

Council



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14 February 2023

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 22 February 2023 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

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



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

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

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 18

To confirm the minutes of the meeting of the Council held on 20 December 2022.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

19 - 24

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)

4. ITEMS OF URGENT BUSINESS

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

5. 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. RECOMMENDATIONS FROM CABINET 06 FEBRUARY 2023

25 - 98

a) Agenda Item 10 – Capital Strategy 2023 – 2024

Recommendation to Council: To approve the Capital Strategy and Prudential Indicators for 2023-2024

The Overview & Scrutiny Committee supported the recommendation at the meeting held on 25th January 2023.

b) Agenda item 11 – Investment Strategy 2023 – 2024

Recommendation to Council: To approve the Investment Strategy 2023 – 2024

The Overview & Scrutiny Committee supported the recommendation at the meeting held on 25th January 2023.

c) Agenda Item 12 – Treasury Management Strategy Statement 2023 – 2024

Recommendation to Council: That the Treasury Management Strategy 2023 – 2024 is approved.

The Overview & Scrutiny Committee supported the recommendation at the meeting held on 25th January 2023.

d) Fees & Charges 2023 – 2024

Recommendation to Council: To agree

- a. The fees and charges from 1 April 2023 as included in Appendix A.
- b. That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required, as outlined within the report
- c. That there be added to Appendix A, a provision to permit the Holt Market to operate with a single Street Market fee at such amount delegated to the Director for Communities until such time as the Street Trading Policy is approved.

The Overview & Scrutiny Committee supported recommendations a & b at the meeting held on 25th January 2023. Recommendation c was agreed after the O&S Meeting.

9. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 15TH FEBRUARY 2023

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 15th February.

Please note the Full Council agenda was published before the Overview & Scrutiny Committee meeting took place. The Chairman will provide an oral update at the meeting.

10. RATE RELIEF POLICY

99 - 128

Summary:

1. In the Budget on 17 November 2022 the Chancellor announced the Government would award a 75% Retail, Hospitality and Leisure Relief for properties up to a cash limit of £110,000 per business for the 2023/24 financial year.

2. In the Budget on 17 November 2022 the Chancellor announced the Government would extend Supporting Small Business Relief (SSB) for another year until 31 March 2024 for businesses who were eligible for the 2022/23 relief on 31 March 2023 and were facing large increases in rates for 2023/24. The Chancellor also announced a new Supporting Small

Business (SSB) Relief scheme which will cap bill increases at £600 per year for any businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.

3. In the Spring Statement on 23 March 2022 the government announced it would bring forward to 1 April 2022 100% relief for low-carbon heat networks.

4. On 27 January 2020, the Financial Secretary to the Treasury made a Written Ministerial Statement announcing additional business rates measures that will apply from 1 April 2020 including the extension of the £1,500 business rates discount for office space occupied by local newspapers that will apply for an additional 5 years until 31 March 2025. The scheme will be available to local newspapers that occupy office space. Under the scheme, eligible local newspaper businesses will continue to receive up to a £1,500 discount on their bill for the 2022/23 financial year.

5. The 2016 Autumn Statement confirmed the doubling of rural rate relief available to eligible businesses from 50% to 100%. The Government subsequently set out their intention to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief. Following the decision not to reintroduce the Local Government Finance Bill, for 2018/19 the Government expects local authorities to continue to use their discretionary relief powers to grant 100% rural rate relief to eligible ratepayers in 2022/23, as they have done previously.

6. Under section 49 of the Local Government Act 1988 businesses can apply for Hardship Relief. This scheme has now been incorporated within this rate relief policy. The cost of this scheme is funded in accordance with the Non-Domestic Rates financial retention rules.

The Government expects local authorities to use their discretionary relief powers to grant these reliefs. All the above (except the Hardship Policy) will be compensated in full for our loss of rates income because of these

changes. This compensation will be paid by section 31 grant and calculated based on the returns that the council makes under the rates retention scheme.

The Council's Discretionary Rate Relief Policy has been revised to reflect these changes.

Conclusions: The policy has been updated to reflect the new and extended schemes announced and includes guidelines as to how the schemes are to be implemented and the financial implications on the authority.

Recommendations: **That the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.**

That the Revenues Manager has delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.

That the Rate Relief Policy is revised as indicated in Appendix A, B and C.

Reasons for Recommendations: The new policy will enable the Retail Hospitality and Leisure Relief, Supporting Small Business Relief, the scheme for local newspaper discount, scheme for low-carbon heat networks, Hardship Relief and the Rural Rate Relief to be awarded discretionary reliefs in 2022/23 & 2023-24.

Cabinet Member(s) Cllr E Seward	Ward(s) affected All
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Contact Officer, telephone number and email:
Sean Knight. Sean.Knight@north-norfolk.gov.uk 01263 516347

11. BUDGET AND COUNCIL TAX 2023 - 2024

129 - 180

Summary: This report presents for approval the budget for 2023/24 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2023/24. The report also includes the Chief Finance Officer's report on the robustness of the estimates and adequacy of reserves.

Options considered: It is a statutory requirement to set the budget

each year, whilst there are options around the content of the budget presented for approval, the budget now recommended reflects the recommendations made by Cabinet at its meeting on 6 February 2023.

Conclusions: It is the opinion of the Council's Chief Finance Officer that the 2023/24 budget has been set within a robust framework and the impact of this resolution will maintain an adequate level of financial reserves held by the Council.

Recommendations: That having considered the Chief Finance Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

- 1) The 2023/24 revenue budget as outlined at Appendix A within this report;
- 2) The statement of and movement on the reserves as detailed at Appendix D within this report;
- 3) The updated Capital Programme and financing for 2022/23 to 2026/27 as detailed at Appendix C of this report;
- 4) The new capital bids recommended for approval as detailed at Appendix C1 within this report
- 5) That Members note the current financial projections for the period 2024/25 to 2026/27;
- 6) That Members note the results of the Budget Consultation exercise as discussed in paragraph 3.15 and shown in Appendix F.
- 7) The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Fund Reserve for 2023/24 to 2026/27 as detailed at Appendix B within this report;
- 8) The Local Council Tax Support Scheme (LCTS) for 2023/24 as set out in paragraphs 3.14 to 3.16;
- 9) The Council Tax Support Fund as set out in in paragraphs 3.17 to 3.20;
- 10) That Members undertake the Council

Tax and statutory calculations set out at section 4, and set the Council Tax for 2023/24;

- 11) The demand on the Collection Fund for 2023/24 is as follows:
 - a. £6,722,490 for District purposes
 - b. £2,875,207 for Parish/Town Precepts;

Reasons for Recommendations:

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property.

To approve the 2023/24 budget for revenue and capital and to make the statutory calculations in respect of the 2023/24 Council Tax.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Budget reports and briefings, precepts (NCC, Police and Parishes)

Cabinet Member(s) All	Ward(s) affected: All
Contact Officer, telephone number and email: Tina Stankley, 01263 516439, tina.stankley@north-norfolk.gov.uk	

12. PAY POLICY STATEMENT 2023 - 2024

181 - 192

Summary: Section 38 of the Localism Act 2011 (“the Act”) requires the Council to produce an annual pay policy statement (“the statement”) for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2023/24. It is a legal requirement that Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.

Options considered: There are no options to consider as part of this paper.

Conclusions: The attached statement sets out current remuneration arrangements for officers.

Recommendations: **To adopt the attached Pay Policy Statement and to publish the statement for 2023/24 on the Council's website.**

Reasons for Recommendations: To comply with the requirements of the Localism Act.

Cabinet Member(s) Ward(s) affected: All
Cllr Tim Adams

Contact Officer, telephone number and email:
James Claxton, Human Resources Manager
james.claxton@north-norfolk.gov.uk ; (01263) 516352

13. PORTFOLIO REPORTS

193 - 246

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

14. QUESTIONS RECEIVED FROM MEMBERS

To receive questions from Members.

15. OPPOSITION BUSINESS

None Received.

16. NOTICE(S) OF MOTION

None Received.

17. 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.”

18. PRIVATE BUSINESS

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COUNCIL

Minutes of the meeting of the Council held on Tuesday, 20 December 2022 in the Council Chamber - Council Offices at 6.00 pm

Members Present:

Mr T Adams	Mr D Birch
Mr H Blathwayt	Mr A Brown
Mr C Cushing	Mr P Fisher
Mrs A Fitch-Tillett	Mr T FitzPatrick
Mr V FitzPatrick	Mrs W Fredericks
Ms V Gay	Mrs P Grove-Jones
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	Mr J Rest
Mr E Seward	Miss L Shires
Mrs E Spagnola	Mrs J Stenton
Dr C Stockton	Mr M Taylor
Mr J Toyne	Mr E Vardy
Mr A Varley	

Also in attendance: The Chief Executive, the S151 Officer, the Monitoring Officer, the Democratic Services Manager, The Democratic Services Officer - Scrutiny

92 PRESENTATION - NORTH NORFOLK YOUTH COUNCIL STEERING GROUP

Two members of the North Norfolk Youth Council steering group spoke to members about the work that had been undertaken over several months in preparation for a launch day for the new youth council on 29th January. They shared a promotional video and spoke about the three broad themes that they wanted to focus on in their first year – education, climate and environment and mental health. They asked members to encourage young people in their local communities to attend the launch event and said that they were looking forward to working with members on key issues and decisions that affected young people in the District.

93 APOLOGIES FOR ABSENCE

94 MINUTES

The minutes of the meeting held on 16 November were confirmed as a correct record and signed by the Chairman.

95 ITEMS OF URGENT BUSINESS

96 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr L Shires declared a non-pecuniary interest in Agenda Item 11 – North Walsham Market Place Improvement Scheme. She said that she was County Council for North Walsham East and the County Council was overseeing the highways part of the project.

97 CHAIRMAN'S COMMUNICATIONS

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

26th November – Chairman's Charity Quiz Night, £226 was raised for the Chairman's charities.

4th December – Civic celebration and community carol concert, Cromer Parish Church.

7th December – Christmas Carol Service, St Mary's Parish Church, Stalham

12 – 16 December – Festive Fundraising week, £713,26 raised for the Chairman's charities

The Chairman reminded members that there was a collection at the end of the meeting if they wished to donate money towards her charities.

98 LEADER'S ANNOUNCEMENTS

The Leader began saying that some bin collections were still being missed, however, they remained below 200 a week, despite the additional challenges faced by the very cold weather. He said he had made direct representations to Serco this week regarding 19 properties which continued to experience repeated misses in their collections. He said that the situation was moving in the right direction but was still not at the standard that was expected. Serco had issued a statement apologising for the impact on residents and setting out their plans on how the issues would be addressed. The Leader read out the statement in full.

The Leader then spoke about the recent announcement by HSBC, confirming that branches in Fakenham and Cromer would be closing. Discussions were ongoing with the operators of the emerging bank hub model and the Leader was intending to visit one of these in the new year. He said that he had concerns about the low figure (40%) of HSBC clients at these branches who were using online banking services but it must be accepted that this was the course of direction for high street banking. He added that options were being explored for Holt, Wells and Stalham hosting bank hubs, as there was an absence of facilities in those towns.

The Leader then referred to several locally-based businesses entering administration, including Joules and M&Co and said it was hoped that a buyer would be found for the latter so that they could continue to contribute to trade in Fakenham and Cromer town centres.

He said that inflation continued to impact on local government finances. The Autumn statement had not provided the level of assistance required to maintain all of the current services. He added it was likely that some authorities would struggle with ongoing financial pressure. So far there had been £340m of lost value in the Levelling Up Fund and this highlighted the challenges of delivering capital projects in current financial climate.

The Leader said that he was pleased to confirm that the Council had agreed to provide £10,000 of funding to the Norfolk Community Law Service, to support the provision of legal advice and debt support to local residents.

He then referred to the loss of Blue Flag status at three of the District's beaches and said that an urgent meeting had been requested with the Environment Agency to try and understand the reasons for the change in status. He said that it was not a result of anything that the District Council had done.

The Leader concluded by reminding members to visit the two local Christmas shows at Thursford and Cromer Pier. He wished everyone a restful festive season.

99 PUBLIC QUESTIONS AND STATEMENTS

None received.

100 PORTFOLIO REPORTS

The Chairman asked if Cabinet members wanted to provide an oral update to their written reports.

Cllr R Kershaw informed members that the Government had advised that the Levelling Up Fund announcement was delayed until the end of January 2023.

Cllr L Shires said that she wanted to highlight the excellent work that Customer Services had been undertaking since September 2022, particularly their efforts to reduce the wait time for telephone callers. She said that 5 new members of staff had been recruited and all but two of them were taking calls already. The average wait time had begun to improve and was now at an average of 4 minutes. All new staff members would be fully trained by mid-January. In addition, a member of the digital scanning team had been seconded into Customer Services for a short time to help through the winter period. In anticipation of voter ID letters going out to residents, an additional option had been added to the telephone 'menu' which would direct calls to the Elections Team. This was a new proactive, interdepartmental approach to dealing with key issues that arose and needed additional support. Early in September the voicemail service had to be turned off due to an overwhelming number of calls and the service was now being staggered over peak hours and all customers were called back before the end of the day. The Council was exploring the use of a chat function and liaising with Breckland and Great Yarmouth Councils to see how they utilised this. The intention was to trial a chatbot to help people find the service that they needed.

Cllr Shires said that the Council was getting ready to launch the customer service satisfaction survey so the team could better understand how what they did well and how they could improve. She added that in the last 6 weeks there had been an increase in signposting by the team to other services, including cost of living support and referrals to the food and energy banks. She thanked the Customer Services Team for their support in this. She then read out a case study which highlighted ongoing support and contact from a vulnerable customer. They had been referred to the Help Hub team which had helped them with accessing additional financial support.

The Chairman then invited members to ask questions:

Cllr P Heinrich asked Cllr E Seward about the newly released Local Government financial settlement figures and whether he had any further information to share with members. Cllr Seward replied that they were provisional figures and a consultation period would now follow. However, the direction of travel for NNDC for the next financial year looked clear. In terms of funding from central Government, there would

be considerably less in cash terms than the current year. This would add considerable pressure on the Council's production of a balanced budget.

Cllr G Mancini-Boyle asked Cllr N Lloyd to explain the percentage of the 57% reduction of the Council's carbon footprint from 2018/19 to 2021/2022 was due to decarbonisation of the National Grid. He also asked for detail about the areas where the carbon footprint had increased. Cllr Lloyd said that he would provide a written response to the first question. Regarding the increasing footprint, he explained that more staff members were returning to work in the office after Covid, which meant more car journeys and the use of heating throughout the building and an increase of water usage. It was a constant challenge and the Council had done well to achieve a 50% reduction already. He said that focus was needed now on specific measures over the next few years if the Council was to achieve net zero by 2030.

Cllr Dr V Holliday asked Cllr L Shires to explain how one third of the Customer Services team had been in post for less than 12 weeks at the time of the Serco waste collection changes, when it should have been anticipated that call numbers would rise considerably. Cllr Shires replied that Serco should have been taking the majority of the calls. She added that Customer Services was often a 'stepping stone' for staff to gain experience before moving onto other roles at the Council, so a relatively high turnover was not unusual.

Cllr E Vardy asked Cllr R Kershaw about the reference in his written report to the first year of the UK Shared Prosperity Fund. He said it wasn't clear how the money would be spent, given it needed to be spent during the current financial year. Cllr Kershaw said that it had only been agreed in early December and the first tranche of 20% would arrive in April 2023. Therefore, nothing would be spent during the current financial year.

Cllr C Cushing asked Cllr Kershaw why the Council's Economic Growth Strategy had been withdrawn. He said that other Districts had made this a priority and queried why it was not considered to be a priority for NNDC. He said that it was a key document that sat alongside the development of the Local Plan. Cllr Kershaw replied that it was impossible to plan strategically at the moment given the volatility in the national economy and therefore a digital hub was being set up to help provide support to businesses.

Cllr Dr C Stockton asked Cllr Kershaw to provide an update on future plans for the Bacton Gas Terminal. Cllr Kershaw replied that £1.3bn of investment had been secured to help generate blue and green hydrogen and keep the terminal going for the next 30 years.

Cllr A Varley asked Cllr A Brown, how the planning reforms set out in the levelling up legislation, would impact on service delivery for residents in North Norfolk. Cllr Brown replied that the Bill would introduce extensive planning reforms and was currently in the report stage. He said that there were several issues. The first being amendments to amendments, which highlighted the challenges posed by changing existing planning laws. In addition to this, a lot of the new measures were created through secondary legislation which limited scrutiny. He said that the proposals also failed to introduce measures for tackling the impact of climate change and the cost of living crisis. This seemed at odds with the original intention of allowing communities to have a greater say in planning matters in their local areas. Instead, there was an unworkable proposal for 'street votes' which would allow neighbours to hold referendums on property developments in their street or local area. The consensus amongst local authorities was that this was a complex and potentially

contentious concept that could lead to division in local communities. He concluded by saying that he welcomed the ability to double planning fees.

Cllr S Penfold asked the Leader about the County Deal for Norfolk and the likely impact on the District Council. Cllr Adams replied that the proposed deal was not of great value as it was not index-linked and there was no new money. He said that he had been surprised to hear the suggestion that it could be used to pay the interest on Council borrowing and cautioned against this. He concluded by saying that devolution was inevitable but the Council needed to push for real benefits for the District.

Cllr N Pearce asked Cllr V Gay about the recent loss of Blue Flag status for three of the District's beaches. He wondered if she had any information regarding the water quality metrics that had led to this degradation. Cllr Gay replied that the Environment Agency tested for e-coli and faecal contamination. She added that they had been moved from excellent to good. She said that she did not have any further information at this time, however, the Leader had secured a meeting with Anglian Water in January and there would also be a meeting with the Environment Agency. She said that the Council had no power to control the contamination levels in the North sea but it would do everything that it could to find out what was causing the problem.

The Chairman said that there was sufficient time to allow Cllr Varley to follow up on his question to Cllr Brown. Cllr Varley asked if the planning elements of the levelling up legislation would have implications for the Council's Local Plan. Cllr Brown replied that several local authorities had taken the decision to pause the development of their local plan in light of the new Bill. The new National Planning Policy Framework (NPPF) was also anticipated, hopefully in the New Year. These factors, together with the ongoing issue of nutrient neutrality, were causing significant challenges for planning policy. However, the Council was intending to accelerate the Local Plan and submit it to the Planning Inspector in early March 2023. He added that the new measures would make planning policy far more complicated and required that two more documents were 'bolted' onto the Local Plan. There was an ethos to move towards a more centralised plan-making system and this was causing some issues regarding local consultation. For this reason, the Council wanted to have the Local Plan adopted under the current rules and it wanted to deliver a plan-led planning system rather than a developer-led system.

Cllr H Blathwayt asked the Leader whether it was a coincidence that the two MPs for North Norfolk voted in October 2021 against the Lord's amendment preventing the dumping of sewage in bathing waters and now one year later, 3 blue flags had been lost. Cllr Adams replied that he feared it wasn't a coincidence and hoped to be proven wrong. He reminded members that there were still three blue flag beaches in the District and the Council would continue to work with the relevant agencies to ensure that water quality was at the highest standard.

101 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS AND OUTSIDE BODIES

RESOLVED to make the following changes:

Cllr J Toye to replace Cllr A Yiasimi on Development Committee

Cllr H Blathwayt to be appointed as a substitute on Development Committee

Cllr W Fredericks to replace Cllr T Adams as a substitute on the Norfolk County Community Safety Partnership Scrutiny Panel

102 RECOMMENDATIONS FROM CABINET 05 DECEMBER 2022

1. Fees & Charges 2023 – 2024

The Chief Executive introduced Tina Stankley, the new Director of Resources. He then said that following the announcement earlier that day regarding the provisional Local Government financial settlement, it was suggested that this item be deferred to allow for further consideration and revisions by Cabinet, ahead of the Budget preparation process.

RESOLVED

To defer the Fees and Charges 2023 – 2024, pending further consideration by Cabinet

Two members abstained.

2. Treasury Management Half Year Report

Cllr E Seward, introduced this item. He referred members to the figures on short-term borrowing and highlighted the increase in interest rates from 0.36% to 2.65% and which was starting to have an impact on short-term borrowing costs.

RESOLVED

To approve the Treasury Management Half Yearly Update

Two members abstained.

3. North Walsham Market Place Improvement Scheme

Cllr N Housden said that he wished to raise the following point of order:
To propose a notice without motion under section 15.1 s (page 26 of the Constitution):

To 'require that a report be made to a future meeting where the person responsible has declined or failed to arrange for a report'. He said that the report as currently presented did not contain sufficient detail for members to reach a decision. Moreover, despite repeated requests from the Overview & Scrutiny Committee for additional information, this had not been forthcoming, and he believed that members could not reach a qualifiable or accurately informed decision regarding the recommendations before them. He therefore proposed that the item be deferred to the next meeting of Full Council.

Cllr C Cushing seconded the proposal.

The Chairman invited the Portfolio Holder for Sustainable Growth, Cllr Kershaw, to respond. Cllr Kershaw said that the proposals had been considered by the Overview & Scrutiny Committee and the Cabinet Working Party for Projects also regularly reviewed the project. The Chairman of the Overview & Scrutiny Committee attended these meetings and no questions were raised. Additional information had been sent to all Members by the Corporate Business Manager in the last two days. He said that costs were rising at 40% and the project needed to be completed by March 2023 and it would be unwise to delay it further. He said that it was an excellent project and could potentially be de-railed if it was delayed further.

The Scrutiny Officer then read out the following statement from Cllr N Dixon, Chairman of the Overview & Scrutiny Committee, who was not able to attend the meeting:

'In respect of the N Walsham Market Place Improvement Scheme I have to say the following as Chairman of OSC:

In the nearing 4 years I have Chaired OSC this is the least comfortable recommendation it's made to Full Council. The merit of the overall Scheme or the need to deliver it wasn't challenged. Around an hour was spent on this item; firstly, to understand the reasons why information requested in Oct and during the Dec Cabinet meeting hadn't been supplied in timely or adequate manner. Secondly, this was crucial to OSC understanding how the contingency fund for the Scheme had been spent and, more recently, what the £400k would be spent on and why no mention of such a significant request hadn't been made during earlier reports to OSC. There was insufficient information given during the meeting to answer crucial questions about how, where, when and why the extra money was needed. Moreover, concerns were raised about "project creep", rescoping and descoping of various parts of the Scheme and how they variously impacted on costs and funding needs. Concern was also raised about project governance and management, especially of risk and cost escalation, and would there be further requests for funding. The lack of transparency and justification was a major concern. In order not to delay matters, and knowing it would be discussed at this meeting tonight, OSC pragmatically took a leap of faith and agreed the recommendation subject to the following 2 caveats and that OSC will review the Scheme progress in a scheduled report to OSC in Jan 23:

- 1. That Full Council be supplied with a much more detailed explanation and breakdown of the spend of the £400k, so that it can be satisfied on its justification - you will have to decide tonight on whether that's been done?*
- 2. That GRAC reviews the project governance and management of the scheme; in particular, regarding changes to its scope, risk rating & mitigation and whether it complied with the project management template developed by GRAC It also needs to look at lessons learnt and ensure appropriate remedial actions are taken.*

That concludes my submissions on behalf of OSC.'

The Vice-Chairman of Overview and Scrutiny Committee, Cllr S Penfold, confirmed that there had been a robust debate by the committee and further actions had been requested. However, the committee had supported the Cabinet recommendations and in recent days, further information around costings had been provided to members. He felt that this was sufficient reassurance to proceed with the decision.

Cllr N Housden said that the Portfolio Holder's response was factually incorrect. He said that the Overview & Scrutiny Committee had asked for figures in September, October, November and December. The December information came to members at 4pm the day before the Full Council meeting and the figures did not 'stack up'. They did not provide the detail that had been requested and did not set how they related to the final completed works on site.

Cllr V Gay, said that as a local member for North Walsham, as far as she was aware that had not been any project 'creep' for the scheme. She added that there had been an unprecedented level of scrutiny via the Overview and Scrutiny Committee and

now at Full Council. In addition, there was a project board which had accorded fully with the governance framework in line with audit requirements. She said she felt that the time for lessons learnt would be once the project was completed.

Cllr J Toye said that he had attended the Overview & Scrutiny Committee meeting when additional information had been requested and he understood the reasons for this, however, the funding model and the timescales within which it had to be spent, made it clear to him that members had to take a 'leap of faith' and make the commitment.

Cllr L Shires said that Cllr Housden had mentioned that the Overview and Scrutiny Committee had not received information. She said that if the Committee were not satisfied with the quality of the information provided, yet had supported the recommendation to approve the additional funding, it did not make sense. Cllr Housden replied that, as stated in the statement read out by the Scrutiny Officer, the recommendation was made with the caveat that the additional information was provided before the Full Council meeting so that members could make an informed decision. He added that he personally had requested information on the contingency figures several times at Overview & Scrutiny Committee and this had still not been provided.

Cllr P Heinrich said that it needed to be recognised that the original 'wish list' for the project was much more extensive than the project that was now proposed for completion. In fact, several things had been removed from the scheme to ensure that costs did not spiral. He added that it was one of the most successful of the Heritage Action Zone projects in the country and the Council had a moral duty to see it through to completion. If it required a small amount of additional money then so be it.

Cllr N Housden outlined all of the questions that he had raised at Overview & Scrutiny Committee which had still not been answered.

1. If the scheme was reduced, had a cost revision been completed which would confirm that the project would be completed within existing budget and on time, what would that final cost be and are there savings?
2. What would the additional cost, if any be, if the project was completed as a reduced scheme but a further bidding round was undertaken to raise the additional finance and what time scale was envisaged for the raising of funding and then site mobilisation to undertake the works?
3. What are the specific benefits (within the report but not detailed) to capitalise on greater outcomes if a further £400k was committed to the project?

The Chairman then asked Cllr C Cushing, seconder of the motion, to speak: Cllr Cushing began by saying that the oversight of the project seemed to be shambolic. He said that when the report was presented to Cabinet, requesting the additional funding, both himself and the Chairman of the Overview & Scrutiny Committee, had asked why had the request suddenly come forward, when only two months previously, Members had been told that the project was running on track. He went on to say that a detailed breakdown of the £400k had been asked for as well as further information as to what had happened to any contingency funding. He reminded members that four out of nine Cabinet members were elected members at either district or county level and although, it was understandable that they had an allegiance to North Walsham, they needed to be seen to be open and clear and be challenging of any figures that were presented.

Cllr Cushing said that the Overview & Scrutiny Committee had reluctantly agreed to support the recommendations on the proviso that the detailed figures were provided before they were considered by Full Council. He said that members had been surprised to hear at the Overview & Scrutiny Committee meeting that a substantial amount of the project was being managed by the County Council. He concluded by saying that this was public money and it was important that all proposals were fully scrutinised.

Cllr Kershaw said that this funding was to finish the scope of the project. It was not an extension but members needed to be aware that costs had risen hugely due to inflation caused by the wider economy. He said that he was happy to have a meeting to discuss the figures once they were available but the project could not be delayed any further as it would end up costing more in the long run.

Cllr Housden requested a recorded vote.

When put to the vote, 19 members voted against the motion to defer, 11 voted in favour and two abstained. The motion was therefore not supported.

The Chairman advised members that the vote on the original, substantive motion would now be taken. Cllr T FitzPatrick requested a recorded vote. When put to the vote, 19 members voted in favour, 11 against and 1 member abstained.

It was therefore **RESOLVED**

That £400,000 be allocated from the Business Rates Retention Reserve for the completion of the NWSHAZ place-making scheme.

Cllr E Seward said that he objected to Cllr Cushing implying that Cabinet members were not even-handed when considering proposals. Cllr Vardy raised a point of order. He said that the vote had been taken and there should be no further discussion on the item.

4. Former Shannoeks Hotel Site, Sheringham

Cllr A Brown, Portfolio Holder for Planning and Enforcement, introduced this item. He explained that it was a long-standing matter and formed part of the compulsory purchase procedure. He said that although the landowner had demolished the building in 2021, it was incumbent upon them to progress with developing the site. There was no evidence of this and steps needed to be taken now to progress the CPO process.

Cllr C Heinink, Local member for Sheringham thanked everyone for progressing this matter.

RESOLVED

To confirm support for the serving of the General Vesting Document to take ownership of the site as soon as possible

To approve the additional capital budget for the full valuation cost as set out at section 6 of the confidential appended report, and an additional £10,000 to cover the costs associated with the purchase of the property to be financed from the Capital Projects Reserve and Delivery Plan Reserve.

103 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 DECEMBER 2022

It was confirmed that there were no further recommendations from the Overview and Scrutiny Committee.

104 APPOINTMENT OF INDEPENDENT PERSONS

The Chairman of the Standards Committee, Cllr H Blathwayt, introduced this item. He explained that a panel of members and the Monitoring Officer had recently undertaken interviews for two Independent Persons (IPs), to replace the current Independent Person, Alex Oram, who had come to the end of their term of office. He thanked Mr Oram for his excellent support over the years and explained to members, that due to nature the role, which required providing advice on Code of Conduct matters, it was felt that it would be a good opportunity to appoint two IPs to ensure resilience and avoid any potential conflict of interests. He concluded by saying that he was very pleased to inform members that the appointment panel was recommending that Charles Monteith and Hannah Brown were appointed as the Council's Independent Persons.

It was proposed by Cllr H Blathwayt, seconded by Cllr J Rest and

RESOLVED

To appoint Charles Monteith and Hannah Brown as Independent Persons for a term of 4 years.

105 REVIEW OF POLLING STATIONS

The Chief Executive introduced this item. He explained that polling stations across the District were reviewed periodically to assess their suitability ahead of the 2023 Local elections. The review would only seek to make changes where existing arrangements were deemed to be unsuitable due to issues such as poor accessibility, comfort of staff or condition of hire. Any proposed changes would be implemented from 4th May 2023, when the District and Parish elections were being held.

The Chief Executive said that there were a small number of changes proposed, which he set out. He said that there was only one proposed withdrawal of a polling station – at Thornage, as it was currently sited in the vestry of Thornage Parish church, which was very small and cold. It was therefore proposed that it was moved to the polling station at Briningham Village Hall. He added that the proposed change to Thursford had been withdrawn as the parish council felt that the current venue at the Methodist Chapel remained suitable.

The Chairman invited members to speak:

Cllr P Fisher said that Holkham was supportive of the proposed change of venue. He asked whether the Election Team conferred with Parish Councils as the clerk had indicated that they had not been contacted about the proposed change. The Chief Executive said that the report was seeking support to commence the consultation process and that residents and parish councils would be consulted.

Cllr A Fitch-Tillett said that she was pleased to hear there would be a consultation

regarding the changes proposed for Overstrand as she felt that it was unlikely the proposals would be supported.

Cllr N Housden asked about Wicken Green and whether there would still be a Portacabin used at the next election. The Chief Executive said that he would provide a written answer as he did not have that information to hand. He added that a portacabin had been used previously as there was no electricity supply at the community centre building. Cllr T FitzPatrick commented that it was a tent in 2021 rather than a portacabin.

Cllr A Brown said that he noted the proposals for Thornage with concern. The new ID requirements would already impose restrictive new measures and now residents would also have to travel to Briningham to vote. He added that although there was parking at Briningham Village Hall, it was sited on a sharp bend and could be difficult to access and exit. He said that as far as he was aware, the Chairmen of both parish councils were not aware of the proposals. Cllr Brown concluded by saying that he understood the outcome of the consultation would come back to a later meeting of Full Council for approval and he was concerned that there would not be sufficient capacity at the next scheduled meeting on 22 February to give it full consideration as it was the budget setting meeting. The Democratic Services Manager said that options were being explored for the scheduling of an additional meeting of Full Council in late February / early March so that members could consider the Local Plan ahead of its submission and the outcome of the Polling Stations review.

RESOLVED

To agree the commencement of an Interim Polling Place review, including consultation with the parishes / polling districts which are proposed for a change to their current arrangements, in line with the proposed timetable.

106 DRAFT PROGRAMME OF MEETINGS 2023 - 2024

The Democratic Services Manager introduced this item. She explained that the calendar of meetings was produced annually and presented to Full Council for approval, following extensive consultation with officers and members.

RESOLVED

To adopt the programme of meetings for 2023-2024

107 QUESTIONS RECEIVED FROM MEMBERS

None received.

108 OPPOSITION BUSINESS

None received.

109 NOTICE(S) OF MOTION

The Chairman invited the proposer of the motion, Cllr C Cushing, to introduce it. He began by saying that it was a non-partisan issue and he hoped all members would support it. He said that many members would have seen images of plastic rings caught around seals' necks, causing deep wounds and extensive suffering. He said

that North Norfolk was fortunate to have a number of seal populations and the Council was already signed up to the 'Safer Seals' campaign, promoted by the Friends of Horsey Seals, which highlighted how beach visitors could safeguard seals.

Cllr Cushing went on to say that in November 2022, Kings Lynn & West Norfolk Borough Council had passed a motion to ban flying rings from their beaches, adding that if NNDC followed suit, then the majority of Norfolk's coastline would be protected. He said that he was aware that the legislation 'lagged behind' what was being proposed but the main aim was to protect the seals and if notices were erected along the coast, educating the public, then it would have a large impact on reducing the use of flying rings. He said that he would welcome any attempts by the Council to ensure that the legal enforcement regime was strengthened.

The seconder of the motion, Cllr E Vardy, reserved his right to speak.

The Chairman informed members that an amendment had been submitted by the Leader, Cllr T Adams. She invited Cllr Adams to introduce it. He began by confirming that he had shared it with the Group Leaders in advance of the meeting. He acknowledged that himself and Cllr Cushing both wanted to achieve a ban on the use of flying rings on beaches in the District, but it must be acknowledged that there was no legal framework to enforce it at the present time. He explained that he had been doing work on this for some time. It was a big issue and it affected the public's perception of the District's beaches. Unfortunately, the current enforcement framework was aimed at protecting people not animals and it was just not possible to prohibit or ban the use of flying rings. He said that Kings Lynn & West Norfolk BC had good intentions when they passed their motion but it was just an advisory ban and could not be enforced. He said that he was therefore putting forward the following amendment:

Full Council RESOLVES to:

- *Note the good work already undertaken by our Leisure and Localities Team in conjunction with the Friends of Horsey Seals to raise awareness of these issues and discourage the use of these items on our beaches, and ask for this awareness campaign to continue if possible, and if desired by our partners at Friends of Horsey Seals and RSPCA East Winch, until such time that a ban is possible.*
- *The Leader meets and discusses the issues with North Norfolk's MPs in conjunction with the Friends of Horsey Seals and the RSPCA, if they wish to join us, to press for the need for additional powers for local government to ban the ring frisbees on our beaches.*
- *Continue engagement with the Friends of Horsey Seals and the RSPCA East Winch to understand the scale of issues in North Norfolk.*
- *Continue to monitor the usage of rings using our Foreshore Officers and consider their ability to engage with beach visitors on this issue as and when time allows them to do so.*
- *Discuss with the RNLI, the providers of our beach lifeguard provision, their ability to monitor usage of rings during their work on our beaches, alongside their other monitoring activities which already includes the observation of numbers visiting our beaches.*
- *Engage with retailers in North Norfolk about the issues with ring frisbees .*
- *Post further general communication messages from the spring onwards across social media platforms.*
- *Consider the benefits of advisory signage on our beaches and Promenades asking that the rings are not used.*

Cllr N Lloyd seconded the amendment.

The Chairman asked Cllr Cushing if he was prepared to accept the amendment. He confirmed that he was, as the intention was to put the protection and safety of seals first.

The Chairman confirmed that the amendment would now become part of the substantive motion. She then opened the debate.

Cllr N Lloyd said that he welcomed support from across the groups on working together on addressing this issue. The amendment added strength to the motion and additional actions. He thanked Cllr Cushing for bringing it forward and hoped that it would highlight the issue with the public.

Cllr H Blathwayt reiterated that it required everyone's support. He said that he had previously asked a national retailer to remove plastic rings from their shelves but they had refused. It was also important to remember that any rings being discarded further upstream would eventually find their way into the sea and injure seals. He concluded by saying that he absolutely supported the motion.

Cllr J Rest asked why it took a Notice of Motion from an opposition group to bring this forward if it was considered to be of such importance to the Administration.

Cllr A Fitch-Tillett, Portfolio Holder for the Coast, said that she was delighted that the motion had come forward. She said that she had been tackling this serious issue since she first saw a seal with a ring around its neck. She suggested that local retailers could be provided with stickers stating that they were a seal friendly shop. Cllr Fitch-Tillett concluded by saying that this motion fitted in very well with the 'Motion for the Ocean' which had been supported last year.

Cllr S Penfold said he hoped that all members would support the motion and suggested that the Council worked with other coastal authorities on lobbying Government to strengthen the legal framework.

Cllr N Housden said that he would abstain. Although he was very sympathetic to the aims of the motion but believed that he was involved with a lot of wildlife charities and most of these campaigns were aimed at single species conservation, whereas the focus should be on wider species conservation. Dealing with an issue such as this was just the tip of the iceberg. The real challenge was that far more was needed to protect wider bio-diversity. He was fully supportive of what was being proposed but it did not address the challenges faced by wider bio-diversity.

Cllr Dr V Holliday said that there could be stronger signage. In many places, dogs were not allowed to protect birds and that worked very well, so there was more that could be done and if Kings Lynn & West Norfolk BC felt it could be achieved then surely NNDC could take the same approach.

The Chairman then invited Cllr E Vardy, seconder of the motion to speak. He said that every journey began with a single step. The beaches belonged to the seals and other wildlife, not people and the public encroached on their area and we must respect them. He applauded the cross-party support for the motion and said that he hoped it would be supported. He concluded by saying that it would be good for retailers to be monitored to see if there was a change in approach to selling flying rings.

Cllr C Cushing finished the debate by thanking all members for their excellent remarks in support of the motion. He supported Cllr Dr Holliday's suggestion for increased signage as most people would comply, regardless of whether it was legally binding.

The Chairman thanked everyone for their input.

It was proposed by Cllr C Cushing, seconded by Cllr E Vardy and

RESOLVED

1. To note the good work already undertaken by our Leisure and Localities Team in conjunction with the Friends of Horsey Seals to raise awareness of these issues and discourage the use of these items on our beaches, and ask for this awareness campaign to continue if possible, and if desired by our partners at Friends of Horsey Seals and RSPCA East Winch, until such time that a ban is possible.
2. That the Leader meets and discusses the issues with North Norfolk's MPs in conjunction with the Friends of Horsey Seals and the RSPCA, if they wish to join us, to press for the need for additional powers for local government to ban the ring frisbees on our beaches.
3. To continue engagement with the Friends of Horsey Seals and the RSPCA East Winch to understand the scale of issues in North Norfolk.
4. To continue to monitor the usage of rings using our Foreshore Officers and consider their ability to engage with beach visitors on this issue as and when time allows them to do so.
5. To discuss with the RNLI, the providers of our beach lifeguard provision, their ability to monitor usage of rings during their work on our beaches, alongside their other monitoring activities which already includes the observation of numbers visiting our beaches.
6. To engage with retailers in North Norfolk about the issues with ring frisbees .
7. To post further general communication messages from the spring onwards across social media platforms.
8. That the Council's website is updated to make the public and retailers aware of the issue.
9. To consider the benefits of advisory signage on our beaches and Promenades asking that the rings are not used.

One member abstained.

110 EXCLUSION OF PRESS AND PUBLIC

111 PRIVATE BUSINESS

112 FORMER SHANNOCKS HOTEL SITE, SHERINGHAM - EXEMPT APPENDIX

The meeting ended at 8.04 pm.

Chairman

COUNCIL
RECORDED VOTE FORM

Agenda Item: 11 – Motion without Notice – to defer

Date: 20 December 2022

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

recorded votes form

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COUNCIL
RECORDED VOTE FORM

Agenda Item: 11 – NW HAZ Scheme

Date: 20 December 2022

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

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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)



Capital Strategy 2023-24

- Summary:** This report sets out the Council's Capital Strategy for the year 2023-24. It sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.
- Options Considered:** This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.
- Conclusions:** The Council is required to approve a Capital Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the capital programme.
- Recommendations:** That Full Council approves the Capital Strategy and Prudential Indicators for 2023-24.
- Reasons for Recommendation:** Approval by Council demonstrates compliance with the Codes and provides a framework within which to consider capital investment decisions.

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)

None

Cabinet Member(s)	Ward(s) affected: All
Contact Officer and email:	Tracy Stone tracy.stone@north-norfolk.gov.uk

1 Introduction

- 1.1 The CIPFA *Prudential Code for Capital Finance in Local Authorities 2017* and *Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes 2017 Edition* require Local Authorities to publish a Capital Strategy each year. Under the provisions of the Local Government Act 2003, Local Authorities are required to operate within the guidance of the Prudential Code (the Code) with regard to capital investment decisions.
- 1.2 This Capital Strategy sets out the Council's approach and process to the deployment of capital resources in meeting the Council's overall aims and objectives. It also provides a strategic framework for the effective management and monitoring of the capital programme, within which the Council will work in formulating the strategies for individual services. It is a primary document for all capital decision making, together with the Corporate Plan and other strategies.

2 Capital Expenditure

- 2.1 The Corporate Plan sets out what the Council intends to do between 2019 and 2023. It focuses on six priorities which will influence how we move forward:
 - Local Homes for Local Need
 - Boosting Business Sustainability and Growth
 - Customer Focus
 - Climate, Coast and the Environment
 - Financial Sustainability and Growth
 - Quality of Life

The Council's capital works can be used to help deliver these priorities.

- 2.2 All capital projects are considered and prioritised as part of the Council's overall budget process, with affordability in relation to the Medium-Term Financial Strategy (MTFS) being a key consideration. The revenue implications and funding of any approved bids are included within the Council's revenue budget forecasts to identify the resultant effects on future Council Tax levels.
- 2.3 The business case and options appraisal methodology are applied to all significant projects (those with a capital cost of over £50,000). The options appraisal should be undertaken by the relevant manager (project leader) initially.
- 2.4 The business case considers the full options appraisal as evidence to support the recommended option as required. The options analysis will cover elements such as risk, sensitivity and cost benefit analysis and will seek to identify the option that delivers maximum benefit at the lowest or most appropriate cost.

- 2.5 Projects that generate future income streams for the Council, for example industrial estates and other Commercialisation projects are also viewed positively within the evaluation process. The Asset Management Plan framework helps to identify these assets in order to ensure the revenue implications are again fully accounted for in the decision-making process for the disposal of assets.
- 2.6 The Current approved Capital Programme can be found as part of the Council's Outturn Report 2021/22 to Cabinet 6 September 2022 (Appendices D & E).

3 Medium- and Long-Term Funding Strategy

- 3.1 There are a number of sources of funding available to the Council for capital schemes (capital grants/contributions, capital receipts, borrowing etc). Revenue funding is also available via a Revenue Contribution to Capital Outlay (RCCO); however it should be noted that the scope for using revenue resources for capital purposes is limited.
- 3.2 Funding from capital receipts is forecast for the next three years to ensure a level of internal resources is maintained and can support future projects. It should however be noted that these are only forecasts at the present time and anticipated balances at the end of the period are based on the current approved capital budget.
- 3.3 The current Capital Programme is funded from grants and contributions, capital receipts from the disposal of assets and from the Council's own reserves, internal and external borrowing. Whilst capital funding is available to invest in new assets or in improving existing assets, the impact on the revenue account due to the loss of investment income is always a key consideration.
- 3.4 The Council has access to short or long-term borrowing if required to finance capital expenditure. Although business cases for new capital projects are modelled on the assumption that borrowing will be required (to reflect a 'worst case scenario' in terms of cost), the decision to borrow externally is ultimately a treasury one and is made closer to the time when expenditure is actually incurred, taking into account available cash balances, the opportunity cost of investments, and the exposure to interest rate and credit risks.
- 3.5 It is a requirement of the new CIPFA code that the Council considers alternative means of financing if required. The Council is aware of the opportunities that may be realisable through a Private Finance Initiative (PFI). The Procurement Strategy includes guidance on appraising Private Public Partnerships in the context of service delivery and emphasises that obtaining 'value for money' means choosing the optimum combination of whole life costs and benefits to meet the customer's requirements. This is not necessarily the lowest initial price option and requires an assessment of the ongoing revenue/resource implications as well as initial capital investment.
- 3.6 The Council recognises the importance of attracting 'new money' into the district and wherever possible supports match funding requests. When identifying and

planning new schemes, the Council will try to maximise all external sources of finance without reducing the effectiveness of the scheme.

4 Asset Management and Commercial Activities

- 4.1 The Council has a diverse range of land and property held to meet its Corporate Objectives and values as outlined in the Council's Corporate Plan. Land and property assets can play a key role in reducing Council budget deficits and generating both capital and revenue income. The Council can use its assets more effectively to meet tough financial targets both through reducing costs and generating income.
- 4.2 In the main the Council will adopt a "buy and hold" strategy for property investments. This is where the Council purchases an asset and lets it to generate revenue income, whilst retaining it for the long term. A long-term investment is considered to be of 10 years and over. Whilst it cannot be guaranteed, in the long term a good overall rate of return is anticipated allowing for a cyclical property market.
- 4.3 In terms of development opportunities, the Council may seek to "buy and hold" assets for the medium term where it sees a strategic advantage of doing so, for example land assembly for town center regeneration or acquiring land to develop in a phased approach to minimise risk of oversupply and for cash flow purposes.
- 4.4 The Council may also seek to "buy and sell on" an asset in the short to medium term of between 1 – 5 years. For example, where there is opportunity to secure good terms or a low price enabling a surplus to be made from a sale or redevelopment.
- 4.5 Further information can be found in the Council's Land and Property Acquisition Policy.
- 4.6 The Council seeks to achieve a spread of risk across a greater number of assets and by acquiring properties across the range of commercial property types, including: retail, leisure/tourism, office and industrial assets.
- 4.7 The Council has a small portfolio of commercial assets to rent within the district. These are identified within the Asset Management Plan as being held by the Council primarily for the purpose of generating income to support the Councils, revenue and capital budgets. Whilst generating income, returns and financial independence to support the delivery of services, there are a number of benefits to the Council, the community, tourist and business sector from the Council commercial portfolio including promoting strategic regeneration, increasing business rate and council tax income and supporting tourism.
- 4.8 Where assets are identified as being surplus to requirements and not achieving required financial or service delivery performance targets, they can be considered for disposal to provide useable capital receipts, which can then be redirected to achieve the Council's objectives. Further information can be found in the Council's Disposal Policy.

4.9 The Council's Property Services Team has historically managed the Council property portfolio with support of the Finance team, Eastlaw and Economic Development. Different types of commercial property require different levels of resource to manage effectively. Business Centers with easy in and out terms, tend to be more management intensive due to the relatively high turnover of tenants, in comparison to the longer leases of industrial units, where typically tenants have responsibility for full maintenance/repairs and insuring.

4.10 Asset management undertaken includes:

- Rent collection and rent arrears management
- Service charge reviews and collection
- Building and grounds maintenance, testing of appliances and monitoring
- Tenant liaison
- Marketing and re-letting empty units
- Negotiating terms of rent reviews and new leases
- Expiry of leases, lease renewals and terminations
- Dilapidations

An increase to the portfolio will require additional resource to manage effectively which could be achieved by additional staff for internal management or appointing experienced commercial agents for external management. Assets held outside of the district would require external resource to manage the assets effectively. In the coming months, the Council will be undertaking surveys across its asset portfolio in order to identify areas for investment in terms of repairs and ongoing maintenance. This will inform future year's Revenue budgets and ensure the ongoing viability of the asset portfolio.

4.11 Successful delivery of the Council's vision for Capital investment relies on the skills and culture of the organisation being appropriate. Members, Statutory Officers, and those with decision making powers keep their relevant knowledge up to date through CPD schemes, workshops with treasury advisers and other relevant bodies and networking with other authorities to share best practice. Information is disseminated between parties within the organisation when appropriate.

5 Debt Management and MRP Statement

5.1 Where a local authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as the Minimum Revenue Provision (MRP). There has been no statutory minimum amount to be applied since 2008, although the Local Government Act 2003 does require authorities to have regard to the Department for Communities and Local Government's Guidance on Minimum Revenue Provision 2012, which is currently undergoing a revision, subject to consultation.

5.2 The Guidance requires that the Council approve an Annual MRP Statement in advance of each financial year and identifies a number of options for calculation of a prudent provision for MRP. Whilst there are four alternative methods

available for this calculation, only two apply to new borrowing under the Prudential system for which no Government support is being given, i.e. borrowing which is intended to be self-financed.

- 5.3 All Council decisions made in relation to capital expenditure will be reviewed on their own merits and the most equitable treatment will be introduced in respect of the financing of these schemes. For the purposes of existing schemes and those proposed for the coming financial years where borrowing has been assumed, the Council will be applying the Asset Life Basis (Option 3 under the DLUHC Guidance). This allows MRP to be charged to the revenue account across the estimated life of the assets that are being funded, in accordance with the regulations.

5 Prudential Indicators

- 5.1 Under the Prudential Code the Council is required to set and approve a range of performance indicators each year in line with the budget and Treasury Management Strategy, and to monitor them during the year. Under these arrangements local authorities are allowed to enter into borrowing to support capital spending as long as they are able to demonstrate that they can afford to do so.

5.2 *Authorised Limit for External Debt*

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 Council is required to set for the coming year and the following two financial years an authorised limit for its total gross external debt, separately identifying borrowing from other long-term liabilities. 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).

	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m
Authorised limit for borrowing	28.400	28.400	28.400	28.400
Authorised limit for other long-term liabilities	3.000	3.000	3.000	3.000
Authorised limit for external debt	31.400	31.400	31.400	31.400

5.3 *Operational Boundary for External Debt*

The Council is required to set for the forthcoming financial year and the following two financial years an operational boundary for its total external debt, excluding investments, separately identifying borrowing from other long-term liabilities. 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.

	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m
Operational boundary for borrowing	23.530	23.530	23.530	23.530
Operational boundary for other long-term liabilities	2.000	2.000	2.000	2.000
Operational boundary for external debt	25.530	25.530	25.530	25.530

5.4 *Capital Expenditure*

Local Authorities are required by the Prudential Code to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax. The Council is required to make reasonable estimates of the total capital expenditure that it plans to incur during the forthcoming year and at least the following two financial years.

	21/22 Actual £m	22/23 Forecast £m	23/24 Budget £m	24/25 Budget £m	25/26 Budget £m
Capital Expenditure	9.183	13.985	11.948	1.9800	0.880

5.5 *Capital Financing Requirement*

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. The Council is required to make reasonable estimates of the total capital financing requirement at the end of the forthcoming financial year and the following two years as shown in the table below. The total CFR indicated in the table relates in part to vehicles and equipment used on the Council's refuse and car park management contracts. These are recognised under IFRS accounting regulations which require equipment on an embedded finance lease to be recognized on the balance sheet. The CFR takes into consideration the Cabinet decision to provide loan advances to Registered Providers under the Local Investment Strategy. Although initially this will increase the CFR, the capital receipts generated by the annual repayments on the loans will be applied to reduce the CFR across subsequent years. This is a key indicator for prudence. In order to ensure that over the medium-term debt will only be used for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	21/22 Actual £m	22/23 Forecast £m	23/24 Budget £m	24/25 Budget £m	25/26 Budget £m
Capital Financing Requirement	16.003	15.677	16.930	16.563	16.762
Minimum Revenue Provision	0.219	0.326	0.331	0.349	0.349

Financing of Capital Expenditure	21/22 Actual £m	22/23 Forecast £m	23/24 Budget £m	24/25 Budget £m	25/26 Budget £m
Capital Receipts	1.211	6.035	2.143	0.680	0.032
Grants and Other Contributions	2.343	4.657	7.261	1.300	0.300
Revenue Contributions	1.319	3.293	0.960	0.000	0.000
Borrowing	4.310	0.000	1.584	0.000	0.548
TOTAL	9.183	13.985	11.948	1.980	0.880

5.6 *Proportion of Financing Costs to Net Revenue Stream*

The Council is required to estimate for the following financial year and the following two years the proportion of financing costs to net revenue stream. 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 and is based on the costs net of investment income.

	21/22	22/23 £m	23/24 £m	24/25 £m	25/26 £m
Financing cost (net)	(1.046)	(1.008)	(1.530)	(1.380)	(1.226)
Net Revenue Stream	18.904	18.489	16.748	18.319	18.721
Ratio	(5.54%)	(5.45%)	(9.14%)	(7.53%)	(6.55%)

6 **Links to other Strategies and Plans**

6.1 The Council has fully integrated its Capital Strategy as part of its strategic financial planning process and this policy influences both the production of the MTFS and the capital and revenue budget planning process. The Strategy is also linked to the other main asset related policies, namely the Asset Management Plan, the Land and Property Acquisition Policy, the Commercial Property Strategy, the Land and Property Disposals Policy.

6.2 The Treasury Management Strategy details the Council's treasury management arrangements to manage the Council's cash flow, including the anticipated use

of reserves, so as to maximise income from investments and minimise interest payments on borrowing, whilst minimising the risk to the Council's assets. This Strategy can influence the potential receipts available for funding capital and will also directly inform any borrowing decisions for capital purposes.

- 6.3 The Procurement Strategy seeks to ensure that Value for Money is achieved in all of the Council's procurement decision-making activities and systems. The guidance should be applied by all Officers in conjunction with the requirements incorporated within the Council's Contract Standing Orders and Financial Regulations and has great relevance to preparing capital bids.
- 6.4 The Capital Strategy is also aligned with the Risk Management Strategy, and managers are required to consider risk when completing the standard business case pro-forma.
- 7 Financial Implications and Risks** - The financial implications and risks of any capital investment will be included as part of the budget process and business case preparation in relation to individual schemes and proposals coming forward.
- 8 Sustainability** – None as a direct consequence of this report.
- 9 Equality and Diversity** - None as a direct consequence of this report.
- 10 Section 17 Crime and Disorder considerations** - None as a direct consequence of this report.

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Investment Strategy 2023-24

- Summary:** This report sets out the Council’s Investment Strategy for the year 2023-24. It sets out how the Council’s strategy meets the requirements of statutory guidance issued by the government in January 2018 and how the strategy contributes in meeting the Council’s overall aims and objectives while providing the strategic framework for the effective management and monitoring of the Council’s investments.
- Options Considered:** This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.
- Conclusions:** The Council is required to approve an Investment Strategy to demonstrate compliance with the statutory guidance and Codes and establishes the strategic framework for the management of the Council’s investments.
- Recommendations:** That Full Council approve the Investment Strategy for 2023/24.
- Reasons for Recommendation:** Approval by Council demonstrates compliance with the statutory guidance and Codes and provides a framework within which to consider investment decisions.

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)

None

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

The Council invests its money for three broad purposes:

- Because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**),
- To support local public services by lending to or buying shares in other organisations (**service investments**), and
- To earn investment income (known as **commercial investments** where this is the main purpose).

This investment strategy meets the requirements of statutory guidance issued by the government in January 2018 and focuses on the second and third of these categories. Treasury investments are part of the Treasury Management Strategy.

The Corporate Plan sets out what the Council intends to do between 2019 and 2023. It focuses on six main priorities which will influence how the Council moves forward:

- Local Homes for Local Need
- Boosting Business Sustainability and Growth
- Customer Focus
- Climate, Coast and Environment
- Financial Sustainability and Growth
- Quality of Life

The Council's investments can be used to help deliver these priorities.

Treasury Management Investments

The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £24m and £45m during the 2023/24 financial year.

Previous year investment balances fluctuated between £34m and £55m, but as outlined in the Treasury Management Strategy, the Council is proposing to repay £10m of long-term Pooled Fund investments to pay off the Council's rolling short-term borrowing requirement of £5m-£7m and allow extra balance for 1-day notice investments to allow for greater cash flow flexibility.

Contribution: The contribution that these investments make to the objectives of the Council is to support effective treasury management activities.

Further details: Full details of the Council’s policies and its plan for 2023/24 for treasury management investments are covered in a separate document, the treasury management strategy, available elsewhere on this agenda.

Service Investments: Loans

Contribution: The Council lends money to housing association and community housing entities to support local public services and stimulate local economic growth. As part of the Councils “Local Homes for Local Need” agenda, these loans are made with the intention of improving the supply of affordable housing within the district.

Security: The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. To limit this risk, and ensure that total exposure to service loans remains proportionate to the size of the Council, upper limits on the outstanding loans to each category of borrower have been set as follows:

Table 1: Loans for service purposes in £ millions

Category of borrower	31.3.2022 actual			2023/24
	Balance owing	Loss allowance	Net figure in accounts	Approved Limit
Housing Associations	2.423m	0m	2.423m	£5m
Community Housing Entities	0.193m	0m	0.193m	£2m
TOTAL	2.616m	0m	2.616m	£7m

The Treasury does not agree these loans without proposed lending having been agreed by members beforehand. This lending is not actively sought after but decided on an opportunistic basis when the Council is approached by an association asking to borrow.

Accounting standards require the Council to set aside loss allowance for loans, reflecting the likelihood of non-payment. The figures for loans in the Council’s statement of accounts are shown net of this loss allowance. However, the Council makes every reasonable effort to collect the full sum lent and has appropriate credit control arrangements in place to recover overdue repayments.

Risk assessment: The Council assesses the risk of loss before entering into and whilst holding service loans by using advisors and quality financial press to assesses the market that the investment will be competing in, the nature and level of competition, along with expectations on how the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements. The quality of advice is moderated by frequently subjecting the contracts to tender. Risk

assessments include reference to credit ratings but are not the sole indicator of risk used. Credit ratings are actively monitored by advisors and changes are relayed to the Council using an alert system. Other information, such as credit default swaps, are used to assess risk.

Service Investments: Shares

Contribution: The Council may invest in the shares of its suppliers, and local businesses to support local public services and stimulate local economic growth. At the present time, the Council does not hold these types of investments.

Security: One of the risks of investing in shares is that they fall in value meaning that the initial outlay may not be recovered. To limit this risk, upper limits on the sum invested in each category of shares have been set shown on the following page:

Table 2: Shares held for service purposes in £ millions

Category of company	31.3.2022 actual			2023/24
	Amounts invested	Gains or losses	Value in accounts	Approved Limit
Subsidiaries	0	0	0	£2m
Suppliers	0	0	0	£2m
Local businesses	0	0	0	£2m
TOTAL	0	0	0	£2m

Risk assessment: The approach is very similar to that of the service loans, the Council assesses the risk of loss before entering into and whilst holding shares by using advisors and quality financial press to assesses the market that the investment will be competing in, the nature and level of competition, along with expectations on how the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements. The quality of advice is moderated by frequently subjecting the contracts to tender. Risk assessments include reference to credit ratings but are not the sole indicator of risk used. Credit ratings are actively monitored by advisors and changes are relayed to the Council using an alert system. Other information, such as credit default swaps, are used to assess risk.

Liquidity: The Council actively monitors the availability of cash, using established cash flow procedures to inform decisions around the maximum that may be committed over any given time horizon.

Non-specified Investments: Shares are the only investment type that the Council has identified that meets the definition of a non-specified investment in the government guidance. The limits above on share investments are therefore also the Council's upper limits on non-specified investments. The Council has not adopted any

procedures for determining further categories of non-specified investment since none are likely to meet the definition.

Commercial Investments: Property

Contribution: The Council invests in local commercial property with the intention of making a profit that will be spent on local public services. The Council currently holds four investment properties which are rented to private sector businesses.

Table 3: Property held for investment purposes in £ millions

Property	Actual	31.3.2022 actual		31.3.2023 expected	
	Purchase cost	Gains or (losses)	Value in accounts	Gains or (losses)	Value in accounts
Grove Lane Depot	-	0.067m	0.520m	-	0.520m
Hornbeam (Unit D, E & F)	0.650m	2.365m	3.015m	-	3.015m
TOTAL	0.650m	2.432m	3.535m	-	3.535m

- The Grove Lane Depot (80 Grove Lane, Holt, NR25 6ED) investment property is leased to the tenant for an agreed cost of £35,000 per year. This property was not purchased for use as a commercial investment and was previously for the NNDC's DSU (Direct Services Unit as part of Waste Management). Upon contracting the waste management service, the property was then used as a storage facility for the Council. This property was decided to be leased out as a commercial investment property since December 2018. The original purchase cost is unknown as the purchase dates back over 30 years.
- The Hornbeam Industrial Units are leased to Howdens for business use. These properties are leased to the tenant for an agreed cost of £49,000 per year. These three units were purchased in 2021, then have been leased out since June 2022.

Security: In accordance with government guidance, the Council considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.

A fair value assessment of the Council's investment property portfolio has been made within the past twelve months, and the underlying assets provide security for capital investment. Should the 2022/23 year-end accounts preparation and audit process value these properties below their purchase cost, then an updated investment strategy will be presented to full council detailing the impact of the loss on the security of investments and any revenue consequences arising therefrom.

Risk assessment: The Council assesses the risk of loss before entering into and whilst holding property investments by using advisors and quality financial/property press to assesses the market that the investment will be competing in, the nature and level of competition, along with expectations on how the market/customer needs will

evolve over time, barriers to entry and exit and any ongoing investment requirements. The Council has qualified staff that will consider the local market and also have several external advisors and agents who we seek advice from where appropriate. This also extends to national advice although the Council's current strategy is to invest within the local area. Risk assessments include reference to credit ratings but are not the sole indicator of risk used. Credit ratings are actively monitored by advisors and changes are relayed to the Council using an alert system.

Liquidity: Compared with other investment types, property is relatively difficult to sell and convert to cash at short notice and can take a considerable period to sell in certain market conditions. To ensure that the invested funds can be accessed when they are needed, for example to repay capital borrowed, the Council maintains a balanced portfolio of investments, with short term investments allowing for faster liquidation should it be required. These more liquid investments are favoured as the Council both spend and earns approximately £10m every month.

Loan Commitments and Financial Guarantees

Although not strictly counted as investments, since no money has exchanged hands yet, loan commitments and financial guarantees carry similar risks to the Council and are included here for completeness.

The Council has not currently contractually committed to make any loans or guaranteed any loans and has no current plans to do this.

Proportionality

The Council plans to develop the profit generating investment activity to assist in achieving a balanced revenue budget. Table 4 below shows the extent to which the expenditure planned to meet the service delivery objectives and/or place making role of the Council is dependent on achieving the expected net profit from investments over the lifecycle of the Medium-Term Financial Plan. Should it fail to achieve the expected net profit, the Council's contingency plans for continuing to provide these services is that in the short term the Council will use available reserve balances to meet the shortfall, while a full review of service provision is undertaken.

Table 4: Proportionality of Investments

	2021/22 Actual	2022/23 Forecast	2023/24 Budget	2024/25 Budget	2025/26 Budget
Investment income	1.054m	1.157m	1.533m	1.380m	1.226m
Gross service expenditure	104.937m	111.938m	50.147m	49.218m	49.017m
Proportion	1.00%	1.03%	3.06%	2.80%	2.50%

Actual gross expenditure for 2021/22 and 2022/23 is twice the original budgeted figures. This is because the Council has received large amounts of grant funding from central government which was used to pay Test & Trace/Household Support Grants/Business Support Grants. Corresponding income was received to fund this expenditure. Only £8.9m was a cost to the Council following a central government decision to make authorities fund part of the costs.

Capacity, Skills and Culture

Elected members and statutory officers: Statutory officers attend regular training on Treasury Investment principles and have access to informed officers who are required to keep up with CPD requirements by their professional bodies. The individual business cases allow Members to assess individual assessments in the context of the strategic objectives and risk profile of the local Council; and enable them to understand how these decisions have changed the overall risk exposure of the local authority. Members will be given the opportunity to attend a training workshop each which will be provided by the Council's treasury advisors.

Commercial deals: The Council's Asset Management Plan is closely linked to the Corporate Plan and the Capital Strategy which contains the Prudential Indicators. The Council has qualified staff and support from external advisors to support with property transactions and negotiations. The Estates team are aware of the various strategy documents and the requirements contained therein, this also covers the prudential framework and the regulatory regime in which the Council operates and is supplemented by external training and Continuing Professional Development where appropriate.

Corporate governance: Budgets for investment purchases are agreed by Full Council in line with corporate objectives. Treasury Investments are subject to governance checks through the agreement of the Treasury Strategy for the year, as well as half-yearly updates.

Investment Indicators

The Council has set the following quantitative indicators to allow elected members and the public to assess the Council's total risk exposure because of its investment decisions.

Total risk exposure: The first indicator shows the Council's total exposure to potential investment losses. This includes amounts the Council is contractually committed to lend but has not been drawn down and guarantees the Council has issued over third-party loans.

Table 5: Total investment exposure in £millions

Total investment exposure	31.03.2022 Actual (£m)	31.03.2023 Forecast (£m)	31.03.2024 Forecast (£m)
Treasury management investments	45.375	41.725	31.725
Service investments: Loans	2.288	2.019	1.750
Commercial investments: Property	3.535	3.535	3.535
TOTAL INVESTMENTS	51.198	47.279	37.010
Commitments to lend	0	0	0
Guarantees issued on loans	0	0	0
TOTAL EXPOSURE	51,198	47,279	37,010

Rate of return received: This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 6: Investment rate of return (net of all costs)

Investments net rate of return	2021/22 Actual	2022/23 Forecast	2023/24 Forecast
Treasury management investments	2.29	3.59	4.48
Service investments: Loans	3.80	3.80	3.80
Commercial investments: Property	1.78	1.78	1.78

Table 8: Other investment indicators

Indicator	2021/22 Actual	2022/23 Forecast	2023/24 Forecast
Debt to net service expenditure ratio	0	0	0
Commercial income to net service expenditure ratio	0.47%	0.46%	0.39%

Treasury Management Strategy 2023-24

- Summary:** This report sets out the Council's Treasury Management Strategy for the year 2023-24. It sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources.
- Options Considered:** This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes. Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.
- Conclusions:** The Council is required to approve a Treasury Management Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the council's cash flow.
- Recommendations:** That Full Council approves the Treasury Management Capital and Prudential Indicators for 2023-24.
- Reasons for Recommendation:** Approval by Council demonstrates compliance with the Codes and provides a framework within which to consider capital investment decisions.

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)

None

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Introduction

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Council's prudent financial management.

Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2021 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

Investments held for service purposes or for commercial profit are considered in a different report, the Investment Strategy

External Context

Economic background:

The ongoing impact on the UK from the war in Ukraine, together with higher inflation, higher interest rates, uncertain government policy, and a deteriorating economic outlook, will be major influences on the Council's treasury management strategy for 2023/24.

The Bank of England (BoE) increased Bank Rate by 0.50% to 3.5% in December 2022, the largest single rate hike since 1989 and the eighth successive rise since December 2021. The decision was voted for by a 7-2 majority of the Monetary Policy Committee (MPC), with one of the two dissenters voting for a 0% rise and the other for a higher 0.75% rise.

The November quarterly Monetary Policy Report (MPR) forecast a prolonged but shallow recession in the UK with CPI inflation remaining elevated at over 10% in the near-term. While the projected peak of inflation is lower than in the August report, due in part to the government's support package for household energy costs, inflation is expected remain higher for longer over the forecast horizon and the economic outlook remains weak, with unemployment projected to start rising.

The UK economy grew by 0.2% between April and June 2022, but the BoE forecasts Gross Domestic Product (GDP) will decline 0.75% in the second half of the calendar year due to the squeeze on household income from higher energy costs and goods prices. Growth is then expected to continue to fall throughout 2023 and the first half of 2024.

CPI inflation is expected to peak at around 11% in the last calendar quarter of 2022 and then fall sharply to 1.4%, below the 2% target, in two years' time and to 0% in three years'

time if Bank Rate follows the path implied by financial markets with a peak of 5.25%. However the BoE has stated it considers this path to be too high, suggesting that the peak in interest rates will be lower, reducing the risk of inflation falling too far below target.

The labour market remains tight for now, with the most recent statistics showing the unemployment rate fell to 3.5%, driven mostly by a shrinking labour force. Earnings were up strongly in nominal terms by 6% for total pay and 5.4% for regular pay but factoring in inflation means real total pay was -2.4% and regular pay -2.9%. Looking forward, the MPR shows the labour market weakening in response to the deteriorating outlook for growth, leading to the unemployment rate rising to around 6.5% in 2025.

Interest rates have also been rising sharply in the US, with the Federal Reserve increasing the range on its key interest rate by 0.75% in November 2022 to 3.75%-4.0%. This was the fourth successive 0.75% rise in a pace of tightening that has seen rates increase from 0.25%-0.50% in March 2022. Annual inflation has been slowing in the US but remains above 8%. GDP grew at an annualised rate of 2.6% between July and September 2022, a better-than-expected rise, but with official interest rates expected to rise even further in the coming months, a recession in the region is widely expected at some point during 2023.

Inflation has been rising consistently in the Euro Zone since the start of the year, hitting an annual rate of 10.7% in October 2022. Economic growth has been weakening with an expansion of just 0.2% in the three months to September 2022. As with the UK and US, the European Central Bank has been on an interest rate tightening cycle, pushing up its three key interest rates by 0.75% in October, the third major increase in a row, taking its main refinancing rate to 2% and deposit facility rate to 1.5%.

Credit outlook:

Credit default swap (CDS) prices have followed an upward trend throughout the year, indicating higher credit risk. They have been boosted by the war in Ukraine, increasing economic and political uncertainty and a weaker global and UK outlook, but remain well below the levels seen at the beginning of the Covid-19 pandemic.

CDS price volatility has been higher in 2022 compared to 2021 and this year has seen a divergence in prices between ring-fenced (retail) and non-ring-fenced (investment) banking entities once again.

The weakening economic picture during 2022 led the credit rating agencies to reflect this in their assessment of the outlook for the UK sovereign as well as several local authorities and financial institutions, revising them from to negative from stable.

There are competing tensions in the banking sector which could impact bank balance sheet strength going forward. The weakening economic outlook and likely recessions in

many regions increase the possibility of a deterioration in the quality of banks' assets, while higher interest rates provide a boost to net income and profitability.

However, the institutions on our adviser Arlingclose's counterparty list remain well-capitalised and their counterparty advice on both recommended institutions and maximum duration remain under constant review and will continue to reflect economic conditions and the credit outlook.

Interest rate forecast:

The Council's treasury management adviser Arlingclose forecasts that Bank Rate will continue to rise in 2022 and 2023 as the Bank of England attempts to subdue inflation which is significantly above its 2% target.

While interest rate expectations reduced during October and November 2022, multiple interest rate rises are still expected over the forecast horizon despite looming recession. Arlingclose expects Bank Rate to rise to 4.25% by June 2023 under its central case, with the risks in the near- and medium-term to the upside should inflation not evolve as the Bank forecasts and remains persistently higher.

Yields are expected to remain broadly at current levels over the medium-term, with 5-, 10- and 20-year gilt yields expected to average around 3.6%, 3.7%, and 3.9% respectively over the 3-year period to September 2025. The risks for short, medium and longer-term yields are judged to be broadly balanced over the forecast horizon. As ever, there will undoubtedly be short-term volatility due to economic and political uncertainty and events.

A more detailed economic and interest rate forecast provided by Arlingclose is in Appendix A.

For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate/yield of 3.72%.

For information only, interest rates on average were 3.59% and short-term borrowing rates were 3.83% under 3 months terms as at 10/01/2023.

Local Context

On 10th January 2023 the Council held £7m of short-term borrowing and £40.341m of treasury investments. This is set out in further at Appendix B. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

The expectation is that NNDC will reduce to a minimum the need to take any short-term borrowing for cash-flow purposed to reduce borrowing costs to a minimum by bringing back £10m of Pooled Fund long-term investments from its current pool of £32m when we need it. For the purposes of this TMS it has been assumed it will be before the 31 March 2023, but it will only be brought back when needed. This reduction in investment levels has been factored into the forecast of interest received moving forwards.

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing. The table below shows the capital expenditure, financing and the capital financing requirement.

Table 1: Capital Expenditure, Financing and the Capital Financing Requirement Forecast

	31.3.22 Actual £m	31.3.23 Forecast £m	31.3.24 Forecast £m	31.3.25 Forecast £m	31.3.26 Forecast £m
Capital Expenditure	9.183	13.985	11.948	1.980	0.880
Financed by:					
Capital Receipts	-1.211	-6.035	-2.143	-0.390	-0.390
Capital Grants and Other contributions	-2.343	-4.657	-7.261	-1.300	-0.300
Revenue Contributions	-1.319	-3.293	-0.960	0	0
Borrowing Requirement	4.310	0	0	0	0
MRP	-0.219	-0.326	-0.330	-0.349	-0.349
Capital Financing Requirement	16.003	15.677	16.930	16.563	16.762

The Council's CFR increased significantly in 21/22 because of the borrowing for the leisure centre but then the forecast remains the same year on year during the remaining years of the forecast period.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. The Council expects to comply with this recommendation during 2023/24 as it does not have any long-term debt.

Liability benchmark: To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of

borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £10m at each year-end to maintain sufficient liquidity but minimise credit risk.

The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. The liability benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

Table 2: Prudential Indicator: Liability benchmark

	31.3.22 Actual £m	31.3.23 Estimate £m	31.3.24 Forecast £m	31.3.25 Forecast £m	31.3.26 Forecast £m
Loans CFR	16.003	15.677	16.930	16.563	16.762
External (Short-term) Borrowing	-13.000	-2.000	0.000	0.000	0.000
Internal borrowing	3.003	13.677	16.930	16.563	16.762
Less: Balance sheet resources	-45.375	-41.725	-31.725	-31.725	-31.725
Investments	42.372	28.048	14.795	15.162	14.963

Treasury Investments	42.372	28.048	16.378	16.727	17.076
Long-Term Borrowing requirement	0.000	0.000	0.000	0.000	0.000

Net investment requirement	29.372	26.048	16.378	16.727	17.076
Liquidity allowance	-10.000	-10.000	-10.000	-10.000	-10.000
Asset Benchmark	19.372	16.048	6.378	6.727	7.076

The net investment requirement is total investments minus the long term borrowing requirement minus external borrowing.

The Council has chosen to adopt an asset benchmark instead of a liability benchmark as the Authority is in a net investment position overall.

Following on from the medium-term forecasts in table 2 above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £0.716m in 2023/24, minimum revenue provision on new capital expenditure based on a 40 year asset life and income, expenditure and reserves all increasing by inflation of 2.5% a year (as advised by our treasury advisors for the purpose of this indicator). This is shown in the chart below together with the maturity profile of the Authority's existing short-term borrowing:

Cash Flow (£m)	31.3.22 Actual £m	31.3.23 Estimate £m	31.3.24 Forecast £m	31.3.25 Forecast £m	31.3.26 Forecast £m
Increasing Loans CFR – borrowing requirement	4.310	0	1.584	0	0
MRP on Loans CFR	-0.219	-0.323	-0.330	-0.349	-0.349
Change in investment balances	3.620	10.000	0.000	0.000	0.000
Maturing short-term borrowing – short term borrowing that matures/paid off.	11.000	2.000	0.000	0.000	0.000
Net cash	18.711	11.677	-1.254	-0.349	-0.349

Borrowing Strategy

The Council currently holds £7 million of short-term borrowing, a decrease of £6 million on the previous year-end position of £13m. as part of its strategy for funding previous years' capital programmes. The borrowing requirement forecast in table 1 shows that NNDC expects no borrowing requirement to fund capital expenditure in 2023/24.

Objectives: The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

Strategy: Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to be when borrowing money to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required i.e. affordability. The secondary consideration is that when it becomes necessary to take external borrowing the Council ensures the longer-term stability of the debt portfolio.

As aforementioned, the borrowing rates (3.83%) currently outweigh the interest rates of the Council's current investment portfolio (3.59% average). Previously interest rates far outweighed borrowing rates, and the Council took the decision to carry out short-term borrowing to maintain a positive cashflow, with the minimal borrowing interest costs being funded from a portion of the surplus investment income over budget.

With borrowing rates now being higher than investment interest rates, the Council is now looking into bringing back £10m of the Council's long-term Pooled Funds investments (current total investment value of £32m). Advice will be sought from the Council's treasury advisors Arlingclose to determine which investments should be brought back in-house by looking at those generating the lowest return and comparing them with those that will result in the smallest capital losses upon redemption. This is likely to happen in February

or March 2023, when the Council's cash levels always fall to a low level due to there being very little Council Tax and Business Rate income being received with most taxpayers having paid their bills in 10 monthly instalments from April to January every year.

As in previous years, the Council does not intend to take any long-term external borrowing to avoid significant borrowing costs. Long-term borrowing rates for the shortest duration (1 year) with the PWLB (Public Works Loans Board) are currently at a borrowing rate of 4.42% and inter-local authority long-term borrowing rates for 1 year are only slightly lower at 4.24%. These interest rates are as at 10 January 2023 and are expected to increase further with the Monetary Policy Committee (MPC) predicting base rate increases throughout 2023/24.

By not borrowing, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at short-term or long-term fixed rates in 2023/24 with a view to keeping future borrowing costs low, even if this results in some additional cost in the short-term.

In the event of needing to take some short-term borrowing, the Council will consider borrowing from the PWLB and 'other Local Authorities' and other institutions as listed below under the heading 'Sources of Borrowing'. Borrowing shall be taken from the lender offering the lowest rate and on the most agreeable terms. Borrowers are found through either the Arlingclose Idealtrade brokerage portal which has a minimal fee, or through the Council's chosen brokers Tradition (UK) Ltd which has more availability but a higher brokerage fee.

In the event of deciding to take some long-term borrowing, the Council would firstly look towards borrowing from the PWLB but will consider long-term loans from other sources including banks, pension funds and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to reduce borrowing costs and reduce over-reliance on one source of funding in line with the CIPFA Code. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield; the Council is not planning to buy any such assets and will therefore retain its access to PWLB loans.

Alternatively, the Council may arrange forward starting loans, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.

The Council may borrow short-term to manage the cash flow. This will be kept to a minimum but may occasionally be necessary to meet the cash flow need. The cashflow

forecast is used to predict when we may need to take some short-term borrowing. Using the forecast has already identified that there is a need to bring back some of the Investments in-house as there are several cash flow shortages for a prolonged period occurring in 2023/24. Most of the Council's long-term investments can be withdrawn with a notice period of 3-4 days, except for the CCLA LAMIT Property Fund which has recently increased its notice period to 60 days due to the nature of the fund.

Sources of borrowing: The approved sources of long-term and short-term borrowing are:

- HM Treasury's PWLB lending facility (formerly the Public Works Loan Board).
- Any institution approved for investments (please see below).
- Any other bank or building society authorised to operate in the UK.
- Any other UK public sector body
- UK public and private sector pension funds (except Norfolk Pension Fund as this is the Council's pension fund).
- Capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

Other sources of debt finance: In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

Municipal Bonds Agency: The UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It issues bonds on the capital markets and lends the proceeds to local authorities. This is a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.

Short-term and variable rate loans: These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below. Financial derivatives may be used to manage this interest rate risk (see section below).

Debt rescheduling: This is not applicable to the Council at present as it does not have any long-term borrowing. If the Council had any borrowing it may wish to look at this. The

PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms or roll borrowing forward to an extended period.

Treasury Investment Strategy

The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During the 2022/23 financial year, the Council's treasury investment balance has ranged from £34.325m to £54.471m. The Council may need to withdraw £10m of its long-term Pooled Fund investments to meet extended periods of cash flow shortages in 2023/24 and if this is the case it will cost less (in lost investment income) than undertaking short-term borrowing and incurring borrowing costs.

Objectives: The CIPFA Code requires the Council to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving low levels of investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested. The Council aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.

Strategy: As previously mentioned, the Council plans to withdraw £10m of Pooled Funds from its current portfolio of £32m long-term investments when needed.

This means that for the 2023/24 financial year, investment balances will be lower. However this will allow the Council to eliminate the need to carry out short-term borrowing at a time when the interest rates for borrowing are higher than the investment interest rates. So it will minimise the net costs of treasury management.

Any surplus cash during 2023/24 in-between large payments will be invested in one day notice funds (primarily Money Market Funds) and will earn interest at a rate of 3.4%. These funds are available immediately and can be used instead of short-term borrowing.

ESG policy: Environmental, social and governance (ESG) considerations are increasingly a factor in global investors' decision making, but the framework for evaluating investment opportunities is still developing and therefore the Council's ESG policy does not currently include ESG scoring or other real-time ESG criteria at an individual investment level. When investing in banks and funds, the Council will prioritise banks that are signed up to the UN Principles for Responsible Banking and funds operated by managers that are signed up to the UN Principles for Responsible Investment, the Net Zero Asset Managers Alliance and/or the UK Stewardship Code.

Business models: Under the IFRS 9 standard, the accounting for certain investments depends on the Council’s “business model” for managing them. The Council aims to achieve value from its treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Approved counterparties: The Council may invest its surplus funds with any of the counterparty types in table 3 below, subject to the limits shown.

Table 3: Treasury investment counterparties and limits

Sector	Time limit	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	Unlimited
Local authorities & other government entities	25 years	£5m	£5m
Secured investments *	25 years	£1.75m	£3.5m
Banks (unsecured) *	13 months	£1.75m	£3.5m
Building societies (unsecured) *	13 months	£1.75m	£3.5m
Registered providers (unsecured) *	5 years	£1.75m	£3.5m
Money market funds *	n/a	£3.5m	£24.5m
Strategic pooled funds	n/a	£5m	£24.5m
Real estate investment trusts	n/a	£1.75m	£3.5m
Other investments *	5 years	£1.75m	£3.5m

* **Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be considered.

For entities without published credit ratings, investments may be made where external advice indicates the entity to be of similar credit quality.

Government: Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.

Secured investments: Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.

Banks and building societies (unsecured): Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Registered providers (unsecured): Loans to, and bonds issued or guaranteed by, registered providers of social housing or registered social landlords, formerly known as housing associations. These bodies are regulated by the Regulator of Social Housing (in England), the Scottish Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed.

Money market funds: Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no official sector limit applies to money market funds, a limit has been applied to prevent over-investment in one fund. If excess investment balance is available, this surplus should be put into locked investments for the period of 1 week – 3 months to allow for a higher return when investment balances are high. The Council will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times, this is done by spreading investment across all seven money mark funds the Council has investment accounts with.

Strategic pooled funds: Bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short-term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives and maintaining a healthy cash flow balances to cover the Council's finances will be monitored regularly.

Real estate investment trusts: Shares in companies that invest mainly in real estate and pay most of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are

more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties.

Other investments: This category covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent placing the Council's investment at risk.

Operational bank accounts: The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below a threshold of 5% of the Council's portfolio per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. The credit rating agencies in current use are listed in the Treasury Management Practices document. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

For inter-local authority lending and borrowing, a "blacklist" is maintained of authorities, pension funds, police authorities and fire authorities that have been declared to be in major financial difficulty. The Council will refrain from carrying out any transactions with organisation on the blacklist.

Where a credit rating agency announces that a credit rating for a counterparty is on review for possible downgrade (also known as "negative watch" so that it may fall below the approved rating criteria, new investment will not be made with that organisation until the outcome of the review is announced. Any investment that can be withdrawn without incurring financial loss to the Council shall be brought back and invested with another organisation until a new review is carried out and a positive outlook is declared for the original counterparty. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments: The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information

on potential government support, reports in the quality financial press and analysis and advice from the Council's treasury management adviser. No investments will be made with an organisation if there are any doubts about its credit quality, even though it may otherwise meet the above criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2020, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

Investment limits: The Council's available revenue reserves would cover investment losses in the event of fund crash. Current reserve levels are estimated to be around £20m at the end of 2022/23, although this level will decrease over the 2023/24 period following the budget review process. In order that no more than an acceptable level of reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £5 million as shown in the table of limits above.

A Treasury Management Reserve of £500,000 was created in February 2021. This is to be maintained and to allow for minor financial capital losses (adverse variance of redeemed principal to initial investment) if pooled funds are required to be redeemed to prevent future borrowing/in the event of preventing major losses from an unexpected fund collapse.

Credit risk exposures arising from non-treasury investments, financial derivatives and balances greater than £1.75m in operational bank accounts count against the relevant investment limits.

Limits are also placed on fund managers, investments in brokers' nominee accounts and foreign countries as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country since the risk is diversified over many countries.

Table 4: Additional investment limits

	Cash limit
Any group of pooled funds under the same management	£10m per manager

Negotiable instruments held in a broker's nominee account	£5m per broker
Foreign countries	£3.5m per country

Liquidity management: The Council uses purpose-built cash flow forecasting software tools to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium-term financial plan and cash flow forecast.

The Council will spread its liquid cash over at least three providers (e.g. bank accounts and money market funds) to ensure that access to cash is maintained in the event of operational difficulties with any one provider.

Treasury Management Prudential Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators.

Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Credit risk indicator	Target
Portfolio average credit [rating / score]	A

Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount it can borrow each quarter without giving prior notice.

Liquidity risk indicator	Target
Total sum borrowed in past 3 months without prior notice	£7m

Interest rate exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates will be:

Interest rate risk indicator	Limit
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£350,000

Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£350,000
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The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at new market rates.

Maturity structure of borrowing: This indicator is set to control the Council’s exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	100%	0%
12 months and within 24 months	100%	0%
24 months and within 5 years	100%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Long-term treasury management investments: The purpose of this indicator is to control the Council’s exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management investments will be:

Price risk indicator	2023/24	2024/25	2025/26	No fixed date
Limit on principal invested beyond year end	£20m	£10m	£5m	£50m

Long-term investments with no fixed maturity date include strategic pooled funds and real estate investment trusts but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

Related Matters

The CIPFA Code requires the Council to include the following in its treasury management strategy.

Financial derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of

competence in section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be considered when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria, assessed using the appropriate credit rating for derivative exposures. An allowance for credit risk calculated using the methodology in the Treasury Management Practices document will count against the counterparty credit limit and the relevant foreign country limit.

In line with the CIPFA Code, the Council will seek external advice and will consider that advice before using financial derivatives to ensure that it fully understands the implications.

Markets in Financial Instruments Directive: The Council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities, Treasury believes this to be the most appropriate status.

Financial Implications

The proposed budget for investment income in 2023/24 is £1.533m, based on an average investment portfolio of £34.19m at an average interest rate of 4.48%. The proposed budget for debt interest expenditure in 2023/24 has been set at zero as the intention is not to although there will be residual borrowing interest from 2022/23 short-term borrowing.

This investment income and borrowing costs budgets are based on £10m of Pooled Fund investments having been brought back in-house in March 2023 to eliminate the Council's expected cash-flow shortfall of £7m at 31 March 2023. This decision has been made as borrowing costs are currently higher than the interest that could be earned on the same amount invested. Any surplus funds available for investment throughout the year will be invested in short-term deposits or lent to other local authorities, pension funds, police authorities or fire authorities. This will allow the Council to take advantage of the higher interest rates and thus interest earned on investments whilst rates are fluctuating greatly, instead of being locked into low interest return Pooled Funds.

This assumes that interest rates will continue to increase. Arlingclose currently forecast the base rate to continue to increase by 0.25% - 0.5% at each of the MPC's meetings, resulting in a predicted 4.5% - 5% interest rate by the start of Summer 2023. The base rate is then predicted to stay high until March 2024, when it is forecast to decrease by 0.25% increments at future MPC meetings. Please see Appendix A for the Arlingclose Forecast.

If actual levels of investments and borrowing, or actual interest rates, differ from those forecast, performance against budget will be correspondingly different.

Where investment income exceeds budget or debt interest paid is below budget, then a proportion of the revenue savings will be transferred to the Treasury Management Reserve to cover the risk of capital losses or higher interest rates payable in future years. This reserve shall be maintained at a level of £500k which is felt to be an appropriate level for this purpose and also not to the detriment of the General Fund which can be used to fund the Council's revenue budgets.

Other Options Considered

The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Accountancy Team, having consulted the Cabinet Member for Finance, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-

		term interest costs may be less certain
--	--	---

Appendix A – Arlingclose Economic & Interest Rate Forecast – November 2022

Underlying assumptions:

- UK interest rate expectations have eased following the mini budget, with a growing expectation that UK fiscal policy will now be tightened to restore investor confidence, adding to the pressure on household finances. The peak for UK interest rates will therefore be lower, although the path for interest rates and gilt yields remains highly uncertain.
- Globally, economic growth is slowing as inflation and tighter monetary policy depress activity. Inflation, however, continues to run hot, raising expectations that policymakers, particularly in the US, will err on the side of caution, continue to increase rates and tighten economies into recession.
- The new Chancellor dismantled the mini budget, calming bond markets and broadly removing the premium evident since the first Tory leadership election. Support for retail energy bills will be less generous, causing a lower but more prolonged peak in inflation. This will have ramifications for both growth and inflation expectations.
- The UK economy is already experiencing recessionary conditions, with business activity and household spending falling. Tighter monetary and fiscal policy, alongside high inflation will bear down on household disposable income. The short- to medium-term outlook for the UK economy is bleak, with the BoE projecting a protracted recession.
- Demand for labour remains strong, although there are some signs of easing. The decline in the active workforce has fed through into higher wage growth, which could prolong higher inflation. The development of the UK labour market will be a key influence on MPC decisions. It is difficult to see labour market strength remaining given the current economic outlook.
- Global bond yields have steadied somewhat as attention turns towards a possible turning point in US monetary policy. Stubborn US inflation and strong labour markets mean that the Federal Reserve remains hawkish, creating inflationary risks for other central banks breaking ranks.
- However, in a departure from Fed and ECB policy, in November the BoE attempted to explicitly talk down interest rate expectations, underlining the damage current market expectations will do to the UK economy, and the probable resulting inflation undershoot in the medium term. This did not stop the Governor affirming that there will be further rises in Bank Rate.

Forecast:

- The MPC remains concerned about inflation but sees the path for Bank Rate to be below that priced into markets.
- Following the exceptional 75bp rise in November, Arlingclose believes the MPC will slow the rate of increase at the next few meetings. Arlingclose now expects Bank Rate to peak at 4.25%, with a further 50bp rise in December and smaller rises in 2023.

- The UK economy likely entered into recession in Q3, which will continue for some time. Once inflation has fallen from the peak, the MPC will cut Bank Rate.
- Arlingclose expects gilt yields to remain broadly steady despite the MPC's attempt to push down on interest rate expectations. Without a weakening in the inflation outlook, investors will price in higher inflation expectations given signs of a softer monetary policy stance.
- Gilt yields face pressures to both sides from hawkish US/EZ central bank policy on one hand to the weak global economic outlook on the other. BoE bond sales will maintain yields at a higher level than would otherwise be the case.

	Current	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
Official Bank Rate													
Upside risk	0.00	0.25	0.50	0.75	1.00	1.00	1.00	1.25	1.50	1.75	1.50	1.25	1.25
Arlingclose Central Case	3.00	3.50	4.00	4.25	4.25	4.25	4.25	4.00	3.75	3.50	3.50	3.50	3.50
Downside risk	0.00	0.25	0.50	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00
3-month money market rate													
Upside risk	0.00	0.25	0.50	0.75	1.00	1.00	1.00	1.25	1.50	1.75	1.50	1.25	1.25
Arlingclose Central Case	3.00	3.90	4.40	4.40	4.40	4.35	4.30	4.25	4.00	3.75	3.75	3.75	3.75
Downside risk	0.00	0.25	0.50	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00
5yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.36	3.65	3.90	3.90	3.90	3.90	3.80	3.70	3.60	3.50	3.40	3.30	3.20
Downside risk	0.00	0.70	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
10yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.46	3.70	3.75	3.75	3.75	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70
Downside risk	0.00	0.70	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
20yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.88	4.00	4.00	4.00	4.00	4.00	3.90	3.90	3.90	3.90	3.90	3.90	3.90
Downside risk	0.00	0.70	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
50yr gilt yield													
Upside risk	0.00	0.60	0.70	0.80	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	3.24	3.40	3.40	3.40	3.40	3.40	3.30	3.30	3.30	3.30	3.30	3.30	3.30
Downside risk	0.00	0.70	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

PWLB Standard Rate (Maturity Loans) = Gilt yield + 1.00%

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 0.80%

UKIB Rate (Maturity Loans) = Gilt yield + 0.60%

Appendix B – Existing Investment & Debt Portfolio Position

	11/01/2023 Actual portfolio £m	11/01/2023 Average rate %
External borrowing:		
Public Works Loan Board	0.000	
Local authorities	7.000	3.01
LOBO loans from banks	0.000	
Other loans	0.000	
Total external borrowing	7.000	3.01
Other long-term liabilities:		
Private Finance Initiative	0.000	
Leases	0.000	
Transferred Debt	0.000	
Total other long-term liabilities	0.000	
Total gross external debt	7.000	
Treasury investments:		
The UK Government	0.000	
Local authorities	0.000	
Other government entities	0.000	
Secured investments	0.000	
Banks (unsecured)	0.000	
Building societies (unsecured)	0.000	
Registered providers (unsecured)	2.325	3.93
Money market funds	6.150	3.37
Strategic pooled funds	32.000	4.07
Real estate investment trusts	0.000	
Other investments	0.390	4.49
Total treasury investments		
Net debt	(33.475)	

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FEES AND CHARGES 2023-24

Summary:	This is an updated report that recommends the fees and charges for the financial year 2023-24 that will come into effect from 1 st April 2023. This has been updated to reflect additional increases following the savings review.
Options considered:	Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.
Conclusions:	The fees and charges as recommended have been used to inform the income budgets for the 2023/24 budget.
Recommendations:	That Cabinet agree and recommend to Full Council: a) The fees and charges from 1 April 2023 as included in Appendix A. b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required, as outlined within the report
Reasons for Recommendations:	To approve the fees and charges as set out in the report that will have been used to support the 2023/24 budget process.

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)

Current fees and charges

Cabinet Member(s)	Ward(s) affected: All
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Contact Officer, telephone number and email:
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James Moore, 01263 516430, James.Moore@north-norfolk.gov.uk

1. Introduction

1.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The fees and charges are being presented alongside the detailed budget report as a second review by officers of the increases to be applied has taken place. This is to see if the Council could generate additional income to support the expenditure. The income budgets for the new financial year 2023/24 have been increased where the proposed fees and charges have been revisited and increased. The impact of these increases on future years' projections has also been included in the Medium-Term Financial Plan.

2. Fees and Charges 2023/24

2.1 Fees and charges proposals for 2023/24 have been circulated by the finance team and reviewed by the relevant budget managers for a second time as part of the exercise to identify the savings needed to balance the budget. The purpose of the second review was to see if there was any scope to increase fees and charges by more than the 5% increase included in the first review (rounded to the nearest 50p or £1) so that they would be more in line with the current rate of inflation (CPI 9.2% as at December 2022). Appendix A to this report provides the detail of the proposed charges for 2023/24 from 1 April 2023.

2.2 The proposed increases in fees and charges are due to one of the following reasons:

- Inflationary increases which reflect the inflationary increases in costs which the Council is facing.
- Increases in fees and charges which are set by central government, for example planning and premises licence fees.
- Increases set in a competitive market.
- Increases in fees which must be set on a cost recovery basis for example Land Charges, Building Control and the majority of our locally set licence fees.

Significant changes to note:

- For Filming costs, these fees are charged on a case-by-case basis, these charges are dependent on the size of the filming request and applicant. In the event of a beneficial PR exposure these fees would be lowered/waived as the Council receives the benefit of this.
- The HMO licence fee has increased significantly to bring it up to a comparable level of other local authorities. This is following a recent review by the Public Protection team where NNDC licence charges were compared with other Local Authorities licence charges which identified that the Council is undercharging for the service.

2.3 In addition, Council facilities operated by an external contractor will also be excluded as the Council has no discretion on the setting of these fees.

2.4 Some fees are not published in this report e.g. those relating to trade waste collection. These are set when our expenditure budgets have been approved

and we know the costs that need to be covered. These fees will be set under delegated powers.

- 2.5 Car parking charges are not covered in this report as they are subject to a separate report which will be presented to Members in due course.
- 2.6 The second review of fees and charges has led to increases and are highlighted in yellow with the original increase shown in brackets and the new proposed increase in Appendix A:
 - Garden Bins (annual fee) has been increased from the originally proposed £52.50 to £56. This is predicted to generate £83,000 of additional income for the year.
 - Holt Country Park Firewood. The cost per load has increased from £120 to £125, this will not produce a huge amount of extra income but has been seen as an acceptable price increase by the Countryside team from previous levels of demand.
- 2.7 Where there are charges that are set under delegated authority, if they haven't already been reviewed, they will be reviewed in the new 2023-24 financial year to see if they can be increased to generate extra income after taking into account all the factors that may impact on the income levels.

3. Conclusion

- 3.1 The report makes recommendations for the fees and charges that will come into effect from 1st April 2023. These will inform the service income budgets that will be included within the detailed 2023/24 budget when it is presented for recommendation and approval in February 2023.

4. Financial Implications and Risks

- 4.1 The proposed increases in fees and charges will bring in additional income that will contribute to balancing the Council's budget. It is essential that fees and charges are maximised as the Council is facing significant budgetary pressures and these increases in income levels along with savings that have been identified will assist in balancing the budget for 2023/24.
- 4.2 For demand led services there is a risk that demand will fall, and the actual income received will fall short of the budgeted income. To mitigate this risk when producing income budgets assumptions will be made around the level of income to be achieved which will be based on best estimates calculated by service managers and the finance team working together.

5. **Sustainability** – none as a direct impact.

6. **Equality and Diversity** – none as a direct impact.

7. **Section 17 Crime and Disorder considerations** - none as a direct impact.

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Fees and Charges - 2023/24

The following pages detail the current fees for 2022/23.

The last column is where managers need to list their proposals for the 2023/24, this year the recommendation is a 5% increase where applicable (As per current recommended inflation rate) and rounded to nearest £1 or 50p,

<u>Corporate Leadership Team / Corporate Service Area</u>		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District	
V	Charge	Proposed Charge				
A T	£ : p	£ : p				
ELECTIONS						
Statutory Charges						
	Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00	Statutory	Government
	Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
	Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Supply of Full Register and monthly updates (to credit reference agencies and	O	£10.00	£10.00	Statutory	Government
	Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
	Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00	Statutory	Government
	Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00	Statutory	Government
	Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00	Statutory	Government
	Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00	Statutory	Government
	Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00	Statutory	Government
	Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government

Customer Services & ICT Service Area		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
	V	Charge	Proposed Charge		
	A	£ : p	£ : p		
	T				
Communications - Filming					
TV drama/advertisements/feature films					
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation.</i>					
Per Day	T	£1,650.00	£1,650.00	Discretionary	District
Per Hour	T	£280.00	£280.00	Discretionary	District
Exclusive use of NNDC owned location (e.g. Cromer Pier)	T	From £1,500.00 per day	From £1,500.00 per day	Discretionary	District
Documentaries and charities (depending on nature of organisation, subject and crew size)					
Per Day	T	From £500.00	From £500.00	Discretionary	District
Per Half Day	T	From £100.00	From £100.00	Discretionary	District
Administration Charge (only charged where a fee and/or contract is appropriate)					
Standard	T	£40.00	£40.00	Discretionary	District
Less than 7 day's notice	T	£90.00	£90.00	Discretionary	District
Stills (specifically commercial advertising with props, etc.)	T	£100 - £500	£100 - £500	Discretionary	District
Education/news/weather/student/individual photographers	T	Discretionary	Discretionary		

Customer Services & ICT Service Area		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
V	A	Charge	Proposed Charge		
	T	£ : p	£ : p		
TOURIST INFORMATION CENTRES					
Concessionary Fares					
	T	Application processing	£10.00	£10.00	
CUSTOMER SERVICES					
	T	Foreign Pension Verification	£10.00	£10.00	Statutory Government
FILMING*					
TV drama/advertisements/feature films					
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation.</i>					
	T	Per Day	£1,650.00	£1,650.00	Discretionary District
	T	Per Hour	£280.00	£280.00	Discretionary District
	T	Exclusive use of NNDC owned location (e.g. Cromer Pier)	From £1,500.00 per day	From £1,500.00 per day	Discretionary District
Documentaries and charities (depending on nature of organisation, subject and crew size)					
	T	Per Day	From £500.00	From £500.00	Discretionary District
	T	Per Hour	From £100.00	From £100.00	Discretionary District
Administration Charge (only charged where a fee and/or contract is appropriate)					
	T	Standard	£40.00	£40.00	Discretionary District
	T	Less than 7 day's notice	£90.00	£90.00	Discretionary District
	T	Stills (specifically commercial advertising with props, etc.)	£100 - £500	£100 - £500	Discretionary District
	T	Education/news/weather/student/individual photographers	Discretionary	Discretionary	Discretionary District
	T	Parking (if required)	£17.00	£17.00	Discretionary District
PHOTOCOPYING					
	T	A4 and below - black and white	£0.15	£0.20	Discretionary District
	T	A4 and below - colour	£0.20	£0.25	Discretionary District
	T	A3 - black and white	£0.30	£0.35	Discretionary District
	T	A3 - colour	£0.60	£0.70	Discretionary District
	T	A2 - black and white	£1.20	£1.40	Discretionary District
	T	A2 - colour	£2.40	£2.85	Discretionary District
	T	A1 - black and white	£2.40	£2.85	Discretionary District
	T	A1 - colour	£4.80	£5.70	Discretionary District
	T	A0 - black and white	£3.60	£4.30	Discretionary District
	T	A0 - colour	£7.20	£8.65	Discretionary District

<u>Economic & Community Development & Leisure Service Area</u>		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District	
V	Charge	Proposed Charge	Charge			
A	£ : p	£ : p	£ : p			
T						
HOLT COUNTRY PARK						
	Car parking (<i>per occasion</i>)	T	£2.30	£2.30	Discretionary	District
	Fire Wood (<i>sold when available from forestry works</i>) - per load	T	£100.00	(£120) £125	Discretionary	District
	School visits where Ranger's assistance required (Per Child) <i>(Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).</i>	E	£6.00	£7.00	Discretionary	District

<u>Legal & Democratic Service Area</u> V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
LEGAL SERVICES				
Legal Work (exclusive of VAT charged)				
Mortgage Redemption			Discretionary	District
Preparation of a new lease			Discretionary	
Sale of land			Discretionary	
Preparation of License	At Solicitors Hourly Rate.	At Solicitors Hourly Rate.	Discretionary	
Private Mortgage			Discretionary	
Quest re: second Mortgage			Discretionary	
Agreement - section 18 Public Health Act 1936			Discretionary	
Legal Work in connection with release of covenant			Discretionary	

Environmental Health Service Area		V	2022/23	2023/24	Statutory Service /	Set by Government / Set By District
0		A	Charge	Proposed	Discretionary	
		T	£ : p	Charge	Services	
				£ : p		
WASTE COLLECTION SERVICES						
Clinical Waste - Commercial & Prescribed			Charges set separately under Delegated Power	Charges set separately under Delegated Power	Discretionary	District
Commercial Waste Bins - Collection & Hire					Discretionary	
Commercial Recycling Bins - Collection & Hire					Discretionary	
Sacks - Commercial & Prescribed					Discretionary	
Bulky Items - Commercial, Prescribed & Household					Statutory	
Garden Bin Collection - Per Annum			£50.00	(£52.50) £56	Discretionary	District
EDUCATION & PROMOTION						
(CIEH) Foundation Certificate in Food Hygiene						
Resident or employed in North Norfolk		E	£62.00	£65.00	Discretionary	District
Other		E	£80.00	£82.00	Discretionary	District
Specially arranged courses for businesses - held at business premises for their staff only	for up to 15 candidates per additional candidate up to maximum of 18	E	£770.00	£800.00		District
		E	£50.00	£55.00	Discretionary	District
Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
				£ : p		
COMMERCIAL SERVICES						
Food Inspections						
Unfit food inspections		O	£44.00	£46.50	Statutory	District
Food export certificates		O	£57.00	£60.00	Statutory	District
Officer time per hour (plus VAT)		T	£42.00	£44.00	Statutory	District
Sunday Trading Application for loading consent		O	£104.00	£109.00	Statutory	District
Food Hygiene Rerating Visits		O	£162.00	£170.00		
Registration of Food Premises						
Charge for copies of Register (or parts of)	- Single Entry	O	£19.00	£20.00	Discretionary	District
	- Part of Register	O	£501.00	£526.00	Discretionary	District
	- Complete Register	O	£1,065.00	£1,120.00	Discretionary	District

Environmental Health Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
PRIVATE WATER SUPPLY CHARGES						
Private Water Supplies Sampling Regulations						
Laboratory Analysis of a sample		O	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	Statutory	District
Sampling - per visit		O	£61.00	£64.00	Statutory	District
Other Investigations (e.g. Investigating failure)		O	£111.00	£116.50	Statutory	District
Granting an authorisation to depart from the standard authorisation		O	£111.00	£116.50	Statutory	District
Risk Assessments						
- Single Private Dwelling		O	£111.00	£116.50	Statutory	District
- Small Domestic Supplies		O	£222.00	£233.00	Statutory	District
- Large Domestic Supplies		O	£222.00	£233.00	Statutory	District
- Commercial or Public Small		O	£222.00	£233.00	Statutory	District
- Commercial or Public Medium		O	£333.00	£350.00	Statutory	District
- Commercial or Public Large		O	£555.00	£583.00	Statutory	District
- Commercial or Public Very Large		O	£555.00	£583.00	Statutory	District
Risk Assessment Misc Visits						
- Non-Attendance by PWS Operator		O	£61.00	£64.00	Statutory	District
- Compliance Visit		O	£61.00	£64.00	Statutory	District
Risk Assessment Reviews						
- Single Private Dwelling		O	£56.00	£59.00	Statutory	District
- Small Domestic Supplies		O	£56.00	£59.00	Statutory	District
- Large Domestic Supplies		O	£111.00	£116.50	Statutory	District
- Commercial or Public Small		O	£111.00	£116.50	Statutory	District
- Commercial or Public Medium		O	£166.00	£175.00	Statutory	District
- Commercial or Public Large		O	£222.00	£233.00	Statutory	District
- Commercial or Public Very Large		O	£308.00	£323.50	Statutory	District

Environmental Health Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
HOUSING ACT NOTICES						
Hazard Awareness Notice						
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	O	£350.00	£350.00	Statutory	District
Prohibition/Suspended Prohibition Order		O	£350.00	£350.00	Statutory	District
Emergency Remedial Action		O	£350.00	£350.00	Statutory	District
Emergency Prohibition Order	For each additional hazard included in Notice	O	£50.00	£50.00	Statutory	District
Demolition Order		O	£50.00	£50.00	Statutory	District
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		O	£70.00	£70.00	Statutory	District
Review of suspended HA 2004 Statutory Notices		O	£70.00	£70.00	Statutory	District
HMO LICENSE FEES						
HMO License application fee (up to 6 units of accommodation)		O	£525.00	£850.00	Statutory	District
Additional Unit Charge		O	£25.00	£25.00	Statutory	District
ENVIRONMENTAL PROTECTION SERVICES						
Statutory Release Fee - Dogs (Charge includes VAT)		T	£25.00	£25.00	Statutory	District
Collection Fee		T	£100.00	£100.00	Statutory	District
Kennel Charges - Base Cost (Daily Kennel Charge is paid ontop of this fee)		T	£83.00	£83.00	Statutory	District
Daily Kennel Charge Per Day (Maximum 7 Days)		T	£9.50	£9.50	Statutory	District
Contaminated Land Enquiry		T	£30.00	£35.00	Statutory	District
Temporary Stopping Place Fee		T	£40.00	£40.00	Discretionary	District
FIXED PENALTY NOTICES						
Breach of CPN or PSPO	- Full Amount		£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	O	£60.00	£60.00	Statutory	Government
Depositing Litter	- Full Amount	O	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	O	£60.00	£60.00	Statutory	Government
Fly Tipping (Section 33 EPA 1990)	- Full Amount	O	£300.00	£300.00	Statutory	District
	- New Licence valid for 1 year	O	£200.00	£200.00	Statutory	District
Failure to Produce Waste Documentation (Section 34 EPA 1990)		O	£300.00	£300.00	Statutory	District

Environmental Health Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
TAXI LICENCE FEES						
Taxi Licences						
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	O	£180.00	£190.00	Statutory	District
	- New Licence valid for 3 years	O	£180.00	£190.00	Statutory	District
	- Renewal valid for 1 year	O	£180.00	£190.00	Statutory	District
	- Renewal valid for 3 years	O	£180.00	£190.00	Statutory	District
Hackney Carriage Vehicle Licence	- New valid for 1 year	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with plate	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with no plate	O	£135.00	£145.00	Statutory	District
Private Hire Vehicle Licence	- New valid for 1 year	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with plate	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with no plate	O	£135.00	£145.00	Statutory	District
Private Hire Operators Licence	- New or Renewal valid for 5 years	O	£159.00	£170.00	Statutory	District
Taxi Licence Charges						
Replacement Badge & Licence (Name Change)		O	£16.00	£17.00	Statutory	District
Replacement Licence (Address Change)		O	£11.00	£12.00	Statutory	District
Replacement drivers badge holder with lanyard		O	£3.00	£3.50	Statutory	District
Windscreen pouches (additional or replacement)		O	£2.00	£2.50	Statutory	District
Replacement plate for vehicle		O	£42.00	£44.00	Statutory	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING						
Premises Licence Fees - Gambling Act 2005						
Betting Premises (excluding tracks)	- New Application	O	£2,800.00	£2,800.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£560.00	£560.00	Statutory	District (Government Ceiling)
	- Application to Vary	O	£1,400.00	£1,400.00	Statutory	District (Government Ceiling)
	- Application to Transfer	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Application to Reinstatement	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Application for Prov. Statement	O	£2,800.00	£2,800.00	Statutory	District (Government Ceiling)
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government Ceiling)
Tracks	- New Application	O	£1,400.00	£1,400.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£930.00	£930.00	Statutory	District (Government Ceiling)
	- Application to Vary	O	£1,150.00	£1,150.00	Statutory	District (Government Ceiling)
	- Application to Transfer	O	£880.00	£880.00	Statutory	District (Government Ceiling)
	- Application to Reinstatement	O	£880.00	£880.00	Statutory	District (Government Ceiling)
	- Application for Prov. Statement	O	£2,300.00	£2,300.00	Statutory	District (Government Ceiling)
	- Application (Prov. State Holders)	O	£880.00	£880.00	Statutory	District (Government Ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government Ceiling)
Family Entertainment Centres	- New Application	O	£1,900.00	£1,900.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£700.00	£700.00	Statutory	District (Government Ceiling)
	- Application to Vary	O	£935.00	£935.00	Statutory	District (Government Ceiling)
	- Application to Transfer	O	£880.00	£880.00	Statutory	District (Government Ceiling)
	- Application to Reinstatement	O	£880.00	£880.00	Statutory	District (Government Ceiling)
	- Application for Prov. Statement	O	£1,900.00	£1,900.00	Statutory	District (Government Ceiling)
	- Application (Prov. State Holders)	O	£880.00	£880.00	Statutory	District (Government Ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government Ceiling)

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING CONTINUED						
Adult Gaming Centre	- New Application	O	£1,900.00	£1,900.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£935.00	£935.00	Statutory	District (Government Ceiling)
	- Application to Vary	O	£935.00	£935.00	Statutory	District (Government Ceiling)
	- Application to Transfer	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Application to Reinstatement	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Application for Prov. Statement	O	£1,900.00	£1,900.00	Statutory	District (Government Ceiling)
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government Ceiling)
Bingo	- New Application	O	£3,000.00	£3,000.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£935.00	£935.00	Statutory	District (Government Ceiling)
	- Application to Vary	O	£1,630.00	£1,630.00	Statutory	District (Government Ceiling)
	- Application to Transfer	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Application to Reinstatement	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Application for Prov. Statement	O	£3,000.00	£3,000.00	Statutory	District (Government Ceiling)
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	Statutory	District (Government Ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government Ceiling)
Permits						
Family Entertainment Centres	- Application Fee	O	£300.00	£300.00	Statutory	District (Government Ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government Ceiling)
Prize Gaming	- Application Fee	O	£300.00	£300.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£300.00	£300.00	Statutory	District (Government Ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government Ceiling)
Small Lottery Society	- Application Fee	O	£40.00	£40.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£20.00	£20.00	Statutory	District (Government Ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government Ceiling)

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING CONTINUED						
Club Gaming	- Application Fee Permit	O	£200.00	£200.00	Statutory	District (Government Ceiling)
	- Application Fee Machine Permit	O	£200.00	£200.00	Statutory	District (Government Ceiling)
	- Annual Fee Permit	O	£50.00	£50.00	Statutory	District (Government Ceiling)
	- Annual Fee Machine Permit	O	£50.00	£50.00	Statutory	District (Government Ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Change of Name Machine Permit	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government Ceiling)
	- Copy of Permit Machine	O	£15.00	£15.00	Statutory	District (Government Ceiling)
License Premises Gaming Machine Permit	- Application Fee (2 or less)	O	£50.00	£50.00	Statutory	District (Government Ceiling)
	- Application Fee (3 or more)	O	£150.00	£150.00	Statutory	District (Government Ceiling)
	- Annual Fee	O	£50.00	£50.00	Statutory	District (Government Ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government Ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government Ceiling)
	- Variation	O	£100.00	£100.00	Statutory	District (Government Ceiling)
	- Transfer	O	£25.00	£25.00	Statutory	District (Government Ceiling)
Licences and certificates of suitability						
Skin piercing premises	- Registration (one-off)	O	£263.00	£276.00	Statutory	District (Government Ceiling)
Skin piercing each additional operative at same premises	- Registration (one-off)	O	£35.00	£37.00	Statutory	District (Government Ceiling)
Scrap Metal Dealer	New/Renewal (3 years)	O	£470.00	£495.00	Statutory	District (Government Ceiling)
Scrap Metal Dealer	Variation	O	£354.00	£372.00	Statutory	District (Government Ceiling)
Scrap Metal Collector	New/Renewal (3 years)	O	£118.00	£124.00	Statutory	District (Government Ceiling)
Scrap Metal Collector	Variation	O	£89.00	£93.50	Statutory	District (Government Ceiling)
Sex Shop or sex cinema		O	£2,122.00	£2,228.00	Statutory	District (Government Ceiling)
Sexual Entertainment Venue		O	£3,182.00	£3,342.00	Statutory	District (Government Ceiling)
Streed Trading Consent (FOOD) Annual Fee		O	£252.00	£252.00	Statutory	District (Government Ceiling)
Streed Trading Consent (NON-FOOD) Annual Fee		O	£210.00	£210.00	Statutory	District (Government Ceiling)
Street Trading Consents	- Non profit	O	Free	Free	Statutory	District (Government Ceiling)
	- Commercial - per day	O	£82.00	£82.00	Statutory	District (Government Ceiling)

Environmental Health Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
OTHER LICENSING CONTINUED						
Animal Boarding	- New/Renewal	O	£321.00	£337.00	Statutory	District
	- Variation	O	£103.00	£108.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	Statutory	District
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£190.00	£200.00	Statutory	District
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£400.00	£420.00	Statutory	District
	- Variation	O	£56.00	£60.00	Statutory	District
	(Plus Vet inspection fees if required for the above).					
Pet Shop	- New/Renewal	O	£321.00	£337.00	Statutory	District
	- Variation	O	£103.00	£108.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	Statutory	District
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£400.00	£420.00	Statutory	District
	Plus DBS fee if required (per employee).	O	£51.80	£55.00	Statutory	District
	- Variation	O	£55.00	£58.00	Statutory	District
	(Plus Vet inspection fees ontop if required for the above).					
Zoo (and vet fees where appropriate)	- New/Renewal	O	£246.00	£260.00	Statutory	District
Keeping Animals for Exhibition	- New/Renewal	O	£305.00	£320.00	Statutory	District
	- Variation	O	£103.00	£108.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	Statutory	District
Combination of Activities		O	Equal to the highest activity fee	Equal to the highest activity fee	Statutory	District
Variation to reduce the licensable activities or numbers of animals		O	£56.00	£59.00	Statutory	District
Transfer due to death of licensee		O	£56.00	£59.00	Statutory	District
Reissue of Licence (Copy or Name/Address Change).		O	£11.00	£11.50	Statutory	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING CONTINUED						
Premises Licences (Alcohol)						
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.						
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:						
Band	Non-domestic rateable value					
A	£0 - £4,300	O	£100.00	£100.00	Statutory	District
B	£4,301 - £33,000	O	£190.00	£190.00	Statutory	District
C	£33,001 - £87,000	O	£315.00	£315.00	Statutory	District
D	£87,001 - £125,000	O	£450.00	£450.00	Statutory	District
E	£125,001 and over	O	£635.00	£635.00	Statutory	District
Annual charges relating to the above are:						
Band	Non-domestic rateable value					
A	£0 - £4,300	O	£70.00	£70.00	Statutory	District
B	£4,301 - £33,000	O	£180.00	£180.00	Statutory	District
C	£33,001 - £87,000	O	£295.00	£295.00	Statutory	District
D	£87,001 - £125,000	O	£320.00	£320.00	Statutory	District
E	£125,001 and over	O	£350.00	£350.00	Statutory	District
Personal Licence	- Initial Fee	O	£37.00	£37.00	Statutory	District

Environmental Health Service Area		2022/23	2023/24		
	V A T	Charge £ : p	Proposed Charge £ : p		
OTHER LICENSING CONTINUED					
Additional Fees and Charges					
Application for copy of licence or summary on theft, loss etc. of premises licence or summary					
	O	£10.50	£10.50	Statutory	District
	O	£23.00	£23.00	Statutory	District
	O	£23.00	£23.00	Statutory	District
	O	£23.00	£23.00	Statutory	District
	O	£315.00	£315.00	Statutory	District
	O	£10.50	£10.50	Statutory	District
	O	£10.50	£10.50	Statutory	District
	O	£10.50	£10.50	Statutory	District
	O	£21.00	£21.00	Statutory	District
	O	£10.50	£10.50	Statutory	District
	O	£10.50	£10.50	Statutory	District
	O	£10.50	£10.50	Statutory	District
	O	£21.00	£21.00	Statutory	District
	O	£89.00	£89.00	Statutory	District
		£180.00	£190.00	Statutory	District
		£60.00	£63.00	Statutory	District
		£225.00	£237.00	Statutory	District
		£225.00	£237.00	Statutory	District
		£225.00	£237.00	Statutory	District
		£180.00	£190.00	Statutory	District
		£10.00	£10.50	Statutory	District
		£40.00	£42.00	Statutory	District

Environmental Health Service Area			V	2022/23	2023/24		
			A	Charge	Proposed		
			T	£ : p	Charge		
				£ : p	£ : p		
OTHER LICENSING CONTINUED							
Mobile Home Act 2013 (MHA 2013)							
New Park Home Licence	Units - 1-5		O	£210.00	£210.00	Statutory	District
	Units - 6-24		O	£225.00	£225.00	Statutory	District
	Units - 25-29		O	£240.00	£240.00	Statutory	District
	Units - 100 plus		O	£270.00	£270.00	Statutory	District
Annual Licence Fee	1-3		O	£0.00	£0.00	Statutory	District
	4-5		O	£120.00	£120.00	Statutory	District
	6-24		O	£180.00	£180.00	Statutory	District
	25-29		O	£240.00	£240.00	Statutory	District
	100 plus		O	£270.00	£270.00	Statutory	District
Licence Transfer	n/a		O	£97.50	£97.50	Statutory	District
Licence Variation	n/a		O	£97.50	£97.50	Statutory	District
Deposit of Site Rules	n/a		O	£45.00	£45.00	Statutory	District
Environmental Health Service Area			V	2022/23	2023/24		
			A	Charge	Proposed		
			T	£ : p	Charge		
				£ : p	£ : p		
ENFORCEMENT TEAM CHARGES							
High Hedges Complaint			T	£447.00	£447.00	Statutory	District

<u>Planning Service Area</u>		2022/23 Charge £ : p	2023/24 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
V A T					
LAND CHARGES					
LLC1					
Official Search of - One Part	T	£0.00	£0.00	Statutory	Government
Official Search of - Whole	E	£24.00	£24.00	Statutory	Government
- Electronic Search	E	£2.00	£2.00	Statutory	Government
- Additional Parcel	E				
CON 29 Enquiries					
One Parcel	T	£79.00	£79.00	Statutory	Government
- Electronic Search	T	£17.50	£17.50	Statutory	Government
- Additional Parcel	T				
Optional Enquiries					
Printed	T	£18.00	£18.00	Discretionary	District
Additional	T	£20.00	£20.00	Discretionary	District
Other Fees relating to Local Land Charges					
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	E	£74.00	£74.00	Statutory	Government
Filing a judgement order or application for variation or cancellation or any entry in Part 11 of the Register (Light Obstruction Notice)	E	£7.00	£7.00	Statutory	Government
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977	E	£3.00	£3.00	Statutory	Government
Inspection of documents filed under Rule 10 in respect of each parcel of land	E	£3.00	£3.00	Statutory	Government
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	E	£0.00	£0.00	Statutory	Government

Planning Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
PLANNING						
Pre-Application Service						
Major Applications						
*These fees will be charged upon the submission of proposals for pre-application advice. For advice on the service provided see separate note.						
<u>Outline Applications</u>						
Site area up to 2.5 ha.	Per 0.1 ha.	T	£120.00	£120.00	Statutory	Government
Site area over 2.5 ha.	(Plus £36 per additional 0.1 ha.) (Maximum £36,000)	T	£3,000.00	£3,000.00	Statutory	Government
<u>Erection of Dwellings (Full or Reserved Matters)</u> (including change of use to dwellings)						
10 to 50 dwellings	Cost for ten. Additional £120	T	£1,200.00	£1,200.00	Statutory	Government
Over 50 dwellings	(Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Buildings (Non-residential)</u>						
Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T	£960.00	£960.00	Statutory	Government
Floor space over 3,750 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £36,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Agricultural Buildings</u>						
Floor space 1,000 - 4,215 sq.m.	For 1st 1000 sq.m. (Plus £120 per additional 75 sq.m. after 1000 sq.m.)	T	£120.00	£120.00	Statutory	Government
Floor space over 4,215 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Glasshouses</u>						
Floor space over 1000 sq.m.		T	£600.00	£600.00	Statutory	Government

<u>Planning Service Area</u>		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
PLANNING CONTINUED						
<u>Erection, Alteration or Replacement of Plant or Machinery</u>						
Site area up to 5 ha.	Per 1 ha. Plus £120 per additional 0.1 ha.	T	£1,200.00	£1,200.00	Statutory	Government
Site area over 5 ha.	Plus £36 per additional 0.1 ha. (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Engineering or Other Operations</u>	Over 1 ha.	T	£600.00	£600.00	Statutory	Government
<u>Car Parks and Service Roads for existing uses (In relation to Major planning application)</u>						
		T	£60.00	£60.00	Statutory	Government
<u>Change of Use of Land or Building to Dwellings</u>						
10 to 50	(Plus £120 per additional dwelling)	T	£1,200.00	£1,200.00	Statutory	Government
Over 50	(Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Other Changes of Use</u>						
Variation/Removal of a condition		T	£60.00	£60.00	Statutory	Government
Renewal of a temporary permission		T	£60.00	£60.00	Statutory	Government
<u>Bronze</u>						
Householder or Commercial up to 50 sq. metres		O	£95.00	£95.00	Discretionary	District
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres		O	£295.00	£295.00	Discretionary	District
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts		O	£195.00	£195.00	Discretionary	District
Other (Advert, agricultural, telecoms)			Free	Free	Discretionary	District
<u>Silver</u>						
Householder or Commercial up to 50 sq. metres		O	£195.00	£195.00	Discretionary	District
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres		O	£595.00	£595.00	Discretionary	District
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts		O	£395.00	£395.00	Discretionary	District
Other (Advert, agricultural, telecoms)		O	Free	Free	Discretionary	District

<u>Planning Service Area</u>		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
PLANNING CONTINUED						
<u>Extras:</u>						
Additional Plans		T	£95.00	£95.00	Discretionary	District
Additional Meeting		T	£95.00	£95.00	Discretionary	District
Discharging of conditions	- Non householder permission	T	Statutory	Statutory	Discretionary	District
	- Householder permission	T	Statutory	Statutory	Discretionary	District
Building Control Fees	Hourly rate included within calculated fee.	T	£60.00	£70.00	Discretionary	District

Planning Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
PLANNING - MISCELLANEOUS						
Supply of Information on Permitted Use/History						
Administrative Staff - per hour		T	£49.50	£49.50	Discretionary	District
Professional Staff - per hour		T	£97.00	£97.00	Discretionary	District
Check compliance with Conditions (for Solicitors, Agents)						
Administrative Staff - per hour		T	£49.50	£49.50	Discretionary	District
Professional Staff - per hour		T	£97.00	£97.00	Discretionary	District
General Research						
Administrative Staff - per hour		T	£49.50	£49.50	Discretionary	District
Professional Staff - per hour		T	£97.00	£97.00	Discretionary	District
Naming of new street, consultation process and notification	Single Street	T	£125.00	£125.00	Discretionary	District
	2-5 Streets	T	£250.00	£250.00	Discretionary	District
	5+ Streets	T	£500.00	£500.00	Discretionary	District
Street numbering Schemes	1-5 Plots	T	£80.00	£80.00	Discretionary	District
	6-10 Plots	T	£70.00	£70.00	Discretionary	District
	11-50 Plots	T	£60.00	£60.00	Discretionary	District
	50+ Plots	T	£50.00	£50.00	Discretionary	District
Change of property name		T	£25.00	£25.00	Discretionary	District
Monitoring Fee for 2106 / IL Obligations:						
The charge will generally be levied at a rate of £500 per obligation covering each District Council related covenant and a monitoring fee will be sought for each. On more complex sites where greater monitoring costs will likely be incurred, a proportionate charge will be levied at a rate of £500 per obligation covering each District Council related covenant or 1 % of the value of the District Council's total obligations up to a maximum of £10,000 per agreement, whichever is the higher.		T	From £500	From £500	Statutory	District

<u>Planning Service Area</u>	V	2022/23	2023/24		
	A	Charge	Proposed		
	T	£ : p	Charge		
		£ : p	£ : p		
PLANNING POLICY					
Inset Maps					
A1 Maps	O	£5.50	£5.50	Discretionary	District
A2 Maps	O	£3.00	£3.00	Discretionary	District
A3 Maps	O	£1.50	£1.50	Discretionary	District
Admin Fee to join the Customer & Self Build Housing Register	O	£25.00	£25.00	Discretionary	District
ENFORCEMENT TEAM CHARGES					
High Hedges Complaint	T	£447.00	£450.00	Statutory	Government

Finance & Assets Service Area			2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
V	A	T	Charge £ : p	Proposed Charge £ : p		
CAR PARKING - COASTAL CAR PARKS						
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00						
Cromer	- Runtun Road	T	£1.80 per hour	£1.80 per hour	Discretionary	District
East Runtun	- Beach Road	T				
Happisburgh	- Cart Gap	T	£8.50 for 24 hours	£8.50 for 24 hours		
Mundesley	- Gold Park	T				
Overstrand	- Pauls Lane	T	£34 for 7-Days	£34 for 7-Days		
Sea Palling	- Clink Road	T				
Sheringham	- East Cliff	T				
	- Station Road	T				
Wells	- Stearmans Yard	T				
Weybourne	- Beach Road	T				
CAR PARKING - RESORT CAR PARKS						
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00						
Cromer	- Cadogan Road	T	£1.50 for first hour	£1.50 for first hour	Discretionary	District
	- Meadow	T				
	- Promenade	T				
Holt	- Albert Street	T	£1.20 per additional hour	£1.20 per additional hour		
	- Station Yard	T				
Sheringham	- Cheques	T	£8.50 for 24 hours	£8.50 for 24 hours		
	- Morris Street	T				
Wells	- Staithe Street	T	£34 for 7-Days	£34 for 7-Days		

Finance & Assets Service Area			2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
CAR PARKING - STANDARD CAR PARKS						
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00						
Fakenham	- Bridge Street	T	£1.20 for first two hours £0.80 per additional hour	£1.20 for first two hours £0.80 per additional hour		
	- Community Centre	T				
	- Highfield Road	T				
	- Queens Road	T				
	- The Limes	T				
North Walsham	- Bank Loke	T	£6 for 24 hours	£6 for 24 hours	Discretionary	District
	- Mundesley Road	T				
	- New Road	T				
	- Vicarage Street	T				
	- Vicarage Street	T				
Stalham	- High Street	T	£24 for 7-Days	£24 for 7-Days		
CAR PARKING - OTHER						
Fakenham	- Hall Staithe		PERMIT	PERMIT	Discretionary	District
North Walsham	- Midland Road		Free	Free	Discretionary	District

Finance & Assets Service Area			2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
	V A T					
COACH PARKING						
For 4 hours	T		£6.00	£6.00	Discretionary	Distict
For 24 hours	T		£12.00	£12.00	Discretionary	District
SEASON TICKETS / PERMITS						
1 Week		- 24 hour stay max.	£24.00	£24.00	Discretionary	District
3 Months		- 3 hour stay max.	£16.00	£16.00	Discretionary	District
		- 24 hour stay max.	£66.00	£66.00	Discretionary	District
6 Months		- 3 hour stay max.	£31.00	£31.00	Discretionary	District
		- 24 hour stay max.	£122.00	£122.00	Discretionary	District
12 Months		- 3 hour stay max.	£56.00	£56.00	Discretionary	District
		- 24 hour stay max.	£204.00	£204.00	Discretionary	District

Finance & Assets Service Area		2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
PROFESSIONAL ESTATE SERVICE					
Application fee for Events (per application).	V A T O	£50.00	£50.00	Discretionary	District
Application fee for Events (per application) - Charitable Events	O	£25.00	£25.00	Discretionary	District
Estate Service (Land and Property Transactions) - Hourly Rate	O	£70.00	£70.00	Discretionary	District
Licence Admin Fee	O	£50.00	£50.00	Discretionary	District
Disposal of Assets/Asset Proposal Admin Fee	O	£50.00	£50.00	Discretionary	District
Licence for table with three chairs	O	£60.00	£60.00	Discretionary	District

Finance & Assets Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
CHALETs						
<i>Sheringham</i>						
	Old Chalets	T				
	New Chalets (inc. electricity)	T				
<i>Cromer</i>						
	West Beach	T				
	East Beach	T				
<i>Weekly Lets - Cromer & Sheringham</i>						
	Low Season	T	£85.00	£85.00	Discretionary	District
	High Season	T	£210.00	£210.00	Discretionary	District
<i>Weekly Lets - Cromer East & Sheringham New (Serviced)</i>						
	Low Season	T	£95.00	£95.00	Discretionary	District
	High Season	T	£260.00	£260.00	Discretionary	District
<i>Winter Lets</i>						
	Per Month	T	£65.00	£65.00	Discretionary	District
	Per Week	T	£21.00	£21.00	Discretionary	District
Economic & Community Development & Leisure Service Area		V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
BEACH HUTS						
Beach Hut Sites						
<i>Cromer, Overstrand & Sheringham</i>						
	One Year (Excluding Rates)	T				
<i>Mundesley</i>						
	One Year (Excluding Rates)	T				
Beach Huts						
<i>Weekly Lets</i>						
	Low Season	T	£70.00	£70.00	Discretionary	District
	High Season	T	£195.00	£195.00	Discretionary	District
<i>Mundesley - Seasonal Let</i>						
		T				
Extras:						
Charge to go onto beach hut or chalet waiting list		Per List T	£25.00	£25.00	Discretionary	District

Rate Relief Policy

Summary:

1. In the Budget on 17 November 2022 the Chancellor announced the Government would award a 75% Retail, Hospitality and Leisure Relief for properties up to a cash limit of £110,000 per business for the 2023/24 financial year.

2. In the Budget on 17 November 2022 the Chancellor announced the Government would extend Supporting Small Business Relief (SSB) for another year until 31 March 2024 for businesses who were eligible for the 2022/23 relief on 31 March 2023 and were facing large increases in rates for 2023/24. The Chancellor also announced a new Supporting Small Business (SSB) Relief scheme which will cap bill increases at £600 per year for any businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.

3. In the Spring Statement on 23 March 2022 the government announced it would bring forward to 1 April 2022 100% relief for low-carbon heat networks.

4. On 27 January 2020, the Financial Secretary to the Treasury made a Written Ministerial Statement announcing additional business rates measures that will apply from 1 April 2020 including the extension of the £1,500 business rates discount for office space occupied by local newspapers that will apply for an additional 5 years until 31 March 2025. The scheme will be available to local newspapers that occupy office space. Under the scheme, eligible local newspaper businesses will continue to receive up to a £1,500 discount on their bill for the 2022/23 financial year.

5. The 2016 Autumn Statement confirmed the doubling of rural rate relief available to eligible businesses from 50% to 100%. The Government subsequently set out their intention to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief. Following the decision not to reintroduce the Local Government Finance Bill, for 2018/19 the Government expects local authorities to continue to use their discretionary relief powers to grant 100% rural rate relief to eligible ratepayers in 2022/23, as they have done previously.

6. Under section 49 of the Local Government Act 1988 businesses can apply for Hardship Relief. This scheme has now been incorporated within this rate relief policy.

The cost of this scheme is funded in accordance with the Non-Domestic Rates financial retention rules.

The Government expects local authorities to use their discretionary relief powers to grant these reliefs. All the above (except the Hardship Policy) will be compensated in full for our loss of rates income because of these changes. This compensation will be paid by section 31 grant and calculated based on the returns that the council makes under the rates retention scheme.

The Council's Discretionary Rate Relief Policy has been revised to reflect these changes.

Conclusions: The policy has been updated to reflect the new and extended schemes announced and includes guidelines as to how the schemes are to be implemented and the financial implications on the authority.

Recommendations: **That the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.**

That the Revenues Manager has delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.

That the Rate Relief Policy is revised as indicated in Appendix A, B and C.

Reasons for Recommendations: The new policy will enable the Retail Hospitality and Leisure Relief, Supporting Small Business Relief, the scheme for local newspaper discount, scheme for low-carbon heat networks, Hardship Relief and the Rural Rate Relief to be awarded discretionary reliefs in 2022/23 & 2023-24.

Cabinet Member(s) All	Ward(s) affected All
Contact Officer, telephone number and email: Sean Knight. Sean.Knight@north-norfolk.gov.uk 01263 516347	

1. Introduction

- 1.1 National Non-Domestic Rates (NNDR) are paid by those occupying non-domestic property and collected by the local authorities. Under the business rate retention scheme introduced from April 2013, 50% of the business rates paid is kept locally, 40% by North Norfolk District Council (NNDC) and 10% Norfolk County Council and the balance is paid back to government, an element of which is then paid back to local authorities through the Formula

Grant System. As part is retained by local authorities, they are incentivised to increase their NNDR yield as they now benefit directly from it.

- 1.2 There are currently several different reductions available to businesses.
Empty properties – Business rates will not be payable in the first three months that a property is empty (six months for certain industrial properties). After this period empty rate is payable at the full charge. There are a few exemptions such as listed buildings and land used as storage.
- 1.3 Small business rate relief (SBRR) – the relief supports small businesses who generally occupy only one property. SBRR was available at 100% for eligible properties up to £6,000 rateable value (RV) and was tapered for properties with a RV up to £12,000. The 100% relief was extended until 31 March 2017 and if a ratepayer receiving small business rate relief took on an additional property, they continued to receive their existing relief for 12 months (previously if they had taken on a second property they would have been disqualified from the relief).
- 1.4 At Budget 2016, the Government confirmed that the doubling of the SBRR from 50% to 100% would be made permanent from 1 April 2017.
- 1.5 The relief has been increased from 2017/18 to 100% for eligible properties up to £12,000 rateable value (RV) and is tapered for properties with a RV up to £15,000 and if a ratepayer receiving SBRR takes on an additional property or properties within the threshold RV they will continue to receive their existing relief for 12 months.
- 1.6 Charity and discretionary reliefs – Charities are entitled to an 80% reduction in their bills. The Council has discretion to grant reliefs in other circumstances and the report covers these areas of discretion.

2. Discretionary Rate Relief

- 2.1 Under Section 47 of the Local Government Finance Act 1988 billing authorities have discretion to grant relief to certain ratepayers (certain types of charitable and non –profit organisations) from all or part of their non-domestic rates payable. The Localism Act 2011 amended section 47 of the Local Government Finance Act 1988 to enable local authorities to grant relief in a wider range of circumstances.
- 2.2 The cost of granting discretionary relief varies according to the circumstances. Full details of the circumstances are in the policy and guidelines within Appendix A.
- 2.3

Type of Relief	% Funded by the Council	% Funded by central government
Mandatory Relief for charities and community amateur sports clubs (CASCs) (80%)	40%	50%
Up to 20% discretionary relief to top up mandatory	40%	50%
Up to 100% discretionary relief for other eligible organisations	40%	50%

- 2.3 Should a local authority choose to award discretionary rate relief under the Localism Act powers to a business or profit organisation the Council will bear the full 100% cost.

3. New Schemes

- 3.1 In the budget statements since 2016 onwards the government announced new schemes of discretionary rate reliefs to assist and encourage the development and occupation of business premises.

- 3.2 The new schemes are all fully funded by central government.

4. Conclusion

- 4.1 The Rate Relief Policy and guidelines have been amended to reflect the changes introduced by central government.

5. Implications and Risks

- 5.1 It is important that the Council's policy and guidelines are clear about the criteria under which it will make an award as all potential applicants need to be aware of the grounds for eligibility for discretionary relief, what their own responsibilities are and why their application has either been accepted or refused.

6. Financial Implications and Risks

- 6.1 The new schemes are fully funded by central government.

- 6.2 The other discretionary and mandatory relief schemes are funded as indicated in paragraph 2.3 through the business rate retention scheme.

7. Sustainability

- 7.1 The granting of reliefs assists organisations to be viable, particularly in rural areas, and this aids the development of sustainable communities and ensures that people have access to goods, services, leisure, and other opportunities.

8. Equality and Diversity

- 8.1 On considering this policy against the categories looked at within the Equality Impact Assessment process – age, disability, gender, race, religion or belief, sex, sexual orientation, the policy has no adverse impact.

9. Section 17 Crime and Disorder considerations

- 9.1 There are no crime and disorder implications arising from the policy.

Appendix A

Discretionary Rate Relief Policy

1 Introduction

If an organisation occupies a property on which it pays National Non-Domestic Rates (NNDR) it may be eligible for up to 100% Discretionary Rate Relief if it is operated within some or all of the following guidelines appropriate to the particular organisation.

The guidelines for determining relief are not intended to be a rigid set of rules; neither are all the guidelines applicable to every organisation. Each case will be judged on its merits taking into account the contribution which each organisation/business makes to the district's amenities and its resident's lifestyles and wellbeing.

2 Eligibility Criteria

Eligibility Criteria for Rate Relief	Rate Relief	Amount of Relief
Property wholly or mainly used for charitable purposes which is occupied by a registered charity, charity shop or registered Community Amateur Sports Club (CASC)	Mandatory (Charity) Discretionary	80% 20% (maximum)
Property, all, or part of which is occupied for the purposes of a non-profit making: a) Institution or other organisation whose main objects are philanthropic or religious or concerned with social welfare, science, literature, or the fine arts. b) Club, society or other organisation and is used for the purposes of recreation	Discretionary	100%(maximum)
Property is a qualifying: Food Shop General Store Post Office Sole Public House Sole Petrol Filling Station	Mandatory (Rural Rate Relief) Discretionary (Rural Rate Relief)	50% 50%(maximum)

3 Scope

The policy will be adhered to by all staff and members involved with consideration of Discretionary Rate Relief applications.

4 Applications

Applications must be supported by the organisation's constitution, main purposes, and objectives e.g., written constitution, memorandum of association, membership rules etc.

A full set of audited accounts for the latest financial year at the application date.

Details of how organisations/ businesses meet the criteria within the guidelines.

Applications from excepted businesses/organisations can not be considered. These are properties which are occupied by a billing or precepting authority e.g., District Council and County Council.

5 Factors to be taken into account

North Norfolk District Council is keen to ensure that any relief awarded is justified and directed to those organisations making a valuable contribution to the well-being of local residents. The following factors will therefore be considered:

- a. The organisation should provide facilities that indirectly relieve the authority of the need to do so, or enhance or supplement those that it does provide
- b. The organisation should provide training or education for its members, with schemes for particular groups to develop skills
- c. It should have facilities provided by self-help or grant aid. Use of self-help and / or grant aid is an indicator that the club is more deserving of relief
- d. The organisation should be able to demonstrate a major local contribution.
- e. The organisation should have a clear policy on equal opportunity, freedom of access and membership.
- f. It should be clear as to which members of the community benefit from the work of the organisation.
- g. Membership should be open to all sections of the community and the majority of members should be NNDC residents.
- h. If there is a licensed bar as part of the premises, this must not be the principal activity undertaken and should be a minor function in relation to the services provided by the organisation.
- i. The organisation must be properly run and be able to produce a copy of their constitution and fully audited accounts.
- j. Those organisations applying for relief, whose work involves young children, young people or vulnerable adults must be able to demonstrate that appropriate checks have been carried out on staff and volunteers, and that sound child protection policies are in place.
- k. The organisation must not have any unauthorised indebtedness to NNDC.

Rates are due and payable until a claim for discretionary rate relief is agreed.

6 Period of Relief

Relief will be granted for one year at a time.

The granting of relief will be reviewed annually and those in receipt of relief will be asked to supply or confirm relevant information for the purposes of the review.

7 Approval

Approval of discretionary rate relief applications up to £4,000 cost to NNDC will be approved by the Revenues Manager under delegated authority shown below.

Initial recommendations are to be made by the Revenues Manager to the Discretionary Relief Panel for all other cases with a cost to NNDC of £4,000 and above, plus any new cases which the policy does not cover and needs further discussion.

The Discretionary NDR Relief Panel will consist of the following:

Revenues Manager
Section 151 Officer and
Portfolio Member for Revenues and Finance.

Authorities must determine applications within six months after the end of the financial year for which the application for relief is made. Determinations after this time are invalid.

8 No Right of Appeal

Once the application has been processed, the ratepayer will be notified in writing of the decision. As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief it will be applied to the account and an adjusted bill will be sent.

9 Notification of Change of Circumstances

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

10 Withdrawal of relief

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

11 Costs to the Council

The Local Government Finance Act 2012 introduced the Business Rate Retention Scheme in England from 1 April 2013. The Business Rate Retention Scheme currently provides for 50% of rate revenue to be retained by local authorities (40%

NNDC and 10% NCC) and 50% by central government. As a result of this most discretionary reliefs are paid for by the local authority and central government, in these proportions.

Enterprise Zone Discount

The District Council, alongside other Local Authorities, was invited by the Anglia Local Enterprise Partnership (LEP) in 2015 to submit applications for sites within the district area to be included in a New Anglia 'Space to Innovate' multi-site Enterprise Zone programme.

Two Sites have been agreed within North Norfolk District Council commencing 1 April 2016. Egmore Business Zone and Scottow Enterprise Park are geographically defined areas, hosted by Local Enterprise Partnerships in which commercial and industrial businesses can receive incentives.

Businesses that started up or relocating to the enterprise zone and were occupied by 31 March 2021 could qualify for business rates relief. This relief is applied if the hereditament is within the Enterprise Zone.

Up to 100% business rate discount can be awarded subject to subsidy controls.

Eligibility criteria

The discount is for businesses occupied within the Enterprise Zone defined area from 1 April 2016 up to 31 March 2021.

Amount of Relief

The Enterprise Discount is awarded at 100% of the rates liability.

Rural Rate Relief

In the Autumn 2016 Budget Statement, the chancellor announced the doubling of rural rate relief from 50% to 100% with effect from 1 April 2017.

Rate relief for businesses in rural areas

Rural Rate Relief of 50% is currently awarded as mandatory relief under legislation.

Certain types of properties in a rural settlement (see Appendix B) with a population below 3,000 may be entitled to this relief. The property must be the only general store, the only post office or a food shop and have a rateable value of less than £8,500, or the only public house or the only petrol station and have a rateable value of less than £12,500. The property must be occupied. An eligible ratepayer is entitled to relief at 50% of the full charge whilst the local authority also has discretion to give further relief on the remaining bill.

Currently NNDC can award up to 50% discretionary top up relief.

The 2016 Autumn Statement confirmed the doubling of rural rate relief from 50% to 100% from 1st April 2017. The Government set out their intention to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief. Local authorities were expected to use their discretionary rate relief powers to grant 100% rural rate relief to eligible ratepayers from 1st April 2017.

Following the decision not to reintroduce the Local Government Finance Bill, for 2018/19 the Government announced it expects local authorities to continue to use their powers to grant 100% rural rate relief to eligible ratepayers, as they have done so since 2017/18. The 50% top up discretionary rate relief will be fully funded by government through a Section 31 Grant.

Time Limited Relief – Relief for Local Newspapers

In the March 2016 Budget Statement, the government announced a new scheme of discretionary rate reliefs to assist and encourage the development and occupation of business premises.

Relief for Local Newspapers

This relief is government funded to local authorities so that they can provide a rates discount for office space occupied by local newspapers worth up to £1,500 a year.

This was originally for 2 years only from 1st April 2017 however the Government extended this in the 2018 Autumn Budget to include 2019/20. On 27 January 2020, the Financial Secretary to the Treasury made a Written Ministerial Statement announcing additional business rates measures that will apply from 1 April 2020 including the extension of the £1,500 business rates discount for office space occupied by local newspapers that will apply for an additional 5 years until 31 March 2025.

This is up to a maximum of one discount per local newspaper title and per hereditament, and up to subsidy controls. The relief will be delivered through local authority discretionary discount powers (under section 47 of the Local Government Finance Act 1988 as amended).

This relief will be fully funded by government through a Section 31 Grant.

Eligibility criteria

The relief will provide £1,500 relief for office space occupied by local newspapers up to a maximum of one discount per local newspaper title and per hereditament.

Local Newspapers

The relief is to be specifically for local newspapers and by that we mean what would be considered to be a “traditional local newspaper.” The relief will not be available to magazines.

Office Space

The hereditament must be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters.

Amount of Relief

The amount of relief is limited to a maximum of one discount per newspaper title (e.g., per newspaper name) and per hereditament.

The case for a business rates relief for local newspapers, can be obtained at www.gov.uk/government/consultations/the-case-for-a-business-rates-relief-for-local-newspapers

No Right of Appeal

As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief it will be applied to the account and an adjusted bill will be sent.

Notification of Change of Circumstances

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

Withdrawal of relief

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

Time Limited Relief – Supporting Small Businesses Relief

At the Budget on 8 March 2017 the Chancellor announced the Government would make available the following business rate reliefs at the Spring Budget 2017. At the Budget on 27 October 2021 the Chancellor announced the Government would extend this by another year until 31 March 2023.

At the Autumn Statement on 17 November 2022 the Chancellor announced the Government would extend Supporting Small Business Relief for another year until 31 March 2024 and a new Supporting Small Business Relief scheme from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.

The Supporting Small Businesses Relief

This relief is government funded to local authorities so that they can provide relief for businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the 2023 NDR revaluation and as a consequence lost Small Business Rates Relief or Rural Rate Relief. This relief will limit any increase to £600 per year subject to subsidy control rules.

This relief is extended for another year until 31 March 2024 for businesses who were eligible for the 2022/23 relief on 31 March 2023 and were facing large increases in rates for 2023/24.

There is also a new Supporting Small Business Relief scheme which will cap bill increases at £600 per year for any businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.

The relief will be delivered through local authority discretionary discount powers (under section 47 of the Local Government Finance Act 1988 as amended). Eligibility criteria for this relief are set out below.

This relief will be fully funded by government through a Section 31 Grant.

Eligibility criteria

This relief will limit any increase to £600 per year subject to subsidy control rules until 31 March 2024.

Amount of Relief

The amount of relief will limit these rate increases to £600 per year.

No Right of Appeal

As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief it will be applied to the account and an adjusted bill will be sent.

Notification of Change of Circumstances

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

Withdrawal of relief

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

Time Limited Relief – Retail, Hospitality and Leisure Relief

At the Budget on 27 October 2021 the Chancellor announced the introduction of a new business rates relief called retail, leisure and hospitality Discount for properties in 2022/23 to provide eligible retail, hospitality, and leisure properties with a 50% relief, up to a cash cap limit of £110,000 per business.

At the Budget on 17 November 2022 the Chancellor announced the Government would award a 75% Retail, Hospitality and Leisure Relief for properties for the 2023/24 financial year up to a cash limit of £110,000 per business.

The relief will be delivered through local authority discretionary discount powers (under section 47 of the Local Government Finance Act 1988 as amended). Eligibility criteria for this relief are set out below.

This relief will be fully funded by government through a Section 31 Grant.

Eligibility criteria

To qualify for retail, Leisure and Hospitality discount the business must meet the following conditions:

- be an occupied property and
- it is wholly or mainly

i. as shops, restaurants, cafes, drinking establishments, cinemas, or live music venues

ii. for assembly and leisure; or

iii. as hotels, guest & boarding premises, or self-catering accommodation

For more information regarding the above types of properties and what we consider them to mean, please visit the government's guidance [Business Rates Relief: 2023/24 Retail, Hospitality and Leisure Scheme - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/business-rates-relief-2023-24-retail-hospitality-and-leisure-scheme)

Amount of Relief

If eligible, the business could get:

- 75% off the business rates bills for the period 1 April 2023 to 31 March 2024.

The above amounts have a cash cap up to up to £110,000 per business.

No Right of Appeal

As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief it will be applied to the account and an amended bill will be sent.

Notification of Change of Circumstances

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

Withdrawal of relief

The business may refuse this relief for each eligible property anytime up to 30 April 2024. The ratepayer cannot withdraw their refusal for either all or part of the financial year.

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

Time Limited Relief – Low-Carbon Heat Networks

At the Spring Statement on 23 March 2022 the government announced it would bring forward to 1 April 2022 two measures to support investment in green energy efficiency including the new 100% relief for low-carbon heat networks.

Relief for Low-Carbon Heat Networks

There are two measures to support investment in green energy.

The first measure was an exemption for eligible plant and machinery used in onsite renewable energy generation and storage. Plant and machinery such as rooftop solar panels, wind turbines, and battery storage will be exempt along with storage used with electric vehicle storage points. This will be the responsibility of the Valuation Office Agency (VOA). The regulations exempting relevant plant and machinery have now come into force and can be found at;

<https://www.legislation.gov.uk/ukxi/2022/405/contents/made>.

The second measure was a 100% relief for eligible low-carbon heat networks which have their own rates bill.

From 1 April 2023 the government intends that the relief should be provided through a mandatory relief which will require primary legislation. The business rates heat network relief guidance sets out for local authorities the criteria for the heat network relief scheme for 2022/23. The guidance applies to England only and does not replace existing legislation.

The heat network relief will be delivered using existing local government discretionary relief powers funded by the government.

Eligibility criteria

The relief will provide 100% relief for eligible low-carbon heat networks which have their own rates bill.

The guidance for this scheme can be found at:

<https://www.gov.uk/government/publications/business-rates-heat-network-relief1local-authority-guidance/business-rates-heat-network-relief-local-authority-guidance>.

Amount of Relief

If eligible, the business could get 100% off the business rates bill for the period 1 April 2022 to 31 March 2023.

No Right of Appeal

As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief it will be applied to the account and an adjusted bill will be sent.

Notification of Change of Circumstances

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

Withdrawal of relief

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

Hardship Relief

The relief will be delivered through local authority discretionary powers (under section 49 of the Local Government Finance Act 1988 as amended).

The eligibility criteria for this relief is set out in Appendix C.

Unlike reliefs that fall under section 47 which are fully funded by government through a Section 31 Grant, the Hardship Relief is funded through the Non-Domestic (business) Rate Retention Scheme.

Discretionary Rate Relief - Guidelines

There are two ways in which Discretionary rate relief is granted

- a) To 'top-up' mandatory relief already awarded
- b) To award up to 100% based on various criteria

Mandatory Relief is granted where: -

- the ratepayer of a property is a charity or the trustees of a charity and
 - the property is wholly/mainly used for charitable purposes (including charity shops, where the goods sold are mainly donated and the proceeds are used for the purposes of the charity)
 - the ratepayer of a property is registered with Her Majesty's Revenues and Customs (HMRC) as a Community Amateur Sports Club (CASC)
- or

in the case of Mandatory Rural Rate Relief, the property is a qualifying: -

- food shop
- general store
- post office
- public house
- petrol filling station

Registration under the Charities Act 1993 as amended is conclusive evidence of charitable status. Bodies which, under the 1993 Act, are excepted from registration or are exempt charities are also eligible for mandatory relief.

Providing the above criteria are met 80% mandatory relief will be granted.

Discretionary Rate Relief

When deciding whether to award discretionary rate relief consideration should be given to the interests of the taxpayers of North Norfolk District Council. The factors

outlined in the policy should be taken into account when considering any application for relief.

The guidelines for determining relief are not intended to be a rigid set of rules; neither are all the guidelines applicable to every organisation. Each case will be judged on its merits taking into account the contribution which each organisation/business makes to the district's amenities and its resident's lifestyles and wellbeing.

Discretionary Rate Relief Criteria 'Top –Up'

The Council has the discretion to award up to a further 20% additional rate relief to reduce the liability still further and the policies detailed below are to be followed when dealing with an application.

Up to 20% Discretionary Rate Relief may be given.

Charity Shops

Mandatory relief will be granted where the ratepayer for a property is

- a charity or the trustees of a charity and
- donated goods relate to more than 50% of total sales and
- the proceeds of goods (after any deductions for expenses) are applied for the purpose of the charity

Providing the above criteria are met 80% mandatory relief will be granted.

Up to 20% Discretionary Rate Relief may be given in exceptional circumstances. Generally, relief will be limited to the 80% mandatory entitlement.

1	Meets local needs in the district and benefits local people	<ul style="list-style-type: none"> • if the premises are used for the purposes of a national organisation or a semi-national (or county-wide) organisation the Council will not normally grant any discretionary relief • if the premises are used for a local organisation the extent to which the district and its residents benefit from the organisation will be taken into account.
2	As a guide does not have more than 12 months spending available as "free reserves" (not legally restricted)	<ul style="list-style-type: none"> • unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community

Non-Profit Organisations, Clubs and Societies

The Council has the discretion to award up to 100% Discretionary Rate Relief to organisations whose main objects are charitable or philanthropic, or concerned with education, social welfare, science, literature or fine arts or recreation. The determination of charitable status largely relies on case law which has established 4 main divisions of charity: -

- relief of poverty
- advancement of religion
- advancement of education and
- other trusts beneficial to the community and not falling under the other headings.

Criteria

Discretionary relief can only be awarded if the organisation is not excepted (a billing authority or precepting authority) and: -

1	The main objects of the organisation are concerned with	<ul style="list-style-type: none"> • relief of poverty • advancement of religion • advancement of education • social welfare • science • literature • fine arts or • recreation or • in other ways are beneficial to the community
2	Meets local needs in the district and benefits local people	<ul style="list-style-type: none"> • if the premises are used for the purposes of a national organisation or a semi-national (or county-wide) organisation the Council will not normally grant any discretionary relief • if the premises are used for a local organisation the extent to which the district and its residents benefit from the organisation will be taken into account.
3	Provides a valuable service to the community	<ul style="list-style-type: none"> • which is complimentary to those services provided by or supported by the Council or • which relieves the need for the Council to provide such services
4	Is open to all sections of the community	<ul style="list-style-type: none"> • or access is restricted by providing a service for a specific sector of the community for justifiable reasons such as addressing inequality
6	Is non-profit making	<ul style="list-style-type: none"> • as a guide, no more than 12 months expenditure in unrestricted reserves unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community

Sports Clubs

There are additional considerations in the case of sports clubs. If a club effectively discriminates by only accepting members who have already reached a certain standard, rather than seeking to promote the attainment of excellence by enhancing access and the development of sporting aptitude, then it does not have an open membership policy. So, a club selecting members based on existing attainment would not come within the requirements.

Although clubs should be open to all without discrimination, single sex clubs may be permitted where such restrictions are not discriminatory in intent but a genuine result of physical restraints (such as changing room facilities) or the requirements of the sport

(2) Organisations with Licensed Bar Facilities

Sports Clubs/Other Organisations

Any Discretionary Rate Relief award will be aimed at the sporting activity of the club.

- If the bar income aids the overall operation and development of the organisation this would be allowable if the sporting activity remains the overall objective of the organisation. This will be particularly relevant where the organisation is the only such one in the Parish.

(3) Membership and Entry Fees

If the organisation requires a membership or entry fee the Council will give regard as to whether: -

- The subscription or fees are set at a high level which excludes the general community
- Fee reductions are offered for certain groups such as under 18s or over 60s
- Membership is encouraged from groups such as young people, older age groups, persons with disabilities or ethnic minorities
- Facilities are available to people other than members, e.g., schools, public sessions

Where the Council gives relief practice has been to award up to 80% to Clubs and organisations and up to 50% where organisations operate bar facilities.

Community Amateur Sports Clubs (CASC)

If a sport's club is registered with HM Revenues and Customs (HMRC) as a CASC it will be entitled to 80% mandatory relief. The club may also be awarded 20% discretionary rate relief.

Normally sports clubs that can register with HM Revenues & Customs as a CASC and have not done so will not be awarded discretionary rate relief.

Details can be found on the HMRC website <https://www.gov.uk/register-a-community-amateur-sports-club>

Discretionary Rural Rate Relief

Rural Rate Relief applies to certain properties which are situated in a rural settlement (see Appendix B). A rural settlement is one which appears to have a population of

not more than 3,000 on the 31st of December preceding the financial year in question, which is wholly or partly within a designated area. The Rural Settlement list is published each year. If a business meets the criteria for mandatory relief (50%) under the Rural Rate Relief legislation, then an application for discretionary rate relief can be considered.

Up to 50% Discretionary Rate Relief may be given See details of mandatory relief for rural rate relief properties.

Sole - General Store/Post Office/Food Shops with a Rateable Value of £8,500 or less.

If the above business meets the criteria for mandatory relief (50%) under the Rural Rate Relief legislation, then an application for discretionary rate relief can be considered.

Up to 50% Discretionary Rate Relief may be given.

Criteria

- as a guide, no more than 12 months expenditure in unrestricted reserves unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community
- The business must be considered to be of benefit to the local community in accordance with the criteria in the policy.

Sole - Public Houses/ Petrol Filling Stations Rateable Value of £12,500 or less

If the above business meets the criteria for mandatory relief (50%) under the Rural Rate Relief legislation, then an application for discretionary rate relief can be considered.

Up to 50% Discretionary Rate Relief may be given.

Criteria

- as a guide, no more than 12 months expenditure in unrestricted reserves unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community
- The business must be considered to be of benefit to the local community in accordance with the criteria in the policy.

Any Other Business within a Rural Settlement

Up to 100% Discretionary Rural Rate Relief may be given.

Criteria

- Rateable Value above £8,500 and less than £14,000
- as a guide, no more than 12 months expenditure in unrestricted reserves unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community
- The business must be considered to be of benefit to the local community in accordance with the criteria in the policy.

UK Subsidy Control

Following Brexit, the UK Subsidy Control Bill replace State Aid with Subsidy Control.

Providing relief under this policy is likely to amount to Subsidy. This policy is covered by the rules set out in UK legislation.

Revised 13 February 2023.

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Appendix B

Non-Domestic Rating Rural Settlement List 2023/2024

Background

The provisions of the Local Government and Rating Act 1997 relating to Rural Rate Relief for village stores, post offices and small businesses came into force on the 1 April 1998.

Before any business can be considered for mandatory or discretionary relief, it must be in a designated rural settlement. Initially, by the 31 December 1997, Local Authorities were responsible for compiling a rural settlement list comprising of settlements within rural areas where the population is less than 3,000 on the preceding December.

Maintaining the List

The Council has a duty to compile and maintain the list. The new proposed Rural Settlement list for North Norfolk District Council is shown overleaf.



Sean Knight
Revenues Manager

Alby with Thwaite	Edgefield	Itteringham	Sculthorpe	Walsingham
Aldborough and Thurgarton	Erpingham and Calthorpe	Kelling	Sea Palling and Waxham	Warham
Antingham	Felbrigg	Kettlestone	Sidestrand	Wells-next-the-Sea
Ashmanhaugh	Felmingham	Knapton	Skeyton	West Beckham
Aylmerton	Field Dalling and Saxlingham	Langham	Sloley	Westwick
Baconsthorpe	Fulmodeston and Barney	Lessingham and Eccles	Smallburgh	Weybourne
Bacton and Edingthorpe	Gimingham	Letheringsett with Glandford	Southrepps	Wickmere
Barsham and Houghton St Giles	Great Snoring	Little Barningham	Stibbard	Wighton
Barton Turf and Irstead	Gresham	Little Snoring	Stiffkey	Witton and Ridlington
Beeston Regis	Gunthorpe and Bale	Ludham	Stody and Hunworth	Wiveton
Binham and Cockthorpe	Hanworth	Matlask	Suffield	Wood Norton
Blakeney	Happisburgh	Melton Constable	Sustead, Bessingham and Metton	Worstead and Briggate
Bodham	Helhoughton	Morston	Sutton	
Briningham	Hempstead	Mundesley	Swafield and Bradfield	
Brinton and Sharington	Hempton	Neatishead	Swanton Abbott	
Briston	Hickling	Northrepps	Swanton Novers	
Brumstead	High Kelling	Overstrand	Tattersett and Tatterford	
Catfield	Hindolveston	Paston	Thornage	
Cley Next The Sea	Hindringham	Plumstead	Thorpe Market	
Colby and Banningham	Holkham	Potter Heigham	Thurning	
Corpusty and Saxthorpe	Honing and Crostwright	Pudding Norton	Thursford	
Dilham	Horning	Raynham	Trimingham	
Dunton, Toftrees and Shereford	Horsey	Roughton	Trunch	
East Beckham	Hoveton	Runton	Tunstead and Sco Ruston	
East Ruston	Ingham	Ryburgh	Upper Sheringham	
	Ingworth	Salthouse	Walcott	
		Scottow		

Appendix C

Hardship Relief

1. GUIDANCE SUMMARY

Discretionary hardship relief allows the Council to reduce or remit an NNDR (Business rates) charge under Section 49 of the Local Government Finance Act 1988.

The principal purpose of awarding hardship relief shall be to provide short-term assistance to businesses that are suffering unexpected hardship, arising from circumstances beyond the business's control and outside of the normal risks associated with running a business of that type.

2. HARDSHIP RELIEF ELIGIBILITY

The Council will only consider awarding Rate relief on the grounds of hardship under Section 49 where it is satisfied that:

- ✓ The ratepayer would sustain significant hardship if the Council failed to grant Hardship Relief; and
- ✓ Full regard has been given to the interest of its council taxpayers and it is considered reasonable for the Council to provide the relief. North Norfolk District Council funds 40% of any relief awarded.
- ✓ The "interest" of local council taxpayers may go wider than direct financial interests; for example, where employment prospects in an area would be worsened by a ratepayer going out of business, or the amenities of an area might be reduced by, for instance, the loss of a neighbourhood shop or services.
- ✓ Applicants should disclose all relevant factors affecting the ability of the business to meet its current and future rate liabilities.
- ✓ A business will not be considered to be suffering financial hardship in any annual accounting period during which it is profitable or has experienced a loss which is minor in comparison to the overall turnover of the business.
- ✓ In determining whether a business is profitable account shall be taken of reasonable drawings by the proprietor or directors.
- ✓ It is expected that the business has taken prompt action to mitigate any factors giving rise to hardship. Examples of mitigating actions may include seeking business advice, discounts, and promotions, reviewing pricing, extending the range of stock or services, negotiating with creditors etc. Applications may be declined in circumstances where the business is unable to demonstrate that it is taking reasonable steps to alleviate the hardship.

3. APPLICATIONS

All applications for Discretionary Rate Relief in relation to 'hardship' should be made to Non-Domestic (Business) Rates at Brates@north-norfolk.gov.uk and must be accompanied by:

- A fully completed application form.
- Copies of the business audited accounts and balance sheets for the last two years
- A comprehensive Business Plan incorporating a brief history of the business and what the business plans are to rectify its financial situation.
- Cash Flow forecast for a minimum of the next 12 months
- Where the business has traded for less than two years accounts must be provided where available along with bank statements for at least the three months leading up to the application, and draft accounts or budget forecasts for the period since the business commenced trading.

No award shall be made where it appears to the Council that the proprietor of the business has failed to exercise due diligence to anticipate circumstances that may give rise to hardship, financial or otherwise, and/or to put in place measures to prevent or mitigate the circumstances.

The Business Rates Team will assess all relief applications, and the Revenue Manager will make decisions where he has delegated authority up to the NNDC cost value of £4k.

All other relief applications with NNDC cost value of £4k or over will be presented by the Revenues Manager to the Discretionary Rate Relief Panel which will consist of the Section 151 Officer and the portfolio cabinet holder representing the Revenues Service.

Applicants must engage with the Council's Revenues team during this process and should be aware that it is likely that the Council will require some contribution to any outstanding liabilities whilst the application is determined.

A decision as to whether to award discretionary relief will be made based off the information held, and a Decision Notice detailing the level of any relief awarded and for what time period will be issued in writing alongside any adjusted Non-Domestic (Business) Rate Demand.

Notice. Should the application be rejected the applicant will be notified in writing.

4. FACTORS THE COUNCIL WILL CONSIDER

Although there is no statutory definition of hardship some guidance has been provided by the Government and case law to assist in the consideration of hardship applications.

- A blanket approach, either to give or not to give relief, should not be adopted by the Authority, each application should be considered on its own merits.
- Any relief granted should be the exception rather than the rule. Hardship under section 49 Local Government Finance Act 1988 should be seen as a short-term award and not a continuous or long-term solution.

- All relevant factors affecting the ability of a business/ratepayer to meet their liability for rates should be considered.
- The test of hardship does not have to be confined to ‘financial’, all relevant factors affecting the ability of a business to meet its liability for rates should be considered.
- The ‘interest’ of local taxpayers may go wider than just the financial impact. Consideration to the effect of any business closure on the local community should be considered for example, where the employment prospects of the area would be worsened, or the amenities of an area being reduced, for instance, the loss of the only shop in a village.
- The hardship caused to a ratepayer may be self-evident, for example where a business has been affected by severe loss of trade, due to external factors such as natural disasters or pandemic. However, the council will have to consider how the business can demonstrate such loss of trade or business. For example, do accounts, order books, till receipts or VAT returns show a marked decline in trade compared to corresponding periods in previous years?

The table below identifies some of the factors that will be considered in deciding whether to award discretionary hardship rate relief to an organisation.

Factors	Guideline Considerations
The Financial Positions?	Hardship will often be determined based on the financial position of the ratepayer’s business. In addition to looking at the business ability to pay rates. The Council will also want to see evidence of the business’ future viability.
How important is the organisation to the local community?	A business applying for hardship relief must be of high importance to the local community. Does the business provide a service or for fill a need for the local area?
Is the same service available in the same locality?	Consideration will be given as to whether the service provided by the business is available in the same locality or within reasonable distance of the business address.
Is the same service available by public transport?	Public transport to the nearest alternative service is not available or is very restricted.
How long is the hardship likely to last for?	Awards are less likely to be made if the Council believe that the need for assistance may be a for a medium- or long-term period. Hardship relief should only be awarded for short term assistance.

The Council recognises that there will be occasions when an applicant does not satisfy all the above factors. The Council will consider each application on its own merits and the granting of any relief will be based on the facts of each case.

5. UNOCCUPIED PROPERTIES

Hardship relief will only be awarded in respect of unoccupied properties in exceptional circumstances where the applicant can show that making such an award will provide a clear and tangible benefit to the council taxpayers of the district.

6. DURATION OF AWARDS

All awards of Hardship relief will end at the end of the financial year, unless the award has already been ended from an earlier date. Should the hardship continue, a further application may be made in the new financial year, however in considering repeated applications the Council will take into consideration the number and value of previous awards. The Council may require repeat applicants to provide evidence from an accountant or other professional adviser regarding the long-term financial viability of the business

7. SUBSIDY LIMITS (Previously known as State Aid)

The Council must be satisfied that the award of any discretionary relief complies with the UK's international subsidy control commitments, and the award of Hardship relief is likely to amount to a subsidy.

In most cases Hardship relief will fall within the Small Amounts of Financial Assistance Allowance, allowing an economic actor to receive up to 325,000 Special Drawing Rights in a three-year period (£354,500.25 at the time of writing 19th December 2022)

Full details can be found at: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

8. APPEALS RIGHTS

Although there is no legal right of appeal against the Council's decisions on discretionary rate relief applications, in keeping with good customer care practice and principles of transparency this policy provides for a review of any decision. There is provision within this policy for a request for reconsideration of a decision to be made by the Discretionary Rate Relief Panel.

A request for reconsideration must be made in writing to the Revenues Manager with any further information that the ratepayer considers would support a different decision, or evidence that a particular factor or factors were not given sufficient weighting in the original decision by the Panel.

The Council will acknowledge receipt of a request for reconsideration in writing and advise the applicant of the date that the application will be reviewed, if known. The reconsideration

request along with the additional evidence will be represented at the next available panel hearing and a final decision notice issued in writing.

Revised 13 February 2023.

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BUDGET AND COUNCIL TAX 2023/24

- Summary:** This report presents for approval the budget for 2023/24 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2023/24. The report also includes the Chief Finance Officer's report on the robustness of the estimates and adequacy of reserves.
- Options considered:** It is a statutory requirement to set the budget each year, whilst there are options around the content of the budget presented for approval, the budget now recommended reflects the recommendations made by Cabinet at its meeting on 6 February 2023.
- Conclusions:** It is the opinion of the Council's Chief Finance Officer that the 2023/24 budget has been set within a robust framework and the impact of this resolution will maintain an adequate level of financial reserves held by the Council.
- Recommendations:** That having considered the Chief Finance Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:
- 1) The 2023/24 revenue budget as outlined at Appendix A within this report;
 - 2) The statement of and movement on the reserves as detailed at Appendix D within this report;
 - 3) The updated Capital Programme and financing for 2022/23 to 2026/27 as detailed at Appendix C of this report;
 - 4) The new capital bids recommended for approval as detailed at Appendix C1 within this report
 - 5) That Members note the current financial projections for the period 2024/25 to 2026/27;
 - 6) That Members note the results of the Budget Consultation exercise as discussed in paragraph 3.15 and shown in Appendix F.
 - 7) The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Fund Reserve for 2023/24 to 2026/27 as detailed at Appendix B within this report;
 - 8) The Local Council Tax Support Scheme (LCTS) for 2023/24 as set out in paragraphs 3.14 to 3.16;

- 9) The Council Tax Support Fund as set out in paragraphs 3.17 to 3.20;
- 10) That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2023/24;
- 11) The demand on the Collection Fund for 2023/24 is as follows:
 - a. £6,722,490 for District purposes
 - b. £2,875,207 for Parish/Town Precepts;

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property.

Reasons for Recommendations:

To approve the 2023/24 budget for revenue and capital and to make the statutory calculations in respect of the 2023/24 Council Tax.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Budget reports and briefings, precepts (NCC, Police and Parishes)

Cabinet Member(s) All	Ward(s) affected: All
Contact Officer, telephone number and email: Tina Stankley, 01263 516439, tina.stankley@north-norfolk.gov.uk	

1. Introduction

- 1.1 This report presents for approval the 2023/24 General Fund revenue and 2023/24 capital budgets along with the Council Tax for 2023/24. It also presents for information only the current budget projections for the following three years 2024/25 to 2026/27.
- 1.2 A draft 2023/24 budget review report was provided for pre-scrutiny by the Overview and Scrutiny Committee at its meeting of 25 January 2023. Following this, the budget for 2023/24, along with detailed projections for the following three financial years, were recommended by Cabinet on 6 February 2023. For clarification, the recommendations within this report refer to those included within the Cabinet agenda and amended as applicable. This report includes the updated position for the 2022/23 budget, the proposed budget for 2023/24 and future years' projections.

2. Background

- 2.1 Local authorities throughout the UK are finding themselves affected by many external factors that are beyond their control at the current time.
- 2.2 Since countries started to come out of lockdown last year and reopen their economies there have been shortages of labour and supplies and materials. China has only started to open its borders again within the last few months and with so many component parts coming out of China there have been supply chain disruptions in all sectors e.g. car manufacturing, building materials and the computer/technology industry. This resulted in inflation running at 5.4% in December 2022, the highest rate since March 1992. The Bank of England in early 2022, expected this to peak at 6% in April 2022. The UK also had the added disruption from Brexit having an impact on the economy.
- 2.3 Then came the Russian invasion of Ukraine in February 2022, which continues. This has had far-reaching consequences on the global economy with significant disruptions in trade and fuel and food shocks. Russian control of the oil supply and grain supply has contributed to a European energy crisis and food shortages which in turn have brought about rising inflation across the globe.
- 2.4 The UK government has also struggled during the year with the country being led by 3 different Prime Ministers during the year. The mini budget in September 2022 was disastrous for the country with the already weak pound falling further against the dollar rapidly and confidence fell in the UK economy. This, with the resultant expensive imports, saw a dramatic rise in inflation which was running at 9.2% in December 2022. The Bank of England has increased its base rate for 10 consecutive meetings to try and manage inflation levels, and it now stands at 4%, the highest level for 14 years.
- 2.5 With higher interest rates, labour shortages, continuing post-COVID recovery, a war in Ukraine, a cost-of-living crisis and an uncertain economic outlook we are now seeing many parts of the public sector and the national rail workers taking to strike action in a bid for better pay and better funding in their sectors and better working conditions. This is a challenging time for the Council and the uncertainty is a considerable risk for the Council.

3. The 2023/24 Budget

- 3.1 The Council, along with the rest of the sector, is seeing rising utility and contract costs, along with increases in other costs e.g. pay inflation running at a higher level than previously forecast. The cost-of-living crisis is also leading to an increase in the demand for Council services. This is placing significant pressure on the Council's budgets.
- 3.2 Despite this, a draft balanced budget for 2023/24 has been prepared and is being presented whereby the Council is able to continue delivering its core services with the provision of services for the vulnerable and meeting the Net Zero target continuing to be priorities for the Council. This required a review of service budgets to identify a significant level of savings and increases in income. These savings and increases in income forecasts have been included to balance the 2023/24 budget.

Funding

- 3.3 The provisional Local Government Finance Settlement (LGFS) was announced on 19 December 2022. A new grant – the 3% funding guarantee grant - was introduced by the Government, the purpose of which was to meet the significant inflationary pressures being faced by local government. It guaranteed a minimum increase in funding for all councils of at least a 3% increase in funding when compared with 2022/23 LGFS. As part of the provisional LGFS there was some clarification of the long-awaited future funding changes i.e. the Fairer Funding Review and the Business Rates Reform. It was confirmed that these will not be implemented before 2025/26.
- 3.4 The final settlement announcement was made on 6 February 2023. Whilst in the final settlement there were some minor changes to the amounts of individual grants these were offset by a reduction in the 3% Funding Guarantee Grant, so that overall there was no change in funding when compared to the provisional settlement. The one-off 3% Funding Guarantee Grant which is being distributed in 2023/24 ensures that all councils will receive a minimum increase in Government funding of at least 3%. So as other grants have increased this has reduced so the overall level has been maintained. The Government is also distributing the 2022/23 Business Rates Levy Surplus and NNDC will receive its share i.e. £27,049 in 2023/24. This has been transferred to the Business Rates Reserve. The table below gives details of the funding.

Government Funding:	2022/23 Updated Budget	2023/24 Provisional Settlement Funding	2023/24 Final Settlement Funding
	£	£	£
Revenue Support Grant	(93,540)	(102,462)	(102,462)
3% Funding Guarantee	0	(1,039,298)	(974,416)
Family Annexe Council Tax Discount Grant	0	(50,074)	(50,074)
LCTS Admin Grant	0	(136,747)	(136,747)
New Homes bonus	(886,575)	(31,080)	(31,080)
Rural Services Delivery Grant	(507,661)	(507,661)	(567,386)
Lower Tier Services Grant	(147,545)	0	0
Services Grant	(222,339)	(125,284)	(130,442)
Business Rates Levy Surplus Distribution			(27,049)
Total Government Funding	(1,857,660)	(1,992,606)	(2,019,656)
Increase in funding from 2022/23		(134,946)	(161,996)

- 3.5 With the LGFS being another one-year settlement; there being no indication about whether we'll receive the 3% funding guarantee in 2024/25; no replacement yet being announced for the New Homes Bonus Scheme; and no details about what the new funding regime may be like, this has required far higher levels of estimation and assumption around future levels of funding in the medium-term. In the absence of this information the budget has been based on best estimates.
- 3.6 It has been assumed that the Retained Business Rates income will continue at the same level for another year, but then a reset is expected for 2025/26 in which it is likely that all growth will be removed, and this may have a significant impact on the level of Retained Business Rates income. The income for 2025/26 reflects this assumption in the Medium-Term Financial Strategy. This has been identified as a significant risk for the Council.

- 3.7 After withdrawing from the Norfolk Business Rates Pool in 2021/22, NNDC took the decision to re-join the pool in 2022/23 following an improvement in the general economy and the impact of COVID-19 on income collection lessened. The Council will remain in the pool again for the 2023/24 financial year, along with the other Norfolk authorities. The Council expects to benefit from this and any additional income that NNDC receives from this will be invested in projects that will support economic regeneration in the district.
- 3.8 There will be another year of support for businesses within the district as the Government has announced that the reliefs for Retail, Hospitality and Leisure (RHL) and Supporting Small Business (SSB) will continue in 2023/24. The Council will use its discretionary relief powers to grant these reliefs (under Section 47 of the Local Government Act 1988). The Council will receive Government funding to fully cover the costs of distributing the reliefs.
- 3.9 As part of the LGFS the details of the Council Tax limits before a referendum is required, were announced. For 2023/24 District Councils can increase the Council Tax by a maximum of 3% or £5, whichever is the higher. A 3% increase on last year's Council Tax of £158.67 for Band D property equates to £4.76. The Chief Finance Officer recommends that the Council Tax is increased by £4.95 to maximise the income received and to assist in setting a balanced budget. This increase equates to around £203,000 for the year. This increase will contribute to maintaining services for our residents, businesses, and visitors. A rise of £4.95 per year on a Band D property has been assumed in each year of the Medium-Term Financial Strategy. This assumption is purely for forecasting the financial position. However Council Tax increases are subject to review, discussion, and consultation each year and it is a decision to be taken by full Council each year.
- 3.10 The General Fund Summary for 2023/24 has been updated to reflect the final parish precepts received. The amount of all precepts has now been confirmed and this totals £2,875,207.
- 3.11 It should be noted that as the billing authority, the setting of the parish precepts will have an impact on the total billed amount although not on the element which represents the District Council. This means the total District amount billed for an average Band D for 2023/24 will be £233.60 (see para 4.6), comprising District element of £163.62 and parish element of £69.98.
- 3.12 In making decisions in relation to setting the Council Tax, section 25 of the Local Government Act 2003 requires the Chief Financial Officer of the Council to report to the Council on the following matters:
- the robustness of the estimates made for the purpose of the budget calculations
 - the adequacy of the proposed financial reserves.
- 3.13 This is provided in section 4 of the report.

Lobbying and Consultation

- 3.14 The Council will continue to lobby central government in terms of increased funding allocations and relaxation/increased flexibility in terms of the council tax referendum principles which will be one of the things required if income raising and decision making is ever to be truly local. The Council will also continue to respond to all relevant consultations, to the Business Rates and Fair Funding Reviews consultations when they come out.

- 3.15 The Council now carries out its statutory ratepayer consultation on the draft Budget in its website which it is felt makes it more interactive and easier for members of the public to participate in. The consultation on the draft Budget for 2023/24 has yielded a significant number of responses when compared with previous years' numbers. There were 653 responses compared with last year when we had in the region of 50 responses. The responses are contained in Appendix F and provide valuable information on the views of respondents, which Members can consider in making approving the level of Council Tax for 2023/24.

Council Tax Support

- 3.16 Council Tax Support (CTS) is financial support that the Council can give to people on low incomes. It is a reduction to their Council Tax bill to help with the cost of their bill. Since 2013 each district council has been responsible for its own CTS scheme for working-age people. The scheme must be reviewed and agreed each year as part of the taxbase and budget setting process. The details of the proposed CTS Scheme for 2023/24 can be found below and is presented for approval by full Council.
- 3.17 Our working age CTS scheme principles have remained largely unchanged since the scheme started in 2013. They are based on the rules for the old Council Tax Benefit scheme prior to 2013 and use many of the same principles as the ongoing Housing Benefit scheme. This makes the scheme easier for our customers to understand, and simpler to administer. Since 2013 the working age CTS scheme rules have been amended to reflect wider welfare reform changes, including amendments to the Housing Benefit rules and the introduction of Universal Credit. There have been no significant welfare reform changes in the current year that need to be reflected in our CTS scheme for 2023/24. CTS for pension age people is paid under national regulations whereby central government is responsible for the rules of the scheme and the council will meet up to 100% of the cost of the residents Council Tax bill. Our local scheme for working age people means that the council will meet up to 91.5% of the cost of a resident's Council Tax bill.
- 3.18 Whilst there have been fewer changes in recent years as the pace of welfare reform has slowed, the managed migration of Universal Credit is now expected to be completed by 2026 and will change how much Council Tax Support households receive. This is because the method used to calculate how much support someone can get differs depending on whether that person is receiving legacy benefits or Universal Credit. To best support all vulnerable households' going forward, we recommend the scheme remains unchanged for 2023/24, but that the full impact of the CTS scheme from 2024/25 should be reviewed to ensure that is the status quo maintained for the customer, and that it remains cost effective and affordable to the Council.

Council Tax Support Fund

- 3.19 The Government has provided some additional new funding to the Local Authorities under S31 of the Local Government Finance Act 2003. This funding has been made available but must be paid out strictly in accordance with S13A (1) (c) of the Local Government Finance Act 1992 and in line with guidance issued on 23 December 2022.
- 3.20 This additional funding stream will be referred to as the 'Council Tax Support Fund' and is designed to meet the immediate needs of all taxpayers who are claiming Council Tax Support as of 1 April 2023, under S13A (1) (c) of the Local Government Finance Act 1992. The fund will assist all Council Tax Support claimants who will be required to make a payment of Council Tax for the 2023-24 financial year.

- 3.21 North Norfolk District Council has been allocated £203,643 under the Council Tax Support Fund 2023. Based on modelling undertaken on the current caseload, we estimate that we'll make payments to 7,728 claimants, providing up to £25 to each one, which will total £84,487. These payments will only be made if the full Council approve the CTS scheme for 2023/24 and this Fund at this meeting today (22 February 2023). The remaining funding would be available to support households who become eligible for Council Tax Support during the financial year 2023/24.
- 3.22 The Council is also able to use a proportion of its allocation to establish its own local approach to help economically vulnerable households with council tax bills. A Discretionary policy under the scheme will be put forward for approval at a future meeting. The funding must be spent before 31 March 2024 and must not exceed the initial allocation.

Rate Relief Policy

- 3.23 The full report and accompanying appendices for the updated Rate Relief Policy has been included as a separate agenda item. The policy has been updated to reflect the new and extended schemes announced and includes guidelines as to how the schemes are to be implemented and the financial implications for the authority.
- 3.24 The new policy will enable the Retail Hospitality and Leisure Relief, Supporting Small Business Relief, the scheme for local newspaper discount, the scheme for low-carbon heat networks, the Hardship Relief and the Rural Rate Relief to be awarded discretionary reliefs in 2022/23 and 2023/24.

4. Chief Finance Officer's Report

The Robustness of the Estimates

- 4.1 This section of the report provides a commentary on the robustness of the estimates now presented and provides an analysis of the risks facing the Council in relation to the control of income and expenditure flows compared to the budgets that are recommended for 2023/24.
- 4.2 The framework within which the budget for 2023/24 has been prepared is like that of previous years and takes into account the following:
- a. Previous financial year out-turn position (2021/22) (paragraph 4.3)
 - b. Medium Term Financial Strategy (MTFS) 2023/24 to 2026/27 (paragraph 4.4)
 - c. In-year budget monitoring and associated reports (paragraphs 4.9 to 4.11)
 - d. Cash flow monitoring (paragraph 4.12 and 4.13)
- 4.3 The outturn position for 2021/22 was reported to Cabinet on 6 September 2022. The outturn position is used to update the financial planning process and helps to establish the baseline for the current estimates by reflecting significant movements against the current position and those which will have an on-going impact on the future financial position of the Council.
- 4.4 The financial planning process is a well-rehearsed process. For 2023/24 the updated Medium Term Financial Strategy (MTFS) has been produced alongside the budget for 2023/24 and it is included in this report as Appendix A. The MTFS for the period 2023/24 to 2026/27 has been prepared against a backdrop of uncertainty for the

reasons discussed in Section 2. This uncertainty and the uncertainty around the funding for local government results in a far higher level of risk associated with trying to forecast a robust financial position over the medium term. However best estimates and assumptions have been used in producing this. Members are asked to note the MTFs for 2023/24 to 2026/27.

- 4.5 Following on from last year's White Paper on the Levelling Up agenda, the Government have announced a new devolution agreement between the Government and Norfolk County Council. The devolution deal will transfer new powers and a £600 million investment fund over 30 years to Norfolk County Council, who will work collaboratively with local partners to deliver on the county's priorities. As part of this deal, the County Council will adopt a governance model with a directly elected leader, who will be elected in May 2024. The deal is subject to local consultation, a council resolution to change their governance model so that electors directly elect the council leader and elements, such as the transfer of new powers, and requires parliamentary approval to secondary legislation. This is still subject to the passing of the relevant measures in the Levelling Up and Regeneration Bill.
- 4.6 NNDC submitted two bids for Levelling Up funding but heard in January 2023 that it had been unsuccessful with both bids. There were 520 bids from local authorities across the country and only 100 were successful. This was very disappointing for NNDC, but it will seek feedback on the bids so that it can put together stronger bids in the future. The Council will also need to review the schemes that were included in the bids to identify if they still need to go ahead and on what basis.
- 4.7 The impact of the COVID-19 pandemic continues to lessen and so is seen to be less of a risk for 2023/24. There continues to be a backlog of work to catch up on e.g. inspection work and this may incur additional cost to achieve this. Any ongoing residual impacts will continue to be closely monitored along with any further proposed Government support.
- 4.8 The MTFs seeks to identify future estimated budget requirements and funding shortfalls at an early stage of the annual budget process to enable preparation and planning beyond the short term. It also highlights work streams that will commence prior to the start of the following financial year that will support delivery of a sustainable budget for the Council in the medium term where appropriate.
- 4.9 Budget monitoring throughout the year is critical to ensuring the robustness of the estimates and maintaining a sound financial position. The in-year budget monitoring process is carried out throughout the year with all expenditure and income being monitored monthly. Not only does this provide an essential tool for identifying early on any variances so that mitigating action can be taken, but it is also fundamental in enabling the inclusion of the most up to date information in the future budgets and projections taking into account where budget pressures and additional income and savings are during the year.
- 4.10 The regular budget monitoring exercises that take place are used to inform the annual financial planning and budget process of changes that will have an on-going financial impact in future years, as opposed to having only a one-off implication in the current financial year.
- 4.11 As part of the budget monitoring process, monthly variance reports are provided to budget managers and regular reports are presented to Cabinet and the Overview and Scrutiny Committee detailing the latest projected outturn position for the current year. Regular reviews of expenditure, commitments and income streams are carried out to identify overspends or shortfalls in income at the earliest opportunity and reported to

the Corporate Leadership Team (CLT) and Members along with recommended action plans to ensure that the Council's overall actual income and expenditure budget can be contained within budget.

- 4.12 In terms of cash flow monitoring, there have been no major cash flow issues during the year. One-day notice actual cash balances have been slightly lower than forecast throughout the year. This was due to the Government requesting that local authorities repay their unused COVID-19 grant funding in March 2022. Local authorities were unaware that this request would be coming and for NNDC this amounted to a repayment of £8.9m at a time of year when Councils are short of cash with there being no Council Tax income coming in during February and March every year. A repayment request has been received again this year for £6.0m but there are measures in place to cover this. The Council has taken some planned short-term borrowing during the 2022/23 for cash flow purposes and it has been secured at the best rates available.
- 4.13 For 2023/24 it has been decided that as little short-term borrowing as possible should be taken to avoid incurring borrowing costs. This should save the Council circa £180k for the year. This does however mean that around £10m of investments will have to be called back to meet cash flow fluctuations and this will result in some loss of investment income, but this will be considerably less than the savings being made by not borrowing. This will take place at the appropriate time and on the best terms available. The earliest that this will take place will be later this month (February) and only when required.
- 4.14 The annual budgets and the financial projections are prepared using the knowledge and information that is available at the time. Service managers and budget holders, being experts in their field are usually aware of any developments and changes that may affect their service delivery and consequently the cost of providing their services. Advice is also sought from any external advisors that the Council use to determine if there is anything that may impact on the Council's financial position. Officers also network and obtain information from their professional bodies to keep informed.
- 4.15 However, many budgets are related to factors that fall outside the control of the Council, e.g. pay awards, changes in demand led services, changes in inflation and interest rates, and all of these can have a significant impact on the Council's overall budget and financial position both in the current and future years. Forecasting for these external influences is a challenge and a risk for the Council.
- 4.16 There are several financial risks facing the authority which are relevant at both service and corporate level. To manage these risks there are a few key areas within the budget that need to be closely monitored during the forthcoming financial year, as any variances can have a significant impact. These include:
- a) **The impact of changes in global and national politics and economies** – This is very difficult to predict with a high degree of accuracy, but by keeping abreast of developments in both and seeking advice from experts in these fields informed assumptions can be made and sensitivity analysis can be undertaken so should there be changes in any areas the Council can react quickly and look at options to mitigate the impact. Officers will monitor the actual position against that forecast with any unexpected changes ultimately having to be covered using reserves if there is no other option open to the Council.
 - b) **Car park income** – This area generates a significant level of income for the Council which in turn supports the delivery of other services across the Council. As this is a demand led service which is influenced by external factors this area is

regularly monitored. The 2023/24 budget currently assumes gross income of £3.04m from all car parking related fees and charges.

- c) **Planning and building control fees** – The 2023/24 base budget includes income totalling approximately £1.363m from planning and building control fees. This income, like car parking, is demand led and so will be monitored regularly to identify any significant adverse variances against the budget.
- d) **Waste fee income and recycling credits** – This is another significant source of income to the Council and reflects the activity across the district in recycling domestic refuse and commercial waste. A total income budget of £4.423m is included in the 2023/24 base budget.
- f) **Future Funding** – An update on the delayed funding reforms was given as part of the provisional LGFS announcement and this was that the earliest date for introducing any Business Rates reform and Fair Funding Review outcomes would be 2025/26. This has resulted in a continuation of one-year funding settlement, which provides no certainty in our funding positions and thus the medium-term forecasts.
- g) **New Homes Bonus (NHB)** – The one-year settlement confirmed that the New Homes Bonus grant will only be £31k for 2023/24. This is significantly lower than the £887k received in prior years. There are two factors that have led to this reduction, the first being that 2023/24 is the first year where no legacy payments have been received and the second is that there was very little overall growth in the council taxbase over the year.
- h) **Investment Returns** – During 2022/23 the Council's investment income has increased significantly due to the increases in Bank of England base rate. This has resulted in a healthy return of the Council's investment portfolio. There has been some short-term borrowing taken in 2022/23 to cover cashflow needs but the cost of this is more than adequately covered by the investment income. The Council's short-term borrowing costs (circa £150k) for the 2022/23 financial year will be about 10% of investment income (circa £1.56m).

On 2 February 2023 the Monetary Policy Committee (MPC) increased the base rate to 4%, and it is forecast to increase to 4.25% on the 23 March and 4.5% on the 11 May. So the investment return is predicted to remain at a healthy level throughout 2023/24. The Treasury Management Strategy (included as another agenda item) gives details on the expected return for the forthcoming year.

The investment income budget includes interest on loans made to housing associations, investments in various pooled funds, covered bonds and term deposits.

- i) **Employee budgets** – The budget has been updated to include take account of the national pay review and annual increments and assumes a 5% pay award for 2023/24. For 2024/25 onwards the pay award has been assumed to be 2%. As a guide each 1.0% change in the pay award equates to approximately £146k per annum. This is a significant risk to the Council as there are currently a growing number of areas within the public sector that are taking strike action in an attempt to secure higher pay awards than they have been offered. This is just to keep pace with the inflation rate and meet the ever-increasing costs in the current cost of living crisis. An allowance has been made to reflect vacancy savings of 2% as in previous years.

- j) **Procurement** – Construction procurement continues to bring challenges due to the spiralling costs. Inflation, brought about by a combination of factors, is running at above 10%. This is placing pressure on significant pressure on budgets especially with capital projects and schemes. The Council will need to continue to monitor this position and take this into account when putting together any budget estimates involving construction costs.
- 4.17 Looking beyond 2023/24, the financial projections included in the MTFS indicate that further savings and efficiencies will have to be made. This is based on a forward projection of the 2023/24 levels as there is currently no indication of what the future funding regime will be. It is also assumed that if there is a reset of business rates then growth will be taken out and this could lead to a large reduction in this funding stream. The current financial projections show a budget deficit of £745k in 2024/25, £2.8m in 2025/26 and £2.3m in 2026/27.
- 4.18 The capital programme continues to be funded from external and internal resources i.e. capital receipts, grants, preserved right to buy receipts and revenue. Member preference is to avoid borrowing to fund future capital projects. However if this can be demonstrated to provide value for money then this is an option to be revisited. Prudent estimates are made of the timing of capital receipts and grant funding is always secured before a scheme is included if it is to be a grant funded scheme. A detailed Capital Programme and its funding can be found at Appendix C1 and capital bids can be found at Appendix C2.
- 4.19 Elected Members have been involved in the preparation of the 2023/24 budget. There has been a Corporate Leadership Team and Cabinet meeting to identify savings, other officer/member meetings and reports to Cabinet and the Overview and Scrutiny Committee. Budget monitoring reports are also presented to Members during the year.
- 4.20 The Council also takes professional advice from third party organisations concerning technical areas that impact on the budget process, e.g. external advice in relation to the Collection Fund income, treasury management, VAT and insurance. By doing so the Council is able to monitor the wider implications of changes in interest rates, inflation and employment and take remedial action to mitigate financial risk.
- 4.21 The Chief Finance Officer has been in post for three months and so this report includes the best known facts and financial position. The three months has not been long enough to fully review the areas of responsibility. Reviews will take place following completion of the budget setting process to establish any areas of weakness and to identify where improvements and changes in controls, processes, procedures and systems needs to take place to provide the Chief Finance Office with full assurance of robustness and completeness of the financial position.

Adequacy of the Reserves

- 4.22 An assessment of the adequacy of the available reserves throughout 2023/24 is based on the potential commitments against the reserves which are either:
- General Reserve
 - Earmarked Reserves.
- 4.23 Where there is budgeted expenditure to be funded from a reserve, these have been included in the reserves statement.
- 4.24 There are three main reasons for holding reserves:
- a) as a contingency to cushion the impact of unexpected events or emergencies;

- b) to cushion against the impact of uneven cash flows and to avoid temporary borrowing; and
 - c) as a means of building up funds to meet known or predicted liabilities (earmarked reserves).
- 4.25 The review the reserves is a well-established part of the budget setting and monitoring process and financial planning for the Council and is informed by the framework as set out in Appendix B to this report. An updated reserve statement is included at Appendix D to this report.
- 4.26 When assessing the level of reserves the Council should take account of strategic, operational and financial risks facing them.
- 4.27 There continues to be uncertainty around the funding streams for Local Government and so this continues to be a risk for Councils. The system of Business Rates Retention now means there will be fluctuations of income in year and between years, an element of this risk is mitigated by the earmarked reserve which was established for this purpose.
- 4.28 Other income streams from demand led services remain vulnerable both from economic factors and seasonal factors including weather that can influence for example car parking income. Steps have been taken to set prudent estimates of income from these services but the activity that drives the income remains difficult to predict.
- 4.29 The outcome of the assessment of the General Fund Reserve for 2023/24 and forward years is that it is recommended that the minimum level that the reserve should be maintained at is £2.1m for 2023/24. This represents 10.5% of the net budgeted operating expenditure (excluding parish precepts). The actual level of the General Reserve at the end of the 2023/24 financial year is estimated to be just under £2.5m.
- 4.30 Earmarked reserves are estimated to total around £12.6m by the end of the 2023/24 financial year. The earmarked reserves have been reviewed against the framework in Appendix B, as decisions are made on the utilisation of these reserve, the overall reserves position and projections will be updated accordingly.
- 4.31 All the earmarked reserves follow the protocol at paragraph 2.2 of the Policy Framework at Appendix B to this report.

Summary of the Robustness of the Estimates and the Adequacy of the Reserves

- 4.32 In the opinion of the Chief Finance Officer the overall budgeted level of both the General Fund Reserve and the Earmarked Reserves shown in Appendix D are considered adequate in the short term. The General Reserve balance (£2.5m) at the end of 2023/24 is forecast to be above the recommended minimum balance (£2.1m). All reserves will continue to be monitored throughout 2023/24 and will be subject to another annual review in 2024/25.
- 4.33 When considering the robustness of the estimates and adequacy of reserves a holistic approach is taken, which considers the general reserve, earmarked reserves and the identified risks in relation to the revenue and capital budgets presented for approval.

5. COUNCIL TAX SETTING FOR 2023/24

- 5.1 The following pages represent the information required for Members to set the Council Tax for the year commencing 1 April 2023.
- 5.2 Norfolk County Council will be meeting on the 21 February 2023 and the recommendation is to increase the Council Tax by 4.99%. The Norfolk Police and Crime Panel met on 2 February 2023 and agreed the Norfolk Police and Crime Commissioner's proposals for a 5.19% increase in Council Tax. The figures used in this report assume that there will be a £4.95 increase for North Norfolk District Council (excluding town and parish council precepts), a £75.69 for Norfolk County Council, and a £14.94 increase for the Norfolk Police & Crime Commissioner per Band D.
- 5.3 The Localism Act 2011 makes provision for council tax referendums to be held if an authority increases its relevant basic amount of council tax in excess of principles determined by the Secretary of State. These excessiveness principles are set each year and the Secretary of State has decided that for 2023/24 an increase above the amount for 2022/23 will be excessive, and a referendum must be held, in the following circumstances; for Norfolk County Council if the increase is 3% or more with a further 2% precept for adult social care); for the Norfolk Police and Crime Commissioner if the increase is more than £15; and for North Norfolk District Council if the increase is both 3% or more, and more than £5.
- 5.4 The excessiveness principles apply in 2023/24 to billing authorities and major precepting authorities, but not to local precepting authorities (town and parish councils).
- 5.5 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 contain rules for the calculation of the Council Tax Base, which is an amount required by the Local Government Finance Act 1992 to be used in the calculation of the tax by the Council as the billing authority, and Norfolk County Council and the Norfolk Police and Crime Commissioner as major precepting authorities, and in the calculation of the precept payable by the Council to the County Council and Norfolk Police and Crime Commissioner. The Council Tax Base was calculated as follows for the year 2023/24.

The number of dwellings in each Council Tax band taking into account the multipliers, discounts, exemptions, rate of collection and Council Tax Support:-

- a) or the whole Council area as 41,086 (Item T in the formula in Section 31B of the Local Government Finance Act 1992) being calculated by the Council, in accordance with Regulation 3 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;
- b)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby With Thwaite	104.22	Little Barningham	50.02
Aldborough & Thurgarton	235.25	Little Snoring	242.31
Antingham	118.04	Ludham	507.39
Ashmanhaugh	68.88	Matlaske	64.80
Aylmerton	212.13	Melton Constable	210.20
Baconsthorpe	81.80	Morston	59.12

Bacton	510.93	Mundesley	1,145.77
Barsham	98.90	Neatishead	235.16
Barton Turf	236.91	North Walsham	4,122.64
Beckham East/West	113.42	Northrepps	369.95
Beeston Regis	392.60	Overstrand	471.76
Binham	197.09	Paston	92.09
Blakeney	545.19	Plumstead	49.10
Bodham	171.16	Potter Heigham	410.12
Briningham	64.22	Pudding Norton	76.89
Brinton	120.59	Raynham	227.91
Briston	884.95	Roughton	333.19
Brumstead	24.06	Runton (East & West)	727.98
Catfield	327.56	Ryburgh	234.96
Cley	329.74	Salthouse	117.98
Colby	189.32	Scottow	292.44
Corpusty & Saxthorpe	284.58	Sculthorpe	280.56
Cromer	3,038.86	Sea Palling	204.65
Dilham	145.21	Sheringham	3,178.34
Dunton	50.77	Sidestrand	46.06
East Ruston	192.96	Skeyton	90.35
Edgefield	209.34	Sloley	100.03
Erpingham	256.45	Smallburgh	191.24
Fakenham	2,662.82	Southrepps	344.56
Felbrigg	81.70	Stalham	1,173.97
Felmingham	198.36	Stibbard	137.58
Field Dalling	144.38	Stiffkey	130.60
Fulmodeston	178.72	Stody	88.97
Gimmingham	149.56	Suffield	58.13
Great Snoring	89.46	Sustead	93.02
Gresham	166.65	Sutton	392.17
Gunthorpe	152.31	Swafield	110.57
Hanworth	95.55	Swanton Abbott	148.48
Happisburgh	317.12	Swanton Novers	84.35
Helhoughton	92.50	Tattersett	281.54
Hempstead	76.32	Thornage	94.47
Hempton	183.04	Thorpe Market	125.91
Hickling	410.84	Thurning	33.00
High Kelling	315.52	Thursford	108.12
Hindolveston	210.69	Trimingham	134.73
Hindringham	235.68	Trunch	363.75
Holkham	85.04	Tunstead	258.87
Holt	1,883.56	Upper Sheringham	111.56
Honing	123.34	Walcott	213.96
Horning	606.92	Walsingham	362.61

Horseley	35.36	Warham	89.46
Hoveton	849.43	Wells-Next-The-Sea	1,131.92
Ingham	151.11	Westwick	29.66
Ingworth	39.97	Weybourne	332.98
Itteringham	62.26	Wickmere	54.01
Kelling	93.34	Wighton	106.22
Kettlestone	95.45	Witton	134.68
Knapton	159.38	Wiveton	82.23
Langham	211.92	Wood Norton	104.58
Lessingham	228.97	Worstead	319.88
Letheringsett With Glandford	123.93		

being the amounts calculated by the Council, in accordance with Regulation 6 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items (parish precepts) may relate.

5.6 That the following amounts be now **CALCULATED** by the Council for the year 2023/24 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:-

- a) £59,015,677 being the aggregate of the amounts which the Council estimates for the expenditure items set out in Section 31A(2) of the Act.
- b) £49,401,673 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act.
- c) £9,614,004 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £233.60 being the amount at (c) above divided by the amount at 5.5(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £2,875,207 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- f) £163.62 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 5.5 (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.

g)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby With Thwaite	192.40	Little Barningham	179.57
Aldborough and Thurgarton	214.62	Little Snoring	220.36
Antingham	194.11	Ludham	191.16
Ashmanhaugh	226.14	Matlaske	198.34
Aylmerton	199.15	Melton Constable	239.73
Baconsthorpe	241.85	Morston	163.62
Bacton	197.28	Mundesley	249.02
Barsham	196.03	Neatishead	206.34
Barton Turf	197.74	North Walsham	267.51
Beckham East/West	201.09	Northrepps	214.10
Beeston Regis	195.45	Overstrand	225.09
Binham	206.24	Paston	242.49
Blakeney	246.16	Plumstead	224.71
Bodham	222.04	Potter Heigham	203.70
Briningham	194.76	Pudding Norton	228.64
Brinton	205.08	Raynham	205.46
Briston	227.99	Roughton	200.01
Brumstead	163.62	Runton (East & West)	184.22
Catfield	204.52	Ryburgh	222.14
Cley	206.88	Salthouse	214.47
Colby	248.31	Scottow	208.07
Corpusty and Saxthorpe	225.88	Sculthorpe	197.19
Cromer	261.10	Sea Palling	231.57
Dilham	199.77	Sheringham	270.43
Dunton	163.62	Sidestrand	201.61
East Ruston	203.13	Skeyton	176.28
Edgefield	196.38	Sloley	203.82
Erpingham	209.47	Smallburgh	194.99
Fakenham	253.58	Southrepps	212.95
Felbrigg	228.49	Stalham	325.46
Felmingham	172.94	Stibbard	253.33
Field Dalling	208.64	Stiffkey	220.51
Fulmodeston	207.12	Stody	218.13
Gimmingham	217.11	Suffield	189.42
Great Snoring	236.27	Sustead	192.96
Gresham	212.82	Sutton	204.41
Gunthorpe	185.28	Swafield	213.36
Hanworth	189.78	Swanton Abbott	210.76
Happisburgh	178.29	Swanton Novers	267.24

Helhoughton	252.32	Tattersett	174.96
Hempstead	212.10	Thornage	211.25
Hempton	259.77	Thorpe Market	213.25
Hickling	188.88	Thurning	163.62
High Kelling	202.33	Thursford	206.16
Hindolveston	225.32	Trimingham	246.07
Hindringham	198.83	Trunch	230.23
Holkham	204.77	Tunstead	193.53
Holt	246.44	Upper Sheringham	208.70
Honing	182.26	Walcott	203.81
Horning	198.39	Walsingham	246.35
Horsey	191.90	Warham	241.86
Hoveton	237.96	Wells-Next-The-Sea	234.29
Ingham	179.50	Westwick	163.62
Ingworth	234.42	Weybourne	219.83
Itteringham	205.38	Wickmere	228.42
Kelling	227.90	Wighton	205.63
Kettlestone	206.99	Witton	200.74
Knapton	205.97	Wiveton	211.49
Langham	212.21	Wood Norton	192.65
Lessingham	183.22	Worstead	191.61
Letheringsett With Glandford	179.75		

being the amounts given by adding to the amount at 5.6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 5.5(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	128.27	149.64	171.02	192.40	235.16	277.91	320.67	384.81
Aldborough and Thurgarton	143.08	166.93	190.78	214.62	262.32	310.02	357.71	429.25
Antingham	129.41	150.98	172.54	194.11	237.25	280.39	323.53	388.23
Ashmanhaugh	150.76	175.89	201.02	226.14	276.40	326.65	376.91	452.29
Aylmerton	132.76	154.89	177.02	199.15	243.40	287.66	331.92	398.30
Baconsthorpe	161.23	188.11	214.98	241.85	295.60	349.35	403.09	483.71
Bacton	131.52	153.44	175.36	197.28	241.12	284.96	328.80	394.56
Barsham	130.69	152.47	174.25	196.03	239.60	283.16	326.72	392.07
Barton Turf	131.83	153.80	175.77	197.74	241.69	285.63	329.57	395.49
Beckham East/West	134.06	156.40	178.74	201.09	245.77	290.46	335.15	402.18

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Beeston Regis	130.30	152.02	173.74	195.45	238.89	282.32	325.76	390.91
Binham	137.49	160.40	183.32	206.24	252.07	297.90	343.73	412.48
Blakeney	164.10	191.45	218.80	246.16	300.86	355.56	410.26	492.32
Bodham	148.02	172.70	197.37	222.04	271.38	320.73	370.07	444.08
Briningham	129.84	151.48	173.12	194.76	238.04	281.32	324.60	389.52
Brinton	136.72	159.50	182.29	205.08	250.65	296.23	341.80	410.16
Briston	151.99	177.33	202.66	227.99	278.66	329.33	379.99	455.99
Catfield	136.35	159.07	181.80	204.52	249.97	295.43	340.88	409.05
Cley	137.92	160.91	183.89	206.88	252.86	298.83	344.81	413.77
Colby	165.54	193.13	220.72	248.31	303.49	358.67	413.85	496.62
Corpusty and Saxthorpe	150.59	175.69	200.78	225.88	276.08	326.28	376.47	451.77
Cromer	174.06	203.07	232.09	261.10	319.12	377.14	435.17	522.20
Dilham	133.18	155.38	177.57	199.77	244.16	288.56	332.95	399.54
East Ruston	135.42	157.99	180.56	203.13	248.27	293.41	338.55	406.27
Edgefield	130.92	152.74	174.56	196.38	240.03	283.67	327.31	392.77
Erpingham	139.65	162.92	186.20	209.47	256.02	302.57	349.12	418.95
Fakenham	169.05	197.22	225.40	253.58	309.93	366.28	422.63	507.16
Felbrigg	152.32	177.71	203.10	228.49	279.26	330.04	380.81	456.98
Felmingham	115.29	134.51	153.73	172.94	211.37	249.81	288.24	345.89
Field Dalling	139.09	162.27	185.45	208.64	255.00	301.36	347.73	417.28
Fulmodeston	138.08	161.10	184.11	207.12	253.15	299.18	345.21	414.25
Gimingham	144.74	168.86	192.98	217.11	265.35	313.60	361.85	434.22
Great Snoring	157.51	183.77	210.02	236.27	288.78	341.29	393.79	472.55
Gresham	141.88	165.53	189.17	212.82	260.11	307.41	354.70	425.64
Gunthorpe	123.52	144.11	164.69	185.28	226.46	267.63	308.81	370.57
Hanworth	126.52	147.61	168.69	189.78	231.95	274.13	316.30	379.56
Happisburgh	118.86	138.67	158.48	178.29	217.92	257.54	297.16	356.59
Helhoughton	168.21	196.25	224.28	252.32	308.39	364.46	420.53	504.64
Hempstead	141.40	164.96	188.53	212.10	259.23	306.36	353.50	424.20
Hempton	173.18	202.04	230.91	259.77	317.50	375.22	432.95	519.54
Hickling	125.92	146.91	167.89	188.88	230.85	272.83	314.80	377.77
High Kelling	134.88	157.37	179.85	202.33	247.29	292.25	337.22	404.66
Hindolveston	150.21	175.25	200.28	225.32	275.39	325.46	375.53	450.64
Hindringham	132.55	154.65	176.74	198.83	243.02	287.20	331.39	397.67
Holkham	136.51	159.27	182.02	204.77	250.28	295.78	341.29	409.55
Holt	164.29	191.67	219.06	246.44	301.21	355.97	410.74	492.89
Honing	121.51	141.76	162.01	182.26	222.77	263.27	303.77	364.53
Horning	132.26	154.30	176.35	198.39	242.48	286.56	330.65	396.78
Horse	127.93	149.25	170.57	191.90	234.54	277.18	319.83	383.80
Hoveton	158.64	185.08	211.52	237.96	290.84	343.72	396.60	475.92
Ingham	119.66	139.61	159.55	179.50	219.39	259.28	299.17	359.00
Ingworth	156.28	182.32	208.37	234.42	286.51	338.61	390.70	468.84
Itteringham	136.92	159.74	182.56	205.38	251.02	296.66	342.30	410.76
Kelling	151.93	177.25	202.57	227.90	278.54	329.19	379.83	455.80
Kettlestone	137.99	160.99	183.99	206.99	252.99	298.99	344.98	413.98
Knapton	137.31	160.20	183.08	205.97	251.74	297.51	343.28	411.94
Langham	141.47	165.05	188.63	212.21	259.37	306.53	353.68	424.42
Lessingham	122.15	142.51	162.87	183.22	223.94	264.66	305.38	366.45

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Letheringsett with Glandford	119.83	139.81	159.78	179.75	219.70	259.65	299.59	359.51
Little Barningham	119.71	139.66	159.62	179.57	219.47	259.38	299.28	359.14
Little Snoring	146.91	171.39	195.88	220.36	269.33	318.30	367.27	440.73
Ludham	127.44	148.68	169.92	191.16	233.64	276.12	318.60	382.32
Matlaske	132.22	154.26	176.30	198.34	242.41	286.49	330.57	396.68
Melton Constable	159.82	186.46	213.10	239.73	293.01	346.28	399.56	479.47
Mundesley	166.01	193.68	221.35	249.02	304.36	359.70	415.03	498.04
Neatishead	137.56	160.48	183.41	206.34	252.19	298.05	343.90	412.68
North Walsham	178.34	208.06	237.79	267.51	326.96	386.40	445.85	535.02
Northrepps	142.73	166.52	190.31	214.10	261.68	309.25	356.83	428.20
Overstrand	150.06	175.07	200.08	225.09	275.11	325.13	375.15	450.18
Paston	161.66	188.61	215.55	242.49	296.38	350.27	404.16	484.99
Plumstead	149.81	174.78	199.75	224.71	274.65	324.59	374.53	449.43
Potter Heigham	135.80	158.43	181.06	203.70	248.96	294.23	339.50	407.40
Pudding Norton	152.43	177.83	203.24	228.64	279.45	330.26	381.07	457.29
Raynham	136.97	159.80	182.63	205.46	251.11	296.77	342.43	410.92
Roughton	133.34	155.56	177.78	200.01	244.45	288.90	333.35	400.02
Runton (East & West)	122.81	143.28	163.75	184.22	225.16	266.10	307.04	368.44
Ryburgh	148.09	172.77	197.45	222.14	271.50	320.86	370.23	444.28
Salthouse	142.98	166.81	190.64	214.47	262.13	309.79	357.46	428.95
Scottow	138.71	161.83	184.95	208.07	254.31	300.55	346.78	416.14
Sculthorpe	131.46	153.37	175.28	197.19	241.01	284.83	328.65	394.38
Sea Palling	154.38	180.11	205.84	231.57	283.04	334.50	385.96	463.15
Sheringham	180.29	210.34	240.39	270.43	330.53	390.63	450.73	540.87
Sidestrand	134.40	156.81	179.21	201.61	246.41	291.22	336.02	403.22
Skeyton	117.52	137.10	156.69	176.28	215.45	254.62	293.80	352.56
Sloley	135.88	158.53	181.18	203.82	249.12	294.41	339.71	407.65
Smallburgh	129.99	151.66	173.32	194.99	238.32	281.65	324.99	389.98
Southrepps	141.97	165.63	189.29	212.95	260.28	307.60	354.93	425.91
Stalham	216.97	253.13	289.30	325.46	397.78	470.11	542.43	650.92
Stibbard	168.89	197.03	225.18	253.33	309.63	365.92	422.22	506.67
Stiffkey	147.00	171.50	196.00	220.51	269.51	318.51	367.51	441.02
Stody	145.42	169.65	193.89	218.13	266.60	315.08	363.55	436.26
Suffield	126.28	147.32	168.37	189.42	231.51	273.61	315.70	378.84
Sustead	128.64	150.08	171.52	192.96	235.85	278.73	321.61	385.93
Sutton	136.27	158.99	181.70	204.41	249.84	295.27	340.69	408.83
Swafield	142.24	165.94	189.65	213.36	260.77	308.18	355.60	426.72
Swanton Abbott	140.50	163.92	187.34	210.76	257.60	304.43	351.27	421.52
Swanton Novers	178.16	207.85	237.55	267.24	326.63	386.02	445.41	534.49
Tattersett	116.64	136.08	155.52	174.96	213.84	252.72	291.60	349.92
Thornage	140.83	164.30	187.78	211.25	258.19	305.14	352.09	422.50
Thorpe Market	142.17	165.86	189.56	213.25	260.64	308.04	355.43	426.51
Thursford	137.44	160.35	183.25	206.16	251.97	297.79	343.60	412.33
Trimingham	164.04	191.39	218.73	246.07	300.75	355.43	410.12	492.14
Trunch	153.49	179.07	204.65	230.23	281.40	332.56	383.72	460.47
Tunstead	129.02	150.52	172.03	193.53	236.54	279.55	322.56	387.07
Upper Sheringham	139.13	162.32	185.51	208.70	255.08	301.46	347.84	417.41

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Walcott	135.87	158.52	181.16	203.81	249.10	294.39	339.69	407.62
Walsingham	164.23	191.60	218.98	246.35	301.09	355.84	410.58	492.70
Warham	161.24	188.11	214.99	241.86	295.61	349.36	403.11	483.73
Wells-next-the-Sea	156.19	182.23	208.26	234.29	286.36	338.42	390.49	468.59
Weybourne	146.55	170.98	195.41	219.83	268.69	317.54	366.39	439.67
Wickmere	152.28	177.66	203.04	228.42	279.18	329.94	380.70	456.84
Wighton	137.08	159.93	182.78	205.63	251.32	297.02	342.71	411.26
Witton	133.83	156.13	178.44	200.74	245.35	289.96	334.57	401.49
Wiveton	140.99	164.49	187.99	211.49	258.49	305.49	352.49	422.99
Wood Norton	128.43	149.83	171.24	192.65	235.46	278.27	321.08	385.30
Worstead	127.74	149.03	170.32	191.61	234.19	276.77	319.35	383.22
All Other Parts of the Council's Area	109.08	127.26	145.44	163.62	199.98	236.34	272.70	327.24

being the amounts given by multiplying (as appropriate) the amounts at 5.6(f) or 5.6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 5.7 That it be **NOTED** that for the year 2023/24 the Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Norfolk County Council	1,061.76	1,238.72	1,415.68	1,592.64	1,946.56	2,300.48	2,654.40	3,185.28
Norfolk Police and Crime Commissioner	201.96	235.62	269.28	302.94	370.26	437.58	504.90	605.88

- 5.8 That, having calculated the aggregate in each case of the amounts at 5.6(h) and 5.7 above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, **HEREBY SETS** the following amounts as the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings shown below:-

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	1,391.99	1,623.98	1,855.98	2,087.98	2,551.98	3,015.97	3,479.97	4,175.97
Aldborough and Thurgarton	1,406.80	1,641.27	1,875.74	2,110.20	2,579.14	3,048.08	3,517.01	4,220.41
Antingham	1,393.13	1,625.32	1,857.50	2,089.69	2,554.07	3,018.45	3,482.83	4,179.39
Ashmanhaugh	1,414.48	1,650.23	1,885.98	2,121.72	2,593.22	3,064.71	3,536.21	4,243.45
Aylmerton	1,396.48	1,629.23	1,861.98	2,094.73	2,560.22	3,025.72	3,491.22	4,189.46
Baconsthorpe	1,424.95	1,662.45	1,899.94	2,137.43	2,612.42	3,087.41	3,562.39	4,274.87

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Bacton	1,395.24	1,627.78	1,860.32	2,092.86	2,557.94	3,023.02	3,488.10	4,185.72
Barsham	1,394.41	1,626.81	1,859.21	2,091.61	2,556.42	3,021.22	3,486.02	4,183.23
Barton Turf	1,395.55	1,628.14	1,860.73	2,093.32	2,558.51	3,023.69	3,488.87	4,186.65
Beckham East/West	1,397.78	1,630.74	1,863.70	2,096.67	2,562.59	3,028.52	3,494.45	4,193.34
Beeston Regis	1,394.02	1,626.36	1,858.70	2,091.03	2,555.71	3,020.38	3,485.06	4,182.07
Binham	1,401.21	1,634.74	1,868.28	2,101.82	2,568.89	3,035.96	3,503.03	4,203.64
Blakeney	1,427.82	1,665.79	1,903.76	2,141.74	2,617.68	3,093.62	3,569.56	4,283.48
Bodham	1,411.74	1,647.04	1,882.33	2,117.62	2,588.20	3,058.79	3,529.37	4,235.24
Briningham	1,393.56	1,625.82	1,858.08	2,090.34	2,554.86	3,019.38	3,483.90	4,180.68
Brinton	1,400.44	1,633.84	1,867.25	2,100.66	2,567.47	3,034.29	3,501.10	4,201.32
Briston	1,415.71	1,651.67	1,887.62	2,123.57	2,595.48	3,067.39	3,539.29	4,247.15
Catfield	1,400.07	1,633.41	1,866.76	2,100.10	2,566.79	3,033.49	3,500.18	4,200.21
Cley	1,401.64	1,635.25	1,868.85	2,102.46	2,569.68	3,036.89	3,504.11	4,204.93
Colby	1,429.26	1,667.47	1,905.68	2,143.89	2,620.31	3,096.73	3,573.15	4,287.78
Corpusty and Saxthorpe	1,414.31	1,650.03	1,885.74	2,121.46	2,592.90	3,064.34	3,535.77	4,242.93
Cromer	1,437.78	1,677.41	1,917.05	2,156.68	2,635.94	3,115.20	3,594.47	4,313.36
Dilham	1,396.90	1,629.72	1,862.53	2,095.35	2,560.98	3,026.62	3,492.25	4,190.70
East Ruston	1,399.14	1,632.33	1,865.52	2,098.71	2,565.09	3,031.47	3,497.85	4,197.43
Edgefield	1,394.64	1,627.08	1,859.52	2,091.96	2,556.85	3,021.73	3,486.61	4,183.93
Erpingham	1,403.37	1,637.26	1,871.16	2,105.05	2,572.84	3,040.63	3,508.42	4,210.11
Fakenham	1,432.77	1,671.56	1,910.36	2,149.16	2,626.75	3,104.34	3,581.93	4,298.32
Felbrigg	1,416.04	1,652.05	1,888.06	2,124.07	2,596.08	3,068.10	3,540.11	4,248.14
Felmingham	1,379.01	1,608.85	1,838.69	2,068.52	2,528.19	2,987.87	3,447.54	4,137.05
Field Dalling	1,402.81	1,636.61	1,870.41	2,104.22	2,571.82	3,039.42	3,507.03	4,208.44
Fulmodeston	1,401.80	1,635.44	1,869.07	2,102.70	2,569.97	3,037.24	3,504.51	4,205.41
Gimingham	1,408.46	1,643.20	1,877.94	2,112.69	2,582.17	3,051.66	3,521.15	4,225.38
Great Snoring	1,421.23	1,658.11	1,894.98	2,131.85	2,605.60	3,079.35	3,553.09	4,263.71
Gresham	1,405.60	1,639.87	1,874.13	2,108.40	2,576.93	3,045.47	3,514.00	4,216.80
Gunthorpe	1,387.24	1,618.45	1,849.65	2,080.86	2,543.28	3,005.69	3,468.11	4,161.73
Hanworth	1,390.24	1,621.95	1,853.65	2,085.36	2,548.77	3,012.19	3,475.60	4,170.72
Happisburgh	1,382.58	1,613.01	1,843.44	2,073.87	2,534.74	2,995.60	3,456.46	4,147.75
Helhoughton	1,431.93	1,670.59	1,909.24	2,147.90	2,625.21	3,102.52	3,579.83	4,295.80
Hempstead	1,405.12	1,639.30	1,873.49	2,107.68	2,576.05	3,044.42	3,512.80	4,215.36
Hempton	1,436.90	1,676.38	1,915.87	2,155.35	2,634.32	3,113.28	3,592.25	4,310.70
Hickling	1,389.64	1,621.25	1,852.85	2,084.46	2,547.67	3,010.89	3,474.10	4,168.93
High Kelling	1,398.60	1,631.71	1,864.81	2,097.91	2,564.11	3,030.31	3,496.52	4,195.82
Hindolveston	1,413.93	1,649.59	1,885.24	2,120.90	2,592.21	3,063.52	3,534.83	4,241.80
Hindringham	1,396.27	1,628.99	1,861.70	2,094.41	2,559.84	3,025.26	3,490.69	4,188.83
Holkham	1,400.23	1,633.61	1,866.98	2,100.35	2,567.10	3,033.84	3,500.59	4,200.71
Holt	1,428.01	1,666.01	1,904.02	2,142.02	2,618.03	3,094.03	3,570.04	4,284.05
Honing	1,385.23	1,616.10	1,846.97	2,077.84	2,539.59	3,001.33	3,463.07	4,155.69

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Horning	1,395.98	1,628.64	1,861.31	2,093.97	2,559.30	3,024.62	3,489.95	4,187.94
Horsey	1,391.65	1,623.59	1,855.53	2,087.48	2,551.36	3,015.24	3,479.13	4,174.96
Hoveton	1,422.36	1,659.42	1,896.48	2,133.54	2,607.66	3,081.78	3,555.90	4,267.08
Ingham	1,383.38	1,613.95	1,844.51	2,075.08	2,536.21	2,997.34	3,458.47	4,150.16
Ingworth	1,420.00	1,656.66	1,893.33	2,130.00	2,603.33	3,076.67	3,550.00	4,260.00
Itteringham	1,400.64	1,634.08	1,867.52	2,100.96	2,567.84	3,034.72	3,501.60	4,201.92
Kelling	1,415.65	1,651.59	1,887.53	2,123.48	2,595.36	3,067.25	3,539.13	4,246.96
Kettlestone	1,401.71	1,635.33	1,868.95	2,102.57	2,569.81	3,037.05	3,504.28	4,205.14
Knapton	1,401.03	1,634.54	1,868.04	2,101.55	2,568.56	3,035.57	3,502.58	4,203.10
Langham	1,405.19	1,639.39	1,873.59	2,107.79	2,576.19	3,044.59	3,512.98	4,215.58
Lessingham	1,385.87	1,616.85	1,847.83	2,078.80	2,540.76	3,002.72	3,464.68	4,157.61
Letheringsett with Glandford	1,383.55	1,614.15	1,844.74	2,075.33	2,536.52	2,997.71	3,458.89	4,150.67
Little Barningham	1,383.43	1,614.00	1,844.58	2,075.15	2,536.29	2,997.44	3,458.58	4,150.30
Little Snoring	1,410.63	1,645.73	1,880.84	2,115.94	2,586.15	3,056.36	3,526.57	4,231.89
Ludham	1,391.16	1,623.02	1,854.88	2,086.74	2,550.46	3,014.18	3,477.90	4,173.48
Matlaske	1,395.94	1,628.60	1,861.26	2,093.92	2,559.23	3,024.55	3,489.87	4,187.84
Melton Constable	1,423.54	1,660.80	1,898.06	2,135.31	2,609.83	3,084.34	3,558.86	4,270.63
Mundesley	1,429.73	1,668.02	1,906.31	2,144.60	2,621.18	3,097.76	3,574.33	4,289.20
Neatishead	1,401.28	1,634.82	1,868.37	2,101.92	2,569.01	3,036.11	3,503.20	4,203.84
North Walsham	1,442.06	1,682.40	1,922.75	2,163.09	2,643.78	3,124.46	3,605.15	4,326.18
Northrepps	1,406.45	1,640.86	1,875.27	2,109.68	2,578.50	3,047.31	3,516.13	4,219.36
Overstrand	1,413.78	1,649.41	1,885.04	2,120.67	2,591.93	3,063.19	3,534.45	4,241.34
Paston	1,425.38	1,662.95	1,900.51	2,138.07	2,613.20	3,088.33	3,563.46	4,276.15
Plumstead	1,413.53	1,649.12	1,884.71	2,120.29	2,591.47	3,062.65	3,533.83	4,240.59
Potter Heigham	1,399.52	1,632.77	1,866.02	2,099.28	2,565.78	3,032.29	3,498.80	4,198.56
Pudding Norton	1,416.15	1,652.17	1,888.20	2,124.22	2,596.27	3,068.32	3,540.37	4,248.45
Raynham	1,400.69	1,634.14	1,867.59	2,101.04	2,567.93	3,034.83	3,501.73	4,202.08
Roughton	1,397.06	1,629.90	1,862.74	2,095.59	2,561.27	3,026.96	3,492.65	4,191.18
Runton (East & West)	1,386.53	1,617.62	1,848.71	2,079.80	2,541.98	3,004.16	3,466.34	4,159.60
Ryburgh	1,411.81	1,647.11	1,882.41	2,117.72	2,588.32	3,058.92	3,529.53	4,235.44
Salthouse	1,406.70	1,641.15	1,875.60	2,110.05	2,578.95	3,047.85	3,516.76	4,220.11
Scottow	1,402.43	1,636.17	1,869.91	2,103.65	2,571.13	3,038.61	3,506.08	4,207.30
Sculthorpe	1,395.18	1,627.71	1,860.24	2,092.77	2,557.83	3,022.89	3,487.95	4,185.54
Sea Palling	1,418.10	1,654.45	1,890.80	2,127.15	2,599.86	3,072.56	3,545.26	4,254.31
Sheringham	1,444.01	1,684.68	1,925.35	2,166.01	2,647.35	3,128.69	3,610.03	4,332.03
Sidestrand	1,398.12	1,631.15	1,864.17	2,097.19	2,563.23	3,029.28	3,495.32	4,194.38
Skeyton	1,381.24	1,611.44	1,841.65	2,071.86	2,532.27	2,992.68	3,453.10	4,143.72
Sloley	1,399.60	1,632.87	1,866.14	2,099.40	2,565.94	3,032.47	3,499.01	4,198.81
Smallburgh	1,393.71	1,626.00	1,858.28	2,090.57	2,555.14	3,019.71	3,484.29	4,181.14
Southrepps	1,405.69	1,639.97	1,874.25	2,108.53	2,577.10	3,045.66	3,514.23	4,217.07
Stalham	1,480.69	1,727.47	1,974.26	2,221.04	2,714.60	3,208.17	3,701.73	4,442.08

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Stibbard	1,432.61	1,671.37	1,910.14	2,148.91	2,626.45	3,103.98	3,581.52	4,297.83
Stiffkey	1,410.72	1,645.84	1,880.96	2,116.09	2,586.33	3,056.57	3,526.81	4,232.18
Stody	1,409.14	1,643.99	1,878.85	2,113.71	2,583.42	3,053.14	3,522.85	4,227.42
Suffield	1,390.00	1,621.66	1,853.33	2,085.00	2,548.33	3,011.67	3,475.00	4,170.00
Sustead	1,392.36	1,624.42	1,856.48	2,088.54	2,552.67	3,016.79	3,480.91	4,177.09
Sutton	1,399.99	1,633.33	1,866.66	2,099.99	2,566.66	3,033.33	3,499.99	4,199.99
Swafield	1,405.96	1,640.28	1,874.61	2,108.94	2,577.59	3,046.24	3,514.90	4,217.88
Swanton Abbott	1,404.22	1,638.26	1,872.30	2,106.34	2,574.42	3,042.49	3,510.57	4,212.68
Swanton Novers	1,441.88	1,682.19	1,922.51	2,162.82	2,643.45	3,124.08	3,604.71	4,325.65
Tattersett	1,380.36	1,610.42	1,840.48	2,070.54	2,530.66	2,990.78	3,450.90	4,141.08
Thornage	1,404.55	1,638.64	1,872.74	2,106.83	2,575.01	3,043.20	3,511.39	4,213.66
Thorpe Market	1,405.89	1,640.20	1,874.52	2,108.83	2,577.46	3,046.10	3,514.73	4,217.67
Thursford	1,401.16	1,634.69	1,868.21	2,101.74	2,568.79	3,035.85	3,502.90	4,203.49
Trimingham	1,427.76	1,665.73	1,903.69	2,141.65	2,617.57	3,093.49	3,569.42	4,283.30
Trunch	1,417.21	1,653.41	1,889.61	2,125.81	2,598.22	3,070.62	3,543.02	4,251.63
Tunstead	1,392.74	1,624.86	1,856.99	2,089.11	2,553.36	3,017.61	3,481.86	4,178.23
Upper Sheringham	1,402.85	1,636.66	1,870.47	2,104.28	2,571.90	3,039.52	3,507.14	4,208.57
Walcott	1,399.59	1,632.86	1,866.12	2,099.39	2,565.92	3,032.45	3,498.99	4,198.78
Walsingham	1,427.95	1,665.94	1,903.94	2,141.93	2,617.91	3,093.90	3,569.88	4,283.86
Warham	1,424.96	1,662.45	1,899.95	2,137.44	2,612.43	3,087.42	3,562.41	4,274.89
Wells-next-the-Sea	1,419.91	1,656.57	1,893.22	2,129.87	2,603.18	3,076.48	3,549.79	4,259.75
Weybourne	1,410.27	1,645.32	1,880.37	2,115.41	2,585.51	3,055.60	3,525.69	4,230.83
Wickmere	1,416.00	1,652.00	1,888.00	2,124.00	2,596.00	3,068.00	3,540.00	4,248.00
Wighton	1,400.80	1,634.27	1,867.74	2,101.21	2,568.14	3,035.08	3,502.01	4,202.42
Witton	1,397.55	1,630.47	1,863.40	2,096.32	2,562.17	3,028.02	3,493.87	4,192.65
Wiveton	1,404.71	1,638.83	1,872.95	2,107.07	2,575.31	3,043.55	3,511.79	4,214.15
Wood Norton	1,392.15	1,624.17	1,856.20	2,088.23	2,552.28	3,016.33	3,480.38	4,176.46
Worstead	1,391.46	1,623.37	1,855.28	2,087.19	2,551.01	3,014.83	3,478.65	4,174.38
All Other Parts of the Council's area	1,372.80	1,601.60	1,830.40	2,059.20	2,516.80	2,974.40	3,432.00	4,118.40

5.9 Excessiveness Determination

5.9.1 The Council's basic amount of council tax as calculated in paragraph 5.6 (f) above is 3.1% above the relevant basic amount of council tax for 2023/24, which equates to £4.95 and less than the £5.00 increase which would require a referendum to be held.

5.9.2 The Council has determined that its relevant basic amount of Council Tax for 2023/24 is **not** excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023/24 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

6 Financial Implications and Risks

- 6.1 The Council is required to set the Council Tax each year in accordance with the legislation set out above in this report. If this is not done, there is a risk that the council will be unable to bill in a timely manner with a consequential loss of revenue, and this may prevent the prudent management of the Council's financial affairs. The Council will be required to hold a referendum if it decides to increase its council tax by both above 3.0%, and more than £5.00 (for shire districts) above the 2022/23 amount.
- 6.2 The overall budget for 2023/24 is balanced. Section 4 of the report presents the Chief Finance Officer's statement on the robustness of the estimates and the adequacy of reserves. This statement is informed by a number of risks that are facing the authority, in particular those detailed at paragraph 4.16. It is recommended that the level of the General Reserve is maintained at a minimum level of £2.1m.
- 6.3 The Director for Resources (S151 Officer) is required by section 114 of the Local Government Finance Act 1988 to report to Members if it appears that the expenditure the authority proposes to incur in a financial year is likely to exceed the resources available to it to meet that expenditure. In addition, duties under section 25 of the Local Government Act 2003 establish a requirement to report on the robustness of the estimates made for the purposes of agreeing the Council's budget.
- 6.4 These duties therefore require a professional judgement to be made by the Director for Resources as the officer ultimately responsible for the authority's finances. As a result, the officer takes a view of the robustness of the Council's budget across the whole period covered by the Medium-Term Financial Strategy, and this is reported to Members as part of the budget setting process. In view of this duty, and the considerable uncertainty around funding levels after the end of the current settlement, the Council will need to achieve substantial, sustainable savings in 2024/25 in order to establish a solid platform for the development of a robust budget in future years.

7 Sustainability – None as a direct consequence of this report.

8 Equality and Diversity

- 8.1 The Council is legally required to consider the equality duty in its decision-making and this includes the budget process. As part of any savings or investments the Council must consider how it can:
- Eliminate unlawful discrimination, harassment, and victimisation;
 - Advance equality of opportunity between different groups; and
 - Foster good relations between different groups by tackling prejudice and promoting understanding.

9 Section 17 Crime and Disorder considerations – None as a direct consequence of the report.

General Fund Summary 2023-24

	2022/23 Base Budget £	2022/23 Updated Budget £	2023/24 Base Budget £	2024/25 Forecast £	2025/26 Forecast £	2026/27 Forecast £
Directorate						
Corporate Leadership/Executive Support	350,720	421,717	484,705	339,302	343,558	348,897
Communities	10,512,392	10,496,392	12,243,383	11,519,341	11,399,625	11,461,783
Place and Climate Change	6,368,062	5,854,297	6,509,032	6,649,906	6,426,934	6,518,466
Resources	4,383,405	4,349,295	5,108,854	4,909,413	4,909,659	4,984,087
Net Cost of Services	21,614,579	21,121,701	24,345,974	23,417,962	23,079,776	23,313,233
Parish Precepts	2,724,873	2,724,873	2,875,207	2,875,207	2,875,207	2,875,207
Capital Charges	(2,456,953)	(2,456,953)	(2,456,953)	(2,456,953)	(2,456,953)	(2,456,953)
Refcus	(1,677,167)	(1,677,167)	(1,677,167)	(1,677,167)	(1,677,167)	(1,677,167)
Interest Receivable	(1,136,652)	(1,136,652)	(1,533,436)	(1,533,436)	(1,533,436)	(1,533,436)
External Interest Paid	145,532	145,532	0	0	0	0
Revenue Financing for Capital:	1,173,426	1,784,426	710,000	0	0	0
Minimum Revenue Provision	562,500	562,500	330,000	349,000	349,000	349,000
IAS 19 Pension Adjustment	265,496	265,496	265,496	265,496	265,496	265,496
Net Operating Expenditure	21,215,634	21,333,756	22,859,121	21,240,109	20,901,923	21,135,380
Contribution to/(from) the Earmarked Reserves						
Capital Projects Reserve	0	0	(400,000)	0	0	0
Asset Management	5,466	(24,534)	0	0	0	0
Benefits	(32,303)	(32,303)	(111,305)	0	0	0
Building Control	0	0	(81,866)	(53,529)	(53,529)	0
Business Rates	(18,000)	(389,000)	(1,278,267)	(18,000)	(18,000)	(18,000)
Coast Protection	(62,422)	(62,422)	0	0	0	0
Communities	(275,000)	(275,000)	(275,000)	0	0	0
Delivery Plan	(2,117,608)	(1,953,498)	(1,289,412)	(424,860)	(10,000)	(10,000)
Economic Development & Tourism	0	34,800	(44,800)	(10,000)	(10,000)	0
Elections	50,000	50,000	(100,000)	50,000	50,000	50,000
Environmental Health	0	16,000	(16,000)	0	0	0
Grants	(51,476)	(141,476)	0	0	0	0
Housing	(544,192)	(544,192)	(555,898)	(189,179)	(52,897)	(54,046)
Legal	(29,612)	(29,612)	(31,745)	(31,745)	0	0
Major Repairs Reserve	280,000	150,000	0	0	0	0
New Homes Bonus Reserve	(160,000)	0	(178,000)	0	(18,000)	(18,000)
Organisational Development	(12,446)	(59,156)	(42,742)	(7,860)	0	0
Planning Revenue	0	198,965	(148,965)	50,000	50,000	50,000
Restructuring/Invest to save	130,453	130,453	0	0	0	0
Contribution to/(from) the General Reserve	(76,043)	(100,330)	(356,461)	(9,298)	0	0
Amount to be met from Government Grant and Local Taxpayers	18,302,451	18,302,451	17,948,660	20,595,638	20,839,497	21,135,334
Collection Fund – Parishes	(2,724,873)	(2,724,873)	(2,875,207)	(2,875,207)	(2,875,207)	(2,875,207)
Collection Fund – District	(6,513,398)	(6,513,398)	(6,738,797)	(7,528,064)	(7,948,887)	(8,395,338)
Retained Business Rates	(7,206,520)	(7,206,520)	(6,315,000)	(7,376,000)	(5,101,000)	(5,101,000)
Revenue Support Grant	(93,540)	(93,540)	(102,462)	(105,536)	(107,647)	(109,800)
3% Funding Guarantee	0	0	(974,416)	(1,070,477)	(1,091,886)	(1,113,724)
Family Annexe Council Tax Discount Grant	0	0	(50,074)	(51,576)	(52,608)	(53,660)
LCTS Admin Grant	0	0	(136,747)	(140,849)	(143,666)	(146,540)
New Homes bonus	(886,575)	(886,575)	(31,080)	(50,000)	(50,000)	(50,000)
Rural Services Delivery Grant	(507,661)	(507,661)	(567,386)	(522,891)	(533,349)	(544,016)
Lower Tier Services Grant	(147,545)	(147,545)	0	0	0	0
Services Grant	(222,339)	(222,339)	(130,442)	(129,043)	(131,623)	(134,256)
Business Rates Levy Surplus Distribution	0	0	(27,049)	0	0	0
Income from Government Grant and Taxpayers	(18,302,451)	(18,302,451)	(17,948,660)	(19,849,643)	(18,035,873)	(18,523,541)
(Surplus)/Deficit	0	0	0	745,995	2,803,624	2,611,793

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Policy Framework for the Earmarked Reserves and Assessing the Optimum Level of the General Reserve for the period 2023/24 to 2026/27

1 Background

- 1.1 In accordance with statute (principally the Local Government Finance Act 2002) and following the Guidance Note on Local Authority Reserves and Balances (LAAP Bulletin No. 77 – November 2008), North Norfolk District Council maintains a range of reserves.
- 1.2 Two types of reserves are discussed in this policy framework:
- Earmarked Reserves
 - The General Reserve
- 1.3 There are also several other reserves which local authorities hold in relation to legislation and proper accounting practices, these are not resource-backed reserves and therefore are not considered as part of this policy framework.
- 1.4 In making decisions in relation to setting the Council Tax, section 25 of the Local Government Act 2003 requires the Chief Finance Officer of the Council to report to the Council on the adequacy of the proposed financial reserves.
- 1.5 This Policy framework has been informed by both the LAAP Bulletin No. 77 and the Audit Commissions report published in December 2012 'Striking a Balance' Improving Councils' Decision Making on Reserves'.

2 Earmarked Reserves

2.1 Purpose

- 2.1.1 Earmarked reserves are a means of building up funds to meet known or predicted liabilities.
- 2.1.2 Typically earmarked reserves are used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund reorganisations and restructurings. Reserves can also be held for trading and business units built up from surpluses to cover potential losses in future years, or to finance capital expenditure. In certain circumstances, if expenditure is delayed on specific budgets, it may be agreed that the underspending at a year end is carried forward for future use in an earmarked reserve.

2.2 Earmarked Reserves Protocol

- 2.2.1 For each reserve the following arrangements have been established:
- the reasons for / purpose of the reserve
 - how and when the reserve can be used
 - procedures for the reserve's management and control
 - a process and timetable for review of the reserve to ensure continuing relevance and adequacy.

2.2.2 In North Norfolk, the establishment and use of earmarked reserves is reviewed at the time of budget setting and then controlled through the year as part of the regular budget monitoring processes.

2.3 Review of Earmarked Reserves

2.3.1 The Reserves Statement in Appendix D gives full details of the earmarked reserves. Each earmarked reserve has been assessed by the Chief Finance Officer whose judgement is that they are properly established in accordance with the protocol and that their level and proposed use is appropriate.

2.3.2 It is considered that sufficient provision for the Council's capital programme (as recommended) has been included in the capital estimates and capital reserves, and that nothing further is required at the current time.

2.3.3 Where in-year expenditure is being funded by earmarked reserves, the relevant transfers from the reserves have been allowed for within the reserves statements at Appendix D.

3 The General Reserve

3.1 Purpose

3.1.1 The general reserve is held for two main purposes:

- a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing;
- a contingency to help cushion the impact of unexpected events or emergencies.

3.2 The Optimum Level of the General Reserve

3.2.1 There are two recommended approaches for deciding the optimum level of the general reserve:

- A risk assessment of the budget which takes full account of the context within which the budget has been prepared. The budget report itself provides this contextual information;
- To set the reserve at a percentage of expenditure. Too low a level puts the council at unacceptable risk of failing to meet its obligations, too high a level unnecessarily ties up resources.

3.2.2 This policy framework sets out the framework for considering a risk assessment approach and validating the result against a percentage calculation. The framework is a guidance tool detailing issues to be considered. At the end of the day, the level of reserves is a matter of opinion informed by the judgement of the Council's Chief Finance Officer.

3.3 Assessment Framework

3.3.1 The issues to be considered include the following:

- The Council continues to operate on a going concern basis;
- The robustness of the budget process including recognition of the linkages with the Corporate Plan, the Corporate Risk Register, and the Financial Strategy update;

- The adequacy of the earmarked reserves and the movements on the general fund reserves that are planned;
- The extent to which savings and increases in forecast income are required and can be relied upon to support corporate plan targets;
- The risk of major litigation and legal claims, both currently and in the future;
- The impact of future Government funding (Fair Funding Review, Spending Assessment etc);
- Implications of changes to Local Council Tax Support Schemes and the Rate Relief Scheme and the introduction and use of the Local Council Tax Fund in the demand for support;
- Fluctuations in retained business rate income and funding from the government for the extensions to reliefs for example retail relief and small business rates along with the impact of appeals;
- Fluctuations around certain income streams and grants, for example demand led services such as planning, building control income, land charges and car parking and fluctuations in investment income;
- Future changes to the funding for Local Authorities, for example the New Homes Bonus and business rates;
- Unplanned volume increases in major demand led budgets, particularly in the context of the current economic climate for example housing benefits, council tax support and homelessness;
- The need to retain a general contingency to provide for any unforeseen circumstances that may arise including inadequately funded Government initiatives;
- The move in local authorities to do less by direct service provision (either through the Localism Agenda or through third parties, including outsourcing) is increasing the risks borne by authorities. There is a risk that these arrangements fail and there are many circumstances when a statutory liability remains with the local authority. Such risks may not be insurable at an economic level and require rigorous risk mitigation strategies. This is an area that will be considered in more detail if the Council pursues these arrangements in future years;
- Potential ongoing impacts of Brexit and wider implications of current world politics;
- The need to retain reserves for general day to day cash flow requirements;
- Potential ongoing impacts of COVID-19 and other global and national events.

3.3.2 All these issues are inter-related and any one change or variance is likely to impact s many of the areas. Risks change over time and the general reserve needs to be considered across the Medium-Term Financial Strategy (MTFS). What might be an adequate level of reserves now could be inadequate in later years.

3.4 The Assessment of the General Fund Reserve

3.4.1 When undertaking the assessment, it must be remembered that the items considered are merely guides to assessing the overall level of the reserve. In no way is it a budget for any of the items being created since by its nature a general reserve is designed to protect against the unexpected and unquantifiable for whatever reason.

3.4.2 Having considered the relevant risks and the mitigation measures already in place, it is felt that the following indicative items should be considered in the budget risk assessment for 2023/24.

Item	2022/23	2023/24	2024/25	2025/26
	£0	£0	£0	£0
Wage and Price Inflation (1.0% pay, 10% prices, above budget assumption)	1000	750	750	750
Interest Rates (0.25% below budget prediction on non-fixed investments)	50	75	100	100
Major Litigation and Legal Claims (to provide additional comfort above earmarked reserves)	150	200	200	200
Emergencies and Other Unknowns (to recognise the risks associated with unpredictable events)	500	600	600	600
Treatment of Demand Led Pressures (recognising the impact of increase or reduction in demand and compensating increase or reduction in expenditure or income)	200	300	350	350
Cash Flow (to mitigate the impact of timing of cash flow including the profiling of expenditure)	15	15	15	15
Future Funding Fluctuations (an allowance to reflect the increased risk around local funding, i.e. business rates and new homes bonus to mitigate the impact within and between financial years)	250	500	1000	1000
Total Indicated General Fund Reserve Recommended	2,165	2,440	3,015	3,015
% of Net Budgeted Operating Expenditure (excluding parish precepts)	11.73%	12.21%	16.42%	16.73%
Budgeted General Fund Reserve (at year end, after taking account of planned use)	2,845	2,488	2,480	2,480
% of Net Budgeted Operating Expenditure (excluding parish precepts)	15.41%	12.45%	13.50%	13.76%

4 Chief Finance Officer's Opinion

- 4.1 The Earmarked Reserves detailed in Appendix D are proper and appropriate in view of the purpose, level and proposed use.
- 4.2 Based on the assessment detailed above the recommended level of the general reserve for 2023/24 should remain at the current level of £2.1m. The budgeted General Fund Reserve shown in Appendix D is considered adequate for the period 2023/24 to 2026/27; however, the level of the General Fund Reserve should be continue to be reviewed during the year as part of the financial planning process taking into account where applicable items identified within the assessment framework at 3.3.

<u>Scheme</u>	Scheme Total Current Estimate	Updated Budget 2022/23	Updated Budget 2023/24	Updated Budget 2024/25	Updated Budget 2025/26
	£	£	£	£	£
Boosting Business Sustainability and Growth					
Rocket House	1,039,619	39,619	1,000,000	0	0
Collectors Cabin	24,408	24,408	0	0	0
Cornish Way	161,857	161,857	0	0	0
Fakenham Connect	96,062	96,062	0	0	0
North Walsham Heritage Action Zone	2,004,526	1,697,276	307,250	0	0
Public Convenience Improvements	535,362	535,362	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	55,000	0	0	0
Purchase of Property Services Vehicles	25,000	25,000	0	0	0
Car Park Ticket Machine Replacement Programme	140,572	140,572	0	0	0
Fakenham Urban Extension	1,800,000	1,800,000	0	0	0
Public Convenience Improvements Sheringham & North Walsingham	500,000	500,000	0	0	0
Property Acquisitions	710,000	0	710,000	0	0
Chalet Refurbishment	125,000	0	125,000	0	0
Marrams Roof Repair	50,000	0	50,000	0	0
Red Lion Roof	30,000	0	30,000	0	0
Car Parks refurbishment	311,000	0	311,000	0	0
North Walsham Market Place Scheme	371,086	0	371,086	0	0

<u>Scheme</u>	Scheme Total Current Estimate	Updated Budget 2022/23	Updated Budget 2023/24	Updated Budget 2024/25	Updated Budget 2025/26
	£	£	£	£	£
Changing Places Toilets	360,000	0	360,000	0	0
Loans to Housing Providers	450,000	150,000	150,000	150,000	0
Public Conveniences	99,000	99,000	0	0	0
	8,888,492	5,324,156	3,414,336	150,000	0
Local Homes for Local Need					
Disabled Facilities Grants	3,000,000	1,000,000	1,000,000	1,000,000	0
Compulsory Purchase of Long Term Empty Properties	184,823	184,823	0	0	0
Community Housing Fund	1,585,160	1,335,160	250,000	0	0
Provision of Temporary Accommodation	1,086,038	336,038	250,000	250,000	250,000
S106 Enabling	2,200,000	1,425,000	175,000	300,000	300,000
	8,056,021	4,281,021	1,675,000	1,550,000	550,000
Climate, Coast and the Environment					
Cromer Coast Protection Scheme	3,516,184	0	3,516,184	0	0
Coastal Erosion Assistance	45,366	45,366	0	0	0
Coastal Adaptations	247,493	247,493	0	0	0
Mundesley - Refurbishment of Coastal Defences	2,959,860	0	2,959,860	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	927,994	927,994	0	0	

<u>Scheme</u>	Scheme Total Current Estimate	Updated Budget 2022/23	Updated Budget 2023/24	Updated Budget 2024/25	Updated Budget 2025/26
	£	£	£	£	£
Sea Palling Ramp	9,651	9,651	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post	45,000	45,000	0	0	0
Countryside Machinery	27,704	0	27,704	0	0
Pier Bar Refurbishment	45,000	45,000	0	0	0
Crinkle Crankle Wall	130,000	130,000	0	0	0
Coastal Management Fund	700,000	100,000	150,000	200,000	250,000
Holt Country Park	150,000	150,000	0	0	0
Pier Theatre Drainage	200,000	200,000	0	0	0
	9,004,252	1,900,504	6,653,748	200,000	250,000
Quality of Life					
Steelwork Protection to Victory Pool and Fakenham Gym	27,467	27,467	0	0	0
Fakenham Gym	62,500	62,500	0	0	0
Gym Equipment	161,834	161,834	0	0	0
North Walsham Artificial Grass Pitch	848,868	848,868	0	0	0
The Reef Leisure Centre	147,640	147,640	0	0	0
Sheringham Enabling Land	99,034	99,034	0	0	0
Green Road Football Facility	50,223	50,223	0	0	0
	1,397,566	1,397,566	0	0	0

<u>Scheme</u>	Scheme Total Current Estimate	Updated Budget 2022/23	Updated Budget 2023/24	Updated Budget 2024/25	Updated Budget 2025/26
	£	£	£	£	£
Customer Focus and Financial Sustainability					
Administrative Buildings	10,103	10,103	0	0	0
Purchase of Bins	68,780	8,780	20,000	20,000	20,000
User IT Hardware Refresh	311,065	131,065	60,000	60,000	60,000
Storage Hardware	17,567	17,567	0	0	0
Members IT	48,543	23,543	25,000	0	0
Electric Vehicle Charging Points	87,975	87,975	0	0	0
Waste vehicles	32,601	32,601	0	0	0
Backup Network Upgrade	14,000	14,000	0	0	0
Cromer Office LED Lighting	60,000	60,000	0	0	0
Fire Wall Replacements	3,512	3,512	0	0	0
Refurbishment of IT Training Room	15,000	15,000	0	0	0
Financial Management System	75,000	75,000	0	0	0
Planning S106 Software	40,000	40,000	0	0	0
Citizen App	1,000	1,000	0	0	0
Server Replacement	160,000	60,000	100,000		
Long Income Family Track (LIFT) Dashboard	23,426	23,426	0	0	0
Civica Revenues System	11,090	11,090	0	0	0
Recruitment Software	35,034	35,034	0	0	0

<u>Scheme</u>	Scheme Total Current Estimate	Updated Budget 2022/23	Updated Budget 2023/24	Updated Budget 2024/25	Updated Budget 2025/26
	£	£	£	£	£
Printer Replacement	48,000	48,000	0	0	0
Network Hardware Replacement	100,000	100,000	0	0	0
Folding Machine Laminator	24,500	24,500	0	0	0
LED Lighting Programme	90,000	90,000	0	0	0
Fire Sensors	150,000	150,000	0	0	0
Digital Mailroom Scanners	20,000	20,000	0	0	0
	1,447,196	1,082,196	205,000	80,000	80,000
TOTAL EXPENDITURE	28,793,528	13,985,444	11,948,084	1,980,000	880,000
<u>Capital Programme Financing</u>					
Grants		2,332,568	7,261,544	1,000,000	
Other Contributions		2,325,000	0	300,000	300,000
Asset Management Reserve		294,022		0	0
Revenue Contribution to Capital (RCCO)		0	0	0	0
Capital Project Reserve		212,057	400,000	0	0
Reserves		2,786,561	560,000	0	0
Capital Receipts		6,035,236	2,142,836	680,000	32,000
Internal / External Borrowing		0	1,583,704	0	548,000
TOTAL FINANCING		13,985,444	11,948,084	1,980,000	880,000

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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	Budgeted Movement 2026/27	Balance 01/04/27
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £2.1 million.	2,945,766	(100,330)	2,845,436	(356,461)	2,488,975	(9,298)	2,479,677	0	2,479,677	0	2,479,677
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets.	555,618	0	555,618	(400,000)	155,618	0	155,618	0	155,618	0	155,618
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	882,030	(24,534)	857,496	0	857,496	0	857,496	0	857,496	0	857,496
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	(111,305)	605,640	0	605,640	0	605,640	0	605,640
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	224,115	0	224,115	(81,866)	142,249	(53,529)	88,720	(53,529)	35,191	0	35,191
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	(389,000)	3,867,294	(1,278,268)	2,589,026	(18,000)	2,571,026	(18,000)	2,553,026	(18,000)	2,535,026
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	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	0	19,776
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	4,326,421	(1,953,498)	2,372,923	(1,289,413)	1,083,510	(424,860)	658,650	(10,000)	648,650	(10,000)	638,650
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	197,621	34,800	232,421	(44,800)	187,621	(10,000)	177,621	(10,000)	(10,000)	0	(10,000)
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	103,000	50,000	153,000	(100,000)	53,000	50,000	103,000	50,000	153,000	50,000	203,000
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	0	90,125
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	311,193	16,000	327,193	(16,000)	311,193	0	311,193	0	311,193	0	311,193

Reserves Statement 2023/24 Onwards

Reserve	Purpose and Use of Reserve	Balance	Updated	Balance	Budgeted	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	Movement 2026/27	01/04/27
		£	£	£	£	£	£	£	£	£	£	£
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	0	150,000
Grants	Revenue Grants received and due to timing issues not used in the year.	2,357,656	(141,476)	2,216,180	0	2,216,180	0	2,216,180	0	2,216,180	0	2,216,180
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	(555,899)	1,007,267	(189,179)	818,088	(52,897)	765,191	(54,046)	711,145
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	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	(31,745)	62,966	(31,745)	31,221	0	31,221	0	31,221
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	329,207	150,000	479,207	0	479,207	0	479,207	0	479,207	0	479,207
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	0	222,543	(178,000)	44,543	0	44,543	(18,000)	26,543	(18,000)	8,543
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	(42,742)	71,199	(7,860)	63,339	0	63,339	0	63,339
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	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	198,965	416,891	(148,965)	267,926	50,000	317,926	50,000	367,926	50,000	417,926
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	0	1,029,448
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	0	500,000	0	500,000	0	500,000	0	500,000
Total Reserves		23,020,918	(3,031,305)	19,989,613	(4,910,464)	15,079,149	(644,471)	14,434,678	(62,426)	14,194,631	(46)	14,194,585

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
ADDITIONAL INCOME							
EH & Leisure	PSH - Court Costs	In 2022 the Environmental Protection Team successfully prosecuted a private landlord in Cromer for failing to protect residents against excess cold and electrical hazards under the Housing Act 2004. As a result of this successful enforcement action through the residential property tribunal the Council were awarded £16,000 in fines. This must be spend on the service area. It is therefore proposed that this is used to part fund one of the Environmental Protection Officers in this service area for 2023/24. This is a one off saving and the £16,000 has already been received by NNDC.	I	16,000	0	0	0
Environmental Services	Garden Waste Income	Draft budget had projected an increase in the garden bin fee to £52.50 (from £50.00) for Direct Debit payments. An increase to £56.00 would generate an additional £83,000 income based on current customer numbers. This has been benchmarked against the other Norfolk Council's and would see us charging less than some have charged in the current financial year.	I	83,000	83,000	83,000	83,000
Environmental Services	Commercial Waste Income	Draft budget had not been adjusted for price increases, only customer growth. The service will experience severe inflationary pressures in 23/24 and current charge levels are not sustainable due to increasing costs. Waste disposal costs are expected to increase by around 12% and Serco collection costs by around 13%. As such, an increase in the charges for this service of 12-13% could generate an additional £150,000 per annum but would also ensure that the costs of providing the service are covered for all customers.	I	150,000	150,000	150,000	150,000
Environmental Services	Domestic Waste Charges	Whilst included in the 22/23 fees and charges agreed in Feb 22, the practice of and budgeting for income from charging for the provision of new/replacement bins for domestic properties has not been fully implemented.	I	5,000	5,000	5,000	5,000
Environmental Services	Cleansing - third party income	We currently provide cleansing services to some third parties, predominantly litter and dog bin emptying for town/parish councils. The draft budget had not been adjusted for price increases, only customer growth, but due to rising contractual costs, the cost to the end user should be increased in line with inflationary increases.	I	0	7,500	7,500	7,500

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Planning	Pre Application Advice - Planning Performance Agreements	An extension of the pre application advice service allows the LPA to charge for a project management to ensure advice is offered, and support available to ensure a decision is made within and agreed time limit. The fees enable the LPA to recharge for professional fees required from the pre application stage, the processing of any application and discharge of conditions / drafting of S106 agreement	I	65,000	0	0	0
Strategic Housing	Budget Savings	There is potential for further income to offset the cost of the Energy Officer post - 3915 1016 Salary (and 8131 Income other contributions). This is subject to grant funding, the results of bids are not yet known. We have allowed for £18,000 of income.	I	18,000	18,000	18,000	18,000
Strategic Housing	Budget Savings	The Community Housing Enabler is now a permanent post (3914 - 1016 Salaries) and is funded from the Community Housing fund budget and not part of the permanent establishment. We have allowed £50,000 per year towards this post.	I	0	50,000	50,000	50,000
Legal Services	Legal Services Income Generation	Further income generation on the basis that authorisation is given for recruitment into vacant Lawyer posts. If legal services can continue with current ongoing recruitment exercises to fill its vacant Property and Litigation Lawyer posts, additional income opportunities have been identified.	I	15,000	15,000	15,000	15,000
Estates	Estates Income Generation - Rent Increases	Income generation from rent reviews.	I	15,000	15,000	15,000	15,000
Estates	Estates Income Generation - Rocket House Service Charge	Rocket House café service charge	I	2,500	2,500	2,500	2,500
Estates	Estates Income Generation - Concessions	Concessions - increase the number of concession. They are a good return as we lease the land and have no maintenance costs etc.	I	10,000	10,000	10,000	10,000
Estates	Estates Income Generation - Beach Huts	Beach Huts/chalets - rent increase for leases will be implemented in 2024/25 and weekly lets are already accounted for in 2023/24 budget but if my calculations are correct, I believe the income in the budget should be extra £25k for 23/24 and future years.	I	25,000	25,000	25,000	25,000

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Estates	Estates - Misc. 1	Minor changes to Service charge budgets to include Grounds Maintenance	I	2,578	2,578	2,578	2,578
Revenue Services	Revenues - savings and income generation	Income increase of approx. £550k for 2024/25 onwards if second homes premium of 100% was added to the second homes properties. This could increase if the Norfolk CC agree to allowing NNDC to have a greater share than 8 pence in the pound. This is sustainable.	I	0	550,000	550,000	550,000
Revenue Services	Revenues - savings and income generation	Review of council and business rates discounts and review of second home council tax charging.	I	68,000	68,000	68,000	68,000
TOTAL ADDITIONAL INCOME				475,078	1,001,578	1,001,578	1,001,578
BUDGET SAVINGS							
Customer Services Housing	Mileage & Misc. supplies	The Housing budget is made up predominantly of Staffing budgets. The savings identified savings relate to mileage, postage and subsistence.	S	6,500	6,500	6,500	6,500
EH & Leisure	Leisure Postage & Leisure	The savings identified relate to mileage and postage utilised by the Lesiure Services team. We have seen an underspend in this budget over recent years and therefore with new ways of working propose to reduce it on a permanent basis.	S	5,000	5,000	5,000	5,000
EH & Leisure	Air Quality Management	The amendment is primarily a saving. Currently diffusion tubes are deployed monthly to monitor for nitrogen dioxide. The has an associated cost derived from officer time and cost of the tubes. Currently with the development of modelling software, indicative monitoring can be carried out at lower cost without the need to deploy tubes. This alternative means of monitoring is already available to the council so there is no additional cost.	S	2,258	2,258	2,258	2,258
Benefits	Base Budget Savings	This proposal includes a number of savings opportunities against base budget expenditure items for the Benefits Service. The service initially reviewed its base budget for the initial Zero Based budgeting exercise, creating a reduced base budget for 2022/23. We have further reviewed our base budget for 2023/24 and have identified further reductions on a permanent basis to our operating costs. These are detailed in the attached spreadsheet.	S	17,800	16,800	16,800	16,800

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Benefits	Burdens Funding Savings	Funding has been sourced from new burdens funding.	S	30,000	0	0	0
EH & Leisure	R&M - Prom Management	Sustained underspend within the R&M budget - projected reduction in budget moving forward.	S	4,000	4,000	4,000	4,000
Human Resources	Budget Savings	Through development in methods of training delivery, we are able to see some cost reductions in training costs post Covid through the increased use of Teams and Zoom, and virtual collaborations such as google/jamboard. £30,000 one off saving due to unspent rollover. And a £10,000 reduction across the three training budgets. Also reviewed other budget lines in the HR budget, and identified ongoing revenue reductions of £740 each year.	S	40,740	10,740	10,740	10,740
PA's/CDU	Budget Savings	CRM Subscription 4805/4806 no longer needed	S	10,000	10,000	10,000	10,000
Electoral Services	Savings 2023/2024	Please save 10% on 4302, external printing on Electoral Registrartion 4000 and 10% on 4500 Postage costs direct on electoral registration 4000. This will equate to £4800 .	S	4,800	0	0	0
Planning	Mileage Budget Reduction	Sustained underspend over service areas (exception Building Control), projected reduction in budget moving forward.	S	12,000	12,000	12,000	12,000
Planning	Planning Policy Professional Reduction	Sustained underspend over service (external technical consultancy support), projected reduction in budget moving forward.	S	10,000	10,000	10,000	10,000
Planning	Senior Building Surveyor funding by Building Control Reserve	The building control reserve stands at a sustainable figure based upon yearly surplus fee income. The reserve is ring fenced to fund the building control service. The proposal seeks to fund an existing Senior Surveyor post via the year on year reserve.	S	53,528	53,528	53,528	0
Planning	Staffing underspend 2022-2023	Recruitment to planning roles at NNDC remains challenging, some roles within the allocated budgets have required new job descriptions to be developed JE to be completed others have been subject of repeated recruitment campaigns. As a result the service has a significant salary underspend for the current year's budget.	S	148,965	0	0	0

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Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Strategic Housing	Budget Savings	Savings in Budgets as follows: 3913 - 4407 Consultancy Fees £6,000, 1122 Training £150, 1124 Subs to professional bodies £180, 3914 - 4406 Other Professional Fees £2,000, 3915 - 1122 Training £500, 4406 Other Professional Fees £1,000. Total savings of £9,830.	S	9,830	9,830	9,830	9,830
Economic Growth	Economic Growth Savings	Permanent savings: 3300 - 4533 Computer Software Licences £2,000, 3313-4803 Contributions £11,990, 3329-2003 Rep & Maint (Programmed) £7,000 Underspend in current year to fund 23/24 budget: 3300-1224 Subs To Professional Bodies £1,800, 3300-4460 Marketing - General £5,000, 3300-4533 Computer Software Licences £11,500, 3300-4621 Conference Expenses - Officers £2,000, 3329-4460 Marketing - General £13,000, 3910-1122 Generic Training £1,500.	S	55,790	20,990	20,990	20,990
Capital	Savings 23/24	General traveling is £8,000, reduce to £4,000 with a saving of £4,000. The training budget year 2022/23 was generous and not utilised and therefore savings proposed to reduce this provision 4720 was £11,000, reduce to £5000 so £6,000 saving.	S	10,000	10,000	10,000	10,000
Finance	Finance - misc. Direct Cost - Non staffing savings	Subscriptions - we would not have access to statistical information used in benchmarking exercises.	S	2,500	2,500	2,500	2,500
Finance	Finance - misc. Direct Cost - Non staffing savings	Training - The section has new team members and reducing this budget may effect their professional development.	S	1,000	1,000	1,000	1,000
Finance	Finance - misc. Direct Cost - Non staffing savings	Mileage	S	50	50	50	50

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Estates	Estates Income Generation - Advertising	A big project currently on hold due to limited capacity (identifying sites, advertising opportunities, tender works for advertising/sign framework, but could be something Neil takes on depending on his HAZ commitments - could raise £5,000 - £50,000. Most sites would be car parks, prom/seafront locations. The AD Organisational Resources had some issues regarding website advertising, but subject to costs modelling, other opportunities such as car park advertising may be supported.	I	0	0	0	0
Estates	Estates - employee Savings	Staff Savings .	S	8,000	0	0	0
Estates	Estates - Misc. 2	Minor changes across service on rents, utilities, equipment and marketing	S	7,253	7,253	7,253	7,253
ICT Applications	ICT Applications Analyst reduction in hours (37 to 25.5).	Budget currently reflects full-time commitment costing £43,394 inc on-costs. Officer has reduced their hours to 25.5hrs and this is not reflected in the current budget. This account to £30,306 inc on-costs. Saving of 13088	S	13,088	13,088	13,088	13,088
ICT Applications	Reduced licensing costs resulting from conversion of Finance system	The new Civica Financial system attracts the following net overhead: Civica Financials annual license £15615.59. However we will no longer have to pay for all of the following: E-Fin software renewal cost (£29827.62) Oracle Forms/IAS Support & Maintenance (7022.95) Oracle Database Enterprise Edition S&M (2402.50) TOTAL = 39253.07. Resulting Net Saving = £23637.48	S	23,637	23,637	23,637	236,373

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
ICT Applications	No recruitment to existing Applications position	The ICT Application team secured budget to recruit an additional team member. The team currently comprises of: ICT Applications Manager – 24 hrs Senior Applications Support Analyst – 27 hrs Applications Support Analyst - 25.5 hrs Senior Applications Support Analyst – 37 hrs Junior Applications Support Analyst – 37 hrs Approval had been granted for an additional full time Junior Applications Support Analyst. By now not recruiting to this post the authority could realise savings of £19,304 + on-costs = total £27291	S	27,291	27,291	27,291	27,291
ICT Applications	Reduction in allocated budget for license and support/maint charges	Following a review of current licensing costs and allowing for inflation and also maintaining a cushion in case an overhead is not represented on budget list, it is proposed that the overall software licensing budget could be reduced by £25000.	S	25,000	25,000	25,000	25,000
Customer Services	DM Savings	We propose reducing the stationary budget by £10,000. As a result of Covid and the new ways of working we have seen a significant reduction in requests for stationary. With many staff working from home, a channel shift in digital usage and amended working practises, have resulted in a reduction in stationary requests. A 41% reduction in 2021/22 on the previous year, and at present a further 27% reduction for this financial year on 2021/22.	S	10,000	10,000	10,000	10,000
Customer Services	CS Savings	Saving have been achieved by reducing the Customer Services training budget An increase in standardising CS working practises has simplified the way CSA's work and therefore the requirement for other external training courses has reduced.	S	2,000	2,000	2,000	2,000
Customer Services	CS Savings	Saving have been achieved by reducing the Postage Costs Direct budget. An increase in standardising CS working practises has simplified the way CSA's work and therefore the requirement for other external training courses has reduced. As a result of Covid, we have seen an increase in digital processes and usage, therefore this has resulted in a reduction in the use of paper and the issuing of correspondence via post. We can therefore reduce our Postage Costs Direct budget.	S	2,500	2,500	2,500	2,500

Proposed Savings/Income 2023/24 to 2026/27

Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Customer Services	Reprographics Savings	As a result of Covid and the new ways of working we have seen a reduction in the requirement to issue paper correspondence . With a channel shift resulting in increased digital usage and amended working practises to support this, we have seen a reduction in printing requests therefore are savings would be achieved via a reduction in the paper budget.	S	1,500	1,500	1,500	1,500
IT Infrastructure	Call costs	I asked for additional budget to move some of our voice infrastructure (Session Border Controllers) into the cloud . The quotes I received for ongoing costs were less than the money that was asked for.	S	10,000	10,000	10,000	10,000
IT Infrastructure	Consumables	Saving from consumables budget (budget for toners/parts etc. for printers)	S	10,000	10,000	10,000	10,000
IT Infrastructure	Staffing Costs IT infrastructure team	Reducing one of the fulltime posts to part time will release some income and by lower the grade of the entry level post	S	20,000	20,000	20,000	20,000
IT Web Team	Training in the Web Team	The web team has a training budget of £10,000 per annum. It is proposed to reduce this to £5,000 per annum	S	5,000	5,000	5,000	5,000
Property Services	Car Parks	Car Park savings	S	2,900	2,900	2,900	2,900
Property Services	Generic Training	Reduction in generic training budget	S	10,000	10,000	10,000	10,000
Property Services	PPE	Reduction in PPE supplied to staff, not comprising health and safety.	S	2,000	2,000	2,000	2,000
Property Services	Amenity Lighting	Reduction in R&M budget for Amenity Lighting	S	11,000	11,000	11,000	11,000

Proposed Savings/Income 2023/24 to 2026/27

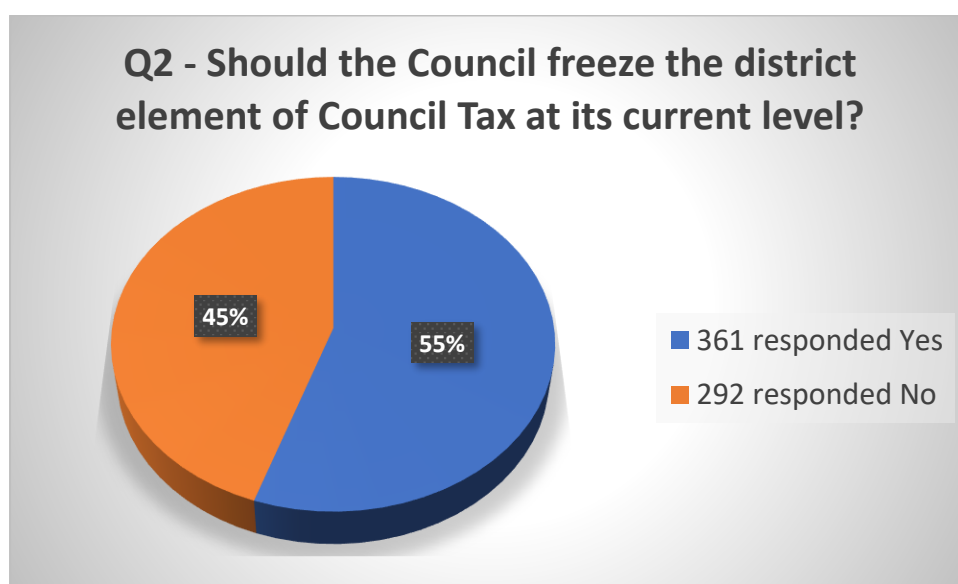
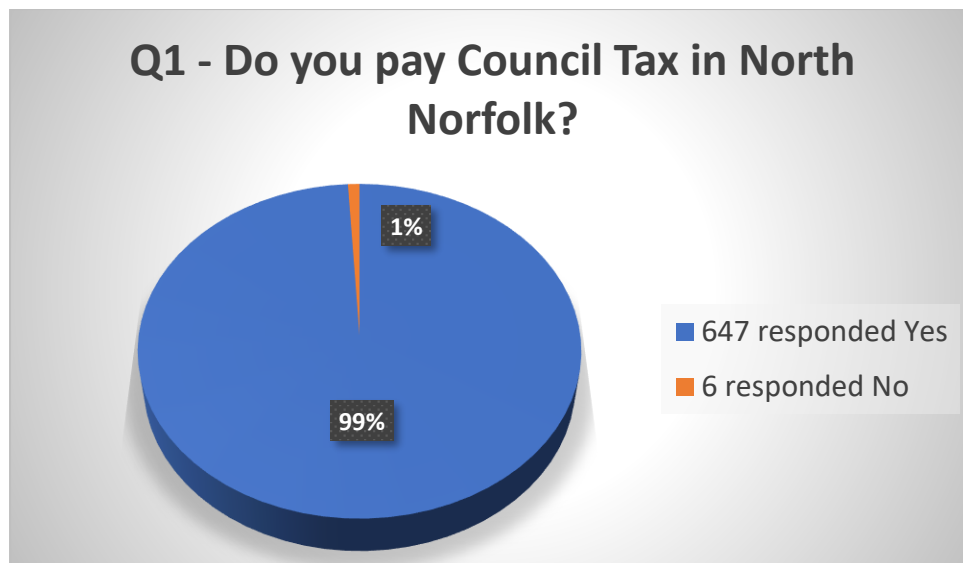
Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2023/24 Savings /Income	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income
Organisational Resources	Decommission Inphase	Decommission InPhase reporting system and replace with reporting based on other already existing reporting tools.	S	0	11,500	11,500	11,500
TOTAL BUDGET SAVINGS				615,930	369,865	369,865	529,073
TOTAL SAVINGS AND ADDITIONAL INCOME				1,091,008	1,371,443	1,371,443	1,530,651

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Results of the Budget Consultation carried out on the North Norfolk District Council website from 24 November to 12 December 2022

North Norfolk District Council held a resident consultation for the 2023/24 budget, seeking Council Taxpayers views on whether the authority should increase its proportion of the 2023/24 Council Tax bills and whether it should allocate any proposed increase towards projects and support for the most vulnerable in our communities respond to cost of living pressures. There were 653 responses, which was a significant increase on previous years' responses.

The responses to the questions are shown below. Not all the comments are listed below as there were too many to list, but they can be made available upon request. A small sample is given below.



Sample of responses for Q2 – please note this is just a sample and there were many more: -

Our wages don't go up so where are we supposed to find the extra money from?

Working people cannot afford to keep paying higher bills. It's always the working people who gets no support that suffer.

People are really struggling and if all costs are going up then it is not just £2-3 a week extra, it is tens of pounds a week extra for people to find, whose wages are not keeping up and have not kept up over a number of years.

NNDC should be looking at ways to mitigate their additional costs rather than passing this onto their customers.

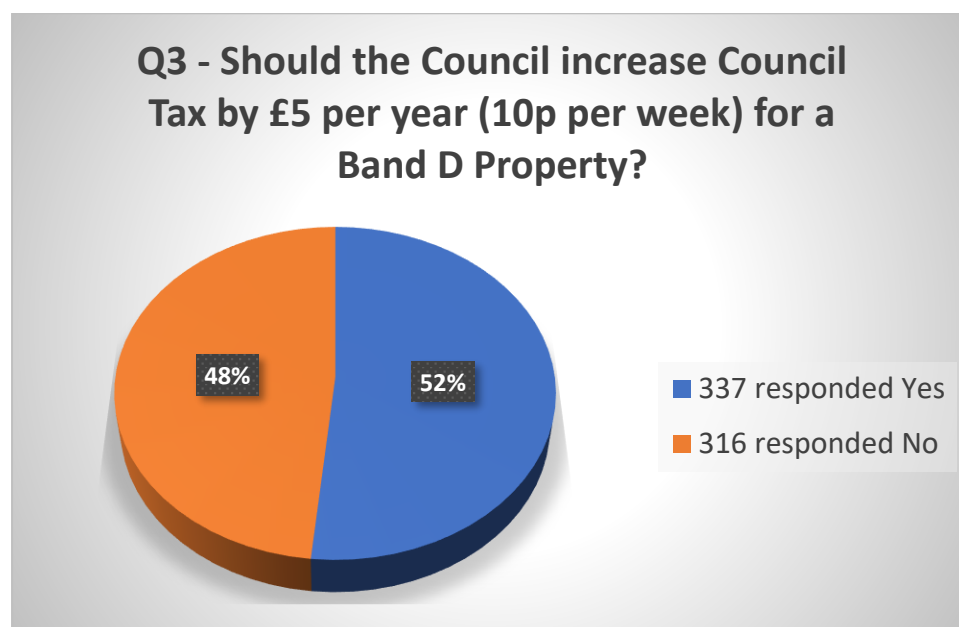
How about increasing the council tax on second homes in the area and then the local people wouldn't get stung.

It is unrealistic to freeze Council Tax at the moment. Public services are already under enough strain.

The most vulnerable need support more than ever now.

A small increase is acceptable especially in these difficult economic times. However, the more affluent households should pay a little more.

Services shouldn't be cut so we have to pay.



Sample of responses for Q3 – please note this is just a sample and there were many more: -

Services should not be reduced.

Seems a very reasonable increase.

Please increase by more than that £10 per month and actually fund services

A much greater increase is needed at C and higher budgets of services are too thinly spread.

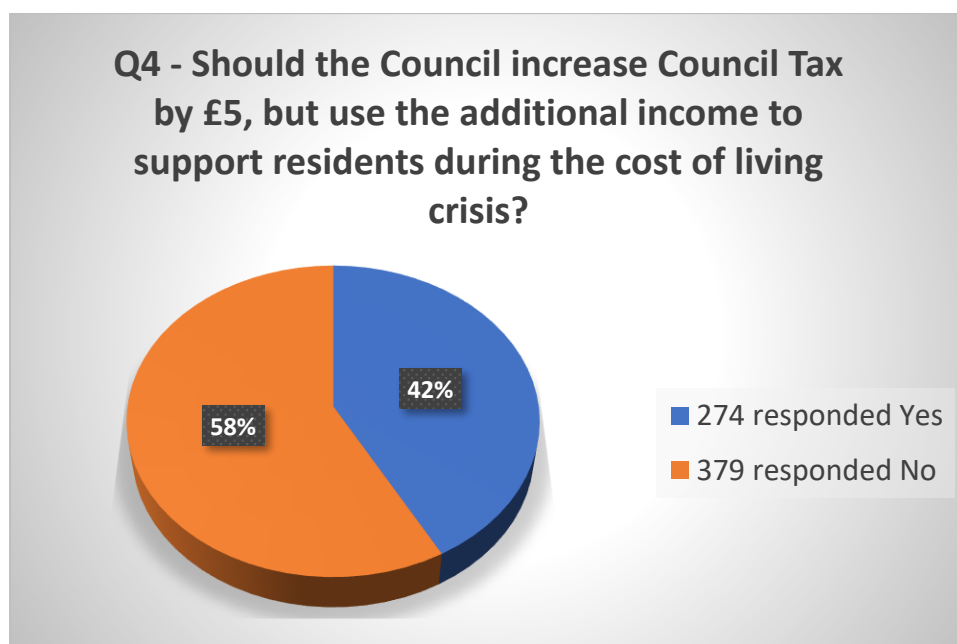
Everyone including the Council need to 'share the pain' in these trying times.

Financial crisis - nobody can afford this

We already pay too much h for very little service in the rural areas.

We already pay too much h for very little service in the rural areas

The worrying thing is how much will the other parts of the council tax increase?



Sample of responses for Q4 – please note this is just a sample and there were many more: -

We all have increased cost, no wage increases, this yet another burden

I agree but again the advantages are extremely vague, and it would have been good to see what targeted support is planned.

But only if it is definitely used for these purposes.

Leave the money in people's pockets, so that it supports everyone, not just some of the residents.

Finding the cost of council tax very high and increasingly worried over how to pay. Do not qualify for rebate but that does not mean affluence.

Focus on core services

Yes, if it could be guaranteed to be used for these services

Raise the tax even further to help those most in need.

Increasing council tax and ring fencing for vulnerable potentially impacts other services in the same way as NOT increasing council tax. Can lead to negative impact on low-income households who struggle but do not 'benefit' from services for vulnerable. All NNDC services are important, and increases should not be ring fenced otherwise potentially worsens other services for all.

PAY POLICY STATEMENT 2023/24

- Summary: Section 38 of the Localism Act 2011 (“the Act”) requires the Council to produce an annual pay policy statement (“the statement”) for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2023/24. It is a legal requirement that Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.
- Options considered: There are no options to consider as part of this paper.
- Conclusions: The attached statement sets out current remuneration arrangements for officers.
- Recommendations: **To adopt the attached Pay Policy Statement and to publish the statement for 2023/24 on the Council’s website.**
- Reasons for Recommendations: To comply with the requirements of the Localism Act.

Cabinet Member(s) Cllr Tim Adams	Ward(s) affected
Contact Officer, telephone number and email: James Claxton, Human Resources Manager james.claxton@north-norfolk.gov.uk (01263) 516352	

1. Introduction

- 1.1 Section 38 (1) of the Localism Act 2011 (“the Act”) requires English and Welsh local authorities to produce a pay policy statement (“the statement”) for each financial year. The statement is signed off by Full Council immediately before the commencement of the year to which it relates.

2. The Statement (Appendix A)

- 2.1 The statement must set out:

- A local authority’s policy on the level and elements of remuneration for each Chief Officer
- A local authority’s policy on the remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition)
- A local authority’s policy on the relationship between the remuneration of its chief officers and other officers

- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments, and transparency.

2.2 With regard to the process for approving the statement, it must:

- Be approved formally by Full Council and cannot be delegated to any sub-committee. This includes any amendments in each financial year
- Be approved by the end of March each year
- Be published on the authority's website and in any other manner that the Council thinks appropriate as soon as it is reasonably practicable after it is approved or amended
- Be complied with when the authority sets the terms and conditions for a Chief Officer.

2.3 For the purpose of the statement the term 'Chief Officer' in a local authority context is defined as set out in the Local Government and Housing Act 1989 as:

- The Head of Paid Service (Chief Executive Officer)
- The Monitoring Officer
- A statutory Chief Officer and non-statutory Chief Officer (section 2 of that Act)
- A deputy Chief Officer (section 2 of that Act)

2.4 This definition of Chief Officer is wider than that contained within the Constitution where the term 'chief officer' indicates the senior posts which sit on Corporate Leadership Team i.e. the Director of Resources (S151), Director for Place and Climate change, and Director for Communities.

3. Living Wage Supplement

3.1 The Council has paid a Living Wage as a supplement to affected posts since 1st January 2015 and the Joint Staff Consultative Committee recommended reviewing this payment on an annual basis. The supplement currently paid reflects the latest published rate for the 'real' living wage.

4. Travel Policy

4.1. The Travel Policy is attached at Appendix B. No permanent changes have been made since the last update, which was effective from 1 April 2017.

5. Conclusion

The statement meets the statutory requirements of the Localism Act and it is therefore recommended that the statement be approved.

6. Financial Implications and Risks

- 6.1. There are no increased risks as a result of setting and publishing the Pay Policy Statement. The report and the statement outline arrangements for 2023/24, subject to any national pay award.

7. Sustainability

There are no environmental sustainability implications arising from the report.

8. Equality and Diversity

The Equality act 2010 places requirements upon all public sector bodies to ensure that its policies and procedures promote equality, this document supports that requirement.

9. Section 17 Crime and Disorder considerations

There are no Section 17 implications arising from the report.

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Pay Policy Statement 2023/24

1. Context

1.1 This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 ("the Act"), which, from 2012 onwards, requires all local authorities to publish an annual statement of their policy for the relevant financial year in relation to:

- The remuneration of their most senior employees, which the Act defines as:
 - The Head of Paid Service (Chief Executive),
 - The Monitoring Officer,
 - The Chief Officers (or Directors), and
 - The Deputy Chief Officers (i.e. managers who report directly to a Chief Officer);
- The remuneration of their lowest-paid employees; and
- The relationship between the remuneration of their most senior employees and that of other employees.

1.2 The Secretary of State has produced guidance on the provisions in the Act relating to transparency and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements. This Pay Policy Statement takes full account of this guidance as well as the provisions of the Act.

1.3 The policy statement also refers to information which the Council already publishes under other legislation:

- Information on the level of remuneration paid to senior managers, as required by the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817).
- Policy on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008
- Policy on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.

1.4 This Pay Policy Statement must be reviewed on an annual basis and a new version of the policy will be submitted to Full Council for approval by 31 March immediately preceding the financial year to which it relates.

1.5 The Pay Policy statement can also be amended during the course of the financial year, but only by a resolution of the Full Council. If it is amended during the year to which it relates, the revised version of the statement must be published as soon as possible after the amendment is approved by Full Council.

1.6 This policy statement was considered by Full Council on 22nd February 2023. It is available on the Council's website. The Council's website also includes separately published data on salary information relating to Senior Officers and this can be viewed on our website.

1.7 For the purpose of the pay policy statement the term 'Chief Officer' in a local authority context is defined as set out in the Local Government and Housing Act 1989:

- a) The Head of Paid Service (i.e. the Chief Executive) as designated under section 4 of that Act;
- b) The Monitoring Officer designated under section 5(1) of that Act;

- c) A statutory Chief Officer and non-statutory Chief Officer under section 2 of that Act;
- d) A deputy Chief Officer mentioned in section 2 of that Act.

2. Remunerating Chief Officers/Deputy Chief Officers

- 2.1 The remuneration for Chief Officers/Deputy Chief Officers within the Council can be found at Appendices A and B.

3. Remunerating the Lowest Paid in the Workforce

- 3.1 The Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of Council decisions, these are then incorporated into contracts of employment. The lowest pay point in use by the Council for employees on the council's pay scale is spinal column point (SCP) 1. This relates to an annual salary of £20,258 (full time equivalent (FTE) and can be expressed as an hourly rate of pay of £10.5003. This rate was effective from 1 April 2022 and remains in place at the date of this statement. Employees on this pay point are defined as our lowest paid employees. This pay point and salary has been determined by the National Joint Council (NJC). Full Council agreed to pay a Living Wage supplement where rates of pay were below the 'real living wage'. The 'real living wage' is currently £10.90 per hour and should any employee be paid below this rate the supplement would be received. See Appendix C for pay scales for staff on grades 5-12. Continuation of the Living Wage supplement will be reviewed and determined annually.
- 3.2 The Council employs a number of apprentices and the salary for these staff complies with the National Minimum Wage.

4. The Relationship between Chief Officer Remuneration and that of other employees

- 4.1 The highest paid salary point in the Council is that of the Chief Executive and Head of Paid Service at £114,566 as at 1 April 2022. The median for Chief Officers is £62,951 and for non-Chief Officers is £31,099. This gives a ratio of 1:2.02. The Council does not have a policy on maintaining, reaching or applying a specific pay multiple. However, the Council is conscious that remuneration at all levels needs to be adequate to secure and retain high quality employees but not be seen as excessive.

5. Other Aspects of Chief Officer Remuneration

- 5.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as remuneration on recruitment, pay increases, additions to pay, performance related pay, earn back, enhancements of pension entitlements and termination payments. These elements are shown in Appendix A.

6. Pay Awards

- 6.1 Pay awards are determined nationally in accordance with the Joint Negotiating Committee (JNC) for Chief Executives, the Joint Negotiating Committee (JNC) for Chief/Deputy Chief Officers and the National Joint Committee (NJC) for staff paid under the national spinal column points covered by internal grades 5-12.

7. Tax Avoidance

7.1 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system. In a few circumstances where it is more appropriate to engage people on a self-employed basis, the Council will utilise the procurement policy and the Employment Status for Tax guidelines to ensure that the correct employment status is identified before being engaged. When a need arises for an 'interim' appointment, the Council may consider the use of an agency.

8. Re-engagement of ex North Norfolk District Council staff within the scope of this policy

8.1 All permanent / fixed term posts are advertised in accordance with the Council's recruitment practices and procedures and appointment is made on merit. Interim management appointments are made in accordance with the Council's procurement policy.

9. Review

9.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. The next statement will be submitted to Full Council for approval by 31 March 2024.

9.2 As necessary, the Council may by resolution amend the pay policy statement at times other than that of the prescribed annual statement.

Appendix A – Other aspects of Chief Officer Remuneration as at 1 April 2023

Post	Salary grade	Expenses / car allowances	Bonuses / PRP / Earn Back	Honoraria / Acting Up	Market/Salary Supplements	Election Fees	Severance Arrangements
Chief Executive Officer	1	Travel and other expenses are reimbursed through normal Council procedures. Car allowances are paid in accordance with the rates set out in Council's Travel Policy (see Appendix D)	The current terms and conditions of employment do not provide for any of the above elements	Honoraria and acting up payments do not apply	None	Returning Officer fees for national elections are set by Central Government. Local election fees are paid in accordance with a scale of fees which is based on national election rates and agreed locally. Election fees are paid separately.	The Council's normal policies regarding redundancy and early/flexible retirement apply to the postholder
Director for Resources – S151 Officer	2	As above	As above	As above	None	As above (where applicable)	As above
Director for Place and Climate Change	2	As above	As above	As above	None	As above (where applicable)	As above
Director for Communities	2	As above	As above	As above	None	As above (where applicable)	As above
Monitoring Officer (Assistant Director for Finance, Assets, Legal)	4	As above	As above	As above	£5,244 per annum, pro rata (Monitoring Officer responsibilities)	As above (where applicable)	As above
Assistant Director for Planning	4	As above	As above	As above	£5,244 per annum, pro rata (specialist delegated responsibilities)	As above (where applicable)	As above
Data Protection Officer	6	As above	As above	As above	£2,979 per annum, pro rata (deputy DPO responsibilities)	As above (where applicable)	As above
Deputy Data Protection Officer	6	As above	As above	As above	£1,986 per annum, pro rata (deputy DPO responsibilities)	As above (where applicable)	As above

Aspect of Chief Officer Remuneration	Council Policy
Recruitment and Retention	<p>All posts in the Council are evaluated using the Council's job evaluation scheme. Each grade comprises a range of pay points (spinal column points). Employees will receive an annual increment (and in some cases, 6 months after starting work with the Council), subject to the top of their grade not being exceeded.</p> <p>The post will be advertised and appointed to at the appropriate approved salary for the post in question and individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to.</p> <p>Where the Council is unable to recruit to a post at its designated grade, it will consider the use of temporary market supplements or 'Golden Hello's'. Golden Hello's are re-payable in whole or in part in certain circumstances should the officer leave before an agreed period has been served.</p> <p>In areas of skills shortages (locally or nationally) the Council will consider the use of retention payments.</p> <p>Access to appropriate elements of the Council's relocation scheme may also be granted in line with the policy when new starters move to the area.</p> <p>All staff are covered by the Council's appraisal scheme.</p> <p>The above applies to all employees.</p> <p>The rules regarding appointment to a Chief Officer role are set out in the Constitution.</p>
Pay Increases	<p>The Council will apply any pay increases that are agreed by the relevant national negotiating bodies. The Council will also apply any pay increases that are as a result of Council decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.</p> <p>This applies to all employees.</p>
Additions to Pay	<p>The Council would not make additional payments beyond those specified in the terms and conditions of employment and this policy statement.</p> <p>This applies to all employees.</p>
Professional Subscriptions	<p>These are payable where they are required for the post and should be limited to one subscription per Officer.</p> <p>This applies to all employees.</p>
Employee Assistance Programme (EAP)	<p>Access to the EAP scheme is available to all employees and elected Members.</p>
Contract for Services	<p>Where the Council remains unable to appoint Chief Officers on recruitment, or there is a need to provide interim support to cover for a vacant substantive Chief Officer post, the Council may, where necessary, consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.</p>
Redundancy and payments on termination	<p>The Council has a single policy statement on discretionary payments which applies to all employees.</p> <p>Where termination of employment is subject to a settlement agreement, that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council. This is always subject to the completion of a business case and appropriate authorisation as laid out in the above policy.</p>
Pension contribution rates	<p>Staff who opt to join the Local Government Pension Scheme (LGPS) pay current contribution rates between 5.5% to 12.5%. The employer contribution rate is currently 14.5% and this is the same rate for all staff.</p>

Appendix B
Salary grades for Chief Officers and Deputy Chief Officers (1 April 2022)

Grade	SCP	Annual Salary	Monthly Amount	Hrly Rate	Wkly Rate
4	331	£54,315.00	£4,526.25	£28.1529	£1,041.66
	332	£55,681.00	£4,640.08	£28.8609	£1,067.85
	333	£57,056.00	£4,754.67	£29.5736	£1,094.22
	334	£61,544.00	£5,128.67	£31.8999	£1,180.30
	335	£62,951.00	£5,245.92	£32.6292	£1,207.28

3	321	£64,832.00	£5,402.67	£33.6041	£1,243.35
	322	£66,583.00	£5,548.58	£34.5117	£1,276.93
	323	£72,902.00	£6,075.17	£37.7870	£1,398.12
	324	£74,503.00	£6,208.58	£38.6169	£1,428.83
	325	£77,020.00	£6,418.33	£39.9215	£1,477.10

2	311	£78,912.00	£6,576.00	£40.9022	£1,513.38
	312	£84,693.00	£7,057.75	£43.8986	£1,624.25
	313	£86,817.00	£7,234.75	£44.9996	£1,664.99
	314	£89,204.00	£7,433.67	£46.2368	£1,710.76
	315	£91,684.00	£7,640.33	£47.5223	£1,758.33

1	300	£112,205.00	£9,350.42	£58.1588	£2,151.88
	301	£114,566.00	£9,547.17	£59.3826	£2,197.16

Appendix C
Salary grades 5-12 (1 October 2022)*

Grade	SCP	Salary	Hrly Rate	Wkly Rate
Grade 12	1	20,258	10.5003	388.51
	2	20,441	10.5951	392.02
	3	20,812	10.7874	399.13
	4	21,189	10.9828	406.36
Grade 11	5	21,575	11.1829	413.77
	6	21,968	11.3866	421.30
	7	22,369	11.5944	428.99
	8	22,777	11.8059	436.82
Grade 10	9	23,194	12.0221	444.82
	10	23,620	12.2429	452.99
	11	24,054	12.4678	461.31
	12	24,496	12.6969	469.79
	13	24,948	12.9312	478.45
Grade 9	14	25,409	13.1702	487.30
	15	25,878	13.4133	496.29
	16	Not used		
	17	26,845	13.9145	514.84
	18	Not used		
	19	27,852	14.4364	534.15
	20	28,371	14.7054	544.10
Grade 8	21	Not used		
	22	Not used		
	23	30,151	15.6281	578.24
	24	31,099	16.1194	596.42
	25	32,020	16.5968	614.08
	26	32,909	17.0576	631.13
	27	33,820	17.5298	648.60
	28	Not used		
Grade 7	29	35,411	18.3545	679.12
	30	36,298	18.8142	696.13
	31	37,261	19.3134	714.60
	32	38,296	19.8498	734.44
	33	39,493	20.4703	757.40
	34	40,478	20.9808	776.29
Grade 6	35	41,496	21.5085	795.81
	36	42,503	22.0304	815.12
	37	43,516	22.5555	834.55
	38	44,539	23.0857	854.17
	39	Not used		
Grade 5	40	46,549	24.1276	892.72
	41	47,573	24.6583	912.36
	42	48,587	25.1839	931.80
	43	Not used		
	44	50,595	26.2247	970.31
	45	51,686	26.7902	991.24

REAL LIVING WAGE
£10.90 per hour
£21,029.21

to be paid as a salary supplement to any employee on SCP3 or below

APPRENTICE RATES	
Under 18's	£9,280.00
18 - 20	£13,178.00
21 - 22	£17,711.00
23 +	£18,329.00

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CABINET MEMBERS REPORT TO COUNCIL

22 FEBRUARY 2023

COUNCILLOR TIM ADAMS – LEADER OF THE COUNCIL

For the period 13 December 2022 – 11 February 2023
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1 Progress on Portfolio Matters.

Elections

The Core Electoral Services Team have now moved up to the Committee Room in order to facilitate the key organisation of the Election, and the Postal Vote opening sessions which will take place mid-late April up to Polling day itself.

Planning is proceeding well with Final Recommendations being prepared for the meeting of Full Council scheduled for 1st March in respect of a small number of Polling Station changes which follow community consultation during January.

In terms of Voter ID requirements, the team have implemented a robust strategy with further measures planned together with the Communications Team. Thus far, a Household Notification Letter has been sent to every household in the district which, in addition to informing on the requirements for polling station voters in terms of the photographic identification, has prompted a very good response in terms of additions to and deletions from the Electoral Register and an increase in postal vote applications.

Contact with Parish Clerks has been made in terms of providing key information on the nominations process, voter ID and requesting their engagement with their parishes about the elections and attracting potential candidates.

The process of booking and staffing the Polling Stations is well underway and the Verification and Count and the Postal Vote Opening sessions planning has commenced too.

Communications

During a busy month from January 10 to February 10, Communications have published 109 news articles and 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:

- Coastal safety
- World Holocaust Memorial Day
- Stalham Community Fridge
- NNDC Safer Seals Campaign
- Progress on public convenience works in Fakenham, North Walsham and Wells

- Vandalism of public conveniences at NN Visitor Centre, Cromer
- Cost of Living advice/support
- Launch of new battery recycling service
- Council Tax change of address form promotional activity
- Glaven Valley Consultation
- North Walsham HAZ Scheme updates
- Met Office cold and wet weather updates
- Norfolk & Waveney ICB Mental Health consultation
- Voter ID information
- Rough sleepers advice/support
- Everyone Active/Leisure Centres promotion inc. free classes for carers
- German TV documentary featuring Cromer
- Climate Cafes
- Levelling Up Fund – reaction to rejected bids
- Green Tips of the Week
- Youth Council
- CTAP consultation
- North Norfolk Electric Vehicle Charging Points promotion
- Sinkhole in North Walsham Marketplace
- Sheringham Little Theatre renovation
- Cromer Pier works updates
- 110,000 Trees Project update

We currently have a combined social media following of **40,915** people directly consuming regular content about the Council's activities on our channels, though it's important to note there is some overlap between channels, with some residents following us on more than one platform.

HR

The HR team remain ever busy supporting all the different teams and service areas. Work is progressing well in terms following the service plan which sits outside of the normal day to day activities. For example, the team are currently working on a project to move employee appraisals on to a different software platform. One of the benefits from the project is that it will provide a better experience for the employee and the line manager. At the same time, the guidance has been updated and the process to get more and improved feedback has been refreshed.

Corporate Delivery Unit

The Corporate Business Manager alongside the newly appointed Corporate Programme and Project Manager have undertaken a review of the Project Management Framework. This will be relaunched through Management Team and the Service Manager Group having been endorsed by the Corporate Leadership Team, in the coming weeks. With a new member of the team joining us, it was an ideal opportunity to review the process two years on from the development of the unit.

The Policy and Performance Management Officer has been busy again this quarter preparing her cyclical quarterly performance report for Cabinet in March, whilst also meeting with officers to ensure that audit recommendations have been updated, reviewing risks, and continuing to work on team plans.

The teams Corporate Data Analyst has been working on a benchmarking and contextual data which is also going to Cabinet in March, whilst also providing Elections vital information for the roll out of the new voter id required for residents to vote this May.

Corporate PA Team

The team continues to provide vital support, for numerous project boards, the Chief Executive, Directors, Assistant Directors, Senior Managers and Cabinet.

Some members of the team will be providing support to the election process in the coming months along with the Member Induction process.

2 Forthcoming Activities and Developments.

Levelling Up

Letters have been sent to the Minister of State for Levelling Up expressing the Council's disappointment that our bids for Cromer and Fakenham were not successful and requesting feedback on our proposals so we might strengthen and re-submit them for consideration in any future Government funding programmes.

County Deals

County wide discussions are taking place about the establishment of a cross-sector Norfolk Leadership Board, building on the ambitions of the existing Norfolk Public Sector Leaders' Board, to maximise the benefits of the devolution Deal for Norfolk, through stronger strategic collaboration.

A six-week public consultation on the County Deal for Norfolk commenced on 6 February through until 20 March. This is open to all residents, businesses and stakeholders.

3 Meetings attended

During the last month, I have on one or more occasion met with:

- CEO
- Town and Parish Forum
- Kompan Playgrounds
- Keep Britain tidy
- Environment Agency
- Anglian Water
- Norfolk Strategic Flood Alliance
- Norfolk Leaders Group
- Wells Community Hospital
- Opening Doors Advocacy Group
- Holt Town Council
- North Norfolk MPs

Interviews with:

- ITV Anglia
- That's TV
- BBC Radio Norfolk
- Newsquest

Meetings/events attended:

- Business Planning
- O&S
- NNDC Muddy Boots Conservation Event
- Weybourne Parish Council

CABINET MEMBERS REPORT TO COUNCIL

February 2023

COUNCILLOR A BROWN - CABINET MEMBER FOR PLANNING & ENFORCEMENT

For the period February 2023

1 Progress on Portfolio Matters.

General overview.

Nutrient Neutrality

Regular meetings continue to take 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.

I am pleased to update on the delivery of mitigation. A Joint Venture board is now in place and includes include partners Anglian Water, NNDC, Breckland DC, Norwich City Council , South Norfolk and Broadland DC. The limited company is named, Norfolk Environmental Credits (Ltd.). Recruitment is underway to key roles. A seed funding report is to be considered by Cabinet in early March. If agreed then NNDC will formally join the Joint Venture and play an active part in delivery of mitigation.

The proposed Joint Venture with can enable the “brake” on many planning applications to be released in the near future.

DLUHC - An amendment to the Levelling Up and Regeneration Bill was approved and has reduce the mitigation requirement for phosphorus by 36% and nitrogen by 65% post 2030. This is essential to providing more viable solutions via the joint venture / credits for mitigation.

Development Management

Detailed reports are provided to Development Committee on performance matters. Please refer to these reports for any detailed consideration on matters of speed and quality of decision to the Development Committee. I am otherwise pleased to report that measures for speed of decision making continue to improve and that the Council’s performance in defending planning appeals remains significantly above national benchmark figures.

I attended the recent meeting member briefing session for the planning S106 process and an introduction to the new public facing web pages / s106

software. I am pleased to report favourable consideration of those attending the briefing session. Further work is underway with our newly appointed s106 monitoring officer to enable full functionality is available for users. I will continue to report on s106 developments and will be looking for Parish and Town Council meetings to expand upon knowledge and accessibility to the Council's s106 records and processes.

The Planning Service Improvement Plan (PSIP), will be reported as a detailed action plan to the 15 February meeting of Overview & Scrutiny. The PSIP, has resulted from a series of detailed workshops guided by the Planning Advisory Service Toolkit, and the review of the public survey outcomes. I note some early "wins" are being implemented, e.g. provision of direct notification for parishes when an application is determined.

Planning Policy & neighbourhood planning

"Regulation 19" local plan responses, have been comprehensively reported in outcomes and recommendations papers to meetings of the Planning Policy & Built Heritage Working Party (PPBH). Further reporting to Full Council will take place on 1 March and final recommendations to Cabinet will follow on 6 March. Subject to favourable consideration then I will be looking for submission of the plan to The Planning Inspectorate as soon as possible after these meetings.

The February PPBH will consider the Infrastructure Delivery Plan, draft NPPF consultation response, Biodiversity Net Gain responses, Norfolk Coast AONB management Plan. The Blakeney Neighbourhood Plan is nears its final stage. Proposed modifications will be also be discussed at this PPBH meeting.

Conservation, Design & Landscape

The Glaven Valley Conservation Area Appraisal and Management Plan (2022) will be subject to an extended consultation. The consultation will run on until 31 March and will be supported by two further public hearings at Holt and Blakeney (dates TBC). The outcomes of consultations are targeted to be reported to May / June PPBH, with reporting to Cabinet to follow. The document will then become a material consideration in the North Norfolk District Council planning process.

Building Control

Workload has generally eased, I can report that after small delays arising from the Christmas break that all service standards are either being met or exceeded.

Enforcement

The team have 173 current live cases, the number of live cases stands at a low level with case closures being higher and timelier than previously

recorded.

100% of enforcement cases are acknowledged and input within 24 hours of receipt, All site inspections are being undertaken within the prioritised case requirements. The team are now focussed on clearing a backlog of 95 cases that have exceeded the resolution deadline.

A planning conditions matrix is currently being tested by the Conditions Monitoring Officer and our applications team. Early focus will be on monitoring temporary permissions and high profile permissions.

Staffing

Two Senior Planning Officers have joined the Development Management team, replacing vacant posts. Our S106 Monitoring officer joined the service on 2 February. All other currently vacant posts are considered to be “frozen”, any further recruitment will be under the due discretion of CLT via suitable business case reporting.

2 Forthcoming Activities and Developments.

February :

- 6th Cabinet
- 8th Planning Portfolio Holder
- 9th Development Committee
- 20th Planning Policy and Built Heritage Working Party
- 23rd Development Committee

3 Meetings attended

January 2023:

- 3rd Cabinet
- 9th Town and Parish Forum
- 11th Planning Portfolio Holder
- 13th CLT and Cabinet
- 16th Planning Policy and Built Heritage Working Party
- 24th Arcady Informal Appeal
- 24th Business Progress
- 26th Development Committee
- 27th Wells Coastal Supermarket Food Hub

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CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR ANGIE FITCH-TILLET - CABINET MEMBER FOR COAST

For the period December 2022 to February 2023

1 Progress on Portfolio Matters.

Cromer Phase 2 and Mundesley Coast Management Scheme – Progress Update

NNDC/CPE went back to Mott Macdonald with a few queries regarding the Environmental Statement, and Mott MacDonald are now finalising the Environment Statement following these comments. We received the formal letters from the Environment Agency to confirm the variation request for the Cromer Phase 2 Scheme and the Technical Approval for the Mundesley Coastal Management Scheme. Environment Agency have approved the additional funding requested for the Cromer scheme. Technical approval for the Mundesley scheme was also given by EA. CPA2 form for financial approval has been submitted to EA for approval. NNDC have been having monthly meetings with Balfour Beatty and Balfour Beatty have provided final detailed design comments.

Coastal Maintenance December & January:

- Wells - Remedial works to the Tug Boat Yard Wall
- Salthouse - Removed metal debris from Salthouse beach
- Sheringham - Removed bolts sticking out of ramp in Sheringham
- Overstrand - Works to the revetment at Overstrand
- Mundesley - Potholes along the un-made section of road at Vale Road and Ostend have been filled in
- Happisburgh - The toe of the ramp had a minor recut
- Happisburgh - Earth bund built up at entrance to former Seashell property
- Inspections: cliff slip near Mundesley Trafalgar Court, cliff slip near East Runton ramp, cliff clip near Trimmingham Vale Road, Happisburgh ramp.

Coastal Transition Accelerator Programme (CTAP) and Innovative Funding and Finance

A report was presented to Cabinet on 3rd of January which provided a background to CTAP, sought approval for the setting up of governance structures, agreed a clear approach with any possible asset acquisitions, and approved the development and submission of an Outline Business Case (OBC) to the Environment Agency and the creation of some initial support to

those individuals and communities most at risk from coastal erosion. Cabinet endorsed all recommendations.

CTAP team have been working with RPA, who have been appointed by DEFRA to evaluate the programme, to develop the Theory of Change for the North Norfolk CTAP. RPA have also been working with the team to develop the economic details for the OBC. Carbon pricing is also being explored for CTAP.

Innovative Funding and Finance (IFF) is a key part of CTAP. Building on the Coastal Loss Innovative Funding and Finance project (CLIFF), interviews were held with a number of the other Flood and Coastal Resilience Innovation Projects (FCRIP) to establish what Innovative Funding and Finance is taking place in other projects. This seeks to enable a co-ordinated approach across the programme and help to shape how CTAP will contribute to this essential area of work.

The team were part of a workshop as part of the infrastructure for Port And Coastal Towns and cities (iPACT) research project and some themes may link into CTAP at a future point. This workshop also provided a good opportunity to network with academics from across the country across a broad spectrum of expertise.

The CTAP team and CPE officers attended the Flood and Coastal Innovation Programme Winter Forum, which gave them time to network with other coastal practitioners involved in other FCRIP projects.

The CTAP team and CPE officers attended the PACCo Coastal Practitioners conference and presented on CTAP.

A University of Hull/Environment Agency research project called Coastal Change Stories, involving engagement with communities at risk of coastal erosion, has also been initiated, and includes CPE and CTAP team members. This may help to inform engagement during CTAP.

Contact has been made with several property owners along the NNDC coast to discuss the opportunities and assistance that CTAP may provide.

A draft Outline Business Case for CTAP has been submitted informally to the EA for early comment in order to help shape and finalise the formal submission documents.

Coastal Adaptation Supplementary Planning Document

The Coastal Adaptation SPD has now gone out for public consultation between 25th January and 8th March.

2 Forthcoming Activities and Developments.

Coastal Transition Accelerator Programme and Innovative Funding and Finance

- Finalisation of the North Norfolk CTAP OBC and submission to the EA towards the end of March.
- Inaugural North Norfolk CTAP Senior Officers Meeting.
- Creation of the NNCTAP Board.
- Agreed processes and administration for initial CTAP support package and first grants committed.
- Development of resourcing and recruitment.
- Completion of the CLIFF CTAP/FCRIP framework.

Cromer Phase 2 and Mundesley Coast Management Scheme

- MMO license and planning permission applications will be submitted by the end of February
- Balfour Beatty are in discussions with supply chain and tender returns will be received W/C 06/02/23. These tender returns will be reviewed and Balfour Beatty will negotiate with preferred tenders to ensure value for money.
- Mott MacDonald are working on a proposal to provide NNDC with technical support during the construction phase.
- Local Liaison Group meetings and community drop in sessions to be organized for between end of February and mid March 2023.

3 Meetings attended

Cabinet
Overstrand, Trimmingham & Northrepps Parish Councils
Catch-Up Meeting CEO re NCP
Town & Parish Council Forum
All Parliamentary Group re Coastal Communities – Erosion
Lunch & Learn – Overtopping
Planning Policy & Built Heritage Working Party x 2
NCP Visitor Pressure Working Group
Youth Voice Workshop
Development Committee
Catch-Up Meeting Environment Agency
LGA Coastal SIG Adaptation Working Group
ADA Board Meeting
Lunch & Learn – Delivering Resilient Projects
Catch-Up Meeting NCP Chairs/Partnership Manager
Sandscaping Research – UEA PhD

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CABINET MEMBERS REPORT TO COUNCIL

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR HOUSING AND BENEFITS

JANUARY 2023

1 Progress on Portfolio Matters.

Benefits

Household Support Fund (round 3)

Household Support Fund extension (from 01 October 2022 until 31 March 2023) – Round 3

NNDC has been awarded £88k under round 3 of the scheme. We have used this funding to target support to **210** disabled households and **342** low-income households who did not receive the DWP COL payments. Each household will receive a Post Office PayOut voucher for **£100** which they can cash at any Post Office. These vouchers will be issued in the next 7 – 10 days. The Post Office PayOut scheme worked well under round 2 and we had a high volume of vouchers being cashed (91%). Where vouchers are not cashed and subsequently expire, we will be working with customers to ensure they still receive the funding.

We also have the Household Support Fund application form live on our web page [Home | Household Support Fund \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/home/household-support-fund) where low income households can apply for support directly. The application will be available up to 10th March or earlier if our funds are exhausted prior to this date.

Council Tax Support Fund

North Norfolk District Council has been allocated **£203,643** under the fund.

The discount of £25 will be applied to current LCTS claimants that have an outstanding council tax liability for the 2023-24 financial year. This will be delivered using our discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992.

As part of the CTS fund, we will also be setting up a Discretionary fund to allocate additional funding to further support vulnerable households with council tax bills.

We will release additional information as and when it becomes available.

Discretionary Housing Payments

We continue to administer **Discretionary Housing Payments** (DHP) to support tenancy sustainment, homelessness, 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 January 2023 we have spent £101,050.18, which equates to 98% of our allocation across 136 households. A further 253 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.

A breakdown of how the expenditure has been allocated can be seen below:

Area of expenditure	Amount allocated
Rent Arrears	£16,505.25
Rent Deposit	£920.00
Ongoing Rent Shortfalls	£83,624.93
Total Expenditure	£101,050.18

Financial Inclusion Team

Our Financial Inclusion Team has received 295 referrals since the team was launched in October. Referrals have come from other services within the council, or through direct contact from the client or third party. The officers have also attended several events in the community promoting the support available.

We now have a Benefit Officer supporting the administration of cases, who will touch base with the client on the day the referral is received. They will ensure support such as food, electric, gas, or oil is requested straight away, and they will also order forms from the DWP, and send income & expenditure forms to clients for completion. This ensures we have all the information needed for the case as soon as possible and address any immediate needs.

Case management of Financial Inclusion records is in the process of being transferred to Civica Open Revenues workflow, which will allow more efficient case management, document management, and data recording. This is of no additional cost to the authority and forms part of the existing Benefits system.

Financial Inclusion Take Up Campaign

We will shortly be contacting 179 pension age households who may be entitled to Pension Credit and are not claiming it.

Pension Credit is made up of two parts: Guarantee Credit and Savings Credit

1. **Guarantee Credit** tops up your weekly income to a guaranteed minimum level of £182.60 if you are single or £278.70 if you are a couple. You may get more if you have a severe disability, are a carer or have certain housing costs
2. **Savings Credit** is extra money if you have some savings, or your income is higher than the basic state pension. You could get up to £14.48 extra per week if you are single or £16.20 if you are a couple.

Claiming Pension Credit is important because it means you may automatically be able to:

1. Apply for a free TV licence if you are 75 or over
2. Get cold weather payments
3. Get £900 in cost-of-living payments in 2023
4. Get help with NHS costs if you get the Guarantee Credit part of Pension Credit. This can include things like prescriptions, dental treatment, glasses, and transport costs for hospital appointments

If you are sick, disabled or have caring needs you could also apply for Attendance Allowance. This is extra help for people 66 and over who need help with personal care or supervision because of

illness or disability. If you claim Pension Credit you could get an extra £69.40 a week if you also claim Attendance Allowance.

We will be offering support with applications via the Financial Inclusion team and the DWP Visiting Team.

Speed of Processing for Housing Benefit and Council Tax Support

As of the 31st December 2022, the speed of processing time for the assessment of a new claim is 9 days and 5 days for a change in circumstances.

Our performance has continued to improve due to a combination of increased resources, and changes to our working practices using a system thinking approach to claims processing. We continue to develop our best practice so that our processing times in the future will align with top benchmarked LAs.

End of Year Uprating

The team is now preparing for end of year uprating to the Benefits system. This will involve completion of outstanding work to ensure customers data is as up to date as possible, uprating customer's welfare benefit entitlement, reviewing rent charges for 2023/24, parameter checking, and system testing. The live Benefits system will be unavailable for several days at the end of February whilst this process takes place. The process is expected to be completed by early March and letters to customers issued middle of March. We will also be including a Cost-of-Living flyer with all letters.

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 28 affordable homes during the current financial year (the figure was 52 but one scheme will not compete until 2023/24).

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. Officers have worked with Broadland Housing Association to get in-principle support from Homes England (the government's funding agency for affordable housing) to fund a package of five Exception sites in North Norfolk to be delivered over the next 2-3 years.

Encouraging Small and Medium Enterprise (SME) Developers

Housing Strategy have established a project to provide support and encouragement to SME developers to bring forward small sites of new affordable housing which will be purchased by Registered Providers. The Council's role (supported by Local Partnerships – an organisation owned by the Treasury, the Local Government Association and the Welsh Government) is to help make this happen through publicity to raise awareness of opportunities with SMEs, making the process simpler by liaising with Planning, clarifying specifications and contract requirements and providing support.

The project aims to help tackle one of the key challenges to increasing the supply of new affordable homes in North Norfolk - the shortage of local developers and builders, especially Small & Medium Enterprises (SME).

Grant for Energy Efficiency Improvement Works

North Norfolk District Council (NNDC) as part of the Norfolk Warm Homes Consortium of five Norfolk districts was successful in a bid for government grant to provide energy efficiency improvement works to homes occupied by low-income households. Our new Energy Officer has been promoting the scheme through several routes and encouraging applications.

The government has announced further funding for 2023/24 and again we intend to bid for this as part of the Warm Homes Consortium. Eligibility criteria for future grants has been simplified and will include any home within the most deprived areas in the UK (measured by the Government's Index of Multiple Deprivation income deciles 1-3) if privately owned or privately rented, provided the Energy Performance Certificate is rated D-G and the households has no more than £100k in savings. This will open up the grant to many more eligible households – across Norfolk there are 603 postcode areas covering 2,600 properties we believe meet the criteria and 23% of these are in North Norfolk.

Lobbying for simpler applications process for the new energy grants

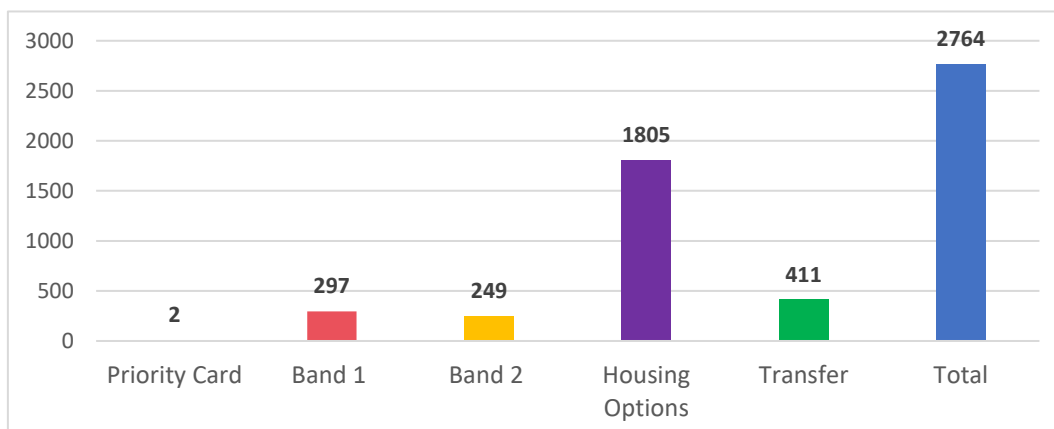
We recently wrote to BEIS (Business, Energy and industrial strategy) expressing concern about the challenges we face while trying to deliver energy efficiency works, these concerns are - certainty over future funding, due to the uncertainty over future funding the council and its partners find it difficult to retain skilled officers and over complex eligibility criteria. It is a concern that the rules for HUG funding act as a barrier. For 'off gas' properties (the majority in North Norfolk district), to be eligible for the HUG contractors often have to deliver multiple measures in order to increase the EPC by two bands e.g. EPC Band E to C. In addition there is too little funding for small and less expensive measures for windows, doors and storage heaters. In consequence a whole house fabric first approach often costs more than the funding rules allow. This means that many households which apply and would benefit from a single measure or a combination of measures are ineligible due to the requirement for a two EPC band increase.

We hope by writing to BEIS they may support simplifying some of the rules and so open up funding for many more households.

Housing Options and Homelessness Prevention

Your Choice Your Home

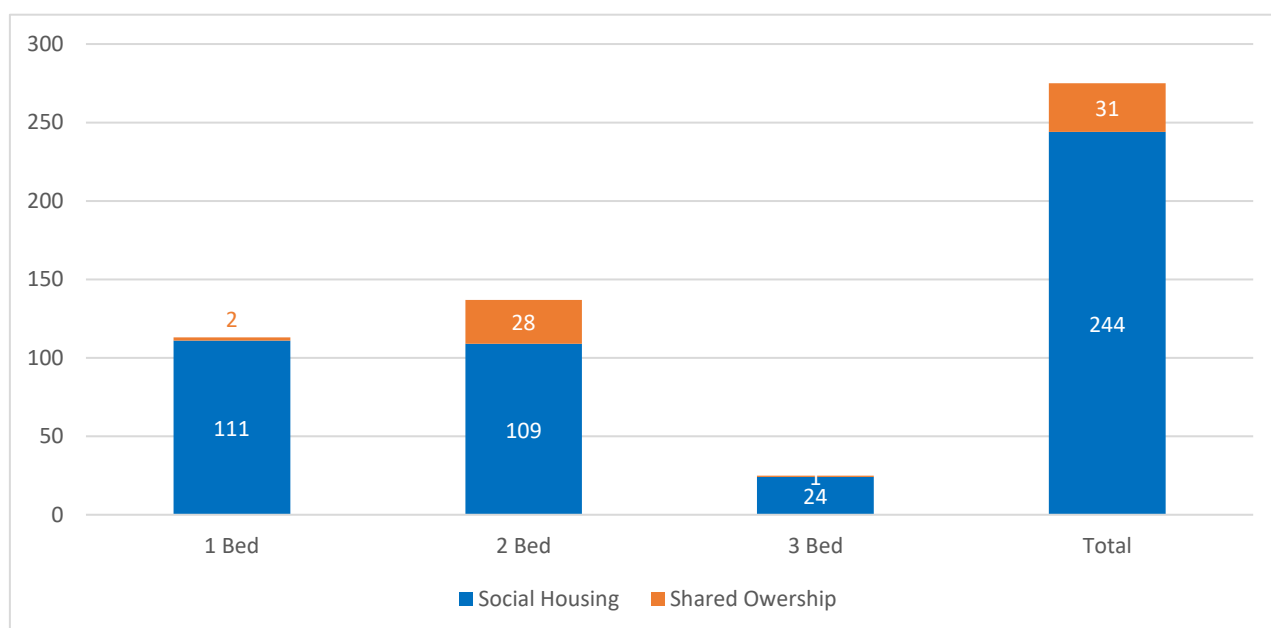
As at the 31 January 2023 there were **2,764 households** on the housing list with 19% being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs.



Housing List by Bedroom Need:

-	Housing List – Bedroom Need:						Total
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	
Priority Card	1	1					2
Band 1	148	81	30	33	2	1	295
Band 2	99	48	40	45	1	1	234
Housing Options	1,140	430	131	110		16	1,827
Transfer	187	120	40	42	1	6	396
Total:	1575	680	241	230	4	24	2754

Homes Let



*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.

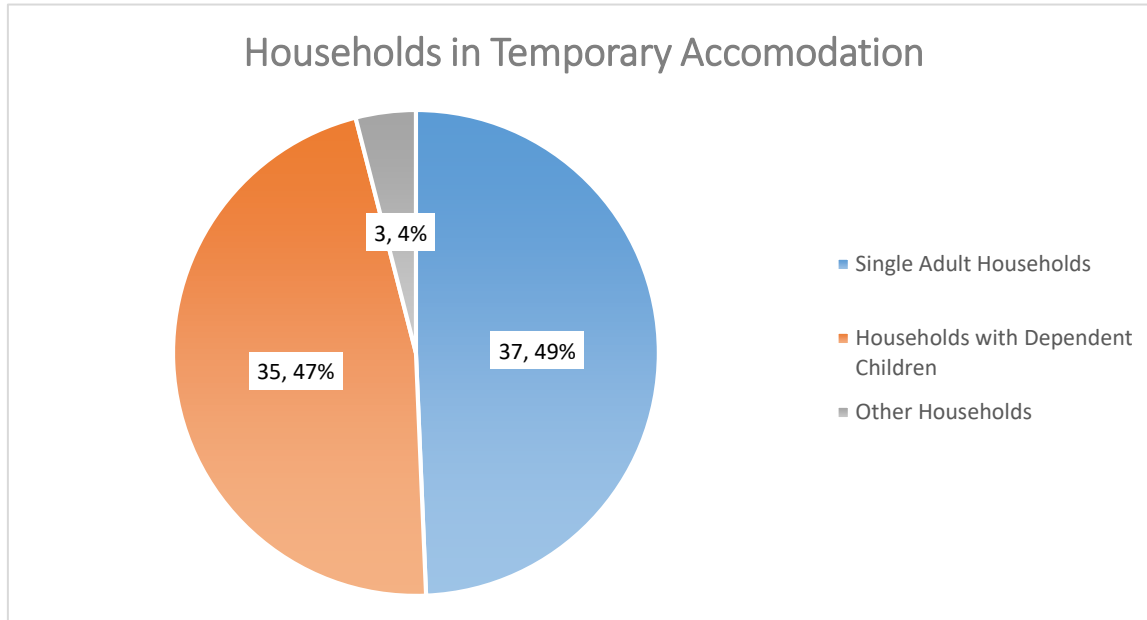
Social Housing lets by banding and bedroom size

	1 Bed	2 Bed	3 Bed	4 Bed +	Total
Priority Card		9			9
Band 1	96	92	21		209
Band 2	4	2			6
Housing Options	7	5			12
Transfer	4	4			8
Total:	111	112	21		244

Temporary Accommodation

The number of people living in temporary accommodation continues to rise at an alarming rate - driven by the shortage of social homes, and expensive private rented.

As at the 31 January 2023 there were 75 households in Temporary Accommodation.



* Other househilds includes couples and families with older Children.

22% of families living in temporary accommodation have been there for over 6 months, showing this type of accommodation is becoming less and less “temporary” as families cannot escape homelessness due to the severe lack of affordable homes. Officers continue to review and assess a number of options to expand and improve the emergency accommodation and Temporary Accommodation available

In addition to the above, all 5 units of Next Steps Accommodation (4) and Rough Sleeper Accommodation (1) are being used to accommodate previous rough sleepers.

NSAP and RSAP properties provide a portfolio of NNDC self-contained dwellings with wraparound support, in accommodation provided for up to two years allowing dwellings to be “re-used” for other former rough sleepers or those at risk of rough sleeping.

We continue to actively seek opportunities to identify alternative solutions to nightly paid accommodation, this includes increasing our own portfolio of accommodation. We are close to completion on a 2-bed property in Mundesley. Upon completion the Council will have a portfolio of 18 home for use as temporary accommodation – the five units of move of or rough sleepers and 13 homes as alternatives to bed and breakfast type accommodation.

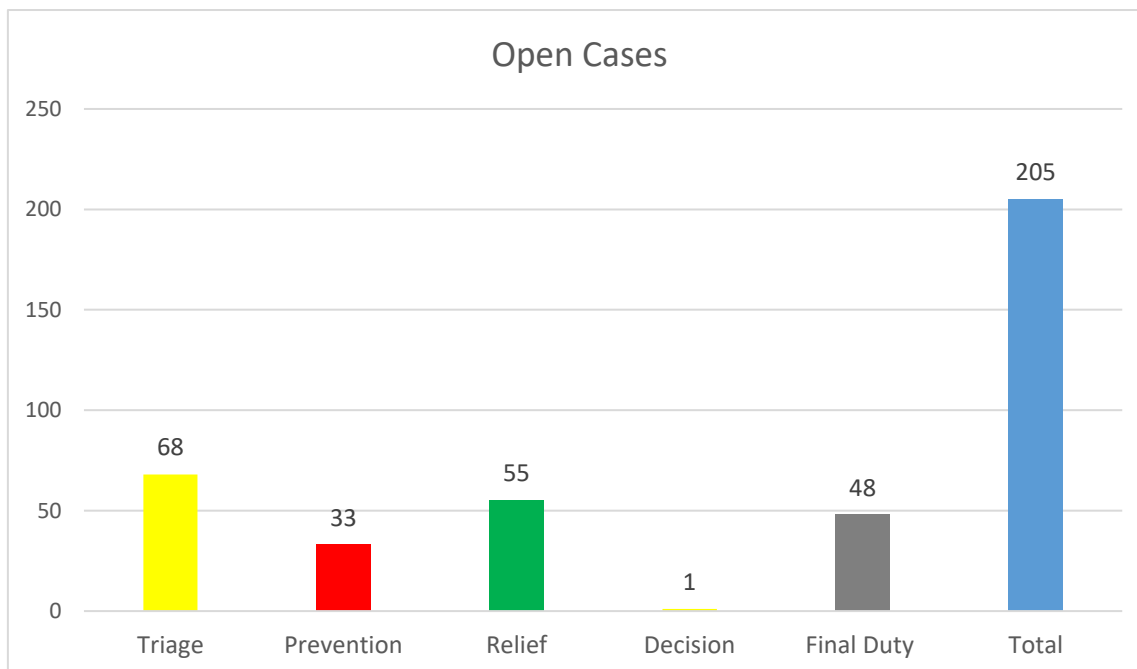
Private Sector Leasing Scheme

A number of factors (including the cost-of-living crisis, rising mortgage interest rates, no fault evictions in the private rented sector, a reduction in new affordable homes being built) mean we anticipate a sustained, or potentially an increased, need for TA for the foreseeable future. To help meet this demand, we continue to look at alternatives to bed and breakfast accommodation and one option that we will be piloting in the new year is a private sector leasing scheme (PSL) which will involve the council leasing a property in exchange for a guaranteed income to the owner.

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 January 2023 there were **205** open cases:



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 and during the month of January we verified 2 new Rough Sleepers. One person is being assisted under Part 7 of the Housing Act and one has returned to another Local Authority Area.

SWEP

Historically, SWEP provision was triggered when the forecast was zero degrees or below for three days. It is now best practice to take a common-sense approach, where any forecast approaching zero is considered; the impact of rain, snow and wind chill are taken into account; and the 'feels like' temperature is checked, along with conditions underfoot (e.g., ice).

When SWEP is activated, our Pathway, Prevention & Sustainment Officers actively engage with anyone who is sleeping rough with the offer of somewhere warm to sleep, regardless of their eligibility under homelessness legislation.

SWEP was activated between 5 dec to 04 January and 14 Jan to 25 January as temperatures plummeted and supported 11 people into emergency accommodation. 2 people brought in under SWEP have now been placed into Reeves Court and are being assisted under Part 7 of the Housing Act.

Being able to house rough sleepers during this time not only means people have a warm place to sleep during severe weather, but also gives us the opportunity to get to know them and help assess their needs for housing in the longer term

Domestic Abuse

As we've previously reported, we are currently working towards Domestic Abuse Housing Alliance (DAHA) accreditation. DAHA accreditation is the UK benchmark for how housing providers and local authorities should respond to domestic abuse in the UK. whilst the DA project officer is not able to provide direct advice on individual cases/circumstances is working not only the Housing team but with teams across the organisation to help embed standards of good practise and support towards accreditation

Some of the work being undertaken include:

- The first meeting of the Strategic Project Group.
- Domestic abuse DASH training has delivered by a domestic abuse specialist to Housing Options Staff
- policies and procedures including a tailored policy and procedure to support staff and a separate Housing Options document to support customers are being drafted.
- Targeted publicity and awareness raising campaigns have been promoted both internally and externally.

Ukraine Household - Emerging Homelessness situation

We have taken 7 homeless applications from Ukrainian households following the end /breakdown of host arrangements.

Household Make Up	
Single Households (without Children)	4
Family Households (with Children)	3

Accommodation Outcomes	
Private Rented Property	2
Allocation of housing from the council's housing register.	2
Rematch	1
Awaiting a rematch or alternative accommodation offer whilst in Temporary Accommodation.	2

Integrated Housing Adaptations Team

The Integrated Housing Adaptations Team (IHAT) continues to review processes to improve outcomes and customer satisfaction. A percentage of cases referred to IHAT will not lead to a Disabled Facilities Grant (DFG) for various reasons such as the customer may not be eligible, the property may be unsuitable for adaption, or the provision of equipment or minor adaptations solves the issue.

The IHAT service is developing alternative pathways for self-funded adaptations, advice, assisting people to move to suitable accommodation and home repairs grant / referring into other services including financial inclusion and Warm homes grant.

Year to date (YTD) a total of 397 new contacts have been received, 208 assessments have been completed. From these 136 recommendations for adaptations submitted. YTD 99 adaptation cases have been completed and 123 cases have been approved.

The Home repairs pilot continues to receive new referrals from IHAT, Social Prescribing, Energy Officer, Environmental Protection and Finance Intervention Team To date we have received 20 referrals and have taken forward 16 of these to contractor site inspections. We have received quotations back for 12 cases and have approved these works, with an approximate value of £30,000.

North Norfolk Waiting Well Project Update – 31st January 2022

The first patient list was received from the NNUH in the week prior to the Christmas closure. Patients are sent an initial letter to inform them why they are being contacted and to give them time to consider the support they may need. A flyer gives information about the types of support available and a link to an NNDC webpage, jointly branded with the Integrated Care System, enabling patients to verify project authenticity. The letter advises patients they will receive a phone call during a specified week, enabling us to call on more than one occasion if we are unable to make contact on first attempt. Patients can request an appointment on specified date/time, a face-to-face visit, or decline contact.

Of the first sixty patients contacted, four patients have declined contact stating they do not have support needs and six patients have declined contact as they have already had their treatment. Of the remaining fifty patients, it was not possible to make contact with two and, therefore, we have sent them a second letter offering an appointment on a specified date/time. This indicates that we are making contact and engaging with 80% of patients through this approach following one letter.

The most common support needs identified relate to housing adaptations, low-level equipment needs to improve safety with daily tasks, and access to physiotherapy due to worsening condition.

Community Safety Update

Community Trigger Training

The training in December was attended by a number of staff from Environment and Leisure and Peoples Services. The partners are reviewing processes. The Community Trigger is a process which allows members of the community to ask the Community Safety Partnership to review their responses to complaints of anti-social behaviour (including incidents of hate).

Prevent Awareness Training

The Norfolk County Community Safety Partnership has been successful in a joint bid (with Suffolk) for funding from the Home Office to deliver Prevent Awareness Training to practitioners and parents and children. The training will be delivered throughout February and March with provider and dates yet to be confirmed. The aim of the awareness training is to mainstream the response to the Prevent duty so that it becomes part of the day-to-day safeguarding of young people for professionals in the partnership, parents and carers. It supports safeguarding young people by working in partnership with local agencies to ensure a coordinated, multiagency approach to identifying, increase referrals and putting in place support measures, at the earliest opportunity for those subject to radicalisation and extremism.

Serious Violence Duty

The Serious Violence Duty commenced on 31 January 2023. Partners now have 12 months to complete a strategic needs assessment and develop a strategy to respond to and prevent serious violence in the County.

Modern Day Slavery

There are concerns that those fleeing the war in Ukraine and asylum seekers/immigrants are particularly vulnerable to becoming victims of modern-day slavery. The Government has recently notified the Council that in certain cases victims of modern-day slavery will be awarded automatic priority need under the Homelessness Provisions.

Asylum Dispersal

SERCO is the provider commissioned to acquire dispersal for asylum seekers in Norfolk. Currently SERCO would consult with the district and provide the full postcode for the property being considered. SERCO is changing the consultation process at the end of March and in the meantime has requested that we identify from a full list of 4-character postcodes whether the area is 'open', 'closed' or 'limited' based on crime data and recorded incidents of anti-social behaviour. 'Open' would indicate there are no issues in the areas, 'Closed' that the area should not be considered for dispersal and 'limited' that some concerns identified, but further consideration would need to be given. There would then be further consultation providing the full post code if acquisition of a property was being consider. The new system will be implemented from the end of March. We have not as yet been contacted by SERCO which suggests that they have not as yet identified any properties in North Norfolk that meet their criteria.

2 Forthcoming Activities and Developments.

The next Domestic Abuse forum will be on the 27th of February 2023. Focusing on Elder and Vulnerable adult abuse.

3 Meetings attended (January 2023)

Informal Cabinet
Cabinet Meeting
Community Larder
NNDC Town & Parish Council Engagement Forum
LAHF - for Ukraine/Afghan homes
CLT/Cabinet
Portfolio Holder Meeting
Member Briefing S106 Agreements
NN Sustainable Communities Panel
Business Planning Meeting
Overview and Scrutiny
Discussion on Wells Coastal Community Supermarket and Nourishing Norfolk

CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR VIRGINIA GAY - CABINET MEMBER FOR LEISURE, WELLBEING & CULTURE

For the period December 2022 to February 2023

1 Progress on Portfolio Matters - Culture

Sheringham Little Theatre – NNDC worked closely with Sheringham Little Theatre to develop a suitable scheme that would introduce energy/carbon saving measures to the building, whilst refurbishing parts of the building that were inefficient/becoming tired and addressing maintenance/repair issues. As a result, 'The Hub' cafe, foyer, box office and kitchen have been vastly improved, making them more comfortable and better suited to a wider range of uses. In the process, as much of the existing material as possible was retained/re-used and the building has become more energy efficient. This work has been promoted on our main NNDC channels and the Theatre staff/volunteers are delighted with the outcome.

Deep History Coast (DHC) – the Council's spare GoGo Mammoth has been installed at Sheringham Museum, augmenting their displays.

Orchestras Live (OL) – Our Partnership has added breadth to the Cultural Programme in North Walsham (being delivered alongside the High Street Heritage Action Zone). The arrangements for next year are being considered.

North Walsham High Street Heritage Action Zone Cultural Programme (CP) – Terrific feedback was received about the 'topical' production of Sleeping Beauty, performed by North Walsham People's Theatre with CP grant support. The budget is on track and expenditure agreed for a broad range of activities in 2023, including: pop-up craft workshops in a currently vacant shop; heritage interpretation linked to the wayfinding initiative; a young people's art gallery; mosaic design/installation; New Stages (play/pantomime), Paston Footprints, Orchestral concerts and music and dance projects. The CP Board has additional members from across local organisations and includes a member of the Youth Action Board.

2 Forthcoming Activities and Developments.

There will be a meeting with Norfolk Museums Service in the very near future to discuss North Norfolk's part in the County's provision. Sheringham Little Theatre's Hub will reopen to the public after a very short closure for the completion of its refurbishment; an appealing series of performances has been planned for the summer.

3 Meetings attended
In addition to briefings, I have attended the following meetings. HAZ Project – Presentation on Wayfinding and Interpretation – 17/01/23 Norfolk Arts Executive – 02/02/23 Norfolk Records Committee – 03/02/23 Norfolk Museums Committee – 03/02/23 Sheringham Little Theatre Board Meeting – 08/02/23 Reopening of The Hub at Sheringham Little Theatre – 11/02/23

CABINET MEMBERS REPORT TO COUNCIL

February 2023

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

FOR THE PERIOD NOVEMBER & DECEMBER 2022

1 Progress on Portfolio Matters - Wellbeing

North Norfolk Health & Wellbeing Partnership

The three priorities of the Partnership are:

Older People
Mental Health
Inequalities

A multi-agency inequalities workshop was held on 9th January at NNDC. Presentations in relation to inequalities were received from Norfolk & Waveney Integrated Care Board, North Norfolk Community Transport, North Norfolk Youth Advisory Board, Norfolk & Norwich Hospital and NNDC in relation to the Cost Of Living. Breakout groups offered attending organisations the opportunity to identify additional types of inequalities, people most likely to experience inequalities, impact and potential solutions.

The outcomes of the three workshops which have focused on Partnership priorities will inform the H&WP strategy.

Community Connectors

Warm spaces: The Community Connectors have been integral to supporting and promoting the warm spaces across North Norfolk. They have collated details of when and where the warm spaces are across the district – details of which are shared with the community and also partners at the Help Hub & NCC.

The Community Connectors regularly visit the warm spaces in their areas to meet with the community, support the organisers and distribute refreshments as supplied by the North Norfolk Food Bank. They have highlighted the Norfolk Community Foundation Hot Spot fund, plus warm spaces guidance.

When gaps in knowledge have been highlighted they have provided signposting and support. The Team Leader gave a presentation about warm spaces at the NNDC cost of living summit on 3 November.

Poppyland Radio: The weekly Community Connectors show started in December as another way to connect with the community. The Community Connectors introduced themselves in the first show and talked about community Christmas events in the second.

In January there were 2 shows which focused on cost of living support. Due to increasing need in local communities providing advice, support and signposting is particularly important.

Once a show has been aired, it is uploaded to listen on demand (please see the Mixcloud link on [Community Connectors \(poppylandradio.co.uk\)](https://www.mixcloud.com/CommunityConnectors/poppylandradio.co.uk/))

Homes for Ukraine

One hundred and eight accommodation checks and ninety four welfare checks have been requested in North Norfolk since the H4U scheme was established.

Based on data we know that ninety five 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.

The Government has recently confirmed that the H4U scheme will continue. Whilst the number of guests arriving has reduced hosts are still needed to offer accommodation.

In the next year there will be a greater focus on supporting guests who require English for Speakers of Other Languages (ESOL) classes and supporting guests to become integrated into the community and to achieve independence both economically and with regard to accommodation. Guests will be able to stay with hosts for up to two years and the thank you payment to hosts will also increase.

Social Prescribing

In November and December one hundred Social Prescribing referrals in total were received requesting support with two hundred and forty nine issues. Benefit, financial and mental health support remain the most frequent reason for referral.

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. This service should start in January 2023

Arts & Culture Fund

A meeting of Arts & Culture Fund Panel was held in November. Six applications were received. Conditional grants totalling £16,401.68 were awarded.

Community Transport Fund

A meeting of Community Transport Fund Panel was held in November. Two applications were received. Conditional grants totalling £40,000 were awarded.

North Norfolk Sustainable Communities Fund.

The NNSCF Panel met in December and consider applications Seven applications were received although two were withdraw prior to the Panel meeting. Three applications were deferred as further information was required before the Panel could make a recommendation and two were unsuccessful. Of the three deferred applications to date conditional recommendations in respect of two applications totalling £20,271.20 have subsequently been made.

2 Forthcoming Activities and Developments.

Work is progressing towards a draft of a Health and Well Being Strategy for the North Norfolk Partnership. The next meeting of the Partnership will be on March 14th. As its

first year is coming to the end, discussions have begun about the future life of the Partnership.

3 Meetings attended

In addition to regular scheduled meetings and briefings, I have attend the following:

09/01/23 - Inequalities Workshop

29/01/23 - Youth Council Workshop

01/02/23 - Health and Well Being Partnership.

January 2023

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CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR GAY - CABINET MEMBER FOR LEISURE, WELLBEING AND CULTURE.

For the period December 2022 to February 2023

1 Progress on Portfolio Matters - Leisure

Leisure Centres

In December 28695 visits were achieved. Memberships remain strong across the 3 leisure centres with 3629 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 (EA). The proposed Levelling Up project for Fakenham Sports and Fitness Centre was rejected, which was extremely disappointing

Countryside

The team held an Eco Elf Father Christmas Trail over two days in December, teaching children how to be more eco-friendly. This was attended by 381 people. Practical management works have continued throughout December and January following each site's management plans, including the planting of further trees at HCP. All three Green Flag applications have now been submitted and the annual reviews of these sites will be uploaded to the NNDC website.

Beaches

Water quality at three of the District's Blue Flag Beaches was downgraded from Excellent to Good meaning that we were unable to apply for Blue Flags at these beaches in 2023. They have been put forward for Seaside Awards instead. These beaches were East Runton, Mundesley and Sea Palling. North Norfolk District Council held a meeting to discuss the water quality issue with the Environment Agency and Anglian Water but no obvious reason can be identified for this sudden change in quality.

Health and Wellbeing/Sports Development

It looks likely that the 3G project for NWTFC will not proceed as planned just yet, but we are going to investigate a possible clubhouse project with the Football Foundation instead.

A capital bid has been submitted for a 3G project at Cromer.

Localities Update

Opening School Funds

This is a fund which assists schools in opening their sporting facilities for young people in the evening and at weekends. Our Localities Officer, Sean Pasque, has

met with The Duke of Lancaster School as part of a targeted approach and will work with them to develop their application. Fakenham and Stalham Academy have also been invited to be included within the targeted pot. The open pot information has gone out to all schools and our Localities Officer will work with any school which expresses an interest in the scheme.

Active NoW

All of the Service Level Agreements for the Active NoW projects have been received. NNDC will work with the agreed providers to assure the process and to establish priorities for year two.

Funding associated with Active NoW in North Norfolk

Active Now	
Organisation	Funding
Everyone Active	£5,046.16
Sheringham Shed	£1,500.00
NNDC	£1,200.00
Cromer Tennis Club	£1,856.00
Suffield Bowls Club	£800.00
Anita Lusher (Walking)	£2,064.00

£12,466.16

Big Norfolk Holiday Fund (BNHF)

This is a fund intended to create holiday activities for children. We are working with a series of prospective providers. There is a need for provision in Wells and we are in discussion with Wells Community Hospital and Wells Sea Cadets. We are also considering a photography project at Holt Country Park and a project with Glide Surf Main at Cromer and Mundesley. Cromer Tennis Club is another possible provider.

Funding associated with BNHF in North Norfolk

Big Norfolk Holiday Fun	
Active Education	£29,000
EP Youth	£10,144
Everyone Active Cromer	£3,400
Everyone Active N.W	£6,400
Everyone Active Stalham	£6,700
Everyone Active Fakenham	£9,450
Everyone Active The Reef	£6,200
Everyone Active Victory	£1,950
Holt Youth Project	£6,730
JW Sports and Fitness	£3,000
Camp Beaumont	£30,375

Winter	
JW Sports & Fitness	£1,602.50
Everyone Active Stalham	£2,064.00
Everyone Active N.W	£2,064.00
Everyone Active Fakenham	£2,064.00
EP Youth	£2,798.40
Active Education	£1,442.18
	£125,384

Together Fund

We have secured grants from this fund which will enable work by the following organisations.

Funding from the Together Fund Achieved for North Norfolk

Together Fund

Organisation	Funding
Yendell's	£1,200
Stalham Swans	£2,503
Everyone Active	£5,000
Playing for Cake	£2,965.00
NWHS	£1,465.00
About with Friends	£1,940.00
SLM carers	£1,499.00
Thornage Hall	£2,336.00
Wonky Wheels	£3,266.00
All to Play For	£2,913.00

£25,087

More work to secure funding is ongoing with the Poppy Café in Holt, the DECAN group, Stalham Netball and Cromer Library (for seated exercise classes).

Pier Pavilion

Works to the bar area and toilets are on track to be completed on time.

The Christmas Show saw 12641 tickets sold, which is around 3000 less than 2019 but approx.. 2000 more than 2021. It is hoped this growth and recovery will continue in 2023.

Markets

We will shortly be seeking to recruit one full time and one seasonal Markets and Foreshore Inspector. Annual reminders have been sent to all traders for them to renew.

2 Forthcoming Activities and Developments.

Openwide have announced the return of their Vintage Day, which will take place on Saturday June 10th.

There will be a Localities Action Plan emerging soon.

3 Meetings attended

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

Thwaite Common Discussion -10/01/23

Meeting with the Environment Agency and Anglian Water – 11/01/23

Overview and Scrutiny, Reef Project Review – 25/01/23

Meeting to discuss Locality Action Plan – 08/02/23

Everyone Active Quarterly Briefing – 09/02/23

CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLO R KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period December 2022 to February 2023

1 Progress on Portfolio Matters.

Funding and Programmes

UK Shared Prosperity Fund

The UKSPF is a central pillar of the UK government's Levelling Up agenda and is the successor funding model to the former EU Structural Funds. It will provide £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than via a competitive bidding process.

The intention of the fund is to invest in local priorities, targeted towards a number of areas: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.

On 7 December the Council received confirmation that its Investment Plan had been approved. NNDC has now received the first allocation of funds (£150,275) for this financial year and work with partners is underway to deliver this fund. The indicative allocation for 2023/24 is £300,551 and £787,443 in 2024/25.

Rural England 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 needed to submit an application by 30 November. To help shape and inform the submission, the Local Partnership Group (composed of a number of local stakeholders and originally created to help develop the UKSPF bid), was reconvened to discuss the challenges facing rural businesses/communities and identify the priority interventions.

It was anticipated that local authorities would receive approval for their submission in January 2023, with receipt of their first allocation in April 2023. It is understood that approval decisions have been delayed and we presently await confirmation that our submission has been approved. Following approval, a paper providing further details on the UKSPF and REPF and the anticipated delivery mechanisms is anticipated to be provided to Cabinet.

Town Centres

Stalham High Street Task Force

Stalham's town centre has been identified for support from the Government High Streets Task Force (HSTF). The HSTF will look to work with the Council and local stakeholders to help identify the critical issues that may be holding back the town and seek to develop a range of solutions to support them. The team plan to visit Stalham on 3 March.

North Walsham Town Centre Heritage Action Zone

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

- Following the previous contractor going into liquidation, the redevelopment of the Cedars is now being delivered by Malcolm Abbs Ltd under a Measured Term Contract held with the Council. Project management is being undertaken by NNDC's Property Services team. Given the changes in contractor, and the consequent delay between re-establishing the new contractors on site, a revised schedule of work is has been prepared. The work that remains to be completed includes: installation of data points, re-plastering with lime plaster, installation of electrical heating system and completion of window repairs followed by overall redecoration internally and externally. The anticipated costs of the remaining works and the delivery timescale are presently being developed. Early conversations are being held with a range of potential future users;
- The public realm improvements carried out on the Shambles/Church Approach area have essentially been completed, with full access available, including to the rear of 28 Market Place which has benefitted from substantial exterior improvements through funding identified within Building Improvement allocation, although there remains some additional work still to be completed to the façade in early spring when the weather is better.
- Improvements to the highways and public realm in the Market Place commenced in September. Works to be carried out 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 north side is complete and the south side is being progressed, with much of the kerbing and stone now in place to establish the carriageway and significant progress has been made on widening the pavements, completing the loading bays and adding in a pedestrian crossing. The works is slightly behind schedule due to poor weather pre-Christmas and a sinkhole that was discovered on 18 January which was caused by existing damage to a water pipe. Anglia Water were swift to respond and all necessary works were completed promptly. However, laying rates on the present phase have been higher than expected overall;

- 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. Projects that will have the greatest visual impact and can be delivered within the timescale for the scheme will be prioritised, for example shopfront reinstatements and improvements to building facades.

Tourism

North Norfolk's Market Town Campaign

Visit North Norfolk have launched their Jan – March 2023 marketing activity – driving visits in the Spring. The latest [video](#) highlights the market towns and encourages consumers to plan their next break, with January being a key time for some consumers to plan their 2023 holiday. The winter wildlife promotion activity is still carrying on, encouraging visits now and into February.

Staffing and Resources updates

- The Project Enabler post was approved by the Corporate Leadership Team and the new post-holder commenced their role on 9 January.
- Following a successful recruitment process, the new North Walsham High Street Heritage Action Project Manager started on 23 January. The new post-holder has previous experience of project managing another local HAZ and brings a wealth of conservation/regeneration experience.
- The Business & Skills Support Coordinator has notified of her intention to retire at the end of March. Diane Evans has been exemplary in her work with businesses, schools and training providers to support employment/skills opportunities for individuals and in helping businesses with their labour needs. The importance of this post is acknowledged and a business case will be taken to the Corporate Leadership Team to determine the future of this post.

- Development and delivery of the UKSPF and REPF funds
- Supporting the Stalham High Street Task Force team
- Final phases of the North Walsham HAZ place making works

3 Meetings attended

Recent business visits/meetings include: Raynham Estate
Tattersett Business Park, Swift Aircraft, Albert Bartlett, Wildcraft Brewery,
Sheringham Golf Club

CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR LLOYD - CABINET MEMBER FOR ENVIRONMENT AND CLIMATE CHANGE

For the period January 2023 to February 2023

1 Progress on Portfolio Matters.

Environment and Safety Services

Corporate Health and Safety now sitting with Environmental Services and the organisation has appointed a new Corporate Health and Safety Officer (Alun Lane). This appointment allows for a specific focus on this very important topic.

Kerbside battery recycling collection service launched at the end of January. Good response and uptake in the first week.

The team continues to work with Serco to iron out minor issues remaining from the round re-organisation.

We are monitoring the situation at Serco in respect of media reports of potential industrial action. Serco have not been informed by unions of any planned action at this stage.

Public Protection

First meeting of Sheringham Community Alcohol Partnership was attended. This will see partner agencies working together to tackle alcohol use and acquisition by minors in the Sheringham Area.

Inspection has been arranged at a Dangerous Wild Animal Premises where there are ongoing concerns about safety and welfare.

High volume of taxi applications are being received by the team and allegations of a person operating as an unlicensed taxi have been investigated.

The caravan project is continuing. Sites are being visited and issues are being identified and dealt with.

Joint visits have recently been undertaken with the Police to a number of Scrap Metal sites in the area.

Both licensed zoos in the district have recently been subject to informal inspection.

The team are waiting for the imminent release of the new Botox and Dermal filler legislation so that we can begin to tackle concerns that have been brought to our attention recently.

The taxi test station contract expire in April and work has started to begin the renewal process.

The team have now concluded several complex health and safety accident investigations, and these will be heard by the Magistrates court in the coming months.

There continues to be an investigation into the case of Legionnaires disease at a holiday property in the area.

Env. Protection and Public Protection have recently been working together to deal with a death from Leptospirosis in the district. This has involved undertaking works in default at a property with an extensive rat infestation. The annual report to the Drinking Water Inspectorate is due to be submitted imminently.

Environmental Protection

The Team continues to work with partners across the County on the review of the ASB Community trigger process.

In past month the team have gone out for tender with both the Stray Dog and Public Health Funeral Contracts.

The 2022 Air Quality report has been completed by the team; this indicates no significant change in air quality across the district.

Officers have completed the DLUHC damp and mould growth survey. Alongside this the team have developed an information and advice leaflet on the topic as well as launching webpages and information on social media.

Civil Contingencies

The team continues to monitor and respond to weather alerts as and when issued although there have been several over the winter months, the impact has been significant. Planning activities continue for a national power outage (Operation Mighty Oak) along with another exercise (Operation Merlin) to practice the plans in place for coastal flooding and evacuation.

Climate Change

Building Decarbonisation –

More efficient LED lighting (together with control sensors) now in half the Cromer Office, expected ROI is 2 years and the carbon reduction will be monitored. Work continues on exploring ways to improve the thermal efficiency of the Cromer office.

The Reef Solar car port proposal has been granted planning permission. The business case is being refined and will be presented to Cabinet shortly. The Council has project managed refurbishment works at Sheringham Little Theatre (a leased asset) with energy-saving measures, including low-energy lighting systems, draft proofing and insulation.

Electric Vehicle Charging Infrastructure –

A workshop for developing an EV Strategy with the Energy Saving Trust is planned
Investigations are being undertaken into the potential for photovoltaic panels on public conveniences in car parks to support EV roll out

The usage of the first phase of the EVCP installation and the role this has played in the decarbonisation of private vehicles is being monitored.

The 110,000 Tree project –

To-date 108,505 trees have been planted, which already exceeds the population of the District (103,000 in 2021).
Preparations are in place for the planting of a further Miyawaki (tiny forest) site at Warren Woods
The planting of six smaller projects is in progress across the District - that should take us beyond the 110,000 target.

2 Forthcoming Activities and Developments.

Kerb-side waste electrical and electronic equipment (WEEE) recycling collection service to launch in the next few weeks. This will operate alongside the recently launched battery collections and provide a weekly collection of small WEEE items e.g., toasters, hair dryers etc.

Two tree give a way days at Holy Country Park on Jan 14th and February 11th. These were the final public tree give away days of the 2022/23 planting season. These sessions have proven to be very popular with the public and it's been a pleasure for the team to support residents who wish to contribute to growing the NN tree canopy.

Preparations are being made for a celebration of planting the 110,000th tree.

3 Meetings attended

Norfolk Climate Change Partnership meeting.
Serco waste management contract board meeting
Spoke at the Rural Services Network seminar on Climate Change matters
Tree and NZAP project board meetings
Team meetings and briefings

CABINET MEMBERS REPORT TO COUNCIL

February 2023

COUNCILLOR LUCY SHIRES

For the period January – February 2023

1 Progress on Portfolio Matters.

Information Technology

Following a failure to recruit appropriately skilled and experienced staff ICT have recruited 2 Technical Support Assistants These are entry level posts in the structure with the intention to develop them through on-going formal and on-the-job training. This recruitment has taken a considerable amount of ICT team time.

We have resumed the planned program for replacement of out of warranty laptops.

In order to maximise the benefits of the Microsoft licensing the replacement of Kaspersky anti-virus with Microsoft's Defender anti-virus. This work will also generate a small cost saving when completed.

Elections have been relocated to the committee room in preparation for the coming elections.

Devices for the new cohort of members have been procured in readiness to issue as soon as possible after the election. We will be working on the configuration with the aim of simplifying the remote logging on process whilst ensuring that the cyber security protection it delivers is maintained

Tablets for field working access to the Concerto asset management system have been issued to the MSOs in Property Services. These will improve the response times and be more efficient in the management of repair and maintenance activity across the Council's estate.

The cyber security event logging software has been upgraded to maintain the protection it provides to the Councils IT systems.

Work (including evenings and weekends) has been taking place to enable the replacement of the core data network to be as seamless as possible. However to reduce the risk of disruption at a busy time of year the final cutover will be affected early in the next financial year.

The new finance system “Civica Financials” is now live as planned. However, this remains a resource intensive workstream for the Finance and IT teams. There are still significant post go-live works to complete the project and this will continue for some time.

Further software improvements for the Planning system Uniform are being implemented including an on-line measuring tool for plan verification and an updated software interface to the planning portal.

Preparation for the end of year related software upgrades to the HR and Revs & Benefits system has commenced.

New and updated intranet pages for:

- Health & Wellbeing
- Car Park Permits
- Procedures for disruption at Council meetings
- Corporate Leadership updates published
- Corporate plan made available on the intranet homepage

New and updated Website pages for:

- Climate and environment
- Cost of living help
- Neighbourhood plan
- Council property to let
- Polling place review
- Voter ID requirements
- Glaven Valley updates
- Business Hub developments
- Maintenance on Webchat function
- Planning policy consultations
- Rewilding pages updated
- Caravan and Mobile Home site licencing info published
- Updates for Planning Policy
- Bin service announcements page

Work to support the issuing of bills and reminders to Garden Bin customers
New online register of interests form for members ahead of the May elections
Council Tax online consultation content and web form.

Updates to the online Council Complaints process:

Noise and Nuisance complaints from Council webforms are now fully integrated with the Environmental Health management system, Assure.

Updates to Missed Bin reporting process

Updates for Waste reporting forms – broken glass, graffiti, littering etc

New Notification of a Death form

Offer to Pay form completed

Updates and maintenance for Coastal Issues reporting form

Building Inspections booking request form
Food hygiene rating revisits request form

Customer Services

The New Year has started with a significant increase in residents contacting the council after an expected reduction in customer contact leading up to Christmas.

In January we received the second highest customer contact rate this financial year with our Customer Service Advisors dealing with over 7,800 customer contacts across all contact channels.

The significant increase in contact was a result of the following:

- Environmental Services sending out 4000 letters to non-direct debit playing residents requesting their payment for their garden bin service for 2022/23.
- Revenues Services recommencing recovery work, resulting in an increase of reminder notices being issued.
- Electoral Services writing out to every household, confirming who is registered to vote at the property and advising them of the requirements for voter ID in this coming May Election.

Despite this resulting in an extremely busy time for the Customer Services department we have managed to keep the average telephony wait time to 6 minutes 3 seconds. Work continues to reduce this further.

A number of internal training sessions on improving Customer Service have been delivered to council managers and supervisors. More will follow to ensure all staff receive the training.

Our new team members having now finished their induction training are already making an impact on our performance. Their enthusiasm and desire to help all our residents with their enquiries will be well received.

Further recruitment is in progress to replace internal secondments and resignations.

Digital Mailroom/North Norfolk Visitors Centre

The Digital Mailroom have proactively managed a fluctuating workload in December due to the Royal Mail postage strikes.

We are currently prioritising the training of staff to ensure service delivery is robust and sustainable, alongside introducing systems to increase performance management

The North Norfolk Visitor Centre is actively expanding its use of social media and other customer contact systems to allow greater reach to potential visitors all year round.

Property Services

Cromer pier substructure works continue to progress with no unexpected problems. They are still on track to complete in summer 2023.

A tender for improvements to the Pier bar servery and WC improvements has been let and the works have commenced. Works are now underway and on programme to complete in March 2023

The PC re-provision, including Changing Places Toilet Facilities, in Fakenham is making good progress following the resolution of the UKPN Cabl issue Works are expected to complete in spring 2023.

The Vicarage Street, North Walsham PC re-provisioning is in progress and demolition of the old facilities has been completed and the site cleared. The construction phase has commenced ks have been completed and rebuild works have commenced. The works are planned for completion in July.

Property Services have been tasked with completing the Cedars project and works are now in progress. Adam Laville now site based until completion, Works postponed at the Shambles until the spring. Alongside these works we are now working with Estates on the Black Swan Loke refurbishment.

The LED lighting improvement programme continues to progress well. Completed areas so far include The Council Chamber, Planning, Reception and Revenues/Benefits/HR & Finance service areas. Planning is now in progress for the remaining areas.

Fakenham Connect Crinkle Crankle wall remedial/safety works. Works have commenced and progressing as planned.

Morris Street car park boundary wall, storm damage repair. Works awarded and works in progress.

The Public Convenience re-provision at the Leas in Sheringham has been awarded but start delayed to allow the contractor to complete other already committed works in North Walsham.

2 Forthcoming Activities and Developments.

Information Technology

Works to apply software patches across the IT estate to maintain cyber security and system availability will continue.

Continue with works in support of the District Council election in May.

Continue with "InTune" mobile device management software configuration and implementation.

Continue addressing Cyber Treatment plan as specified by DLUHCP

Complete the installation of the core switches and associated cabling works at Cromer offices as a part of the network technology refresh.

Investigate options for putting voice routing in the cloud to overcome obsolete equipment in the current arrangements.

Work will commence to support an audit of the Councils IT Disaster Recovery arrangements will commence.

Work beginning on server replacements for Outreach Web Forms as the server reaches end-of- life in the near future.

End of year process support will be a significant resource commitment during the coming period.

Customer Services

Towards the end of February 2023 the Revenues new year's billing will take place along with the Benefits department sending out award letters for the new financial year. This will result in another significant increase of residents contacting the council.

We will also be helping those residents that cannot provide suitable voter ID on election day to complete the VAC (Voter Authority Certificate) application to ensure their voice can be heard.

Environmental Services will be contacting garden bin subscribers who pay by direct debit advising them on the new pricing and the pending payment due to come out of accounts on the 1 April. Approximately 20,000 customers pay this way for the service, some of whom will undoubtedly will need to contact Customer Services regarding the service.

In March we will also be looking to start testing our new Customer Satisfaction survey system linked to our customer contact centre. This will provide the opportunity for customers whose enquiries were managed by the Customer Services team to rate our service and voice their opinions. The survey will cover four areas, how easy it they found it when contacting the council, how helpful they found the advisor who served them, how pleased they were with the advice they were given, and their overall experience with

us. We are looking forward to receiving their comments as this will provide us a real insight and enable us to improve our service delivery.

We have recently procured a pilot Chat Bot service to evaluate the effectiveness of the technology and to determine the best use for it. This technology can provide instant support and answers to customer queries and issues, 24/7 via our website. The overall objectives of a chatbot service are to improve efficiency, increase customer satisfaction, and drive business results. We are currently in the process of collecting training data for the chatbot. This data includes customer service enquiries, frequently asked questions, service descriptions, and other relevant information that the chatbot will need to understand. This will be in addition to existing customer contact channels and will not replace any existing channels.

Property Services

Legionella compliance tender is live.

Play equipment repairs and maintenance programme will be developed and implemented.

A winter programme of PC Repairs and maintenance will be delivered

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR E SEWARD - CABINET MEMBER FOR RESOURCES

For the period December 2022 to February 2023

1 Progress on Portfolio Matters.

Democratic Services:

The North Norfolk Youth Council steering group held a successful launch event on 29th January and seven more young people signed up to join, which means there are now 12 members in total. Work is now underway to prepare for their first meeting in late February, when they will elect to key roles and set out their priorities for the year ahead.

NNDC Town & Parish Council Engagement Forum held its quarterly meeting on 9th January. The session was well attended and topics included an update on warm hubs, the outcome of the planning service consultation and a discussion about the upcoming local elections. The next meeting is planned for early April.

Work continues on preparing the induction programme for members elected in May 2023. With the support of the Member Development Group, key training sessions and events have been scheduled.

The committee schedule remains busy, with full agendas and additional meetings to deal with the ongoing business.

A review of the Council's constitution is underway. We are working with the Centre for Governance & Scrutiny on this and it is hoped that the work will be completed in time for the new Administration in May 2023.

Legal Services (Eastlaw)

Information Requests

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.

Finance

- Financial Management System implementation
The Council moved to a new financial management system in December 2022. The system is operational, but work continues to establish new working practises within the finance team and to assist and train other departments on how to use the new system.
- Budget 2023/24 and Forecast 24/25 onwards
The team worked with budget managers, and management team to produce a balanced budget position tor 2023/24. This was a challenging exercise mainly due to inflationary pressures. A savings exercise was undertaken and presented to members, this identified budget savings and additional income of £1,091,008.
- External Audit 2020/21
Work was largely completed on the external audit for 2020/21 and final updates are being prepared to the Statement of Accounts.

Estates:

Planning application for the enabling land at Sheringham continues to progress through the due process with determination anticipated in the new year.

Vacant Property– leases are progressing and expect to complete shortly for Former Tennis Courts and Collectors Cabin at North Lodge Park.

Bids in relation to the former playgroup building and café at North Lodge Park, Cromer have been assessed and progressing through the governance process and is anticipated to be presented to Cabinet in March.

The Council's use of premises at Kings Arms Street, North Walsham has ended and work is ongoing at The Cedars in readiness for letting during the summer.

Cornish Way, North Walsham – decarbonisation and other capital works are due to start shortly.

Inspections continue to be undertaken at premises in relation to de carbonisation of Council assets.

2 Forthcoming Activities and Developments.

Democratic Services:

The Domestic Abuse Forum is planning to hold its next meeting in late February. These sessions have been successful in bringing together key agencies, support workers and survivors and as the Forum develops, the

agenda is being driven by the participants and we are starting to see some encouraging results.

Work is ongoing to prepare for the local elections in May. Democratic Services is working with the Elections Team to ensure key paperwork is sent out to all parish and town clerks in good time. We are also working on creating parish councillor profiles on our website to support the transition to digital registers of interest.

There will be an additional meeting of Full Council on 1 March 2023 for members to discuss the submission of the Local Plan and to consider the outcome of the consultation on the recent review of Polling Stations.

Finance:

- **Budget monitoring P10**
The team are currently preparing the budget monitoring report as at the 31st of January 2023. This will update members on the Councils current financial position against the 2022/23 updated budget and provide an indicative outturn position for 2022/23.
- **System Implementation & Phase two**
There are a number of areas where training is required on the new system functionality, including management reporting. The implementation was divided into two phases, Phase two timelines and resourcing are to be confirmed.
- **Closure of Accounts 2021/22**
Work will be completed on the final entries for the 2021/22 accounts and the preparation of the 2021/22 Financial Statements and related working papers.
- **Closure of accounts 2022/23**
In preparation for the year-end process the team will attend training courses on legislative updates to ensure correct accounting practices are adopted. Guidance and timelines will be reviewed, updated and circulated to budget managers in early March

Estates:

Rocket House, Cromer –options are being investigated and an appraisal is being prepared for this building, which is anticipated to be presented to Cabinet in the summer.

Hornbeam Car Park, North Walsham - an appraisal regarding possible options for the future of the car park are being prepared by Officers.

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CARACABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR - CABINET MEMBER FOR FINANCE ASSETS LEGAL DEMOCRATIC SERVICES & REVENUES

For the period December 2022 to February 2023

1 Progress on Portfolio Matters.

Collection as of 31 January 2023.

Council Tax collection was 90.32% against target of 90.35% with a minor shortfall in collection of £28k.

NDR collection is 92.32% against target of 91.40%, an excess in collection of £229k.

Council Tax Energy Rebate Scheme.

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

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

NNDC was the best in Norfolk for paying out the highest percentage of Covid Additional Relief Fund (CARF) funding to businesses.

LA name	Total CARF allocation £	Value of CARF relief awarded £	Percentage awarded
North Norfolk	1,580,862	1,562,395	98.8
Breckland	2,058,042	2,011,372	97.7
Great Yarmouth	1,811,708	1,737,225	95.8
Broadland	2,123,630	1,808,849	85.1
South Norfolk	2,572,019	2,125,492	82.6
King's Lynn and West Norfolk	2,631,559	2,172,039	82.5
Norwich	4,926,492	3,604,930	73.1

Government Returns:

- **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 on a regular basis.

- **NNDR1 – completed on 7 February 2023.**

Risk and Performance Audit being undertaken.

We joined the **national pilot to help work out the new burdens** calculations required by Local Authorities for new NDR Reliefs. Previously there has been a lack of interest by councils with only a few councils talking part.

VOA Draft NDR Revaluation 2023 List has been released as announced by the chancellor. There are some working issues which we have reported to Civica. We have also been giving advice to other local councils regarding this and have now tested this as part of the year-end/annual billing work.

Council Tax and Non-Domestic (Business) Rates Annual Billing - testing started. NNDR includes new NDR reliefs and council tax includes a merger of two parishes and the new CTS funding.

2 Forthcoming Activities and Developments.

Ongoing internal training of two Level 3 Business Certificated apprentices. Previous one was National Apprentice of the Year and next month will meet the DWP Minister on his visit to NNDC.

Online forms - reviewing and improving most commonly used customer paper forms.

Enforcement work of reviewing and improving the process to build on the softer approach set up during the pandemic.

Council Tax and Non-Domestic (Business) Rates Annual Billing. NNDR includes new NDR reliefs and council tax includes a merger of two parishes and Benefits includes the new CTS funding scheme.

Government new Energy

Government Returns:

NNDR3

QRC4 for council tax and NNDR

Setting up the Government's **Energy Bills Support Scheme - Alternative Funding (EBSS-AF)** to pay customers £400 each who have not received payments from suppliers for the main scheme. We are still waiting for guidance however the scheme goes live on 20 February 2023.

3 Meetings attended

Norfolk Fraud Hub Meeting 10 January 2023

Civica Account Meeting 17 January 2023

Enforcement Board Meeting 23 January 2023

Revenues staff meeting 25 January 2023

Year-End/Annual billing meeting 24 January 2023 & 9 February 2023

NNDR1 Meeting 31 January 2023
EBSS-AF Scheme Meeting 1 February & 8 February 2023
Parish Merger Meeting 2 February 2023

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