunch. That's the most important issue
30	I think one of the reasons that councillors cannot be recruited is because the Parish Council has no clout, whatever their decision on matters of planning
31	Agree entirely with reasons
32	I have thought about becoming a Councillor but I feel it has no powers to get things done and any ability to challenge district council powers to overrule. What the point of getting the frustration.
33	I think nine Councillors will be fine but I hope NNDC will listen to their thoughts
34	It would be helpful if it was a bit clearer who the members of the Parish Council actually are, such as if it was made clear in the Trunch Mardle. It would also be nice to see at least one young person as a member of the Parish Council as then the Parish Council would be more representative of the different age groups in the area and it would allow the next generation to have more of a say that reflects the interests of young people and families.

Comments received from Trunch residents (Against proposals)	
1	We moved into Trunch in December 2006 at which point I had 20 years' experience in L.B Redbridge, Aylesbury D.C and L.B Richmond variously as Head of Mgt Services, and 12 years Head of Admin, including Electoral Svcs. I offered to fill a Trunch vacancy and the Deputy Chair made it very clear at the meeting that an incomer with experience was unwelcome, and the vote was not in my favour. Why offer to assist a closed shop?
2	Needs more spread of individuals
3	There is not much difference between 9 and 11
4	Never will I give any support to our <u>useless</u> Parish Council!! Dogs living in the village are now banned from exercising in their local park, but have to be driven to another location. This is not environmentally friendly, however non-villagers frequently drive to our park to let their dogs exercise off the lead. The park is still littered with dog poo and the poo bag dispenser conveniently, constantly empty!!

Comments from other consultees			
1	Cllr. Ed Maxfield	County Councillor for Mundesley Division	Was aware the Parish Council were thinking of this. I have no specific questions or comments
2	Caroline Clarke	Asst. Director of Governance, Norfolk County Council	Thank you for the opportunity to make comments on the proposed reduction in the number of Parish Councillors in Trunch. I asked all the Political Group Leaders for any comments and sent them your letter with the contact information so they may come back to you direct. I have no other response to send to you on this matter from that group. I do know that Councillor Maxfield responded as a consultee, as Trunch is in his division, and he has informed all Group Leaders he has no objection to the proposed change.
3	Cllr. Greg Hayman	District Councillor for Trunch Ward	Thanks for your message. I spoke in favour of this proposal at the last full council meeting. I would have preferred the lower number of councillors as did the parish because of the difficulty attracting sufficient members.