

Overview & Scrutiny Committee



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Tuesday, 7 November 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 15 November 2023** at **9.30 am**.

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

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: emma.denny@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed. This meeting is live-streamed and can be viewed at: [NNDC eDemocracy - YouTube](#)

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Cllr N Dixon, Cllr S Penfold, Cllr V Holliday, Cllr N Housden, Cllr C Cushing, Cllr P Fisher, Cllr L Vickers, Cllr M Batey, Cllr J Boyle, Cllr G Bull, Cllr R Macdonald and Cllr M Hankins

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



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

Chief Executive: Steve Blatch
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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 12

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 11th October 2023.

5. DECLARATIONS OF INTEREST

13 - 18

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.

6. 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.

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

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

To consider any requests made by non-executive Members of the Council, submitted to the Democratic Services Manager with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

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

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

10. WASTE AND RELATED SERVICES UPDATE

19 - 32

Executive Summary	<p>This report provides new members of the Overview and Scrutiny Committee with background information on the contract and a summary of the previous performance of the contract.</p> <p>The recent performance of the contract is set out against the various collection streams and other service areas and</p>
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	<p>shows an overall improvement in performance which is broadly being sustained.</p> <p>Future developments associated with the contract are also outlined.</p> <p>In general the position is greatly improved from previous reports to this committee. There is still work to be done but the level of concern in respect of performance is much reduced on the part of senior officers.</p>
Options considered	This is an update report and therefore no options have been considered.
Consultation(s)	This is an update report and there is no decision making or financial consequences and therefore no consultation has been undertaken.
Recommendations	<ol style="list-style-type: none"> 1. That Overview and Scrutiny note the report contents of the report. 2. That Overview and Scrutiny decide the frequency of further updates on the Waste and Related Services Contract.
Reasons for recommendations	<ol style="list-style-type: none"> 1. To ensure that members of Overview and Scrutiny have opportunity to consider how the contract is performing and to understand trends around key performance indicators. 2. To allow further consideration of contract performance in the future.
Background papers	None

Wards affected	All
Cabinet member(s)	Callum Ringer
Contact Officer	Steve Hems, Director for Communities, steve.hems@north-norfolk.gov.uk Scott Martin, Environment and Safety Manager, scott.martin@north-norfolk.gov.uk

Links to key documents:		
Corporate Plan:		N/A
Medium Term Financial Strategy (MTFS)		N/A
Council Policies & Strategies		N/A

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not Exempt
Details of any previous decision(s) on this matter	Not Applicable

11. ANGLIAN WATER - SEWAGE OUTFLOWS BRIEFING

To receive a briefing from Anglian Water on sewage outflows in the District. Members were requested to submit questions in advance for this session.

12. BUDGET MONITORING P6 2023 – 2024

33 - 68

Executive Summary	<p>This report provides an update on the Council's financial performance and projected outturn for 2023/24 for the revenue account, capital programme and reserves statement as at the end of September 2023.</p> <p>The overall position at the end of September 2023 shows a £1.685m underspend for the net operating expenditure on the revenue account, this is however an unadjusted position that does not include any known variations e.g. the inclusion of the pay award for 2023/24.</p> <p>As at 30 September 2023, the General Fund projected a deficit of £0.515m for the full year 2023/24. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Overview & Scrutiny Committee supports the following recommendation to</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current budget monitoring position and note that officers will work together to take action to reduce the overall projected deficit on the General Fund at the year-end of 2023/24. <p>And supports the following recommendations made by Cabinet to Full Council to approve:</p> <ol style="list-style-type: none"> 2) An additional capital budget of £58k so that the work for the refurbishment of the Red Lion roof (Cromer), the Art Deco Block roof and handrails (Cromer) and

	<p>the Chalet Block at Sheringham can be awarded as one contract. And that approval be given to fund the additional expenditure from the Asset Management Reserve.</p> <p>3) An increase to the DFG capital budget of £118k and approves that it is funded by the additional grant received for this purpose from the Government.</p> <p>4) The provision of a new play area at the Lees in Sheringham and approves a capital project budget for this of £65k and that funding for this should come from the Delivery Plan Reserve.</p> <p>5) The capital spending of £11k on the Morris Street Car Park Boundary Wall and that it be funded from the Asset Management Reserve.</p> <p>6) That the £85k of the Car Park refurbishment capital budget is reallocated to the Public Conveniences so that the outstanding works can be carried out and complete the scheme.</p>
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	E:\Moderngov\Data\AgendaDocs\4\9\9\A00001994\\$\$Agenda.doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	s151 Tina Stankley, Tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Budgets set to support the Corporate Plan objectives.
Medium Term Financial Strategy (MTFS)	Budget process in line with MTFS
Council Policies & Strategies	Service Budgets set in line with the council policies and strategies.

Corporate Governance:	
Is this a key decision	no
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	N/A

Executive Summary	This report sets out the Treasury Management activities undertaken during the first half of the 2023/24 Financial Year compared with the Treasury Management Strategy for the year.
Options considered	This report must be prepared to ensure the Council is compliant with the CIPFA Treasury Management and Prudential Codes.
Consultation(s)	Cabinet Member Section 151 Officer This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury advisors.
Recommendations	To support the Cabinet recommendation to Full Council to approve the Treasury Management Mid-Year Report 2023/24 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Code to ensure adequate monitoring of the capital expenditure plans and treasury management activity. It is a requirement that any proposed changes to the 2023/24 prudential indicators are approved by Full Council.
Background papers	The Council's Treasury Management Strategy 2023/24.

Wards affected	All
Cabinet member(s)	Cllr. Lucy Shires
Contact Officer	James Moore

Links to key documents:	
Corporate Plan:	This report is required to ensure the Council can demonstrate it is in a sound financial position and able to deliver the projects in the Capital Programme which support the Corporate Plan Objectives.
Medium Term Financial Strategy (MTFS)	This report supports the MTFS in confirming adequate financing is in place to deliver the Council's Capital Programme.
Council Policies & Strategies	The Council's Treasury Management Strategy 2023/24

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not an exempt item.
Details of any previous decision(s) on this matter	N/A

14. COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2024-2025
89 - 114

Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2024-25.
Options considered.	The recommendations enable the Council to take action, as a result of the reforms included in the Local Government Finance Act 2012 (as amended), to encourage homeowners to bring their homes back into use and generate council tax income.
Consultation(s)	<p>The legislation provides local authorities with the power to determine the level of council tax discount in relation to certain classes of property. The Council must approve its determinations for each financial year. The calculation of the tax base for 2024/25 will be made on the assumption that the determinations recommended below will apply.</p> <p>In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.</p>
Recommendations	<p>To support the Cabinet resolution to recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:</p> <ol style="list-style-type: none"> 1) The discounts for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 3.1. 2) To continue to award a local discount of 100% in 2024-25 for eligible cases of hardship under Section 13A of the Local Government Finance

	<p>Act 1992 (as amended). See the associated policy in Appendix B.</p> <ol style="list-style-type: none"> 3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 3.2 of this report. 4) The premiums for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 4.2. 5) To continue to award a local discount of 100% in 2024-25 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended). 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report. 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount. 8) The long-term empty-property premium of 100% is brought forward to increase from 12 months rather than 24 months from 1 April 2024. 9) A new second homes premium of 100% as detailed in paragraph 4.3 is applied from 1 April 2025.
Reasons for recommendations	To set appropriate council tax discounts and premiums which will apply in 2024-25 and to raise council tax revenue.
Background papers	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Sean Knight Revenues Manger Sean.Knight@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	October 2022, Council Tax Discounts & Premiums Determination 2023-24.

15. COASTWISE - THE NORTH NORFOLK COASTAL ACCELERATOR PROGRAMME 115 - 172

Executive Summary	<p>The north Norfolk' coast is vulnerable to climate accelerated coastal erosion. For decades it has been recognised that it is not technically, economically or environmentally viable to build and maintain erosion risk management structures along the whole coast. Over this period North Norfolk District Council and its communities have been at the forefront of coastal change management and have advocated the need to work together to seek to transition/adapt to the impacts of coastal change.</p> <p>North Norfolk was specifically selected by DEFRA in 2022 to receive funds to explore, develop and demonstrate coastal transition actions which prepare communities, infrastructure and government for coastal erosion. In August 2023 circa £15million was formally allocated by the Environment Agency through the Coastal Transition Accelerator Programme to NNDC. In North Norfolk this initiative is called 'Coastwise'.</p>
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	<p>This programme will seek to co-create Transition Plans and practical actions with communities and sectors from which learning can be transferred to other locations and shape future government approaches.</p> <p>Coastwise is formed of a multidisciplinary team and will instigate conversations with communities and sectors from Winter 2023.</p> <p>By March 2027, we will have delivered an integrated Strategic North Norfolk Transition Plan, and co-created community and sector Transition Plans from which there will be some practical actions identified and delivered; contributions to coastal transition research; capturing and sharing of transferable approaches and learning; identification of future funding and financing and sharing with government possible future options for consideration and adoption to enable coastal transition to become part of the Government's national response to the climate/coastal erosion challenge.</p>
Options considered	This report provides an overview of Coastwise, the North Norfolk Coastal Transition Accelerator Programme.
Consultation(s)	This report has undergone consultations with Portfolio Holder, Director, Section 151 Officer, Monitoring Officer and Communications.
Recommendations	That Overview and Scrutiny endorses the delivery of Coastwise.
Reasons for recommendations	That Overview and Scrutiny consider Coastwise, progress to date, and an opportunity to feedback constructive comments/input that may strengthen programme benefits and delivery.
Background papers	<ul style="list-style-type: none"> • Cabinet Report 3rd January 2023
	<ul style="list-style-type: none"> • North Norfolk Coastal Transition Accelerator Programme Outline Business Case

Wards affected	Coastal, Sheringham South, Sheringham North, Beeston Regis and the Runtons, Cromer Town, Suffield Park, Poppyland, Roughton, Mundesley, Bacton, Happisburgh
Cabinet member(s)	Cllr. H. Blathwayt – Coastal Portfolio Holder. Note that Coastwise is a cross authority project which will seek to integrate coastal transitioning into council wide operations.
Contact Officer	Rob Goodliffe, Coastal Transition Manager – Rob.Goodliffe@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<p><i>Our Greener Future We will continue our work to create a cleaner, greener and zero-carbon future for North Norfolk</i></p> <ul style="list-style-type: none"> • Protect and Transition our Coastal Environments <ul style="list-style-type: none"> ○ Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses. • Continue our journey to Net Zero <ul style="list-style-type: none"> ○ Continuing our own annual emissions reductions to reach Net Zero by 2030. ○ Introducing significant new projects which deliver on our Net Zero ambitions
Medium Term Financial Strategy (MTFS)	Not applicable
Council Policies & Strategies	<ul style="list-style-type: none"> • Shoreline Management Plan 6 (Kelling Hard to Lowestoft Ness) • Local Plan • Coastal Adaptation Supplementary Planning Document (Draft) • Net Zero Strategy • Community Engagement Strategy

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	This report is exempt as there are no confidential appendices.
Details of any previous decision(s) on this matter	<p>Cabinet 3rd January 2023</p> <p>March 29th 2023 Delegated authority for submission of Outline Business Case</p> <p>May 24th 2023 Corporate Leadership decision to recruit the Coastwise Team</p> <p>August 22nd 2023 Corporate Leadership delegated decision to progress initial support package</p>

WORK PROGRAMMES

16. THE CABINET WORK PROGRAMME 173 - 176

To note the upcoming Cabinet Work Programme.

17. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 177 - 182

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

18. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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

OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 11 October 2023 in the Council Chamber - Council Offices at 9.30 am

**Committee
Members Present:**

Cllr N Dixon (Chairman)	Cllr V Holliday
Cllr N Housden	Cllr C Cushing
Cllr P Fisher	Cllr L Vickers
Cllr M Batey	Cllr J Boyle
Cllr G Bull	Cllr R Macdonald
Cllr M Hankins	

**Members also
attending:**

Cllr H Blathwayt (Observer)	Cllr A Brown (Observer)
Cllr P Heinrich (Observer)	Cllr L Shires (Observer)
Cllr J Toye (Observer)	Cllr A Varley (Observer)
Cllr T Adams (Observer)	

**Officers in
Attendance:**

Democratic Services and Governance Officer - Scrutiny (DSGOS), Chief Executive (CE), Democratic Services Manager (DSM), Assistant Director for Finance, Assets, Legal & Monitoring Officer (MO), Economic Growth Manager (EGM), Assistant Director for Sustainable Growth (ADSG), Director for Place & Climate Change (DFPCC) and Director for Resources / S151 Officer (DFR)

54 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Penfold.

55 SUBSTITUTES

None.

56 PUBLIC QUESTIONS & STATEMENTS

None received.

57 MINUTES

Minutes of the meeting held on 13th September 2023 were approved as a correct record and signed by the Chairman.

58 ITEMS OF URGENT BUSINESS

None received.

59 DECLARATIONS OF INTEREST

None declared.

60 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

61 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

None received.

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

None to report.

63 NWH SHAZ PROJECT UPDATE REPORT & INFORMATION REQUEST

Cllr P Heinrich – Portfolio Holder for Sustainable Growth introduced the report and informed Members that an underspend remained on the placemaking scheme as work was still in progress on Black Swan Loke. He added that officers were close to finalising designs for the garden and other minor works in the area, and tenders would be sought as soon as possible. It was noted that there were a number of other small tasks to complete, but overall the project was approaching completion and had achieved vast improvements in the Town centre. Cllr P Heinrich reported that the project had also rejuvenated Cedar House, which was soon expected to be at capacity, whilst further improvements had been made to buildings throughout the town, and the addition of a bus interchange had drastically improved public transport. He added that the cultural programme and involvement of local schools had also had a positive impact on the town and the project had been very successful.

Questions and Discussion

- i. Cllr C Cushing stated that the Committee now had sufficient detail outlining how funds had been spent and justification of the funding uplift, but it was unfortunate that this level of information had not been provided sooner as it would have saved considerable time and effort. He added that once the project was complete the Committee should receive a final report to determine the success of the project with reference to measurable outcomes such as any increased footfall. Cllr P Heinrich replied that there would be a final report once the project was complete, and footfall counters had been installed throughout the town. The ADSG stated that footfall had been measured before, during and would continue after project completion, as required by Historic England, as well as for the Council's own benefit.
- ii. Cllr N Housden noted that there had been a suggestion that the project may not require the full £400k funding uplift, and asked whether an update could be provided on this. Cllr P Heinrich replied that designs were yet to be completed for Black Swan Loke, but it would go out to tender once finalised. The ADSG replied that the current budget position was set out in table 1 of the report, where it was shown that the placemaking scheme had a surplus of £332k, taking into account existing commitments such as safety audit work. He added that once the cost of Black Swan and Bank Lokes were known, any remaining funds could potentially be ringfenced for further works on the town, ancillary works related to the scheme, or any other matter determined by the Council, with the final budget position reported to the Project Board for final consideration. It was noted that the scheme had been descoped and rescoped to fit within the available budget, and expanding the scope may be considered for any remaining budget. Cllr N Housden asked

whether it would be possible for any unspent funds to be returned to the Council's reserves, to which the Chairman added that there would need to be a persuasive argument to explain why any unspent funds were still required for the project. Cllr P Heinrich replied that he didn't believe in spending money for the sake of it, but there were further projects that could be actioned if funds remained, such as repairing the wall behind the Cedars and improving parking areas used for materials storage.

- iii. Cllr V Holliday stated that she was of the view that any unspent funds should be returned to the Council's reserves for use on other projects. She added that the project had also required significant resource for project management and asked whether this had been costed in to the overall project cost, and whether it had limited resources available for other projects, such as updating the Council's Economic Development Strategy. The ADSG replied that funding did include a project officer role, with additional funds secured from Historic England to support the cultural programme. He added that despite this, a project of this size required considerable resource over an extended period of time, but the project was deemed to be a corporate priority for the Town. It was noted that the Team had worked hard to deliver the project, especially during Covid when resources had been diverted to administer Covid grant payments. The ADSG noted that Covid recovery programmes and tourism recovery schemes had also required significant resource, followed by the UKSPF and Rural England Prosperity Fund, which showed that the small Team had carefully balanced its priorities to ensure effective delivery of multiple projects.
- iv. Cllr L Shires reported that upon closure of McColls, Morrisons had opened a convenience store which had been very well received by residents. She added that a water sports business had also opened on the periphery of the town, and many businesses had benefitted from the investment made as part of the wider scheme.
- v. The Chairman noted that there had not been a precise date provided for completion of the project and asked whether clarification could be given. The ADSG replied that Historic England funding required the project to complete by March 2024, and a project completion report would be prepared soon after this date.
- vi. Cllr J Boyle stated that she had recently visited the Cedars and was very impressed with the level of restoration work that had been completed, and was pleased to hear about the level of commercial interest in the building. She added that upon project completion it would be beneficial for the Committee to undertake a site visit, in order to gain better insights into the outcomes achieved. The Chairman replied that a proposal for a site visit had been raised previously, and he felt that it would be prudent to wait until the project was complete to arrange this.
- vii. Cllr G Bull referred to the Cedars and asked whether the prior state of the building had been taken into account and suggested that the Council had to bear some responsibility for the cost overruns on the renovation work, due to its previous failure to maintain the building. Cllr P Heinrich stated that the building had been left unmaintained for several years whilst efforts were made to sell the building, however Covid, subsequent inflationary pressures, and insolvency of the original contractor had all contributed to an increase in the costs of the renovation project. The Chairman suggested that the Council

should reflect on the lessons to be gained from the management and maintenance of its assets. The CE stated that the Council had received a report on the state of the Cedars building in 2011, which had suggested that expenditure of several hundred thousand pounds would be required to bring the building back into a good state of repair, and at the time this investment was not deemed to deliver the necessary return, and the works had not therefore been pursued. He added that the Council had received an unsolicited offer from a national pub chain for purchase of the property, which whilst below the agreed value would have adopted responsibility for repairs of the building, and a draft sale agreement was agreed which had meant that tenants were asked to find alternate premises. It was noted that there was a challenge to an alleged right of way, followed by Covid, which meant that the sale never completed. The CE stated that it was then decided to retain the building and undertake the renovation work as part of the NWSHAZ project.

- viii. The Chairman sought views on how the Committee would like to consider the project going forward, and whether a final report on project completion would suffice, or whether a further update in the next quarter was required. Cllr N Housden suggested that he would prefer to see an interim update following agreement of tenders for the Loke works. The CE stated that the Committee should not seek to micromanage the project, and that whilst the Committee should maintain an appropriate level of oversight, he felt that a final report upon project completion would be adequate for the purposes of the Committee, given the officer resource available. The Chairman suggested that if an interim update was required, it could be a very concise report to limit resource implications, but he would leave it for the Committee to decide. Cllr G Bull stated that he saw no benefit from receiving additional updates, and suggested that there would be more value in waiting for a final report upon completion of the project. Cllr N Housden suggested that it would have been helpful to understand the impact of the Loke works on the remaining project budget, rather than a full update. Cllr L Shires noted that project update information would be provided as part of Portfolio Holder's updates to Full Council, and this may be a more appropriate method for providing interim updates prior to completion. The AD SG noted that following finalisation of the Loke work designs, the Council may either go out to tender or use the existing in-house contractor to complete works, but it would be procured using the appropriate framework. He added that he would be happy to provide as much detail as needed for Portfolio Holder Updates.
- ix. Cllr P Fisher proposed that a final report be added to the Committee work programme in May to coincide with completion of the project, with updates provided as part of the Cabinet Portfolio Holder's reports to Full Council. Cllr J Boyle seconded the proposal.

RESOLVED

- 1. To note the contents of the report.**
- 2. To request that further projects updates are provided as part of the Cabinet Member's Portfolio Holder updates to Full Council, and that a final report is presented upon completion of the project in Spring 2024.**

64 ACCESS TO NHS DENTAL SERVICES

The DSGOS introduced the report and informed Members that to his knowledge the

information was yet to be reviewed by NHOSC. He added that FOI information provided alongside the report had been sought by Cllr V Holliday, with questions raised on the current provision of access to NHS dental services in North Norfolk. It was noted that the map included in the report showed that access to emergency dental services was only available at one location within the District, and that no NHS dental services available to North Norfolk residents were accepting new patients, which was a particular concern. The DSGOS suggested that the Committee should consider whether they had further questions for the ICB, such as waiting list information which was reportedly not collated, recommendations for NHOSC, and how the Committee would like to proceed with any future consideration of access to NHS dental services.

Questions and Discussion

- i. Cllr V Holliday stated that it was a relief that dental services had become the responsibility of the ICB, and suggested that it would be helpful to have more detail, as the report provided was an abridged version of a report seen by the Primary Care Commission in September, which could be requested. She added that more details were needed on the urgent care pathway, service capacity and travel issues for patients. It was suggested that the Committee should therefore write to the ICB to request the full report and seek information on waiting lists. Cllr V Holliday suggested that it may also be worthwhile raising access to dental services at NHOSC for residents in areas such as Walsingham and Briston, where no services were available.
- ii. The Chairman noted that Cllr J Boyle was the Council's representative on NHOSC, and asked whether she would be willing to raise the issues discussed at the next appropriate meeting. He added that the report provided was very limited on information and took no account of access to private dental services, or the current state of waiting lists. Cllr J Boyle replied that waiting list times may not necessarily be relevant, as many dental practices did not keep waiting lists. She added that she was aware of patients seeking treatment outside of normal hours in a neighbouring County, but noted that this appeared to be a very informal process. It was noted that there were clearly issues specific to North Norfolk, and Cllr Boyle therefore suggested that NNDC should maintain some level of oversight or monitoring for the benefit of residents. She added that questions needed to be raised for residents that couldn't afford private dental care or had no transport to services outside of the District.
- iii. Cllr L Shires suggested that it was important for the Committee to take a North Norfolk approach to the matter, as she was a Member of NHOSC and knew that the District would not be given any direct consideration, as it took a County-wide approach. She added that she was aware of residents who had faced extreme difficulty accessing dental services, and had subsequently had to visit NNUH as a result, which did not meet the level of service expected. Cllr L Shires stated that it also remained unclear how many residents had access to dental services, and it was therefore crucial to better understand the situation in North Norfolk. The Chairman noted that if there were no waiting lists held then the ICB must have some other means of gauging demand to determine how and where to provide services.
- iv. Cllr M Hankins stated that questions needed to be raised on efforts for pre-dental preventative work, and that it was a common perception that former NHS dentists would take on new private patients, but this was not always the

case as there appeared to be issues with capacity across the dental sector.

- v. Cllr P Heinrich questioned the quality of data provided and noted that there were currently no NHS dentists in North Walsham, as had been suggested on the map provided. He added that accurate data was needed to determine the full scale of the issue, taking into account an apparent shortage in trained dentists willing to work within the District. It was suggested that questions should therefore be raised on the efforts taken to train and encourage dentists to work in the area.
- vi. Cllr A Brown referred to p36 of the report which suggested that Norfolk had the highest prevalence of dental decay for five year olds in the East of England at twenty three percent. The Chairman agreed and stated that this issue highlighted the importance of preventative dental care.
- vii. Cllr G Bull stated that he would like to know whether NHS and private dentists were required to keep a record of any new patient requests, as this would provide some indication of the level of demand for dental services.
- viii. Cllr L Vickers referred to difficulties recruiting qualified dentists in the region and noted that local MPs had lobbied the UEA to create a school of dentistry, as this may help to draw and retain dentists in the area.
- ix. The DSGOS confirmed that he had taken note of several questions to be raised with the ICB and at the next relevant NHOSC meeting.

RESOLVED

- 1. To note the report.**

ACTIONS

- 1. To write to the ICB to request more detailed information on the following matters:**
 - **To request the full report that was provided to the Primary Care Commission.**
 - **How is service demand determined if waiting list information is not collated.**
 - **Does the report take into account dental health of those that are not able to access dental services.**
 - **Does the ICB have any data on the number of patients accessing private dental care.**
- 2. To request that NNDC representative raise the following questions at NHOSC's November meeting during discussion of NHS Dental Services:**
 - **What preventative work is done to address dental issues?**
 - **What is causing issues with capacity across NHS Dental Services, is there a problem with training and recruitment of Dentists?**

65 SCRUTINY PANEL: UPDATED TOR & APPOINTMENTS

The DSGOS introduced the report and informed Members that the Committee had

set-up a trial Panel prior to the election which focused on the Environment and Quality of Life theme of the Corporate Plan, during which time a review of the Public Convenience Strategy was undertaken which resulted in fifteen recommendations to Cabinet. He added that updated terms of reference would allow the Committee to undertake more detailed investigations and increase the capacity of the Committee, without being constrained by the themes of the Corporate Plan. It was noted that in the same way Cabinet Working Parties operate, the Scrutiny Panel would be able to undertake work and investigations at the request of the Overview & Scrutiny Committee. The DSGOS stated that having a single Scrutiny Panel able to review any matter as requested by the Committee would reduce the administrative burden for both Members and officers. He added that approving the terms of reference would not begin meetings, as the Scrutiny Panel would meet on an ad hoc basis, as required by the Committee. It was noted that the Panel would be comprised of five Members on a politically balanced basis, and whilst the Chair and Vice-Chair had to be Members of the Committee, the remaining appointments did not, so long as they were not Cabinet Members.

Questions and Discussion

- i. Cllr G Bull suggested that the Panel appeared to be an additional layer of bureaucracy, and he did not see the benefit of using a smaller group to discuss matters of concern. The Chairman replied that the Panel may allow for non-Committee Members to contribute to Scrutiny and previous Panels, sub-committees, and working parties had been a successful use of resources, which he did not regard as another layer of bureaucracy. He added that the Committee would not reconsider or duplicate the work undertaken by the Panel, but would consider recommendations or concluding reports from the Panel, providing additional capacity. Cllr G Bull asked whether the Panel was necessary now, or should be deferred until required. The Chairman replied that agreeing the terms of reference and appointments would allow for additional resource to be available, as and when the need should arise.
- ii. Cllr J Boyle raised concerns that establishing a Panel for non-specific investigations was not something she felt comfortable with, and suggested that a decision should be made only when required. The Chairman replied that a Panel would only be convened when required, with appointments made according to the terms of reference.
- iii. It was confirmed following a question from Cllr G Bull that sub-committee or Panel meetings were not ordinarily held in public, which he suggested was not transparent.
- iv. Cllr V Holliday stated that she had sat on the Environment and Quality of Life Scrutiny Panel and found it to be a very useful experience, with meetings recorded and minutes available. She added that Panel's allowed for reviews and investigations in much greater detail, and having a terms of reference agreed and ready was a sensible approach.
- v. Cllr C Cushing noted that Scrutiny Panels were a common practice that were used sparingly for specific investigations, and that the report was only intended to agree a terms of reference. He added that the last Panel that had looked at the Public Convenience Strategy had done useful work seeking solutions to camper van waste disposal. It was noted that detailed concluding reports and recommendations were brought back to the Committee, so he

had no concerns regarding transparency.

- vi. The CE stated that the report was only presenting a terms of reference that would allow for the formation of a Panel, should the need arise to undertake a detailed piece of work. He added that some topics were better suited to detailed sub-committee investigations, and the terms of reference would seek to delegate these tasks to increase the capacity of the Committee, work more closely with officers to generate service improvements, and add value. It was noted that the report did not require a Panel to be established, but approve the mechanism to do so, should it be required.
- vii. The recommendation was proposed by Cllr V Holliday and second by Cllr C Cushing.

RESOLVED

- 1. That the Overview & Scrutiny Committee adopts the updated Scrutiny Panel terms of reference and agrees to seek appointments to the Chair and Vice-Chair positions from the Committee and remaining appointments from Group Leaders.**

66 THE CABINET WORK PROGRAMME

The DSGOS informed Members that Cabinet were due to consider the Action Plan in November, alongside any associated recommendations from the Committee's consideration of the report. He added that there were several other reports due for consideration by Cabinet in November including a key decision on Stalham Sports Centre, the Budget Monitoring report, Council Tax Discount Determinations, Cromer Floodlights and Emergency Phones, though several of these reports were not likely to be reviewed by OSC. It was noted that The Council Tax Discount Determinations, Budget Monitoring and Prudential Indicator reports would be considered by OSC.

RESOLVED

To note the Cabinet work programme.

67 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

- i. The DSGOS informed Members that Anglian Water had agreed to attend the November Committee meeting to discuss sewage outflows and other water related issues, and therefore asked Members to submit written questions via email, that would allow for a full response to be provided prior to the November meeting. In response to a request from the Chairman, it was confirmed that outcomes from the previous Anglian Water briefing would be shared via email to review matters discussed previously.
- ii. The DSGOS noted that a Serco waste contract update was expected in November, to cover matters such as missed collections and progress with implementing the outstanding elements of the contract. He added that a Coastwise briefing report was also scheduled to bring Members up to speed on the project, objectives, and the progress made to date.
- iii. On ambulance response times, the DSGOS noted that data had been requested on several occasions but no response had been received. He added that a new point of contact for EEAST had been sought and it was hoped that data would be provided in time for consideration at the December meeting.

RESOLVED

To note the work programme and update.

68 EXCLUSION OF THE PRESS AND PUBLIC

Cllr G Bull proposed exclusion of the press and public in order to discuss the exempt appendices of the Corporate Plan Annual Action Plan Process. The proposal was seconded by Cllr M Batey.

RESOLVED

That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Part I of Schedule 12A (as amended) to the Act.

69 PRE-SCRUTINY: CORPORATE PLAN 2023-2027 - ANNUAL ACTION PLAN PROCESS

Cllr T Adams introduced the report and thanked Members and officers for their contribution to the workshops that had taken place over the preceding weeks. He added that he was pleased with the range of topics and issues that had been raised, and hoped that it had deepened Members' understanding of the challenges and opportunities that lie ahead. It was noted that the Annual Action Plan would need to be agreed in November to inform the budget setting process, and Members were free to make comment on any items contained within the Plan.

Questions and Discussion

- i. It was confirmed following a question from the Chairman that the actions and Corporate Plan themes were derived primarily from the Administration's election manifesto, though there was nothing to stop any Member's suggestion from being added to the Plan if it was a positive contribution. The Chairman asked what evidence base would be used to inform the appropriateness and delivery of the actions identified. The Leader replied that this would vary for each action, and would be considered in greater detail once the actions had been agreed, with the affordability and practicality of actions also taken into account as part of that process, as not all suggestions would be achievable. The Chairman referred to actions to invest in the local economy and infrastructure, and suggested that this may require looking at the barriers impacting businesses and growth, and asked what evidence had been used to determine the direction and focus of this action. Cllr T Adams replied that suggestions of increased dialogue with businesses and the potential creation of a business forum would help to make these issues clearer, but it was a changing landscape with the loss of the Local Enterprise Partnership. The Chairman noted that it would be helpful to see a link between actions and an evidence base used to inform them.
- ii. Cllr V Holliday referred to previous comments on financial sustainability and whether this should form a key theme of the Corporate Plan, in addition to comments on the ambitiousness of the Plan and concerns regarding rurality, and asked whether these matters had been addressed adequately within the

Plan. She added that it would be helpful to see more specificity within the objectives, such as the action to protect the environment and biodiversity of North Norfolk, which she suggested was a very loose statement that would be difficult to evidence. It was suggested that more SMART objectives would also allow for better performance monitoring of the Plan.

- iii. The CE noted that many actions outlined in the Action Plan would be derived from the Administration's political manifesto, however it was important to note that many of the themes and priorities including housing, the economy, net zero and communities were unlikely to vary considerably between each political party. He added that there had already been a debate on whether financial sustainability should feature more prominently within the Corporate Plan, and Members were encouraged to move on from the issue to ensure that officers did not feel challenged when undertaking their duties. It was noted that there had been a very positive level of engagement on the Action Plan, with open debate between Members and officers. The CE stated that there was a range of evidence to support actions outlined, such as an increasing number of people in temporary accommodation and rising levels of homelessness, which presented a significant challenge to the Authority. He added that Members should therefore seek to focus on the prioritisation of actions, in order to determine where the Council's focus and resources should be placed. It was noted that the decision had been taken to move to an action plan over a delivery plan, to take a more agile approach year to year, that would also allow more discipline to be focused onto actions.
- iv. Cllr C Cushing stated that he expected to see a link between the Administration's manifesto and the key themes of the Corporate Plan, and also expected to see common themes regardless of political party. He added that given that the actions listed were very early proposals, there was very little to scrutinise at the present time, but he encouraged the administration to focus on and prioritise matters related to financial sustainability and efficiencies. It was noted that language was also important and efforts should be made to improve upon process driven terms such as identify, analyse, investigate, monitor and engage. Cllr C Cushing stated that overall these type of actions didn't relate to SMART objectives that could be measured and proven, which would help the Administration to prove what they had achieved.
- v. Cllr L Shires stated that this was an opportunity for Members to challenge aspects of the Action Plan and put forward proposals. She added that it would be helpful for the Committee to provide any input on the priority and range of actions, to ensure that wider Members were satisfied with the direction of the Administration and confident that residents were getting a good service. The Chairman noted that some answers had already been provided as Cllr Cushing had sought the prioritisation of financial sustainability and efficiency. He added that comments had also been made to ensure that the Action Plan was outcome focused, with less process terminology used. Cllr L Shires suggested that it would be more helpful to discuss specific actions within the Plan, or raise further actions that were not currently listed.
- vi. Cllr L Vickers noted that the draft actions had come as a 'brain dump' and it was difficult to comment on actions at such an early undeveloped stage, with more detail required to be able to properly scrutinise the actions.

- vii. Cllr V Holiday stated that the Committee had not had enough time to properly review the actions listed within the draft Plan, and could not comment effectively in the timeframe provided.
- viii. The CE accepted that Members couldn't comment on every proposal, but encouraged Members to take the opportunity to raise any final actions or raise priorities so that resource could be appropriately placed. He added that officers were working to a tight timeframe to ensure that the necessary information could be provided to set a balanced budget by February, so this was the final opportunity for Members to raise any further actions or priorities. It was noted that Cabinet would ultimately be required to make decisions on which actions to prioritise, in order to develop costings to properly inform the budget.
- ix. Cllr L Vickers asked whether there was any opportunity for a further workshop to focus on the actions, taking into consideration the limited timeframe available. The CE replied that officers may be able to facilitate this, though this would have to take place in advance of the pre-Cabinet meeting on 23rd October.
- x. Cllr P Heinrich stated that final workshop only took place on Thursday, and it would take time to properly develop and filter feasible actions, but there were also a number of suggestions that the Council would not be able to pursue as they did not fall within the remit of the Council. He added that some actions such as tackling water scarcity with Anglian Water may be a worthwhile use of resource, but many things related to highways and were not the responsibility of NNDC.
- xi. Cllr C Cushing stated that he had ensured that Members of his Group had attended every workshop, and said that he now expected the Administration to prioritise and further develop the proposals. The CE replied that the earlier Scrutiny Members could be involved to contribute to the process the better, with an aim to involve as many Members as possible to work more collaboratively as a Council.
- xii. Cllr L Shires stated that financial stability and sustainability of the Council was of equal importance to all political parties, and she would therefore be happy to meet with opposition Members to discuss any further concerns and address matters of sustainability and efficiency. She added that it was important to include everyone so that it was North Norfolk's Action Plan, rather than just the Administration's.
- xiii. Cllr J Boyle stated that she had attended most workshop sessions and had found them very useful, with the existing draft Action Plan a positive first step in the process of a collaborative project between officers and Members.
- xiv. Cllr A Brown noted that the Peer Review had recently been completed and the Administration was making efforts to be more collaborative with all political groups and build greater consensus on the Corporate Plan.
- xv. Cllr V Holliday welcomed Cllr Shire's suggestions of further discussions, and asked whether a further workshop would be possible to collaboratively determine the Council's priorities. Cllr T Adams replied that Members had been given ample opportunity to engage with the Plan, and it was now time for Cabinet and officers to agree actions and priorities, as holding another

workshop would only further delay this process.

- xvi. The Chairman noted that he was impressed by the way in which all Members had engaged with the workshops, and said that it had shown great collaborative efforts between Members and officers which should be commended. He added that there was a challenge ahead to take raw ideas and develop them into appropriate actions.
- xvii. The CE stated that a number of actions relating to the A47 and other traffic related issues would not form priority actions due to the Council's limited ability to influence outcomes on these matters. He added that manifesto pledges could be expected to be given priority, but asked whether there was any clear priorities from other parties that should be given greater emphasis within the Plan. It was noted that despite political differences, actions that sought to help the District may not drastically differ between parties, such as efforts to help maintain and grow economic activity in towns across the District.
- xviii. Cllr L Vickers stated that she did not see any controversy in the Administration forming a Corporate Plan and Action Plan around its own political objectives, and whilst she was grateful for the opportunity to contribute to this process, it was premature to comment, given the current state of the actions listed.
- xix. Cllr T Adams stated that if there was anything further that Members wished to contribute, he would be happy to receive proposals via email prior to approval of the Plan. Both the Chairman and Cllr Adams noted that it was difficult to provide input as part of the pre-scrutiny process when actions were at such an early stage of development. It was noted that despite this, all Members had been given the opportunity to engage with the process, and efforts would be made to improve the process in the years ahead.
- xx. The CE suggested that in order to seek a positive outcome from discussions, Members may want to agree a resolution that recognised the opportunity to provide a positive contribution to workshop discussions, but note that it was premature to comment on proposals at this stage, though the opportunity to submit further proposals was still open until the Action Plan was agreed.
- xxi. *The meeting returned to public session*
- xxii. The suggested recommendation was proposed by Cllr P Fisher and seconded by Cllr J Boyle.

RESOLVED

- 1. That the Overview & Scrutiny Committee positively commented on the workshop process and its inclusivity, but felt that it was premature to comment on the proposals at this stage and therefore took note of the Council Leader's offer to consider further proposals and comments up to the point of approval in November.**

The meeting ended at 12.20 pm.

Chairman

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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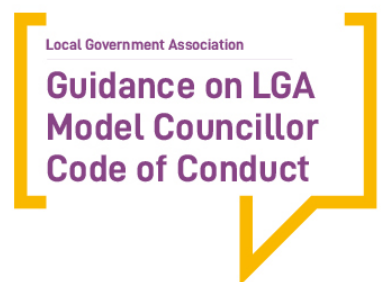
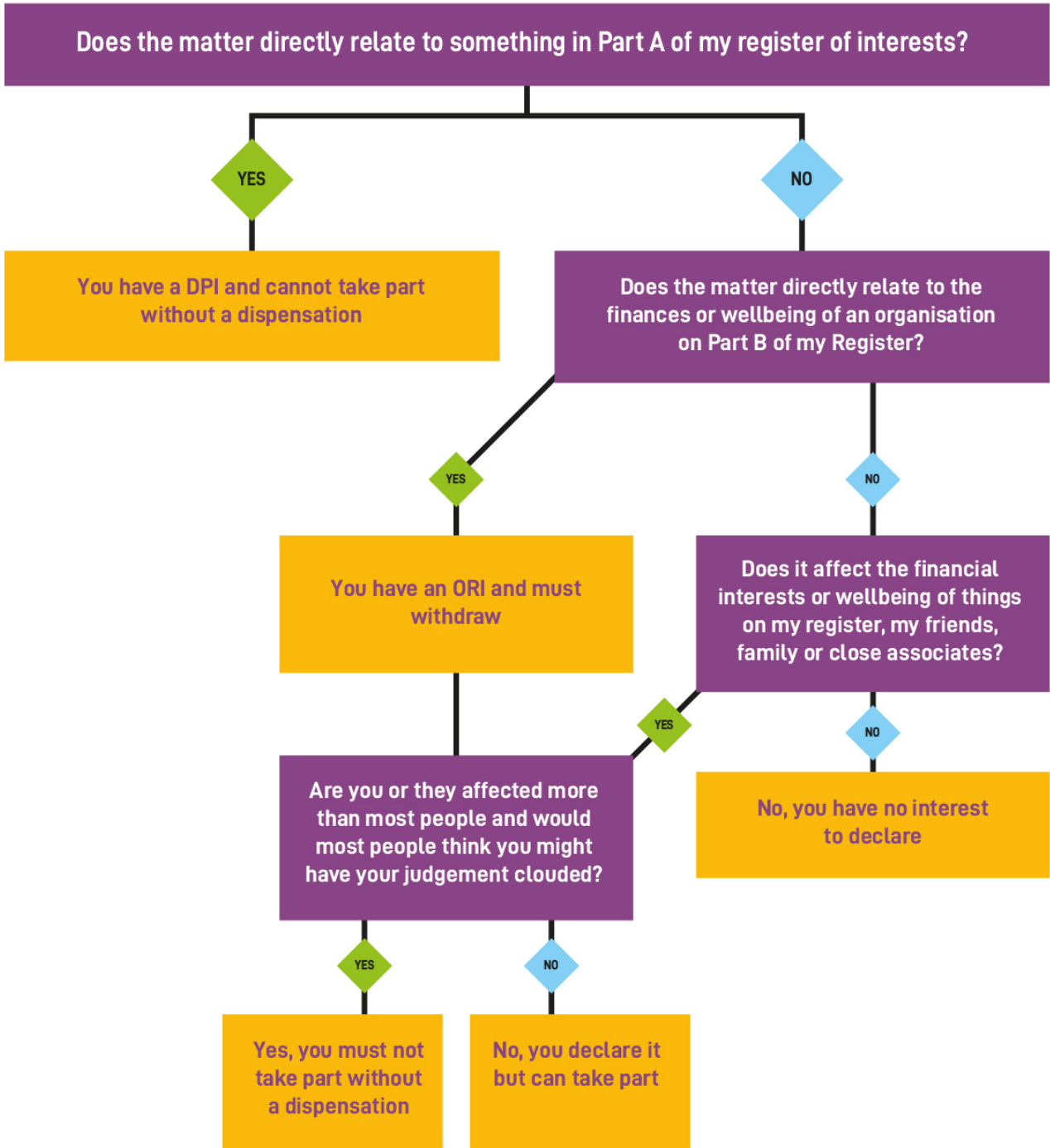
* 'director' includes a member of the committee of management of an industrial and provident society.

* '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

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (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)



Waste and Related Services Update	
Executive Summary	<p>This report provides new members of the Overview and Scrutiny Committee with background information on the contract and a summary of the previous performance of the contract.</p> <p>The recent performance of the contract is set out against the various collection streams and other service areas and shows an overall improvement in performance which is broadly being sustained.</p> <p>Future developments associated with the contract are also outlined.</p> <p>In general the position is greatly improved from previous reports to this committee. There is still work to be done but the level of concern in respect of performance is much reduced on the part of senior officers.</p>
Options considered	This is an update report and therefore no options have been considered.
Consultation(s)	This is an update report and there is no decision making or financial consequences and therefore no consultation has been undertaken.
Recommendations	<ol style="list-style-type: none"> 1. That Overview and Scrutiny note the report contents of the report. 2. That Overview and Scrutiny decide the frequency of further updates on the Waste and Related Services Contract.
Reasons for recommendations	<ol style="list-style-type: none"> 1. To ensure that members of Overview and Scrutiny have opportunity to consider how the contract is performing and to understand trends around key performance indicators. 2. To allow further consideration of contract performance in the future.
Background papers	None

Wards affected	All
Cabinet member(s)	Callum Ringer
Contact Officer	Steve Hems, Director for Communities, steve.hems@north-norfolk.gov.uk Scott Martin, Environment and Safety Manager, scott.martin@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A

Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not Exempt
Details of any previous decision(s) on this matter	Not Applicable

1. Purpose of the report

This is a regular update report to enable members of the Overview and Scrutiny Committee to understand the how the Waste and Related Services Contract is currently performing against the contract expectations, how this has changed from since the last report and any further measures which are being put in place to deliver further improvements if required.

This report is designed to provide new members with information on the contract and a brief history of the contract performance to date.

2. Introduction & Background

The Council delivers services related to waste collection, street cleansing, grounds maintenance and toilet cleaning through an external contractor.

2.1 Procurement

The Council procured a new Waste and Related Services contract in 2019 with two other Council's Breckland and the Borough Council of King's Lynn and West Norfolk. This procurement resulted in a single contract delivering services to the three Councils. Serco were the successful contractor.

The Contract was signed in mid-March 2020 just as Covid was having an impact on everyday activity. North Norfolk was the first council to mobilise the contract with the going live on the 6th April 2020. Breckland and King's Lynn mobilised their element of the contract around April 2021. The reason for this difference related to the respective end dates of the previous contracts that each Council had in place. The end dates of the contract are the same for each Council in March 2029.

2.2 North Norfolk Mobilisation

Due to the short time between contract award and the start of services there was insufficient time to obtain the new collection fleet to deliver the services.

Serco instead obtained some of the vehicles from the previous contractor and others from another contract where their fleet vehicles had become available.

The age of these vehicles meant they were more prone to breakdown and so some issues were experienced with vehicle reliability which in turn impacted on round completion on occasions.

Covid restrictions, the introduction of Covid-safe working practices and isolation absence meant that there was some impact on services but all services remained delivered during this period. There were many Councils around the UK who saw significant disruption to services during with Covid with many withdrawing some services during this time. Cleansing Services were altered to reflect the lack of visitors to normal tourist destinations, with staff redeployed into maintaining other services.

The new fleet was delivered through October and November 2020. This saw improvements in the reliability but not to a level that was demanded in the contract.

Mobilisation of the Breckland and King's Lynn contracts took place in the 2021. The roll out of these elements of contract did cause some impact in the delivery of the North Norfolk part of the contract as some resource was reallocated into these mobilisations.

2.3 Route and Round Re-organisation

Serco had, as part of their bid submission, stated that routes and rounds would be reorganised. This was necessary for a number of reasons:

- To rebalance rounds which had grown disproportionately due to unequal property growth across the district;
- To ensure rounds could be completed on their scheduled day;
- Introducing new round methodologies which would be more efficient;
- Reduce mileage, especially around disposal points to reduce fuel use and therefore carbon emissions.

Serco originally planned to introduce these round reorganisations in October 2020 but these were delayed for a combination of reasons. Plans to undertake this work in February 2021 were also put on hold.

Serco did complete the route and round reorganisation in September 2022 which resulted in a change of collection day for around 90% of households, as

Serco moved to a different round structure. There was significant disruption associated with the introduction of the new rounds with many crews not completing all their allocated work on the scheduled day. Whilst some disruption was expected, it was anticipated that this would improve each week with all collections back to normal.

In reality disruption to collections continued for an extended period beyond the 12 weeks with some rounds regularly not being able to complete work on the scheduled day. This had a knock-on effect for the remainder of the week as outstanding work from the previous day was collected as the first work of the day, meaning that day's work was not able to be completed. In effect this

meant some collections slipped a day with catch up taking pace on Saturdays and Sundays.

Isolated and hard to find properties were also regularly missed during this time due to a combination of a lack of familiarity of crews with rounds and the approach Serco first adopted to these sporadic misses of sending mop up crews, meaning that the round crew repeated misses as they were not able to address their lack of knowledge.

2.4 Industrial Action

As the impact of the route and round reorganisation was settling down Serco employees began a pay dispute.

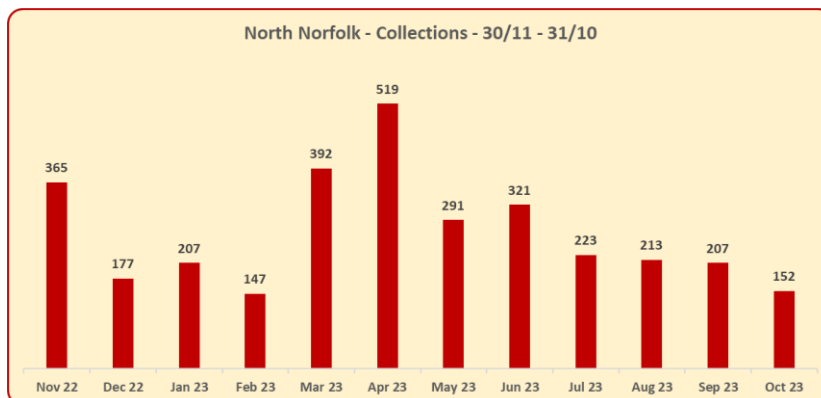
There was a period before formal industrial action when some staff withdrew goodwill working, not staying out beyond their contracted core hours to complete rounds. With the issues experienced with the round reorganisation this caused further issues with round completions.

Having been unable to settle the pay dispute union members voted to take strike action. Although a significant number of staff participated on an all-out strike, Serco were able to run rounds albeit with a much reduced staffing cohort. It has to be said that whilst there was disruption the level was far less than anticipated with many of those who did continue to work putting in long hours to complete rounds.

3. Update

3.1 Collections

Missed collections across all collection streams are shown below.

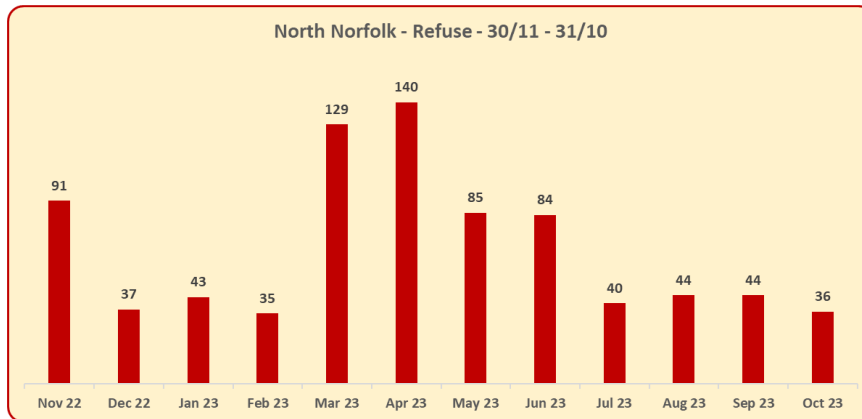


The peak in missed collections around March/April was associated with the industrial action previously referred to. Since industrial action was resolved, we have seen a steady reduction in the numbers of missed overall. Most notable is that Serco end of day reports are regularly showing that all rounds are complete. This is in part down to additional support rounds which Serco are providing at their own cost.

Most recently in October we have seen good levels of completion of rounds with isoalted incidents such as vehicle breakdowns and unexpected staff absence.

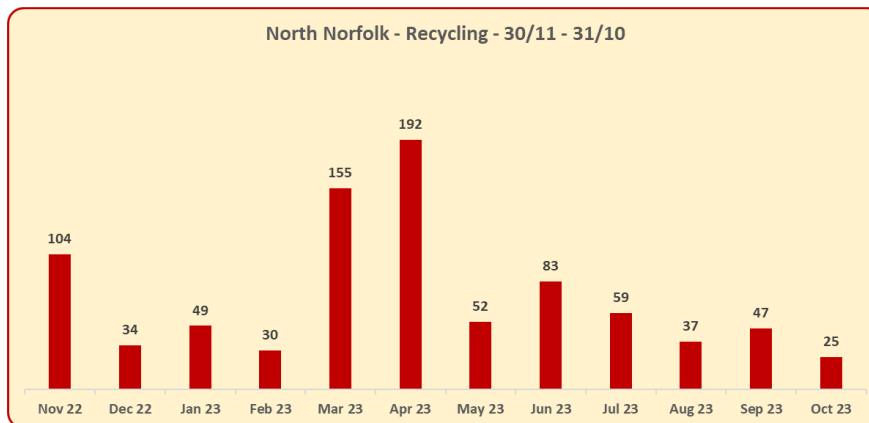
The following slides drills down into the different collection streams

Refuse



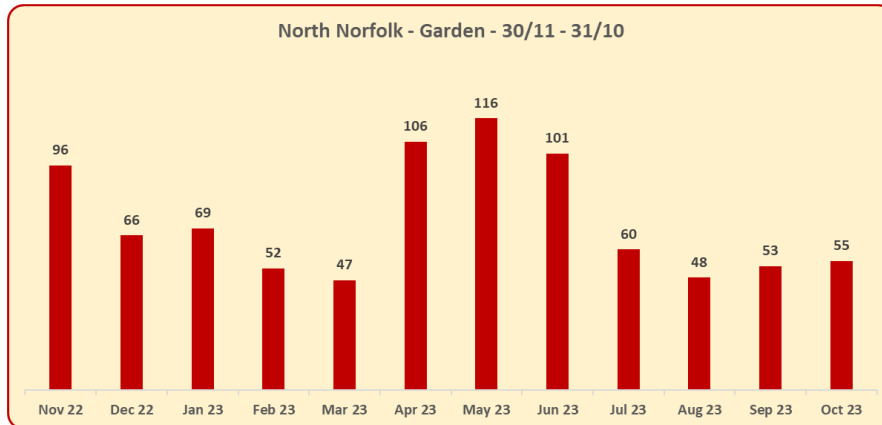
The level of reported missed collections has plateaued at a level that is around what is to be expected of any collection service and is in line with industry standard.

Recycling



The level of reported missed collections on recycling rounds is now an acceptable level of performance.

Garden Waste Service

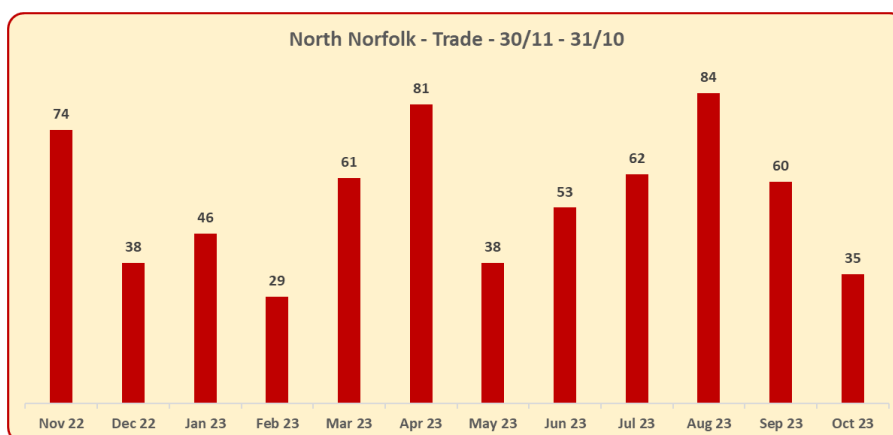


The level of reported missed collections remain above where we would wish them to be especially considering that this is a paid for service. The predominant reason for this appears to be down to capacity in the garden rounds on certain days. Capacity is associated with both number of collections due in any one day and volume/weight of each collection. Garden waste is generally heavy and vehicles have a legal maximum weight they must not exceed. Where the maximum weight is being approached crews will need to travel to the disposal point to empty the freighter. This added travel time reduces the number of collections that crews can complete in any one day. With the growth in our Garden Waste subscriber numbers the rounds have reached capacity.

Earlier this year Cabinet resolved to fund the purchase of an additional collection vehicle to reflect the increase in subscriber numbers. The vehicle is on order but due to the lead time is not due for delivery until the end of November 2023.

When the route and round reorganisation took place it deliberately did not include the garden waste rounds. These were planned to be done in the spring of 2023 but the issues with the main rounds and the pay dispute put these on hold.

Trade Waste



The level of reported missed collections on the trade waste services remains above what we would want to see, especially as this is a paid for service.

The Council sells trade waste collection services to businesses and then requires Serco to undertake the associated collections. The Council endeavours to provide customers with as much flexibility around collection days and frequency as possible and there are occasions where this leads to scheduling challenges for Serco. In order to be as efficient as possible Serco undertakes a number of trade waste collections on the normal domestic rounds.

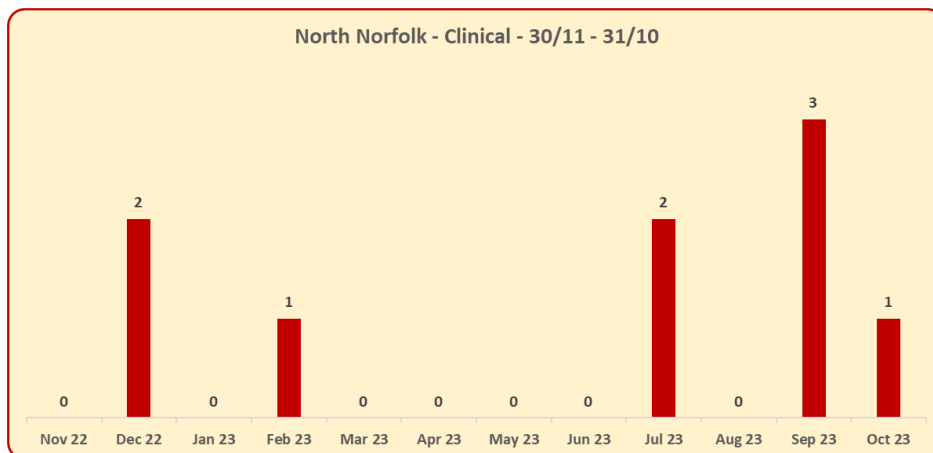
There has been significant growth in the number of trade waste collections that the Council provides. Seasonal fluctuations in both customers and collection frequencies do see in a significant increase in workload associated with the trade waste service. This in turn puts pressure on the completion of the domestic rounds.

Earlier this year, Cabinet resolved to fund the cost of an additional refuse collection vehicle to recognise the growth in collections and to provide additional capacity to enable further growth in our customer base.

Serco have invested in an upgrade to their software system to include a trade waste module which will enable better control of the scheduling of rounds for them. This software is at the stage of user acceptance testing and it is anticipated that it will be live in the next few weeks.

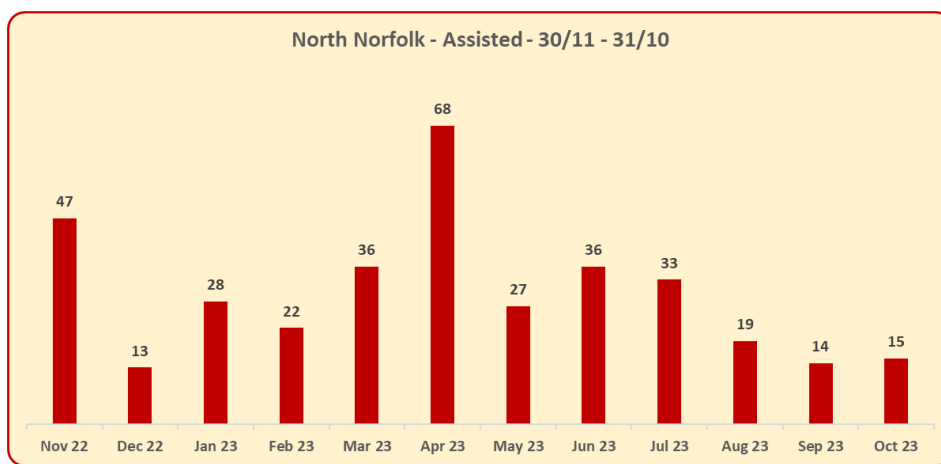
Officers continue to work with Serco to ensure that trade customers are receiving paid for services in a timely manner.

Clinical Collections



The Council provides a relatively small number of collections to residents who produce certain categories of clinical waste through a separate collection service. Due to the relatively low number of collections this service is delivered through the Watton Depot. Performance of these collections is generally good although there have been a few instances of misses, which are being addressed through the contract managers at Serco.

Assisted Collections



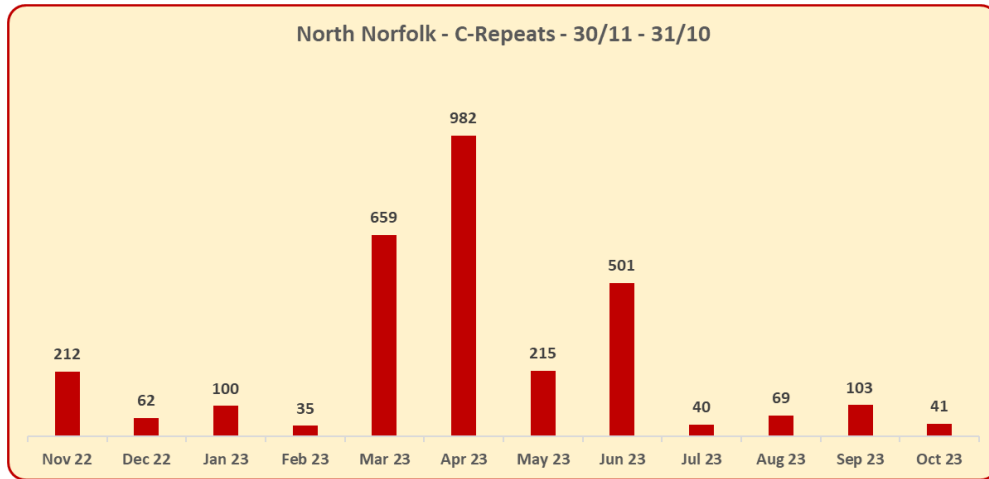
Some of our residents are not able to move their bin to the edge of their property, which is where the majority of residents are required to present their bins for collection.

Although the number of missed collections for assisted collections has come down it remains at a level which is not acceptable to officers. These are properties where residents tend to be more vulnerable and the collections are consistent as the crews have to pull and return the bins from the location on the residents property.

There will be ongoing focus on assisted collections moving forward.

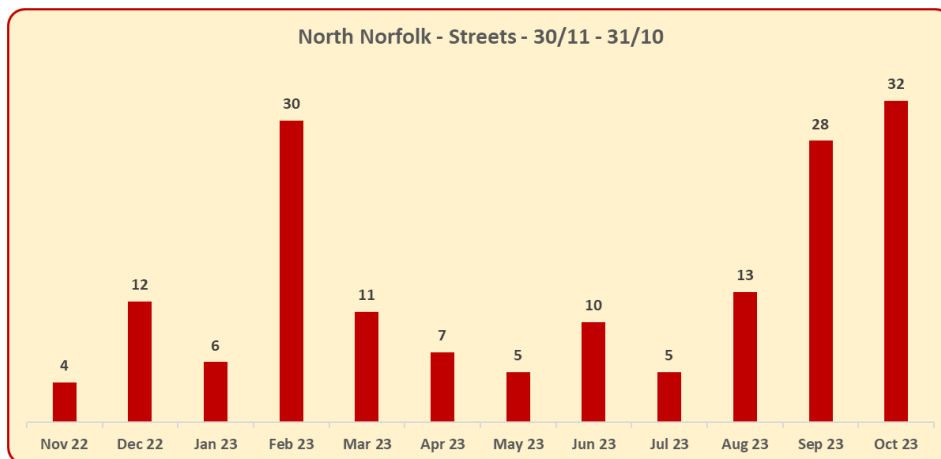
“Repeat” Misses

When Serco fails to complete a round on the scheduled day of collection or a resident reports a missed collection to Serco, they have a period of time to return to complete the collection. This is to the end of the next working day and referred to as the rectification period. If Serco fail to do this then a performance deduction applies. In the event that Serco fail to complete the collection on the first day after the scheduled collection, it is then classed as a repeat miss.



As can be seen from the graph above the number of repeat misses is relatively low but more work needs to be done to drive this still lower and preferably eradicate this all together.

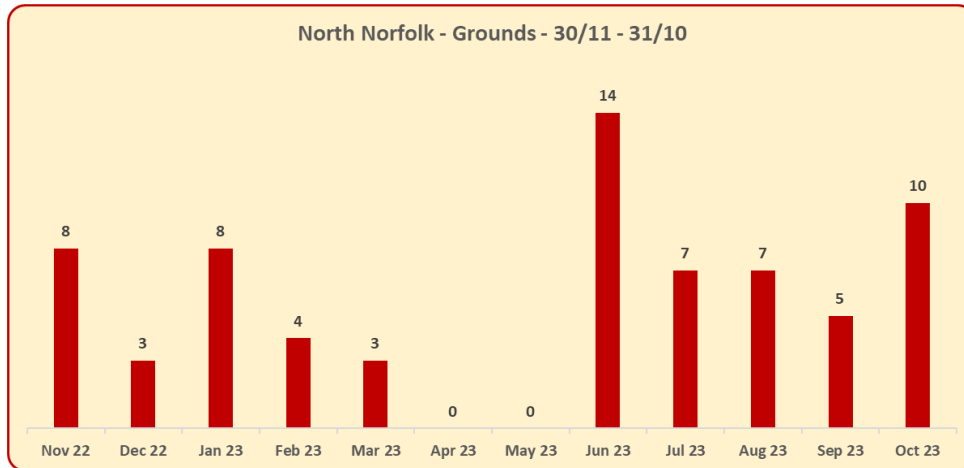
3.2 Street Cleansing



In general the level of failures associated with street cleansing is relatively low with very few complaints around the standard of cleanliness.

Although the increase in KPI failures over the last 3 months suggests a worsening performance by Serco, in reality it reflects a greater focus on cleanliness standards by Environmental Services Officers and more stringent use of Serco's IT system to monitor completion of worksheets raised.

3.3 Grounds Maintenance



Grounds Maintenance activity is generally in line with contract requirements. The performance figure for October again reflects the enhanced monitoring of standards by Officers and a focus on the completion of worksheets on Serco's IT system.

3.4 Customer Contact Centre

Members have previously raised concern in respect of the performance of the customer contact centre by Serco, in particular the time it took to answer calls.

This has been a focus for Serco over recent months and there has been significant improvement since June around all areas of the call centre performance.

From	1/11/22	To	31/10/23
Customer Care Centre Performance Analytics - 01/11-31/10			
Number of Calls (per month)	Answered	Answered Within SLA	Abandoned
3,761	3,594 - 96%	2,863 - 76%	168 - 4%
Calls per day (average)	Answered per day (average)	Within SLA per day (average)	Abandoned per day (average)
180	172	136	08
Average Call Time	Speed to Answer (average)	Calls per Agent per Hour (average)	Agents per day (average)
05:52	00:35	4.1	7.1

The table above shows the data for the contact centre, it relates to calls coming in around all three council areas and it is not possible to separate these out.

Comparing these figures with those over the last few months in the table below there is a very clear and sustained improvement in performance of the contact centre and it is not exceeding the standards set out in the contract.

	Calls p/d	Abandoned Calls	Ave. Call Time	Average Speed to Answer	SLA
Last 12 Months	180	4%	5:52	0:35	76%
July	160	1%	4:34	0:11	93%
August	178	1%	4:20	0:12	90%
September	167	1%	4:20	0:10	93%
October	137	1%	4:05	0:09	95%

3.5 Further Developments

Whilst it is clear that there has been improvement in the performance of the contract, work continues to ensure that additional aspects of the bid are implemented and to deliver improvements to the contract offering.

During the last year officers from the three Councils have met regularly to agree which aspects of these should be delivered and relative priorities.

Community Engagement Plan

A draft Community Engagement Plan has been completed by Serco and submitted for the consideration of the three Councils. The Councils have made comments back to Serco, fine tuning some of the proposals and are now awaiting a further submission from Serco.

Carbon Management Plan

The Councils have received a draft Carbon Management Plan which is currently subject to discussion internally. The Council's will provide feedback to Serco on the suitability of the plan contents.

Hydro-treated Vegetable Oil (HVO) Fuel

This Council have had protracted dialogue with Serco in respect of the use of HVO fuel in the collection fleet. There were initial issues on having suitable storage at the depot but there were resolved with the installation of a bulk tank. The war in Ukraine impacted on both the price and availability of HVO fuel. Concerns over the source of some HVO fuel coming into the UK using palm oil resulted in a pause in proceeding with HVO. Serco are now able to source certified sustainable HVO fuel.

HVO is more expensive per litre than diesel and similar to diesel is subject to price fluctuations based on availability. Serco have been asked to provide details of the price differential so that officers can undertake a carbon pricing exercise to understand the cost of offsetting the carbon produced by the fleet

using diesel compared with the additional cost of using HVO fuel. The pricing information is expected shortly.

Possible Change of Recycling Disposal Point

Norfolk County council are the Waste Disposal Authority. They direct the Council as to where collected residual waste should be taken, however, our own arrangements are made for the processing of recyclable waste. At present, the collected recycling is tipped in a barn at the Aylsham depot under a contract with Norse Environmental Waste Services (NEWS) before being transferred to the Materials Recycling Facility (MRF) at Costessey. NEWS have informed us that they are seeking to close this transfer station and will be undertaking a procurement activity in relation to this recycling delivery point and it may be that this will change next year.

Further Route and Round Re-organisation

Serco has stated that the previous route and round reorganisation, launched in September 2022, did not deliver the efficiencies that they expected and further work is required to ensure that collections can reliably be undertaken on the scheduled day without the need for support rounds, which is not sustainable. This has also been the case at Breckland where changes will be implemented shortly.

This reorganisation will also apply to the Garden Waste collections and it is anticipated that this will bring about improvements in collection completions on the scheduled day and reflect the additional vehicle provision. The addition of a further Trade Waste vehicle will also be built into the design of trade routes and allow for some trade waste collections to be moved from the domestic rounds to provide additional capacity.

Serco have provisionally shared a date of the 8th April 2024 for these further changes at North Norfolk to go live. As yet they have not shared details of their plans but once aware these will be shared and discussed through the appropriate channels.

Food Waste

The Government has now launched "Simpler Recycling" which brings in a range of new or amended requirements for local authorities. This includes the mandatory requirement for the introduction of a weekly food waste collection to every household..

As part of the procurement process, the bidders were asked to provide a costed option for the introduction of food waste collections. Serco provided this costed option, however, it was not implemented and the methodology they priced is not compatible with the collection fleet that the Council purchased.

Serco have been asked to provide an alternative standalone solution to food waste collections. Discussions will be ongoing with them in respect of this over the coming months.

4. Conclusion and Recommendations

The performance of the contract has improved significantly since the last update to Overview and Scrutiny Committee.

There are still areas for improvement but broadly speaking the contract is operating in an acceptable manner.

Recommendations

1. That Overview and Scrutiny note the contents of the report.
2. That Overview and Scrutiny decide the frequency of further updates on the Waste and Related Services Contract.

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BUDGET MONITORING P6 2023/24	
Executive Summary	<p>This report provides an update on the Council's financial performance and projected outturn for 2023/24 for the revenue account, capital programme and reserves statement as at the end of September 2023.</p> <p>The overall position at the end of September 2023 shows a £1.685m underspend for the net operating expenditure on the revenue account, this is however an unadjusted position that does not include any known variations e.g. the inclusion of the pay award for 2023/24.</p> <p>As at 30 September 2023, the General Fund projected a deficit of £0.515m for the full year 2023/24. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Overview & Scrutiny Committee supports the Cabinet decision to</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current budget monitoring position and note that officers will work together to take action to reduce the overall projected deficit on the General Fund at the year-end of 2023/24. <p>And supports the following Cabinet recommendations to Full Council that it approves:</p> <ol style="list-style-type: none"> 2) An additional capital budget of £58k so that the work for the refurbishment of the Red Lion roof (Cromer), the Art Deco Block roof and handrails (Cromer) and the Chalet Block at Sheringham can be awarded as one contract. And that approval be given to fund the additional expenditure from the Asset Management Reserve. 3) An increase to the DFG capital budget of £118k and approves that it is funded by the additional grant received for this purpose from the Government. 4) The provision of a new play area at the Lees in Sheringham and approves a capital project budget for this of £65k and that funding for this should come from the Delivery Plan Reserve. 5) The capital spending of £11k on the Morris Street Car Park Boundary Wall and that it be funded from the Asset Management Reserve. 6) That the £85k of the Car Park refurbishment capital

	budget is reallocated to the Public Conveniences so that the outstanding works can be carried out and complete the scheme.
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	\\fs\Accounts\Budget Monitoring\BUDGET MONITORING\2023-24\Period 6\Report\Final Report & Appendices\Budget Monitoring P6 2023-24 .doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	s151 Tina Stankley, Tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Budgets set to support the Corporate Plan objectives.
Medium Term Financial Strategy (MTFS)	Budget process in line with MTFS
Council Policies & Strategies	Service Budgets set in line with the council policies and strategies.

Corporate Governance:	
Is this a key decision	no
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	N/A

1. Introduction

- 1.1 This report compares the actual expenditure and income position at the end of September 2023 to the latest revised budget for 2023/24. The Original Budget which was agreed by Full Council on 22 February 2023 has been updated to reflect approved budget virements.

2. Revenue

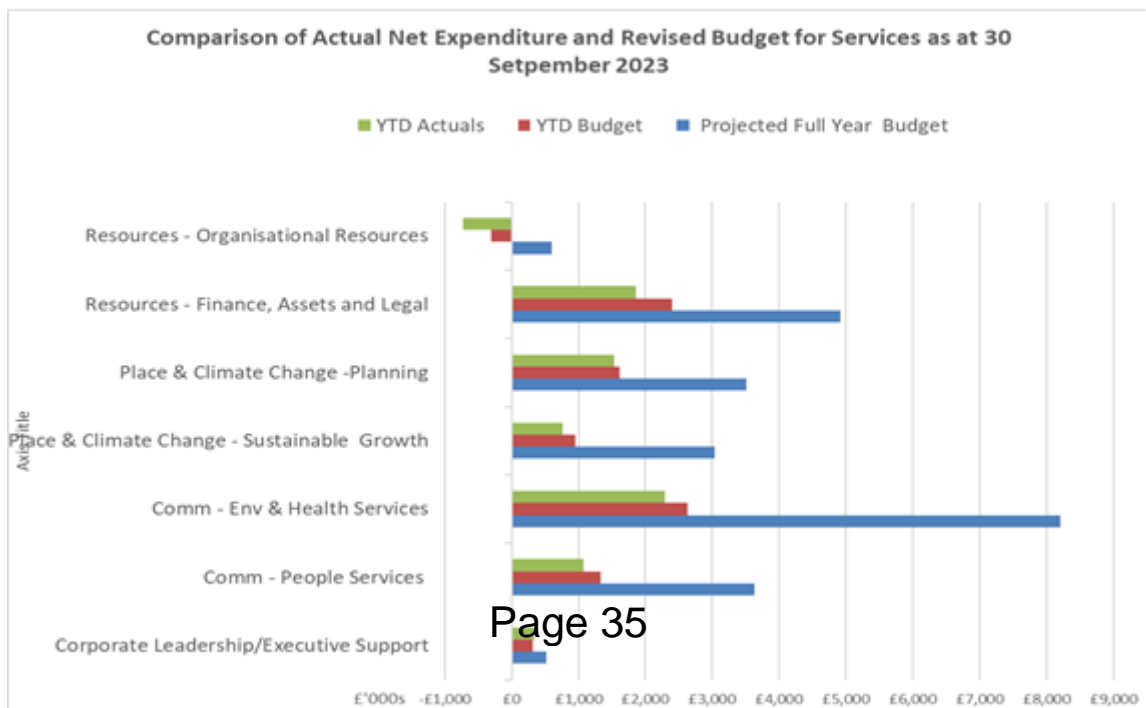
- 2.1 The General Fund Summary at Appendix A shows the high-level budget monitoring position as at 30 September 2023 and highlights a year-to-date variance of £1.685m underspend for the net operating expenditure against the profiled revised budget. The table below shows that there is an underspend of £1.785m for service related expenditure when compared with the revised budgets and this is partly offset by an overspend of £0.100m in non-service specific budgets to give the overall position of an underspend of £1.685m.
- 2.2 It should be noted that the table below is the position as at 30 September 2023 and is a at a point in time. It does not take into account any known variations to these figures. Some examples include:
- The pay award for 2023/24 which will be paid and back dated to 1 April 2023 when it is agreed.

- The timing differences between when grant is received and spending of that grant takes place – if a grant is received at the beginning of the year and expenditure takes place throughout the year this will show as an underspend if not adjusted for.
- An underspend will show where we have accrued for 2022/23 expenditure but have not yet paid the invoices in 2023/24 and the opposite of this will be the same for any income accrued for that has not yet been received.

Financial position as at 30 September 2023:

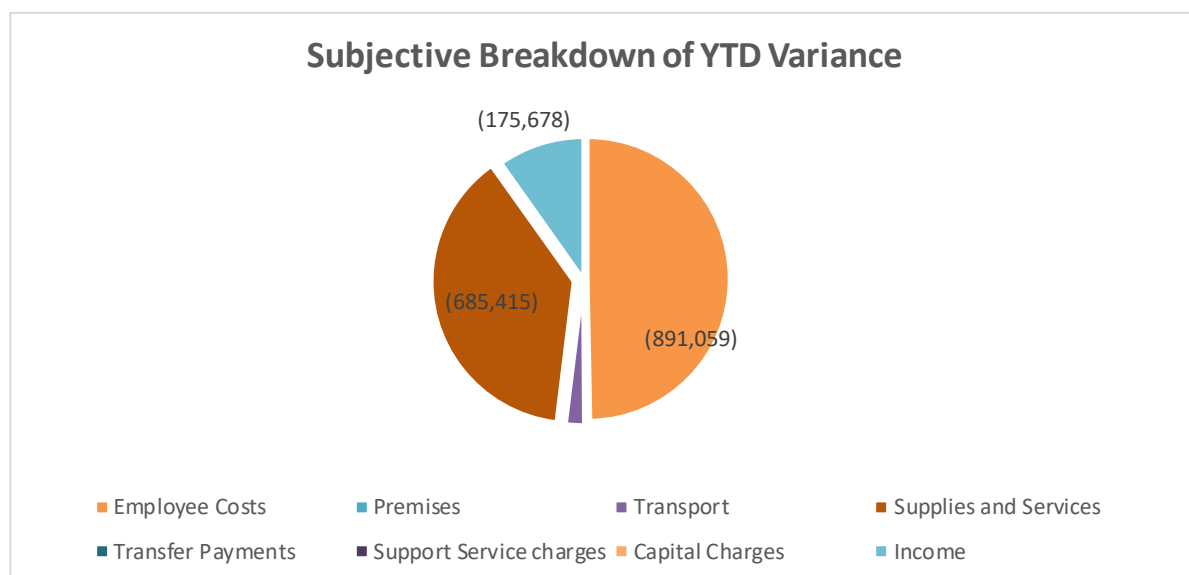
	2023/24 Base Budget £'000s	2023/24 Revised Budget £'000s	2023/24 YTD Budget £'000s	2023/24 YTD Actuals £'000s	2023/24 YTD Variance £'000s
Directorate					
Corporate	485	518	313	348	35
Leadership/Executive Support					
Communities	12,243	11,733	3,955	3,355	(600)
Place and Climate Change	6,509	6,547	2,572	2,301	(271)
Resources	5,109	5,518	2,091	1,142	(949)
Net Cost of Services	24,346	24,316	8,931	7,146	(1,785)
Parish Precepts	2,875	2,875	2,875	2,875	0
Capital Charges	(2,457)	(2,457)	(1,228)	(1,228)	0
Refcus	(1,677)	(1,677)	0	0	0
Interest Receivable	(1,533)	(1,533)	(766)	(887)	(121)
External Interest Paid	0	0	0	221	221
Revenue Financing for Capital:	710	726	0	0	0
MRP Waste Contract	330	330	0	0	0
IAS 19 Pension Adjustment	266	265	0	0	0
Net Operating Expenditure	22,860	22,845	9,812	8,127	(1,685)

2.3 The Chart below illustrates these variances per service area and Appendix B provides further details of the individual service variances. Variances are reported against the updated budget in the Council's General Fund summary as shown in Appendix A. One point to note is that the management reporting structure has been amended to reflect the budget responsibility of Cromer Pier and Amenity Lighting transferring from Communities to Resources.



Variance by Service Area

- 2.4 Appendix B included with this report provides detailed variance explanations for each service heading. The more significant of which have been outlined in Table 1 below. Variances compare Period 1 to Period 6 expenditure against the updated budget for the same period. As explained in paragraph 2.2 no adjustments have been made for known variations, so the variances are as at a point in time, but details about these are explained in the Appendix alongside each variation.
- 2.5 In line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice the Council's budgets are prepared using recommended subjective headings; these include, employees, premises, transport, supplies and services, third party payments, transfer payments, support services, capital charges and income. The pie chart below illustrates how the current (£1.786m) variance is broken down. Further detailed analysis is provided within the service area appendices at appendix B.
- 2.6 The graph below shows how the position at the 30 September 2023 is made up by subjective heading and the paragraphs below that provide some high level explanation by subjective heading for the reasons for the variances from the revised budgets.



- **Employee Costs – (£891,059)** of this £852,501 relates to direct employee variances. Around £290,000 can be attributed to the April-September allocation of pay award inflation not yet agreed. As highlighted in the detailed service variance commentary above, the council currently has several vacancies, some of which were budgeted to be funded from earmarked reserves or grant contributions, after adjusting for these it is estimated there will be a full year saving of (£275,000) (see table in paragraph 2.7 line 1).
- **Premises – £3,747** (£63,500) Sports and Leisure; hall hire rental accruals for 2022/23 not offset by invoices. £68,186 Electricity charges. (£87,320) profile of Insurance premium invoices. £110,066 Repairs and Maintenance and contract expenses across a range of council assets. Full Year overspend £250,000 (see table in paragraph 2.7 line 2).

- **Transport – (£36,519)** the saving in transport related expenditure largely relates to mileage claim expenses. There is also a saving in essential user allowances because of vacant posts. Full Year savings (£30,000) (see table in paragraph 2.7 line 3).
- **Supplies and Services – (£685,415)** the more significant Fees and Services variances include, (£195,431) waste contract variances (£181,536) External Audit Fees including prior year accrual not yet offset. (£123,352) Balance of unallocated community grants. There is likely to be above budget spend of £40,000 on computer software licences and maintenance costs. Across all the services areas the net position is anticipated to deliver a full year saving (£80,000) (see table in paragraph 2.7 line 4).
- **Income – (£175,678)** a number of additional revenue grants have been received in this financial year, which were not included in the base budget. These include Household support hardship funding. These grants are ringfenced and will be offset by qualifying expenditure. Fee income in areas such as Land Charges, Planning and Building control is currently down against the profiled budget, it is difficult to predict as it is greatly affected by economic trends. It will continue to be monitored but a modest full year impact of £100,000 has been included as an anticipated full year impact. (see table in paragraph 2.7 line 5).

2.7 The table below provides a high level breakdown of the anticipated year end position which currently is that there will be a General Fund Deficit of £0.515m at 31 March 2024. (see table in paragraph 2.7 line 9).

		Projected Outturn £'m
1	Employee Costs	(0.275)
2	Premises Costs	0.250
3	Transport Costs	(0.030)
4	Supplies & Services	(0.080)
5	Income	0.100
6	Total Savings for Net Cost of Service	(0.035)
7	Net External interest	(0.050)
8	Benefit Subsidy possible impact	£0.600
9	Total FYE	£0.515

2.8 **Housing Benefit Subsidy** (see table in paragraph 2.7 line 8).

The Housing Benefit Subsidy grant payments received by the Council are based on subsidy claims submitted to the Department for Works and Pensions (DWP). Neither the income nor the expenditure are included in the revenue budget figures until the final subsidy position is confirmed as part of outturn each year. The main reason for this is that they vary significantly compared to both the budgets and the payments to claimants that they relate to, due to timing issues, subsidy grant payments are paid monthly based on the relevant claim submitted and do not directly in relation to payments made to claimants.

For 2023/24, the Council have set a cost neutral budget of £16.9m expenditure and Income. The rate of recovery (i.e. how much the Council can

claim back from the Government for housing benefit paid to claimants) for most correctly paid subsidy is 100%. However an element of expenditure that does not attract full subsidy is temporary accommodation provided to homelessness clients. This therefore creates a cost pressure for the Council.

In previous years this cost pressure has been offset by the amount that the Council has been able to recover from claimants got overpayments made to them. However since 2019/20 as the number of people requiring temporary accommodation has been increasing sharply the cost pressure has been increasing and since 2019/20 the level of income from recovering overpayments has been insufficient to cover this cost pressure. In 2019/20 the cost pressure not covered by the offsetting income was £0.2m. For 2023/24 the current mid-year estimates indicate that this figure is likely to be £0.6m for the full year. This is a growing concern.

3. Non-Service Variances to period 6 2023/24

Investment Interest

3.1 The investment interest budget for 2023/24 is £1.541m on an average balance of investments of £31.954m assuming an average interest rate of 6.24%. Below is a summary of the key events that are likely to impact our investment returns for the year. The Mid-Year Treasury Management report with full details is on also being presented to this Cabinet meeting.

3.2 At 30 September 2023, the Council has received £0.887m of interest, a favourable variance of £0.114m compared with interest budget of £0.773m. The average rate of interest achieved was 6.54% from an average balance available for investment of £32.513m. The year-end forecast position is total interest earned of £1.757m which will give a favourable variance of £0.224m against the budget. This is due to there being continuous base rate increases by the Monetary Policy Committee which has a favourable effect on interest rates for the investor.

The new interest rate forecast following the recent MPC decision, is that the base rate will no longer reach the previously estimated peak of 6%, and instead stay at 5.25-5.50% and then begin a slow decline from March 2024 following an anticipated economic boost from the 2023 Christmas period.

3.3 The Council has a portfolio with a diverse range of funds totalling £31.426m as at 30 September 2023. Currently the Council has £22.581m invested in long-term pooled funds, £6.7m invested in short-term money market funds and £2.1m invested in Housing Loans. Two new loans totalling £0.110m were issued through the Loans to Housing Providers capital project in August 2023. The interest rate charged was the prevailing PWLB interest rate for borrowing (5.5%) at the time the loans were issued and will generate interest totalling £0.054m over the life of the loans (15 years).

Borrowing Interest

3.4 The budget for interest paid for 2023/24 is zero. However there has been a need to take short term borrowing to cover Interest paid as at 30 September 2023 was £0.221m. The full year forecast is anticipated to be around £0.310m, but at this stage in the year this is difficult to forecast as there are so many variables with the cashflow forecast e.g. cash availability and for the duration needed, the movement in interest rates and profiles of grant receipts.

- 3.5 This is a significant cost pressure for the Council. The need to borrow for the remainder of the year will be closely monitored to keep further borrowing costs to a minimum. It is anticipated that the extra interest being earned on investments above the budgeted level will exceed the borrowing costs so the net position at the year will still be favourable, but only marginally. (see table in paragraph 2.7 line 7).
- 3.6 Officers across the organisation will work together to identify areas where savings can be made to reduce the overall deficit position at the year end.

Retained Business Rates

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

Capital

- 3.8 The total capital expenditure for 2023/24 as at 30 September 2023 is £3.7m compared with a budget of £44.774m giving a variance of £41.074m, of which £27.1m relates to the Cromer and Mundesley Coastal Schemes and the Coastwise project which are all in their initial stages and are just getting underway. The largest variances for the schemes with underspends are shown in the table below. These variances largely relate to schemes which in the main have yet to begin. Details of spend against budgets can be found in Appendix C.

Scheme (largest schemes by value)	Budget not yet spent £'m
Cromer 3G football facility	1.000
Rocket House	1.036
S106 enabling	1.600
Fakenham Urban Extension	1.780
Property Acquisitions	0.705
Remainder of DFG	0.954
Local Authority Housing Fund	0.756
Compulsory purchase of long-term empty properties	0.430
Total	8.261

- 3.9 The Cornish Way Industrial Units project has now been completed. All improvements and net zero works have been carried out to the Industrial Units owned by the Council in North Walsham. The total final cost of the project was £82k compared with an approved budget of £170k giving a saving of £88k. It has been possible to achieve significant savings on the improvement works and net zero works by having the contractors carry out all the work in one go across all the industrial units thus reducing the time taken for the contractors to complete the programme of work. This reduction has been included in the Capital Programme as shown at Appendix C.
- 3.10 £30k of the savings have been used to create a budget to carry out the same type of improvement works and net zero works to the Catfield Industrial Units. This is included in the Capital Programme as shown at Appendix C.

3.11 This has left an unused £58k saving. It is proposed that this is amalgamated with the Red Lion Roof budget (£30k) and further increased to create a capital budget to undertake the refurbishment of the roofs at three of our properties at the same time so that significant contract savings can be achieved. This use of unused savings and the amalgamation of the three budgets has not yet been included in the Capital Programme as shown at Appendix C.

3.12 The three projects are outlined below.

- **The Art Deco Block on the Cromer Promenade and replacement of the handrails on the chalets** above which are rusted and are becoming unsafe. During the last couple of years, the roof has begun to fail causing damp issues and the patch repairs are no longer possible. The most appropriate course of action is to replace the roof and handrails. The Council lease the building to Cromer Artspace, a not-for-profit group, which hold exhibitions there throughout the year. Cromer Arts Space approached the Council to say that they were able to apply for 'Community Ownership Fund (DLUHC) grant funding for this work and have been successful in securing a capital grant of £29k. The Council must match fund this. The estimate for these works is £95k. There is a budget of £87k (line 1 & 3 in the table at paragraph 3.12 below) for this currently in the capital programme.
- **The Red Lion roof replacement** which is already included in the capital programme with a £30k budget.
- **The chalet block roof replacement, Sheringham** which isn't currently an approved capital scheme but if combined with the other two projects in one tender will result in significant savings compared with carrying out the 3 projects separately.

3.12 A summary of the budget required is shown in the table below.

	Budget included in the Capital Programme	£'000s
1.	Saving from the Cornish Way Industrial Units	58
2.	Red Lion Roof budget	30
3.	Additional budget covered by external grant funding (secured by Cromer Art Spaces)	29
4.	Total budget available	117
5.	Estimate to carry out all works for the 3 projects as one capital scheme	175
6.	Additional budget required (not yet included in the capital programme)	58

A delegated decision has been taken (by the Director of Resources) to use the £58k already in the capital programme (line 1 in the table above) to fund the replacement roof at the Art Deco block as there is the opportunity to use the grant funding available (line 3 in table above) and reduce the overall cost to the Council of carrying out the work. Approval is now being sought to add a further £58k to the capital programme. The source of funding will be the Asset Management Reserve. This is yet not included in the Capital Programme as shown at Appendix C.

3.13 Central Government have awarded local authorities additional Disabled Facilities Grant (DFG) to fund a new discretionary grant scheme for home

improvements. The extra funding for this Council is £118k for 2023/24. This amount has been added to the DFG budget to give a revised capital budget of £1.476m for 2023/24. This extra funding is welcomed as it is intended to be for grants that can be awarded quickly outside of the normal grant application process. The smaller, reactive grants will be for small-scale adaptations that are needed quickly, e.g. to assist older or disabled people in being discharged sooner from hospital or a care home. This is included in the Capital Programme as shown at Appendix C.

- 3.14 The Lees play area in Sheringham is one of our play areas that needs a complete replacement and works carried out to bring it up to today's safety standards e.g. the sand on the ground replacing with a bark chipping on the ground and the appropriate safety foundation underneath this. The cost of this scheme would be £65k. Approval is being sought to add this scheme to the capital programme and fund it from the Delivery Plan Reserve. Moving forward, to address the issue of improving our play areas a capital bid will be put forward for a play areas replacement programme for Members to consider including in the Capital Programme for 2024/25 to 2027/28. This is not yet included in the Capital Programme as shown at Appendix C.
- 3.15 There is an overspend of £11k in the capital programme for the replacement of part of the Morris Street Car Park Boundary Wall. There was no budget for this work, but after part of the wall was blown down during a storm the wall was inspected and some of the wall was declared to be a dangerous structure. An insurance claim was submitted to cover the costs of the work, but as the wall is not an integral part of a building it was not covered by our insurance policy. Insurers no longer provide insurance cover for walls and fences following the recent large number of storms that areas of the UK have experienced. The work has had to be done and it will be funded from the Asset Management Reserve. This is included in the Capital Programme as shown at Appendix C.
- 3.16 The Public Conveniences budgets have been adjusted to include the Changing Places Toilet expenditure relevant to each project. In total the combined budgets are currently overspent by £25k and the Phase 2 of the Public Conveniences at the Lees in Sheringham has not yet started. Phase 2 includes the Changing Places Toilet (CPT) element for which the budget funded by the CPT grant is included. If the work isn't carried out then we will lose the grant (£60k). The additional budget required to complete the works is estimated to be £60k. Therefore to deliver all the CPT schemes (with the exception of Stalham) a further budget of £85k needs to be approved.
- 3.17 The overspend will equate to approximately 17% of the overall budget for the refurbishment of the 4 toilets as well as providing CPT. This overspend largely relates to the impact of inflation and the need to meet the standards required for providing the CPT so that we could claim the grant. Ordinarily there may have been some scope to revisit the specification of fittings etc. to reduce spend but this hasn't been an option in this project.
- 3.18 It is therefore proposed that approval is sought from full Council to reallocate £85k of the £311k car park refurbishment budget so that the works can be completed. To date none of this budget has been spent and it is unlikely that any major resurfacing works will be undertaken in the winter months. This adjustment has not yet been made to the Capital Programme as shown at Appendix C.

4 Reserves

- 4.1 The Council's current Reserve Statement is included as part of the report at Appendix D, this gives the latest position of amounts allocated to services.

5 Corporate Priorities

- 5.1 Corporate Plan objectives are supported by the Council's allocated budgets.

6 Financial and Resource Implications

- 6.1 This report is financial in nature and financial implications are included within the content of the report.

7 Legal Implications

None as a direct consequence of this report

8 Risks

- 8.1 The detail within section 2 of the report highlights the more significant variances including those that are estimated to result in a full year impact.
- 8.2 The estimated outturn will continue to be monitored during the year.

9 Net Zero Target

None as a direct consequence of this report

10 Equality and Diversity

None as a direct consequence of this report

11 Community Safety Issues

None as a direct consequence of this report

12 Conclusion and Recommendations

- 12.1 The revenue budget is showing an estimated full year overspend for the current financial year of £0.515m. The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.
- 12.2 The Council will continue to take steps to reduce the forecast deficit which may arise during the year by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding which is not sustainable in the medium term. Should the Council not be able to make these adjustments in year then reserves will be required to balance the budget although this requirement is not anticipated at the current time.
- 12.3 The Capital Programme is showing spend of £3.7m against a budget £44m. The variance is not a concern as there are three large coastal schemes that are just getting underway. There are also numerous projects that have yet to begin and for which the use of the funding for them is not time limited. So these underspends are not a concern. There are several requests for approval for additions to the Capital Programme which are outlined in paragraphs 3.8 to 3.18. Members are asked to consider these and recommend to full Council if so minded.

General Fund Summary P6 2023/24

	2023/24 Base Budget £	2023/24 Updated Budget £	2023/24 YTD Budget £	2023/24 YTD Actuals £	2023/24 YTD Variance £	Commitment s £	Remaining Budget £
Directorate							
Corporate Leadership/Executive Support	484,705	517,720	313,035	348,018	34,983	50,874	118,828
Communities	12,243,383	11,733,424	3,954,870	3,354,782	(600,088)	4,551,031	3,827,611
Place and Climate Change Resources	6,509,032	6,546,856	2,572,068	2,300,931	(271,137)	413,464	3,832,461
	5,108,854	5,518,103	2,091,490	1,142,096	(949,394)	1,700,067	2,675,940
Net Cost of Services	24,345,974	24,316,103	8,931,463	7,145,828	(1,785,635)	6,715,436	10,454,840
Parish Precepts	2,875,207	2,875,207	2,875,207	2,875,441	234	0	(234)
Capital Charges	(2,456,953)	(2,456,953)	(1,227,989)	(1,228,116)	(127)	0	1,114,606
Refcus	(1,677,167)	(1,677,167)	0	0	0	0	(1,677,167)
Interest Receivable	(1,533,436)	(1,533,436)	(766,417)	(887,440)	(121,023)	0	(645,996)
External Interest Paid	0	0	0	221,160	221,160	0	(221,160)
Revenue Financing for Capital:	710,000	726,372	0	0	0	0	726,372
MRP Waste Contract	330,000	330,000	0	0	0	0	330,000
IAS 19 Pension Adjustment	265,496	265,496	0	0	0	0	265,496
Net Operating Expenditure	22,859,121	22,845,622	9,812,264	8,126,872	(1,685,392)	6,715,436	10,346,757
Contribution to/(from) the Earmarked Reserves							
Capital Projects Reserve	0						
Capital Projects Reserve	(400,000)	(400,000)	0	0	0	0	(400,000)
Asset Management	0	0	0	0	0	0	0
Benefits	(111,305)	(111,305)	0	0	0	0	(111,305)
Building Control			0	0	0	0	0
Building Control	(81,866)	(89,690)	0	0	0	0	(89,690)
Business Rates	(1,278,267)	(1,278,267)	0	0	0	0	(1,278,267)
Coast Protection	0	0	0	0	0	0	0
Communities	(275,000)	(275,000)	0	0	0	0	(275,000)
Delivery Plan	(1,289,412)	(1,750,911)	0	0	0	0	(1,750,911)
Economic Development & Tourism					0		0
Economic Development and Tourism	(44,800)	(44,800)	0	0	0	0	(44,800)
Elections	(100,000)	(133,015)	0	0	0	0	(133,015)
Environmental Health	(16,000)	(32,372)	0	0	0	0	(32,372)
Grants	0	0	0	0	0	0	0
Housing	(555,898)	(493,689)	0	0	0	0	(493,689)
Legal	(31,745)	(31,745)	0	0	0	0	(31,745)
Major Repairs Reserve	0	0	0	0	0	0	0
New Homes Bonus Reserve	(178,000)	(178,000)	0	0	0	0	(178,000)
Organisational Development	(42,742)	(42,742)	0	0	0	0	(42,742)
Planning Revenue	(148,965)	(178,965)	0	0	0	0	(178,965)
Restructuring/Invest to save	0	0	0	0	0	0	0
Treasury Reserve	0	0	0	0	0	0	0
Net Zero initiatives	0	500,000	0	0	0	1	499,999
Contribution to/(from) the General Reserve	(356,461)	(356,461)	0	0	0	0	(356,461)
Amount to be met from Government Grant and Local Taxpayers	17,948,660	17,948,660	9,812,264	8,126,872	(1,685,392)	6,715,437	5,449,794
Collection Fund – Parishes	(2,875,207)	(2,875,207)	(1,523,862)	(1,523,862)	0	0	(1,351,345)
Collection Fund – District	(6,738,797)	(6,738,797)	(3,571,559)	(3,571,559)	0	0	(3,167,238)
Retained Business Rates	(6,315,000)	(6,315,000)	806,280	806,280	0	0	(7,121,280)
Revenue Support Grant	(102,462)	(102,462)	(104,345)	(104,345)	0	0	1,883
3% funding Guarantee	(974,416)	(974,416)	(405,994)	(405,994)	0	0	(568,422)
Ctax Discount Grant	(50,074)	(50,074)	0	0	0	0	(50,074)
LCTS Admin Grant	(136,747)	(136,747)	0	0	0	0	(136,747)
New Homes bonus	(31,080)	(31,080)	(7,770)	(7,770)	0	0	(23,310)
Rural Services Delivery Grant	(567,386)	(567,386)	(283,693)	(283,693)	0	0	(283,693)
Business Rates Levy Surplus	(27,049)	(27,049)	0	0	0	0	(27,049)
Services Grant	(130,442)	(130,442)	(54,345)	(54,345)	0	0	(76,097)
Income from Government Grant and Taxpayers	(17,948,660)	(17,948,660)	(5,145,288)	(5,145,288)	0	0	(12,803,372)
(Surplus)/Deficit	0	0	2,981,584	(1,685,392)	6,715,437	(7,353,578)	

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Service Area Summaries P6 2023/24

Communities

Environmental & Leisure

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Commercial Services							
Employee Costs	23,085	11,538	11,540	2	0	11,545	No Major Variances.
Transport Related Expenditure	0	0	6	6	0	(6)	No Major Variances.
Supplies & Services	0	0	40	40	1,445	(1,485)	No Major Variances.
Support Services	193,170	96,584	96,600	16	0	96,570	No Major Variances.
	216,255	108,122	108,186	64	1,445	106,624	
Internal Drainage Board Levies							
Premises	478,176	239,088	239,177	89	0	238,999	No Major Variances.
Support Services	300	152	150	(2)	0	150	No Major Variances.
Income	0	0	(35,265)	(35,265)	0	35,265	Grant income from DLUHC to help ease the financial pressures in Internal Drainage Board levies.
	478,476	239,240	204,062	(35,178)	0	274,414	
Travellers							
Premises	9,290	5,163	4,279	(884)	2,983	2,029	No Major Variances.
Supplies & Services	43,600	21,808	26,702	4,894	463	16,434	Higher operating lease costs and hire of portable toilets.
Support Services	7,870	3,940	3,936	(4)	0	3,934	No Major Variances.
Capital Financing Costs	23,174	11,586	11,586	0	0	11,588	No Major Variances.
Income	(2,000)	(1,002)	(320)	682	0	(1,680)	No Major Variances.
	81,934	41,495	46,183	4,688	3,446	32,305	
Public Protection							
Employee Costs	502,700	251,266	280,614	29,348	1,183	220,904	Revised staffing allocations - to be reviewed.
Transport Related Expenditure	13,997	7,002	8,443	1,441	0	5,554	No Major Variances.
Supplies & Services	88,680	22,834	25,419	2,585	25,426	37,835	No Major Variances.
Support Services	144,330	72,165	72,180	15	0	72,150	No Major Variances.
Income	(238,100)	(87,643)	(103,562)	(15,919)	0	(134,538)	Higher licencing fee income.
	511,607	265,624	283,094	17,470	26,608	201,905	
Street Signage							
Supplies & Services	12,000	3,500	3,673	173	0	8,328	No Major Variances.
Support Services	23,300	11,648	11,652	4	0	11,648	No Major Variances.
	35,300	15,148	15,325	177	0	19,976	
Environmental Protection							
Employee Costs	576,583	288,186	257,152	(31,034)	800	318,631	Revised staffing allocations - to be reviewed.
Premises	0	0	1,139	1,139	4,501	(5,641)	No Major Variances.
Transport Related Expenditure	22,189	11,101	8,329	(2,772)	396	13,464	Lower mileage claims.
Supplies & Services	65,650	36,050	29,924	(6,126)	3,316	32,411	See Note A below:
Support Services	251,400	125,682	125,718	36	0	125,682	No Major Variances.
Capital Financing Costs	52,962	26,475	26,478	3	0	26,484	No Major Variances.
Income	(13,000)	(6,946)	(6,715)	231	0	(6,285)	No Major Variances.
	955,784	480,548	442,025	(38,523)	9,013	504,747	
Note A: (£5,610) Saving in equipment and tools purchases - possible use at year end for an RCCO (Revenue Contribution to Capital Outlay) relating to the capital purchase of noise monitoring equipment. (£8,307) Professional Fees (Stray dogs, Out of hours services, Assisted burials and rechargeable works). £4,251 Subscriptions (EMAQ, Thameside (Anti Fraud network) and RIAMS (Regulatory Information & Management System). £3,500 Higher software costs relating to the Assure upgrade.							
Environmental Contracts							
Employee Costs	336,870	165,880	119,429	(46,451)	0	217,441	Vacant posts and maternity leave.
Transport Related Expenditure	12,444	6,229	2,642	(3,587)	146	9,657	Lower vehicle running costs.
Supplies & Services	1,275	890	483	(407)	0	792	No Major Variances.
Support Services	97,760	48,888	48,894	6	0	48,866	No Major Variances.
Capital Financing Costs	(448,349)	(224,084)	(224,178)	(94)	0	(224,171)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	(2,197)	(52,731)	(50,534)	146	52,585	
Corporate Health and Safety							
Employee Costs	71,626	35,802	35,087	(715)	100	36,439	No Major Variances.
Transport Related Expenditure	0	0	344	344	0	(344)	No Major Variances.
Supplies & Services	0	0	9,108	9,108	0	(9,108)	Annual contract payment to Skyguard - to be recharged to various services.
Support Services	(71,626)	(35,801)	(35,808)	(7)	0	(35,818)	No Major Variances.
Income	0	0	(1,600)	(1,600)	0	1,600	Recharge for IOSH course.
	0	1	7,132	7,131	100	(7,232)	

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Markets							
Employee Costs	12,896	6,449	3,639	(2,810)	0	9,257	Revised staffing allocations.
Premises	35,246	15,228	11,063	(4,165)	0	24,183	Lower than budgeted Business Rates.
Transport Related Expenditure	0	0	67	67	0	(67)	No Major Variances.
Supplies & Services	4,050	2,031	2,315	284	1,108	627	No Major Variances.
Support Services	42,160	21,081	21,084	3	0	21,076	No Major Variances.
Income	(40,000)	(37,200)	(36,274)	926	0	(3,726)	No Major Variances.
	54,352	7,589	1,893	(5,696)	1,108	51,351	
Parks & Open Spaces							
Premises	275,984	137,965	224,769	86,804	164,897	(113,682)	See Note A below:
Supplies & Services	63,500	31,745	41,632	9,887	34,825	(12,956)	£6,387 Serco cleansing contract; £3,499 Professional Fees - Surveys.
Support Services	138,000	69,004	69,006	2	0	68,994	No Major Variances.
Capital Financing Costs	16,206	8,102	8,106	4	0	8,100	No Major Variances.
Income	(8,500)	(252)	(530)	(278)	0	(7,970)	No Major Variances.
	485,190	246,564	342,982	96,418	199,722	(57,514)	
Foreshore							
Employee Costs	25,640	12,823	16,978	4,155	0	8,662	Revised staffing allocations.
Premises	53,945	7,773	9,306	1,533	14,613	30,026	No Major Variances.
Transport Related Expenditure	700	352	368	16	0	332	No Major Variances.
Supplies & Services	5,300	2,652	48	(2,604)	0	5,252	No Major Variances.
Support Services	85,270	42,641	42,648	7	0	42,622	No Major Variances.
Capital Financing Costs	27,880	13,937	13,938	1	0	13,942	No Major Variances.
Income	0	0	(974)	(974)	0	974	No Major Variances.
	198,735	80,178	82,312	2,134	14,613	101,810	
Leisure Complexes							
Employee Costs	0	0	(95)	(95)	0	95	No Major Variances.
Premises	139,569	35,069	(37,513)	(72,582)	88,135	88,947	(£61,161) Accruals brought forward from 2022/23 for use of Sports Halls. (£11,328) insurance premiums.
Supplies & Services	0	0	0	0	6,000	(6,000)	No Major Variances.
Support Services	103,090	51,568	51,534	(34)	0	51,556	No Major Variances.
Capital Financing Costs	492,459	246,136	246,144	8	0	246,315	No Major Variances.
Income	(44,105)	(22,054)	(22,099)	(45)	0	(22,006)	No Major Variances.
	691,013	310,719	237,971	(72,748)	94,135	358,907	
Other Sports							
Employee Costs	3,459	1,730	1,734	4	0	1,725	No Major Variances.
Premises	6,803	3,402	3,355	(47)	7,833	(4,385)	No Major Variances.
Supplies & Services	88,200	14,403	(6,533)	(20,936)	22,415	72,318	Accruals brought forward from 2022/23 in relation to the Mammoth Marathon.
Support Services	76,290	38,159	38,154	(5)	0	38,136	No Major Variances.
Income	(40,000)	(19,992)	(5,074)	14,918	0	(34,926)	Income relating to the Mammoth Marathon - event cancelled.
	134,752	37,702	31,636	(6,066)	30,248	72,868	
Recreation Grounds							
Premises	6,950	3,474	3,960	486	3,451	(461)	No Major Variances.
Supplies & Services	7,000	3,500	4,209	709	3,506	(715)	No Major Variances.
Support Services	3,860	1,933	1,926	(7)	0	1,934	No Major Variances.
Capital Financing Costs	5,632	2,816	2,820	4	0	2,812	No Major Variances.
Income	(1,000)	(502)	(740)	(238)	0	(260)	No Major Variances.
	22,442	11,221	12,175	954	6,957	3,310	
Pier Pavilion							
Premises	9,300	1,500	725	(775)	2,700	5,875	No Major Variances.
Support Services	28,230	14,119	14,112	(7)	0	14,118	No Major Variances.
Capital Financing Costs	17,020	8,508	8,508	0	0	8,512	No Major Variances.
	54,550	24,127	23,345	(782)	2,700	28,505	
Beach Safety							
Premises	2,750	1,375	1,310	(65)	350	1,090	No Major Variances.
Supplies & Services	375,980	258,952	271,619	12,667	104,556	(195)	£21,244 Serco cleansing contract; (£5,939) Saving against the RNLI Lifeguarding Service. (£2,163) Quarter 2 invoice outstanding for the emergency telephone lines.
Support Services	78,900	39,449	39,450	1	0	39,450	No Major Variances.
Income	0	0	(656)	(656)	0	656	No Major Variances.
	457,630	299,776	311,724	11,948	104,906	41,001	
Woodlands Management							
Employee Costs	144,548	72,254	67,546	(4,708)	0	77,002	Vacant post.
Premises	56,126	28,514	34,746	6,232	11,440	9,940	Emergency tree works.
Transport Related Expenditure	21,182	10,597	8,870	(1,727)	1,780	10,532	Lower fuel costs.
Supplies & Services	12,450	6,237	7,586	1,349	4,198	666	No Major Variances.
Support Services	165,920	82,968	82,980	12	0	82,940	No Major Variances.
Capital Financing Costs	1,346	674	678	4	0	668	No Major Variances.
Income	(39,860)	(22,881)	(27,496)	(4,615)	0	(12,364)	Rechargeable emergency tree works and events at Holt Country Park.
	361,712	178,363	174,911	(3,452)	17,417	169,384	

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Waste Collection And Disposal							
Employee Costs	0	0	1,996	1,996	0	(1,996)	No Major Variances.
Supplies & Services	5,603,220	2,407,877	2,174,431	(233,446)	2,497,007	931,782	See Note A below:
Support Services	514,840	257,350	257,430	80	0	257,410	No Major Variances.
Capital Financing Costs	459,571	229,698	229,704	6	0	229,867	No Major Variances.
Income	(4,423,210)	(3,228,155)	(3,111,304)	116,851	0	(1,311,906)	See Note B below:
	2,154,421	(333,230)	(447,743)	(114,513)	2,497,007	105,157	
Note A: (£10,402) Accruals brought forward relating to clinical waste disposal. (£156,812) Serco contract costs. (£36,618) NEWS contracting costs - lower tonnage processed. (£21,380) Accrual brought forward for contribution to Norfolk Waste Partnership.							
Note B: £12,593 Accruals brought forward relating to recharges for legal costs. £118,209 Accruals brought forward to NEWS for 2021/22 profit share and a returned gate fee. (£50,000) Serco - performance failure fee. £38,102 Lower recycling credit income.							
Cleansing							
Supplies & Services	1,059,500	521,549	386,743	(134,806)	754,120	(81,363)	Variable billing invoices outstanding from contractor.
Support Services	51,840	25,916	25,920	4	0	25,920	No Major Variances.
Capital Financing Costs	85,500	42,734	42,738	4	0	42,762	No Major Variances.
Income	(66,000)	(66,000)	(81,784)	(15,784)	0	15,784	Additional fee income.
	1,130,840	524,199	373,617	(150,582)	754,120	3,103	
Leisure							
Employee Costs	159,066	79,511	80,986	1,475	(870)	78,950	No Major Variances.
Premises	0	0	361	361	0	(361)	No Major Variances.
Transport Related Expenditure	5,331	2,667	2,582	(85)	0	2,749	No Major Variances.
Supplies & Services	25,019	23,749	20,898	(2,851)	871	3,250	Savings against contribution to Active Norfolk - annual locality funding.
Support Services	(189,416)	(94,637)	(94,704)	(67)	0	(94,712)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	11,290	10,124	(1,166)	1	(10,125)	
Community Safety							
Employee Costs	9,198	4,602	4,311	(291)	0	4,887	No Major Variances.
Transport Related Expenditure	596	300	0	(300)	0	596	No Major Variances.
Supplies & Services	4,000	0	3	3	0	3,997	No Major Variances.
Support Services	23,320	11,673	11,658	(15)	0	11,662	No Major Variances.
	37,114	16,575	15,972	(603)	0	21,142	
Civil Contingencies							
Employee Costs	83,038	41,512	40,146	(1,366)	0	42,892	No Major Variances.
Transport Related Expenditure	1,044	526	537	11	0	507	No Major Variances.
Supplies & Services	12,390	1,581	479	(1,102)	2,582	9,329	No Major Variances.
Support Services	41,000	20,521	20,508	(13)	0	20,492	No Major Variances.
	137,472	64,140	61,669	(2,471)	2,582	73,220	
Ad Environmental & Leisure Svcs							
Employee Costs	88,407	44,195	44,032	(163)	0	44,375	No Major Variances.
Transport Related Expenditure	1,744	876	815	(61)	0	929	No Major Variances.
Supplies & Services	100	52	14	(38)	0	86	No Major Variances.
Support Services	(90,251)	(45,100)	(45,120)	(20)	0	(45,131)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	23	(259)	(282)	0	259	
Total Environmental & Leisure	8,199,579	2,627,217	2,285,604	(341,613)	3,766,272	2,147,703	

Service Area Summaries P6 2023/24

Communities

People Services

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
Benefits Administration							
Employee Costs	1,161,688	580,621	509,443	(71,178)	0	652,245	Vacant posts.
Transport Related Expenditure	944	474	1,478	1,004	0	(534)	No Major Variances.
Supplies & Services	31,100	13,742	22,451	8,709	4,180	4,469	Civica computer software - offset by New Burdens Funding.
Support Services	434,060	216,977	217,044	67	0	217,016	No Major Variances.
Capital Financing Costs	31,700	15,846	15,846	0	0	15,854	No Major Variances.
Income	(380,000)	(14,994)	(85,302)	(70,308)	0	(294,698)	Council Tax Support - New Burdens Funding.
	1,279,492	812,666	680,960	(131,706)	4,180	594,352	
Homelessness							
Premises	147,946	73,973	46,563	(27,410)	19,399	81,984	Lower R&M and utility costs.
Transport Related Expenditure	0	0	1,149	1,149	0	(1,149)	No Major Variances.
Supplies & Services	1,257,038	615,755	615,246	(509)	743,147	(101,355)	£7,271 Higher B&B charges and Rent Deposit payments - offset by subsidy and client contributions. (£5,035) Refund of a contribution payment from prior year.
Support Services	1,142,250	570,929	571,140	211	0	571,110	No Major Variances.
Capital Financing Costs	28,482	14,239	14,244	5	0	14,238	No Major Variances.
Income	(1,700,415)	(980,181)	(995,732)	(15,551)	0	(704,683)	Additional income from subsidy and client contributions.
	875,301	294,715	252,610	(42,105)	762,546	(139,855)	
Housing Options							
Employee Costs	816,874	408,292	381,386	(26,906)	200	435,288	Underspend against fixed term contracts.
Transport Related Expenditure	7,040	3,522	4,246	724	0	2,794	No Major Variances.
Supplies & Services	3,179	1,594	1,026	(568)	46	2,107	No Major Variances.
Support Services	(714,749)	(357,209)	(357,372)	(163)	0	(357,377)	No Major Variances.
Income	(19,306)	(19,306)	(20,198)	(892)	0	892	No Major Variances.
	93,038	36,893	9,088	(27,805)	246	83,704	
Community							
Employee Costs	956,926	478,301	445,115	(33,186)	0	511,811	Underspend against fixed term contracts.
Premises	0	0	(12,963)	(12,963)	17,787	(4,824)	Accrual brought forward from 2022/23. Invoices not received.
Transport Related Expenditure	26,678	13,344	5,636	(7,708)	0	21,042	Lower travelling costs.
Supplies & Services	728,245	104,275	99,340	(4,935)	0	628,905	Underspend in grant payments.
Support Services	68,750	34,432	34,404	(28)	0	34,346	No Major Variances.
Capital Financing Costs	0	0	0	0	0	0	No Major Variances.
Income	(494,585)	(446,992)	(445,038)	1,954	0	(49,547)	
	1,286,014	183,360	126,495	(56,865)	17,787	1,141,732	
Ad People Services							
Employee Costs	86,175	43,077	43,224	147	0	42,951	No Major Variances.
Transport Related Expenditure	1,194	600	533	(67)	0	661	No Major Variances.
Supplies & Services	100	52	2	(51)	0	99	No Major Variances.
Support Services	(87,469)	(43,710)	(43,734)	(24)	0	(43,735)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	19	25	6	0	(25)	
Total People Services	3,533,845	1,327,653	1,069,178	(258,475)	784,759	1,679,908	
Total Communities	11,733,424	3,954,870	3,354,782	(600,088)	4,551,031	3,827,611	

Service Area Summaries P6 2023/24

Corporate Support

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Human Resources & Payroll							
Employee Costs	386,490	200,432	186,959	(13,473)	11,054	188,477	(£9,940) Common training budget. (£3,858) 23/24 Employee pay award.
Transport Related Expenditure	500	252	24	(228)	0	476	No Major Variances.
Supplies & Services	28,200	18,039	41,572	23,533	4,643	(18,014)	£14,704 Unplanned employment advice. £5,410 software costs to be moved to IT budget. £5,103 professional fee's.
Support Services	(414,190)	(207,105)	(207,150)	(45)	0	(207,040)	No Major Variances.
Income	(1,000)	(502)	(2,672)	(2,170)	0	1,672	No Major Variances.
	0	11,116	18,732	7,616	15,697	(34,429)	
Registration Services							
Employee Costs	146,000	72,990	64,365	(8,626)	450	81,186	(£6,831) Vacant post and 23/24 employee pay award.
Premises	24,050	23,026	24,221	1,195	0	(171)	No Major Variances.
Transport Related Expenditure	400	204	169	(35)	0	231	No Major Variances.
Supplies & Services	217,235	180,834	277,526	96,692	24,534	(84,825)	£99,007 Additional costs for election covered by grant income below, parish recharge invoices due and iustification led bid to be completed.
Support Services	182,030	91,043	91,038	(5)	0	90,992	No Major Variances.
Income	(51,995)	(51,245)	(63,646)	(12,401)	0	11,651	(£12,571) Additional new burdens funding increased in line with inflation.
	517,720	316,852	393,672	76,820	24,984	99,063	
Corporate Leadership Team							
Employee Costs	754,378	377,051	361,882	(15,169)	0	392,496	(£14,290) Vacant posts and 23/24 employee pay award.
Transport Related Expenditure	10,575	5,292	2,990	(2,302)	0	7,585	No Major Variances.
Supplies & Services	17,580	4,556	1,156	(3,400)	1,032	15,392	No Major Variances.
Support Services	(782,533)	(391,100)	(391,356)	(256)	0	(391,177)	No Major Variances.
	0	(4,201)	(25,328)	(21,127)	1,032	24,296	
Communications							
Employee Costs	225,640	112,787	118,066	5,279	0	107,574	23/24 Employee pay award.
Transport Related Expenditure	1,294	650	1,016	366	0	278	No Major Variances.
Supplies & Services	52,400	15,429	14,064	(1,365)	0	38,336	No Major Variances.
Support Services	(335,288)	(167,581)	(167,634)	(53)	0	(167,654)	No Major Variances.
Capital Financing Costs	55,954	27,966	27,966	0	0	27,988	No Major Variances.
Income	0	0	(1,920)	(1,920)	0	1,920	No Major Variances.
	0	(10,749)	(8,442)	2,307	0	8,442	
Corporate Delivery Unit							
Employee Costs	184,689	92,323	65,599	(26,724)	0	119,090	(£25,965) Vacant posts and 23/24 employee pay award.
Transport Related Expenditure	1,200	600	0	(600)	0	1,200	No Major Variances.
Supplies & Services	6,540	3,274	0	(3,274)	0	6,540	No Major Variances.
Support Services	(192,429)	(96,180)	(96,216)	(36)	0	(96,213)	No Major Variances.
	0	17	(30,617)	(30,634)	0	30,617	
Total Corporate Support	517,720	313,035	348,018	34,983	41,713	127,989	

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Service Area Summaries P6 2023/24

Place and Climate Change

Sustainable Growth

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Economic Growth							
Employee Costs	12,482	1,002	0	(1,002)	0	12,482	No Major Variances.
Premises	5,285	2,643	7,069	4,426	4,749	(6,533)	£5,702 Sheringham Little Theatre repairs and maintenance.
Transport Related Expenditure	125	0	0	0	0	125	No Major Variances.
	192,600	117,756	12,862	(104,894)	138,316	41,423	£4,782 North Walsham cultural consortium contributions to be funded from grant in reserves. (£60,000) UK Shared Prosperity Fund grant committed in period 7. (£52,316) Go digital accrual from 22/23 to be cleared in period 7.
Supplies & Services							
Support Services	259,391	129,657	129,702	45	0	129,689	No Major Variances.
Capital Financing Costs	2,037	1,022	1,026	4	0	1,011	No Major Variances.
Income	(238,500)	(225,000)	(225,000)	0	0	(13,500)	No Major Variances.
	233,420	27,080	(74,341)	(101,421)	143,064	164,697	
Tourism							
Supplies & Services	77,050	2,278	885	(1,393)	0	76,165	No Major Variances.
Support Services	155,700	77,832	77,856	24	0	77,844	No Major Variances.
	232,750	80,110	78,741	(1,369)	0	154,009	
Coast Protection							
Employee Costs	0	0	38,974	38,974	0	(38,974)	Coastwise salaries to be funded from DEFRA grant in reserves.
Premises	156,000	105,750	99,122	(6,628)	98,465	(41,587)	(£4,426) Sea defences. (£2,450) 22/23 Storage accrual still awaiting invoice.
Transport Related Expenditure	0	0	791	791	0	(791)	No Major Variances.
Supplies & Services	111,450	1,325	1,808	483	17,808	91,834	No Major Variances.
Support Services	404,860	202,358	202,440	82	0	202,420	No Major Variances.
Capital Financing Costs	508,701	254,250	254,250	0	0	254,451	No Major Variances.
	1,181,011	563,683	597,385	33,702	116,273	467,353	
Business Growth Staffing							
Employee Costs	341,187	170,537	157,322	(13,215)	0	183,865	(£12,213) 23/24 Employee pay award.
Transport Related Expenditure	6,635	3,321	2,668	(653)	0	3,967	No Major Variances.
Supplies & Services	100	52	175	123	0	(75)	No Major Variances.
Support Services	(347,922)	(173,865)	(173,952)	(87)	0	(173,970)	No Major Variances.
	0	45	(13,788)	(13,833)	0	13,788	
Housing Strategy							
Employee Costs	182,700	91,340	82,312	(9,028)	0	100,388	(£8,374) 23/24 Employee pay award.
Transport Related Expenditure	2,144	1,080	567	(513)	0	1,577	No Major Variances.
Supplies & Services	22,200	1,106	1,730	624	0	20,470	No Major Variances.
Support Services	101,502	50,791	50,754	(37)	0	50,748	No Major Variances.
Capital Financing Costs	777,167	0	0	0	0	777,167	No Major Variances.
	1,085,713	144,317	135,364	(8,953)	0	950,349	
Environmental Strategy							
Employee Costs	197,072	91,954	62,362	(29,592)	0	134,710	Vacant posts and 23/24 employee pay award.
Transport Related Expenditure	3,020	1,517	720	(797)	0	2,300	No Major Variances.
Supplies & Services	152,715	12,012	8,371	(3,641)	6,713	137,631	£5,000 Sports England consultancy covered by income below.
Support Services	29,420	14,711	14,712	1	0	14,708	No Major Variances.
Income	(72,653)	(3,633)	(7,500)	(3,867)	0	(65,153)	£5,000 Sports England grant.
	309,574	116,561	78,665	(37,896)	6,713	224,196	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Coastal Management							
Employee Costs	382,021	188,444	130,101	(58,343)	0	251,920	Coastal manager budget used by spend in contributions below together with 23/24 employee pay award.
Premises	0	0	0	0	236	(236)	No Major Variances.
Transport Related Expenditure	9,719	4,863	4,177	(686)	0	5,542	No Major Variances.
Supplies & Services	4,620	2,320	25,637	23,317	0	(21,017)	£25,518 Coastal manager contribution due to Great Yarmouth Borough Council.
Support Services	(329,860)	(164,836)	(164,976)	(140)	0	(164,884)	No Major Variances.
Income	(66,500)	(6,650)	(28,618)	(21,968)	0	(37,882)	(£22,500) Grant claim from 2020/21 not accrued for in the correct year.
	0	24,141	(33,680)	(57,821)	236	33,444	
Ad Sustainable Growth							
Employee Costs	88,817	44,398	44,554	156	0	44,263	No Major Variances.
Transport Related Expenditure	1,944	976	571	(405)	0	1,373	No Major Variances.
Supplies & Services	200	102	76	(26)	0	124	No Major Variances.
Support Services	(90,961)	(45,450)	(45,480)	(30)	0	(45,481)	No Major Variances.
	0	26	(279)	(305)	0	279	
Total Sustainable Growth	3,042,468	955,963	768,067	(187,896)	266,286	2,008,115	

Service Area Summaries P6 2023/24

Place and Climate Change

Planning

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Development Management							
Employee Costs	1,441,750	711,605	623,898	(87,707)	2,105	815,747	(£85,362) Vacant posts together with 23/24 employee pay award. Underspend to cover agency fees below.
Transport Related Expenditure	32,086	16,041	12,104	(3,937)	0	19,982	No Major Variances.
Supplies & Services	87,005	62,868	74,304	11,436	1,392	11,310	£13,008 Agency staff. £3,357 Enforcement works funded from reserves. (£3,530) Subscriptions.
Support Services	946,560	473,130	473,304	174	0	473,256	No Major Variances.
Capital Financing Costs	76,501	38,238	38,238	0	0	38,263	No Major Variances.
Income	(865,000)	(432,330)	(344,937)	87,393	0	(520,063)	(£19,419) Section 111 GIRAMS income. £63,724 Planning applications and £44,846 Pre application advice down due to lower applications.
	1,718,902	869,552	876,911	7,359	3,496	838,495	
Planning Policy							
Employee Costs	468,348	234,096	200,322	(33,774)	0	268,026	(£31,520) Vacant post together with 23/24 employee pay award.
Transport Related Expenditure	7,971	3,985	3,648	(337)	0	4,323	No Major Variances.
Supplies & Services	260,500	11,500	13,136	1,636	98,279	149,085	No Major Variances.
Support Services	196,150	98,069	98,088	19	0	98,062	No Major Variances.
Income	0	0	(42)	(42)	0	42	No Major Variances.
	932,969	347,650	315,153	(32,497)	98,279	519,537	
Conservation, Design & Landscape							
Employee Costs	365,064	182,473	135,436	(47,037)	0	229,628	(£46,487) Vacant post together with 23/24 employee pay award.
Transport Related Expenditure	8,852	4,428	3,574	(854)	0	5,278	No Major Variances.
Supplies & Services	66,450	9,726	7,181	(2,545)	0	59,269	No Major Variances.
Support Services	95,290	47,650	47,646	(4)	0	47,644	No Major Variances.
Income	0	0	(26,807)	(26,807)	0	26,807	Biodiversity net gain grant.
	535,656	244,277	167,030	(77,247)	0	368,626	
Building Control							
Employee Costs	542,477	271,162	234,261	(36,902)	3,274	304,943	(£34,072) Vacant post together with 23/24 employee pay award.
Transport Related Expenditure	22,562	11,284	8,805	(2,479)	0	13,757	No Major Variances.
Supplies & Services	21,314	6,666	6,148	(518)	2,850	12,316	No Major Variances.
Support Services	187,890	93,957	93,942	(15)	0	93,948	No Major Variances.
Income	(497,500)	(248,652)	(197,468)	51,184	0	(300,032)	£39,890 Regulation's Fee, £7,476 Plan's Fee and £3,998 Energy assessment fee income down due to lower applications.
	276,743	134,417	145,688	11,271	6,124	124,931	
Planning Enforcement Team							
Employee Costs	224,770	112,355	108,962	(3,393)	0	115,808	No Major Variances.
Transport Related Expenditure	8,650	4,327	4,149	(178)	0	4,501	No Major Variances.
Supplies & Services	5,100	2,562	3,388	826	0	1,712	No Major Variances.
Support Services	(238,520)	(119,186)	(119,250)	(64)	0	(119,270)	No Major Variances.
	0	58	(2,751)	(2,809)	0	2,751	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Property Information							
Employee Costs	122,952	61,474	57,412	(4,062)	0	65,540	No Major Variances.
Transport Related Expenditure	112	58	0	(58)	0	112	No Major Variances.
Supplies & Services	56,704	28,348	19,354	(8,994)	46,778	(9,428)	(£10,566) Search fee's due to lower applications. £3,000 compensation payments covered by income below.
Support Services	56,310	28,188	28,164	(24)	0	28,146	No Major Variances.
Income	(195,960)	(97,946)	(72,853)	25,093	0	(123,107)	£32,591 Search fee income down due to lower applications. (£4,200) Contribution to cover additional costs for street name change. (£3,300) Geospatial Agreement Grant.
	40,118	20,122	32,076	11,954	46,778	(38,736)	
Ad Planning							
Employee Costs	94,294	47,139	45,840	(1,299)	0	48,454	No Major Variances.
Transport Related Expenditure	1,225	617	503	(114)	0	722	No Major Variances.
Supplies & Services	100	52	221	169	72	(193)	No Major Variances.
Support Services	(95,619)	(47,779)	(47,808)	(29)	0	(47,811)	No Major Variances.
	0	29	(1,243)	(1,272)	72	1,171	
Total Planning	3,504,388	1,616,105	1,532,864	(83,241)	154,749	1,816,775	
Total Place and Climate Change	6,546,856	2,572,068	2,300,931	(271,137)	421,035	3,824,890	

Service Area Summaries P6 2023/24

Resources

Finance, Assets & Legal

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Industrial Estates							
Premises	45,755	38,031	25,092	(12,939)	3,712	16,951	Insurance premiums paid in Period 7.
Supplies & Services	0	0	399	399	0	(399)	No Major Variances.
Support Services	99,700	49,858	49,866	8	0	49,834	No Major Variances.
Capital Financing Costs	19,246	9,624	9,624	0	0	9,622	No Major Variances.
Income	(239,020)	(120,344)	(92,385)	27,959	0	(146,635)	£13,039 Vacant units at Catfield and North Walsham for first two quarters, there are companies interested in letting. Insurance premiums not recharged to tenants.
	(74,319)	(22,831)	(7,404)	15,427	3,712	(70,626)	
Surveyors Allotments							
Premises	10,000	0	0	0	0	10,000	No Major Variances.
Support Services	20,750	10,378	10,380	2	0	10,370	No Major Variances.
Income	(100)	(52)	(50)	2	0	(50)	No Major Variances.
	30,650	10,326	10,330	4	0	20,320	
Parklands							
Premises	0	0	626	626	0	(626)	No Major Variances.
	0	0	626	626	0	(626)	
Revenue Services							
Employee Costs	928,588	464,129	424,632	(39,497)	125	503,831	Employee costs due to vacancies.
Transport Related Expenditure	900	450	397	(53)	0	503	No Major Variances.
Supplies & Services	112,778	31,178	27,743	(3,435)	4,629	80,406	No Major Variances.
Support Services	669,580	334,721	334,818	97	0	334,762	No Major Variances.
Capital Financing Costs	0	0	19	19	0	(19)	No Major Variances.
Income	(454,130)	0	(111,761)	(111,761)	0	(342,369)	New Burdens Grant Income.
	1,257,716	830,478	675,848	(154,630)	4,754	577,113	
Benefits Subsidy							
Supplies & Services	0	0	76,094	76,094	0	(76,094)	£65,845 Contribution to Post Office, £10,816 Discretionary Hardship Support Grant Payments.
Transfer Payments	16,930,262	0	(0)	(0)	0	16,930,262	No Major Variances.
Income	(16,930,262)	0	(193,184)	(193,184)	0	(16,737,078)	(£196,000) Household Support Fund Allocation payment 4. (£10,704) Rent Allowance Support Payments. £13,520 Post office payout funding.
	0	0	(117,090)	(117,090)	0	117,090	
Non Distributed Costs							
Employee Costs	0	106,413	111,077	4,664	0	(111,077)	Superannuation added years.
	0	106,413	111,077	4,664	0	(111,077)	
Estates							
Employee Costs	287,073	142,489	127,149	(15,340)	100	159,824	Fixed term post currently vacant.
Premises	5,990	2,994	2,020	(974)	6,771	(2,801)	No Major Variances.
Transport Related Expenditure	5,000	2,502	1,134	(1,368)	0	3,866	No Major Variances.
Supplies & Services	42,390	7,070	3,525	(3,545)	4,411	34,454	(£9,960) in relation to outstanding accrual for 22/23 currently chasing supplier for invoice, offset by engineering insurance premium which has been paid in Period 7.
Support Services	(340,453)	(170,171)	(170,232)	(61)	0	(170,221)	No Major Variances.
Income	0	0	(170)	(170)	0	170	No Major Variances.
	0	(15,116)	(36,574)	(21,458)	11,282	25,292	
Admin Buildings							
Premises	450,437	279,082	279,564	482	146,289	24,583	See Note A .
Supplies & Services	29,781	10,307	13,740	3,433	5,460	10,581	£6,334 Overspend in relation to Legionella Surveys, offset by other minor variances.
Transfer Payments	133,630	0	0	0	0	133,630	No Major Variances.
Support Services	(219,585)	(109,737)	(109,734)	3	0	(109,851)	No Major Variances.
Capital Financing Costs	43,174	21,584	21,588	4	0	21,586	No Major Variances.
Income	(372,101)	(50,682)	33,531	84,213	0	(405,632)	See Note B .
	65,336	150,554	238,690	88,136	151,749	(325,102)	

Note A: Overspends in relation to £5,398 Business rates and £8,992 Rafters cleaning. Underspends in relation to (£4,269) Rent accrual for 22/23 outstanding for Kings Arms Street, (£5,476) Electricity underspend and (£4,285) SERCO Variable billing invoices outstanding.

Note B: £7,500 reduction in rental income due to North Walsham New Road being vacant. £69,193 Service Charge accrual in relation to Fakenham Connect and Cromer Office for 22/23 not yet received. Insurance premiums to be recovered totalling £15,868. (£3,351) Income in relation to North Walsham Kings Arms Street that needs to be refunded as this has been paid to us in error, offset by other minor variances.

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Corporate Finance							
Employee Costs	584,228	292,017	205,446	(86,571)	0	378,782	Employee costs due to vacancies.
Transport Related Expenditure	1,044	526	9	(517)	0	1,035	No Major Variances.
Supplies & Services	100,895	86,053	89,086	3,033	17,106	(5,296)	£4,307 Bip Solutions Procurement Software, offset by other minor variances.
Support Services	(699,798)	(349,812)	(349,938)	(126)	0	(349,860)	No Major Variances.
Capital Financing Costs	13,631	6,816	6,816	0	0	6,815	No Major Variances.
Income	0	0	(8,229)	(8,229)	0	8,229	(£8,103) Transparency - New Burdens Grant Income.
	0	35,600	(56,811)	(92,411)	17,106	39,705	
Insurance & Risk Management							
Employee Costs	39,906	19,955	9,779	(10,176)	38,554	(8,427)	Zurich invoices partially paid.
Premises	274	138	67	(71)	223	(16)	No Major Variances.
Transport Related Expenditure	10,555	5,277	2,587	(2,690)	6,512	1,456	Zurich invoices partially paid.
Supplies & Services	101,811	50,899	24,954	(25,945)	102,602	(25,745)	Zurich invoices partially paid.
Support Services	(152,546)	(76,271)	(76,290)	(19)	0	(76,256)	No Major Variances.
Income	0	0	(13)	(13)	0	13	No Major Variances.
	0	(2)	(38,916)	(38,914)	147,891	(108,975)	
Internal Audit							
Supplies & Services	84,000	42,000	13,797	(28,203)	59,382	10,821	(£3,757) Balance of 22/23 accrual as invoice was less than expected. Quarter 2 invoice not yet received.
Support Services	(84,000)	(41,987)	(41,994)	(7)	0	(42,006)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	13	(28,197)	(28,210)	59,382	(31,185)	
Chalets/Beach Huts							
Premises	29,994	9,532	12,721	3,189	8,562	8,711	£4,317 Overspend in relation to Business Rates, offset by other minor variances.
Supplies & Services	16,200	9,923	9,289	(634)	0	6,911	No Major Variances.
Support Services	113,390	56,705	56,700	(5)	0	56,690	No Major Variances.
Income	(263,770)	(131,833)	(139,036)	(7,203)	0	(124,734)	Additional income in relation to storage costs (£6,160) and Rents (£3,915) offset by other minor variances.
	(104,186)	(55,673)	(60,326)	(4,653)	8,562	(52,422)	
Investment Properties							
Premises	167,122	94,808	128,988	34,180	94,781	(56,647)	See Note A.
Supplies & Services	4,719	2,365	1,218	(1,147)	0	3,501	No Major Variances.
Support Services	148,750	74,361	74,382	21	0	74,368	No Major Variances.
Capital Financing Costs	76,841	38,409	38,412	3	0	38,429	No Major Variances.
Income	(251,633)	(134,221)	(99,481)	34,740	0	(152,152)	See Note B.
	145,799	75,722	143,519	67,797	94,781	(92,501)	
Note A:	£11,565 Repairs and maintenance overspend for installation of new doors, lift repairs, boiler works and Electrical Installation Condition Report at Rocket House. £14,775 Overspend on vinyl, water supply installation, repairing tarmac, making electrics safe and repairing brickwork and rails on Other Lettings. £6,490 Electricity overspend. Other minor variances.						
Note B:	£5,612 Other lettings income not received yet. £10,166 Other Lettings insurance premiums that are due to be recharged. £22,281 Rocket House accruals in relation to other recoverable costs and service charge for 22/23. Offset by other minor variances.						
Central Costs							
Employee Costs	38,913	19,452	19,516	64	0	19,397	No Major Variances.
Premises	0	0	42	42	0	(42)	No Major Variances.
Transport Related Expenditure	0	0	131	131	0	(131)	No Major Variances.
Supplies & Services	15,500	0	0	0	2,000	13,500	No Major Variances.
Support Services	(54,413)	(27,227)	(27,228)	(1)	0	(27,185)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	(7,775)	(7,540)	235	2,000	5,540	
Corporate & Democratic Core							
Transport Related Expenditure	100	52	0	(52)	0	100	No Major Variances.
Supplies & Services	415,478	137,589	(20,947)	(158,536)	0	436,425	(£153,333) 22/23 Audit Fee accrual outstanding. (£3,360) Other professional fees underspend. £2,535 Mandatory Participation Cabinet Office.
Support Services	1,615,410	807,407	807,708	301	0	807,702	No Major Variances.
Capital Financing Costs	900,000	0	0	0	0	900,000	No Major Variances.
Income	0	0	(18,264)	(18,264)	0	18,264	Unbudgeted income from Department for Levelling Up, Housing and Communities.
	2,930,988	945,048	768,497	(176,551)	0	2,162,491	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Members Services							
Employee Costs	188,583	99,270	100,826	1,556	350	87,407	No Major Variances.
Premises	0	0	0	0	500	(500)	No Major Variances.
Transport Related Expenditure	17,610	8,807	3,837	(4,970)	0	13,773	New members have not been set up on MyView so have been unable to submit claims.
Supplies & Services	373,000	182,700	173,859	(8,842)	60	199,082	Reduced payments when elections were taking place.
Support Services	87,025	43,537	43,530	(7)	0	43,495	No Major Variances.
	666,218	334,314	322,051	(12,263)	910	343,257	
Legal Services							
Employee Costs	544,864	272,338	192,952	(79,386)	3,274	348,638	Employee costs due to vacancies.
Transport Related Expenditure	3,586	1,796	710	(1,086)	0	2,876	No Major Variances.
Supplies & Services	73,710	49,268	72,307	23,039	150	1,253	£22,456 Other professional fees for Locum Lawyer, this is to be offset by employee cost underspend.
Support Services	(577,160)	(288,463)	(288,684)	(221)	0	(288,476)	No Major Variances.
Income	(45,000)	(28,800)	(31,464)	(2,664)	0	(13,536)	Legal fee income
	0	6,139	(54,179)	(60,318)	3,424	50,755	
Ad Finance, Assets & Legal							
Employee Costs	91,814	45,897	46,966	1,069	375	44,473	No Major Variances.
Transport Related Expenditure	1,213	609	482	(128)	0	732	No Major Variances.
Supplies & Services	300	150	13	(137)	0	287	No Major Variances.
Support Services	(93,327)	(46,647)	(46,662)	(15)	0	(46,665)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	9	798	789	375	(1,173)	
Total Finance, Assets & Legal	4,918,202	2,393,219	1,864,401	(528,818)	505,927	2,547,874	

Service Area Summaries P6 2023/24

Resources

Organisational Resources

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Car Parking							
Premises	654,665	468,301	452,688	(15,613)	22,204	179,773	See Note A.
Supplies & Services	357,000	168,286	(118,616)	(286,902)	557,135	(81,519)	(£223,962) 22/23 Management fee accrual not yet paid. Quarter 2 23/24 management fee not yet invoiced.
Support Services	187,090	103,518	103,554	36	0	83,536	No Major Variances.
Capital Financing Costs	75,820	37,896	37,896	0	0	37,924	No Major Variances.
Income	(3,032,799)	(2,054,757)	(2,082,645)	(27,888)	0	(950,154)	See Note B.
	(1,758,224)	(1,276,756)	(1,607,123)	(330,367)	579,339	(730,439)	
Note A:	Overspend in relation to: Repairs and maintenance of £26,166, expecting full year effect to be around £72,000 and £9,312 Electricity overspend. Underspends in relation to: SERCO Grounds maintenance variable billing (£28,998) and Business Rates (£22,875).						
Note B:	(£16,543) Unbudgeted Electric Vehicle Charging Point income. (£11,029) Credit card income and (£3,123) Cash income both higher than budgeted, but no full year effect predicted, (£5,000) Unbudgeted income in relation to Millers walk. £8,407 Quarter 2 Penalty Charge Notice income not yet received.						
It - Support Services							
Employee Costs	927,631	459,658	377,977	(81,681)	850	548,804	Employee costs due to vacancies.
Transport Related Expenditure	1,000	502	48	(454)	0	952	No Major Variances.
Supplies & Services	893,520	295,069	360,779	65,710	95,994	436,748	See Note A.
Support Services	(1,950,129)	(974,767)	(975,102)	(335)	0	(975,027)	No Major Variances.
Capital Financing Costs	127,978	63,966	63,966	0	0	64,012	No Major Variances.
Income	0	0	(3,367)	(3,367)	0	3,367	Sale of equipment.
	0	(155,572)	(175,699)	(20,127)	96,844	78,855	
Note A:	Expecting a full year effect of around £40,000 this is due to a number of software components being purchased by service areas without ICT being aware of the ongoing cost and commitment. Inflation costs have also been greater than predicted for some software.						
Poppyfields							
Premises	3,114	906	292	(614)	471	2,352	No Major Variances.
Supplies & Services	19,700	6,280	3,962	(2,318)	0	15,738	Waiting for Quarter 2 invoice.
Support Services	22,770	11,387	11,388	1	0	11,382	No Major Variances.
	45,584	18,573	15,641	(2,932)	471	29,472	
Property Services							
	614,974	297,262	289,036	(8,226)	7,332	318,606	Employee underspend, however no full year effect anticipated as two members of staff are now increasing hours to full time to cover staff sickness.
Employee Costs							
Premises	0	0	2,872	2,872	2,717	(5,589)	See Note A.
Transport Related Expenditure	29,431	11,841	10,469	(1,372)	0	18,962	No Major Variances.
Supplies & Services	25,085	15,713	19,212	3,499	29,601	(23,728)	Upgrading works to Concerto System.
Support Services	(712,795)	(356,224)	(356,382)	(158)	0	(356,413)	No Major Variances.
Capital Financing Costs	47,755	23,874	23,874	0	0	23,881	No Major Variances.
Income	0	0	1,308	1,308	0	(1,308)	22/23 Accrual outstanding from Cromer Town Council in relation to water leak at North Lodge Park.
	4,450	(7,534)	(9,611)	(2,077)	39,649	(25,588)	
Note A:	Repairs and Maintenance spend that has no budget, mainly in relation to Skip Hire, Waste collection/Hire, NNDC Labour in relation to Elections and Support for 60's Weekend.						
Playgrounds							
Premises	29,135	14,565	17,114	2,549	32,369	(20,348)	SERCO Grounds maintenance.
Supplies & Services	63,500	58,825	74,451	15,626	24,729	(35,680)	Playgrounds repairs.
Support Services	54,070	27,034	27,042	8	0	27,028	No Major Variances.
Income	0	0	(7,815)	(7,815)	0	7,815	Contribution towards installation of accessible roundabout Cromer Road, Sheringham.
	146,705	100,424	110,792	10,368	57,098	(21,185)	
Amenity Lighting							
Premises	37,875	13,536	14,693	1,157	6,878	16,303	Electricity higher than budgeted.
Support Services	29,980	14,994	15,000	6	0	14,980	No Major Variances.
	67,855	28,530	29,693	1,163	6,878	31,283	
Community Centres							
Premises	10,520	3,806	1,772	(2,034)	5,210	3,539	No Major Variances.
Support Services	18,140	9,073	9,072	(1)	0	9,068	No Major Variances.
	28,660	12,879	10,844	(2,035)	5,210	12,607	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Tic'S							
Employee Costs	75,138	37,563	39,628	2,065	0	35,510	Employee costs.
Premises	16,604	9,945	17,191	7,246	11,556	(12,143)	£2,749 Heating repairs instructed by Property Services. £3,262 Electricity overspend. Other minor variances.
Transport Related Expenditure	85	43	0	(43)	0	85	No Major Variances.
Supplies & Services	18,370	9,195	6,480	(2,715)	7,251	4,640	No Major Variances.
Support Services	54,820	27,428	27,420	(8)	0	27,400	No Major Variances.
Capital Financing Costs	6,040	3,020	3,024	4	0	3,016	No Major Variances.
Income	(30,170)	(18,388)	(17,025)	1,363	0	(13,145)	No Major Variances.
	140,887	68,806	76,718	7,912	18,807	45,363	
Cromer Pier							
Premises	209,667	80,559	42,716	(37,843)	88,995	77,956	Insurance premiums paid in Period 7.
Supplies & Services	4,000	2,001	194	(1,807)	0	3,806	Other professional fees underspend.
Support Services	106,990	53,487	53,490	3	0	53,500	No Major Variances.
Capital Financing Costs	20,737	10,367	10,368	1	0	10,369	No Major Variances.
	341,394	146,414	106,769	(39,645)	88,995	145,631	
Public Conveniences							
Premises	700,772	360,847	405,593	44,746	276,350	18,830	See Note A .
Transport Related Expenditure	0	0	91	91	0	(91)	No Major Variances.
Supplies & Services	38,250	17,830	13,008	(4,822)	4,859	20,383	Legionella Surveys underspend.
Transfer Payments	14,175	0	0	0	0	14,175	No Major Variances.
Support Services	214,450	107,195	107,226	31	0	107,224	No Major Variances.
Capital Financing Costs	82,028	40,998	40,998	0	0	41,030	No Major Variances.
Income	0	0	(7,707)	(7,707)	0	7,707	Insurance claim income.
	1,049,675	526,870	559,209	32,339	281,209	209,257	
Note A: Overspends in relation to: £8,340 Hire and empty of temporary toilet in Weybourne, £21,470 Electricity costs, £29,946 SERCO Contract Cleaning. Underspends in relation to: (£8,702) Business Rates and (£4,851) Insurance Premiums which have been paid in Period 7.							
IT Business Support							
Employee Costs	138,675	66,117	66,580	463	0	72,095	No Major Variances.
Support Services	398,690	199,295	199,362	67	0	199,328	No Major Variances.
	537,365	265,412	265,942	530	0	271,423	
Reprographics							
Employee Costs	46,853	23,424	23,277	(147)	0	23,576	No Major Variances.
Transport Related Expenditure	250	126	0	(126)	0	250	No Major Variances.
Supplies & Services	35,290	11,088	6,716	(4,372)	1,180	27,394	Waiting on Q2 invoice for equipment operating lease rental.
Support Services	(78,393)	(39,173)	(39,192)	(19)	0	(39,201)	No Major Variances.
Income	(4,000)	(2,001)	(2,793)	(792)	0	(1,207)	No Major Variances.
	0	(6,536)	(11,992)	(5,456)	1,180	10,812	
Customer Services - Corporate							
Employee Costs	951,854	473,755	418,003	(55,752)	0	533,851	Employee costs due to vacancies.
Transport Related Expenditure	2,300	1,152	1,952	800	0	348	No Major Variances.
Supplies & Services	74,867	19,396	5,741	(13,655)	18,461	50,665	(£10,710) 22/23 Accrual in relation to C3 Development. Other minor variances.
Support Services	(1,065,827)	(532,719)	(532,840)	(121)	0	(532,987)	No Major Variances.
Capital Financing Costs	54,056	27,018	27,018	0	0	27,038	No Major Variances.
Income	(17,250)	(9,626)	(13,515)	(3,889)	0	(3,735)	Service charge income higher than budgeted.
	0	(21,024)	(93,641)	(72,617)	18,461	75,180	
Ad Organisational Resources							
Employee Costs	83,500	41,732	44,284	2,552	0	39,216	Employee costs.
Transport Related Expenditure	1,194	600	482	(119)	0	713	No Major Variances.
Supplies & Services	100	52	0	(52)	0	100	No Major Variances.
Support Services	(89,244)	(44,599)	(44,610)	(11)	0	(44,634)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	(4,450)	(2,215)	155	2,370	0	(4,605)	
Total Organisational Resources	599,901	(301,729)	(722,305)	(420,576)	1,194,140	128,066	
Total Resources	5,518,103	2,091,490	1,142,096	(949,394)	1,700,067	2,675,940	

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Capital Programme - Budget Monitoring 2023/24 - Period 6

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P6	Remaining Budget	Budget	Budget	Budget	Budget
	£		2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Our Greener Future									
Cornish Way Industrial Units	170,000	29,880	52,484	52,484	0	0	0	0	0
Purchase of Property Services Electric Vehicles	25,000	10,465	14,535	1,649	12,887	0	0	0	0
Cromer Office LED Lighting Programme	150,000	58,403	91,597	89	91,509	0	0	0	0
Catfield Industrial Units - Net Zero works	30,000	23/24	30,000	0	30,000	0	0	0	0
Cromer Coast Protection Scheme	12,405,000	6,186,818	6,218,182	66,454	6,151,728	0	0	0	0
Coastal Erosion Assistance	90,000	58,009	31,991	0	31,991	0	0	0	0
Coastal Adaptations	247,493	2,503	244,990	0	244,990	0	0	0	0
Mundesley Coastal Management Scheme	6,872,144	491,024	6,381,120	73,710	6,307,410	0	0	0	0
Sea Palling Ramp	10,000	350	9,650	0	9,650	0	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	0	45,500	0	45,500	0	0	0	0
Coastal Management Fund	950,000	103,000	147,000	0	147,000	200,000	250,000	250,000	0
Coastwise	14,610,000	18,898	14,554,958	3,752	14,551,207	0	0	0	0
Purchase of Bins	100,000	Annual Programme	100,000	83,008	16,993	20,000	20,000	20,000	0
Waste Vehicles	4,885,000	4,469,660	415,340	178,000	237,340	0	0	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	33,317	0	0	0	0
The Reef Solar Carport	596,000	17,551	578,449	478,082	100,367	0	0	0	0
			28,949,112	937,226	28,011,887	220,000	270,000	270,000	0

Capital Programme - Budget Monitoring 2023/24 - Period 6

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P6	Remaining Budget	Budget	Budget	Budget	Budget
	£		2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Developing Our Communities									
Public Conveniences (Fakenham & Wells)	652,360	704,338	(51,978)	155,882	(207,860)	0	0	0	0
Public Conveniences Sheringham & North Walsham	620,000	79,058	540,942	358,019	182,923	0	0	0	0
Changing Places Toilets - Stalham	20,000	0	20,000	0	20,000	0	0	0	0
Public Conveniences - Albert Street, Holt	370,000	23/24	370,000	0	370,000	0	0	0	0
Countryside Machinery	38,465	7,249	31,216	29,259	1,957	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,241,855	665,768	576,087	271,003	305,083	0	0	0	0
3G Facility at North Walsham/Fakenham	860,000	12,432	847,568	0	847,568	0	0	0	0
Cromer 3G Football Facility	1,000,000	0	1,000,000	0	1,000,000	0	0	0	0
The Reef Leisure Centre	12,861,000	12,560,273	300,727	8,029	292,698	0	0	0	0
Green Road Football Facility	60,000	9,777	50,223	0	50,223	0	0	0	0
Holt Country Park Improvements	150,000	0	150,000	0	150,000	0	0	0	0
Environmental Health Noise Equipment	18,372	0	18,372	0	18,372	0	0	0	0
Rocket House	1,077,085	40,250	1,036,836	0	1,036,836	0	0	0	0
Collectors Cabin	30,000	160	28,069	0	28,069	0	0	0	0
			4,918,062	822,193	4,095,869	0	0	0	0

Capital Programme - Budget Monitoring 2023/24 - Period 6

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P6	Remaining Budget	Budget	Budget	Budget	Budget
	£		2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Meeting Our Housing Needs									
Disabled Facilities Grants	1,357,527	Annual Programme	1,475,730	521,649	954,082	0	0	0	0
Compulsory Purchase of Long Term Empty Properties	930,000	500,384	429,617	0	429,617	0	0	0	0
Community Housing Fund	1,653,373	945,212	708,161	330,000	378,161	0	0	0	0
Provision of Temporary Accommodation	3,810,594	2,827,996	982,598	425,819	556,780	0	0	0	0
S106 Enabling	2,500,000	0	1,600,000	0	1,600,000	300,000	300,000	300,000	0
Loans to Housing Providers	600,000	150,000	300,000	110,000	190,000	150,000	0	0	0
Local Authority Housing Fund	1,067,710	0	756,063	0	756,063	311,647	0	0	0
			6,252,169	1,387,467	4,864,702	761,647	300,000	300,000	0

Capital Programme - Budget Monitoring 2023/24 - Period 6

Scheme	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P6	Remaining Budget	Budget	Budget	Budget	Budget
			2023/24	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
	£		£	£	£	£	£	£	£
Investing In Our Local Economy And Infrastructure									
Sheringham Enabling Land	110,000	31,319	78,681	0	78,681	0	0	0	0
Administrative Buildings	250,570	241,702	8,868	0	8,868	0	0	0	0
Fakenham Connect/Crinkle Crankle Wall	280,922	56,562	224,360	224,360	0	0	0	0	0
North Walsham Heritage Action Zone	3,120,000	2,745,878	374,122	345,120	29,002	0	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	55,000	0	55,000	0	0	0	0
Fakenham Urban Extension	1,800,000	20,000	1,780,000	0	1,780,000	0	0	0	0
Property Acquisitions	710,000	5,216	704,784	0	704,784	0	0	0	0
Chalet Refurbishment	125,000	0	125,000	0	125,000	0	0	0	0
Marrams Building Repair	50,000	0	50,000	0	50,000	0	0	0	0
Red Lion Roof	30,000	0	30,000	0	30,000	0	0	0	0
Car Parks Refurbishment	311,000	0	311,000	0	311,000	0	0	0	0
Marrams Footpath and Lighting	50,000	23/24	50,000	0	50,000	0	0	0	0
Art Deco Block Roof Repair, Cromer Promenade	57,636	NEW	57,636	0	57,636	0	0	0	0
Morris Street Car Park Boundary Wall	0	59,935	0	11,247	(11,247)	0	0	0	0
UK Shared Prosperity Fund	265,551	23/24	75,551	0	75,551	190,000	0	0	0
Rural England Prosperity Fund	1,457,848	23/24	364,460	0	364,460	1,093,388	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	0	150,000	0	150,000	0	0	0	0
			4,439,462	580,727	3,858,735	1,283,388	0	0	0

Capital Programme - Budget Monitoring 2023/24 - Period 6

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P6	Remaining Budget	Budget	Budget	Budget	Budget
	£		2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
A Strong, Responsible And Accountable Council									
User IT Hardware Refresh	60,000	Annual Programme	60,602	300	60,302	60,000	60,000	60,000	0
Members IT	90,000	63,451	26,549	1,032	25,518	0	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	14,000	0	0	0	0
Fire Wall Replacements	36,000	32,490	3,510	0	3,510	0	0	0	0
Refurbishment of IT Training Room	15,000	0	15,000	0	15,000	0	0	0	0
Financial Management System	295,000	291,966	3,034	0	3,034	0	0	0	0
Recruitment Software	35,050	0	35,050	0	35,050	0	0	0	0
Printer Replacement	48,000	45,497	2,503	0	2,503	0	0	0	0
Network Hardware Replacement	100,000	91,119	8,881	0	8,881	0	0	0	0
Server Replacement	100,000	0	100,000	0	100,000	0	0	0	0
Folding Machine Laminator	24,500	1,620	22,880	0	22,880	0	0	0	0
Digital Mailroom Scanners	20,000	4,383	15,617	13,748	1,869	0	0	0	0
			307,627	15,080	292,547	60,000	60,000	60,000	0
			44,866,432	3,742,692	41,123,740	2,325,035	630,000	630,000	0

Capital Programme - Budget Monitoring 2023/24 - Period 6

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P6	Remaining Budget	Budget	Budget	Budget	Budget
	£		2023/24	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
			£	£	£	£	£	£	£
2023/24 Capital Programme Financing Table									
			Budget 2023/24	Actual 2023/24		Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
	Grants		30,449,064	935,564		1,595,035	0	0	0
	Other Contributions		3,196,250	178,000		300,000	300,000	300,000	0
	Reserves		3,542,967	1,150,628		0	0	0	0
	Revenue Contribution to Capital (RCCO)		50,000	0		0	0	0	0
	Capital receipts		7,293,152	1,478,500		430,000	330,000	330,000	0
	Borrowing		335,000	0		0	0	0	0
	Total		44,866,432	3,742,692	0	2,325,035	630,000	630,000	0

Reserve	Purpose and Use of Reserve	Balance 01/04/22	Outturn Movement 2022/23	Balance 01/04/23	Updated Budget 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.	2,945,866	(296,445)	2,649,421	(356,461)	2,292,960	(9,298)	2,283,662	0	2,283,662	0	2,283,662
Earmarked Reserves:												
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	(594,997)	3,661,297	(1,278,268)	2,383,029	(18,000)	2,365,029	(18,000)	2,347,029	(18,000)	2,329,029
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	299,889	166,400	466,288	0	466,288	0	466,288	0	466,288	0	466,288
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	569,776	(163,226)	406,550	(275,000)	131,550	0	131,550	0	131,550	0	131,550
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	4,326,421	(1,202,392)	3,124,029	(1,250,911)	1,873,118	(424,860)	1,448,258	(10,000)	1,438,258	(10,000)	1,428,258
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)	167,621	0	167,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	103,000	83,015	186,015	(133,015)	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	(29,635)	60,490	0	60,490	0	60,490	0	60,490	0	60,490
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	311,193	183,283	494,476	(32,372)	462,104	0	462,104	0	462,104	0	462,104
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	262,700	2,620,356	0	2,620,356	0	2,620,356	0	2,620,356	0	2,620,356
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	166,678	2,274,036	(493,689)	1,780,347	(189,179)	1,591,168	(52,897)	1,538,271	(54,046)	1,484,225
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	(30,871)	93,452	(31,745)	61,707	(31,745)	29,962	0	29,962	0	29,962

Reserves Statement P6 2023/24

Appendix D

Reserve	Purpose and Use of Reserve	Balance 01/04/22	Outturn Movement 2022/23	Balance 01/04/23	Updated Budget 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
		£	£	£	£	£	£	£	£	£	£	£
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	329,207	258,772	587,979	0	587,979	0	587,979	0	587,979	0	587,979
Net Zero Initiatives	to support the Councils Net Zero programme	0	500,000	500,000	0	500,000	0	500,000	0	500,000	0	500,000
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	0	44,543	(18,000)	26,543
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	(17,873)	155,224	(42,742)	112,482	(7,860)	104,622	0	104,622	0	104,622
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	(178,965)	237,926	50,000	287,926	50,000	337,926	50,000	387,926
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	(234,987)	664,008	0	664,008	0	664,008	0	664,008	0	664,008
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		23,021,019	(775,163)	22,245,856	(4,896,963)	17,348,893	(644,471)	16,704,422	(44,426)	16,659,996	(46)	16,659,950

Treasury Management Mid Year Report 2023/24	
Executive Summary	This report sets out the Treasury Management activities undertaken during the first half of the 2023/24 Financial Year compared with the Treasury Management Strategy for the year.
Options considered	This report must be prepared to ensure the Council is compliant with the CIPFA Treasury Management and Prudential Codes.
Consultation(s)	Cabinet Member Section 151 Officer This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury advisors.
Recommendations	To support the Cabinet recommendation to Full Council to approve the Treasury Management Mid-Year Report 2023/24 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Code to ensure adequate monitoring of the capital expenditure plans and treasury management activity. It is a requirement that any proposed changes to the 2023/24 prudential indicators are approved by Full Council.
Background papers	The Council's Treasury Management Strategy 2023/24.

Wards affected	All
Cabinet member(s)	Cllr. Lucy Shires
Contact Officer	James Moore

Links to key documents:	
Corporate Plan:	This report is required to ensure the Council can demonstrate it is in a sound financial position and able to deliver the projects in the Capital Programme which support the Corporate Plan Objectives.
Medium Term Financial Strategy (MTFS)	This report supports the MTFS in confirming adequate financing is in place to deliver the Council's Capital Programme.
Council Policies & Strategies	The Council's Treasury Management Strategy 2023/24

Corporate Governance:

Is this a key decision	No
Has the public interest test been applied	Not an exempt item.
Details of any previous decision(s) on this matter	N/A

1. Purpose of the report

Approval of this report by Full Council demonstrates compliance with the Prudential Code to ensure adequate monitoring of the capital expenditure plans and treasury management activity.

It is a requirement that any proposed changes to the 2023/24 prudential indicators are approved by Full Council.

2. Introduction & Background

2.1 This report sets out the Treasury Management activities undertaken during the first half of the 2023/24 Financial Year compared with the Treasury Management Strategy for the year.

3. Proposals and Options

3.1 Appendix A shows the Council's full Treasury Management Mid Year Report 2023/24

4. Corporate Priorities

4.1 Ensuring there is adequate funding in place is essential to delivering the Council's Capital Programme which supports the Corporate Plan and MTFs.

5. Financial and Resource Implications

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

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

6. Legal Implications

6.1 None as a direct consequence of this report.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

7. Risks

7.1 The Council's current short-term borrowing position of the Council is highlighted in section 6 of Appendix A. Any significant amounts of unplanned expenditure could lead to increased borrowing at a time where borrowing costs are high due to wider economic inflationary pressures.

At present extra borrowing costs are being offset by interest earned on the Council's investments over the 2023/24 interest budget.

8. Net Zero Target

8.1 None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

9.1 None as a direct consequence of this report.

10. Community Safety issues

10.1 None as a direct consequence of this report.

11. Conclusion and Recommendations

11.1 The Council's cash flow position shall be monitored throughout the financial year. Any concerns that may lead to borrowing costs that cannot be financed by current treasury operations will be immediately flagged to the Director of Resources/S151 Officer, alternative funding options will then be considered to finance any long-term debt.

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North Norfolk District Council

Treasury Management Mid Year Report 2023/24

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1. Background

1.1 Capital Strategy

In December 2021, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. These require all local authorities to prepare a Capital Strategy which is to provide the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

1.2 Treasury management

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low-risk counterparties, providing adequate liquidity initially before considering optimising investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning to ensure the Council can meet its capital spending plans. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

Accordingly, treasury management is defined as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

2. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy’s (CIPFA) Code of Practice on Treasury Management (revised 2021). The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council’s treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
3. Receipt by the full Council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year. (Quarterly reports are also required for the periods ending April to June and October to December but may be assigned to a designated committee or panel as deemed appropriate to meet the Treasury Management governance and scrutiny aspects of the Council.)
4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Cabinet.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2023/24 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2023/24;
- A review of the Council's borrowing strategy for 2023/24;
- A review of any debt rescheduling undertaken during 2023/24;
- A review of compliance with Treasury and Prudential Limits for 2023/24.

Key Changes to the Treasury and Capital Strategies

There are no proposals at the current time to amend the 2023/24 Treasury/Capital Strategies of the Council:

- The approved prudential indicators outlined in the 2023/24 strategies are still appropriate for the Council's current financial investments.
- The approved investment criteria outlined in the 2023/24 strategies are still appropriate for the Council's current financial position. Risk assessment and credit ratings are provided regularly to Officers by Link Treasury Services.
- There are no changes to the Council's treasury management policy that need to be recommended to full Council. The treasury management main focus is still to facilitate the financing of the Council's essential services, and financing of the approved 2023/24 capital programme. The immediate focus is on reducing short-term borrowing throughout a time where borrowing rates remain high and the Council will not be looking to undertake any new investments until its borrowing requirement is reduced. This position is outlined in further detail in part six below – Borrowing.

3. Economics and Interest Rates

3.1 Economics Update

- The first half of 2023/24 saw:
 - Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
 - Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
 - A 0.5% m/m decline in real GDP in July, mainly due to more strikes.
 - CPI inflation falling from 8.7% in April to 6.7% in August, its lowest rate since February 2022, but still the highest in the G7 countries.
 - Core CPI inflation declining to 6.2% in August from 7.1% in April and May, a then 31 years high.
 - A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose to 7.8% in August, excluding bonuses).
- The 0.5% m/m fall in GDP in July suggests that underlying growth has lost momentum since earlier in the year. Some of the weakness in July was due to there being almost twice as many working days lost to strikes in July (281,000) than in June (160,000). But with output falling in 10 out of the 17 sectors, there is an air of underlying weakness.
- The fall in the composite Purchasing Managers Index from 48.6 in August to 46.8 in September left it at its lowest level since COVID-19 lockdowns reduced activity in January 2021. At face value, it is consistent with the 0.2% q/q rise in real GDP in the period April to June, being followed by a contraction of up to 1% in the second half of 2023.
- The 0.4% m/m rebound in retail sales volumes in August is not as good as it looks as it partly reflected a pickup in sales after the unusually wet weather in July. Sales volumes in August were 0.2% below their level in May, suggesting much of the resilience in retail activity in the first half of the year has faded.
- As the growing drag from higher interest rates intensifies over the next six months, we think the economy will continue to lose momentum and soon fall into a mild recession. Strong labour demand, fast wage growth and government handouts have all supported household incomes over the past year. And with CPI inflation past its peak and expected to decline further, the economy has got through the cost-of-living crisis without recession. But even though the worst of the falls in real household disposable incomes are behind us, the phasing out of financial support packages provided by the government during the energy crisis means real incomes are unlikely to grow strongly. Higher interest rates will soon bite harder too. We expect the Bank of England to keep interest rates at the probable peak of 5.25% until the second half of 2024. Mortgage rates are likely to stay above 5.0% for around a year.
- The tightness of the labour market continued to ease, with employment in the three months to July falling by 207,000. The further decline in the number of job vacancies from 1.017m in July to 0.989m in August suggests that the labour market has loosened a bit further since July. That is the first time it has fallen below 1m since July 2021. At 3.0% in July, and likely to have fallen to 2.9% in August, the job vacancy rate is getting closer to 2.5%, which would be consistent with slower wage growth. Meanwhile, the 48,000 decline in the supply of workers in the three months to July offset some of the loosening in the tightness of the labour market. That was due to a 63,000 increase in inactivity in the three months to July as more people left the labour market due to long term sickness or to enter education. The supply of labour is still 0.3% below its pre-pandemic February 2020 level.
- But the cooling in labour market conditions still has not fed through to an easing in wage growth. While the monthly rate of earnings growth eased sharply from an upwardly revised +2.2% in June to -0.9% in July, a lot of that was due to the one-off bonus payments for NHS staff in June not being repeated in July. The headline 3myy rate rose from 8.4% (revised up from 8.2%) to 8.5%, which meant UK wage growth remains much faster than in the US and in the Euro-zone. Moreover, while the Bank of England's closely watched measure of regular private sector wage growth eased a touch in July, from 8.2% 3myy in June to 8.1% 3myy, it is still well above the Bank of England's prediction for it to fall to 6.9% in September.
- CPI inflation declined from 6.8% in July to 6.7% in August, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.2%. That

reverses all the rise since March and means the gap between the UK and elsewhere has shrunk (US core inflation is 4.4% and in the Euro-zone it is 5.3%). Core goods inflation fell from 5.9% to 5.2% and the further easing in core goods producer price inflation, from 2.2% in July to a 29-month low of 1.5% in August, suggests it will eventually fall close to zero. But the really positive development was the fall in services inflation from 7.4% to 6.8%. That also reverses most of the rise since March and takes it below the forecast of 7.2% the Bank of England published in early August.

- In its latest monetary policy meeting on 20 September, the Bank of England left interest rates unchanged at 5.25%. The weak August CPI inflation release, the recent loosening in the labour market and the downbeat activity surveys appear to have convinced the Bank of England that it has already raised rates far enough. The minutes show the decision was “finely balanced”. Five MPC members (Bailey, Broadbent, Dhingra, Pill and Ramsden) voted for no change and the other four (Cunliffe, Greene, Haskel and Mann) voted for a 25bps hike.
- Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. The statement did not say that rates have peaked and once again said if there was evidence of more persistent inflation pressures “further tightening in policy would be required”. Governor Bailey stated, “we’ll be watching closely to see if further increases are needed”. The Bank also retained the hawkish guidance that rates will stay “sufficiently restrictive for sufficiently long”.
- This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates at the next meeting on 2nd November, or even pause in November and raise rates in December.
- The yield on 10-year Gilts fell from a peak of 4.74% on 17th August to 4.44% on 29th September, mainly on the back of investors revising down their interest rate expectations. But even after their recent pullback, the rise in Gilt yields has exceeded the rise in most other Developed Market government yields since the start of the year. Looking forward, once inflation falls back, Gilt yields are set to reduce further. A (mild) recession over the next couple of quarters will support this outlook if it helps to loosen the labour market (higher unemployment/lower wage increases).
- The pound weakened from its cycle high of \$1.30 in the middle of July to \$1.21 in late September. In the first half of the year, the pound bounced back strongly from the Truss debacle last autumn. That rebound was in large part driven by the substantial shift up in UK interest rate expectations. However, over the past couple of months, interest rate expectations have dropped sharply as inflation started to come down, growth faltered, and the Bank of England called an end to its hiking cycle.
- The FTSE 100 has gained more than 2% since the end of August, from around 7,440 on 31st August to 7,608 on 29th September. The rebound has been primarily driven by higher energy prices which boosted the valuations of energy companies. The FTSE 100’s relatively high concentration of energy companies helps to explain why UK equities outperformed both US and Euro-zone equities in September. Nonetheless, as recently as 21st April the FTSE 100 stood at 7,914.

3.2 Interest Rate Forecasts

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

The latest forecast on 25th September sets out a view that short, medium and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy.

Link Group Interest Rate View	25.09.23												
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
BANK RATE	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

4. Treasury Management Strategy Statement and Annual Investment Strategy Update

The Treasury Management Strategy Statement, (TMSS), for 2023/24 was approved by this Council on the 22nd February 2023.

- There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.
-

5. The Council's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

5.1 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for 2023/24 capital expenditure and the changes since the capital programme was agreed at the Budget. The capital programme has been updated to reflect the Council's newly adopted 2023-27 Corporate Plan.

Capital Expenditure by Service	2023/24 Original Estimate £m	Current Position (Actuals) £m	2023/24 Revised Estimate £m
Our Greener Future	7.242	0.937	30.448
Developing Our Communities	1.360	0.822	3.893
Meeting Our Housing Needs	1.825	1.388	6.257
Investing In Our Local Economy & Infrastructure	2.533	0.580	5.499
A Strong, Responsible & Accountable Council	0.185	0.015	0.325
Total capital expenditure	13.145	3.742	46.164

Adjustments over £100k to the 2023/24 Capital Programme are highlighted below:

Our Greener Future:

Full Council have approved significant capital budgets for major coastal projects. These projects will be almost entirely funded by Environment Agency (EA) grants. There could be an impact on the Council's cash flow if there's a lag between project spending and receiving the grant income. This will have to be factored into the cashflow forecast during the lifetime of such large financial schemes.

- An additional budget of £3.583m has been added to the Cromer Coastal Protection Scheme.
- An additional budget of £3.911m has been added to the Mundesley Coastal Management Scheme.

The increases in budget for both capital projects were approved at full Council on 20 September 2023. The cost of the schemes has increased significantly due to inflationary pressures over the last couple of years. The EA have recognised this and have increased the grant funding available to cover these inflationary increases.

- An additional budget of £13.595m has been added to the Coastwise project.

Again, the EA has agreed to increase the grant funding for the Coastwise project. The original 2023/24 budget of £1.015m was funded through grant funding from DEFRA (Department for Environment, Food & Rural Affairs).

Developing Our Communities:

- A new budget of £370,000 has been approved to replace the Public Conveniences at Albert Street Holt. The Public Conveniences need to be replaced after a significant amount of damage was sustained when a member of the public drove into the building. Some of the funding for this project will be met through the insurance claim.

Meeting Our Housing Needs:

- An additional £118,203 has been added to the Disabled Facilities Grants Programme.

This is additional grant funding from central government to support a discretionary scheme aimed at delivering small scale support to those in need at the Council's separately to the main programme.

Investing In Our Local Economy And Infrastructure:

- A new budget of £364,460 has been included for the Rural England Prosperity Fund.

This is a new scheme by central government to help support local businesses and communities by issuing grants to help support new community infrastructure.

5.2 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2023/24 Original Estimate £m	2023/24 Current Position	2023/24 Revised Estimate £m
Total capital expenditure	23.361	3.743	46.164
Financed by:			
Capital receipts	7.705	1.479	7.618
Capital grants and other contributions	11.858	1.113	34.631
Capital reserves	3.743	1.151	3.543
Revenue	0.050	0.000	0.050
Total financing	23.356	3.743	45.842
Borrowing requirement	0.000	0.000	0.322

The most significant change to the financing of the capital programme is the grant income, this is explained by the above points in section 5.1. attributed to the large coastal schemes that were approved in September 2023.

5.3 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

Prudential Indicator – Capital Financing Requirement

The Council is on target to achieve an acceptable Capital Financing Requirement balance (not in a debt position).

Prudential Indicator – the Operational Boundary for external debt

	2023/24 Original Estimate £m	Current Position £m	2023/24 Revised Estimate £m
Prudential Indicator – Capital Financing Requirement			
Total CFR as at 1st April 2023/24	15.111	15.111	15.111
Net movement in CFR	0.922		(0.327)
Prudential Indicator – the Operational Boundary for external debt			
Borrowing	9.000	10.000	5.000
Total debt (year end position)	(7.033)	(5.111)	(9.784)

5.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. **Gross external borrowing** should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2023/24 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	2023/24 Original Estimate £m	Current Position £m	2023/24 Revised Estimate £m
Total debt (Borrowing)	9.000	10.000	5.000
CFR* (year end position)	16.033	15.111	14.784

A further prudential indicator controls the overall level of borrowing. This is **the Authorised Limit** which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Authorised limit for external debt	2023/24 Original Indicator £m	Current Position £m	2023/24 Revised Indicator £m
Maximum Gross Borrowing	15	10	15

6. Borrowing

The Council's capital financing requirement (CFR) for 2023/24 is currently £15.111m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. Table 5.4 shows the Council has borrowings of £10m. This is a prudent and cost-effective approach in the current economic climate but will require ongoing monitoring if further upside risk to gilt yields prevails.

Due to the overall financial position and the underlying need to borrow for capital purposes (the CFR), new external borrowing of £1m was undertaken. The capital programme is being kept under regular review due to the effects of inflationary pressures, shortages of materials and labour. Our borrowing strategy will, therefore, also be regularly reviewed and then revised, if necessary, to achieve optimum value and risk exposure in the long-term.

It is anticipated that the Council's total borrowing will be reduced over the 2023/24 financial year down to a total of £5m. This short-term borrowing is dependent on the cash flow and delivery of the Council's capital programme. However, if a large amount of long-term cash is required the Treasury will consider taking out long-term borrowing or reducing the Council's current level of long-term investments.

PWLB maturity certainty rates (gilts plus 80bps) year to date to 29th September 2023

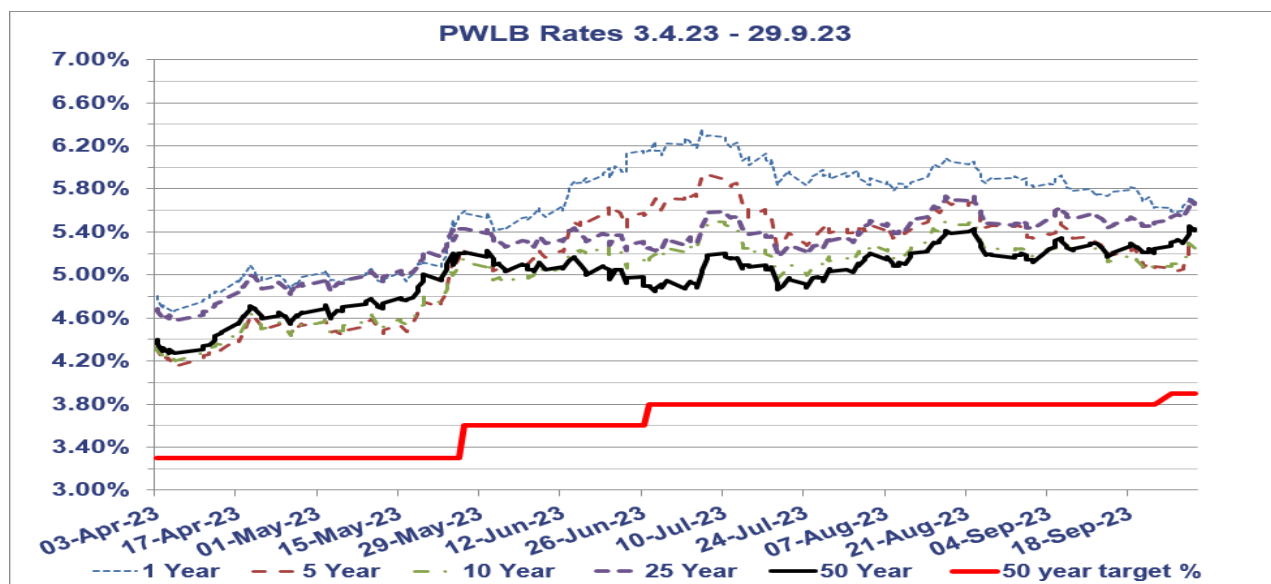
Gilt yields and PWLB certainty rates were on a generally rising trend throughout the first half of 2023/24. At the beginning of April, the 5-year rate was the cheapest part of the curve and touched 4.14% whilst the 25-year rate was relatively expensive at 4.58%.

July saw short-dated rates peak at their most expensive. The 1-year rate spiked to 6.36% and the 5-year rate to 5.93%. Although, in due course, short-dated rate expectations fell, the medium dates shifted higher through

August and the 10-year rate pushed higher to 5.51% and the 25-year rate to 5.73%. The 50-year rate was 4.27% on 5th April but rose to 5.45% on 28th September.

We forecast rates to fall back over the next two to three years as inflation dampens. The CPI measure of inflation is expected to fall below 2% in the second half of 2024, and we forecast 50-year rates to stand at 3.90% by the end of September 2025. However, there is considerable gilt issuance to be digested by the market over the next couple of years, as a minimum, so there is a high degree of uncertainty as to whether rates will fall that far.

PWLB RATES 01.04.23 - 29.09.23



HIGH/LOW/AVERAGE PWLB RATES FOR 01.04.23 – 29.09.23

	1 Year	5 Year	10 Year	25 Year	50 Year
Low	4.65%	4.14%	4.20%	4.58%	4.27%
Date	06/04/2023	06/04/2023	06/04/2023	06/04/2023	05/04/2023
High	6.36%	5.93%	5.51%	5.73%	5.45%
Date	06/07/2023	07/07/2023	22/08/2023	17/08/2023	28/09/2023
Average	5.62%	5.16%	5.01%	5.29%	5.00%
Spread	1.71%	1.79%	1.31%	1.15%	1.18%

- The current PWLB rates are set as margins over gilt yields as follows: -
 - PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
 - PWLB Certainty Rate (GF)** is gilt plus 80 basis points (G+80bps)
 - PWLB Local Infrastructure Rate** is gilt plus 60 basis points (G+60bps)
 - PWLB Certainty Rate (HRA)** is gilt plus 40bps (G+40bps)
- The **UK Infrastructure Bank** will lend to local authorities that meet its scheme criteria at a rate currently set at gilt plus 40bps (G+40bps).

7. Debt Rescheduling

The Council has no long-term debt, and therefore no debt rescheduling has occurred.

8. Compliance with Treasury and Prudential Limits

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the half year ended 30th September 2023, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2023/24. The Director of Finance reports that no difficulties are envisaged for the current or future years in complying with these indicators.

All treasury management operations have also been conducted in full compliance with the Council's Treasury Management Practices.

9. Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2023/24, which includes the Annual Investment Strategy, was approved by the Council on the 22nd of February 2023. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being (in order of priority):

- Security of investments
- Liquidity
- Yield

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and within the Council's risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs, but with the current priority to seek out value available in periods up to 12 months with high credit quality financial institutions, so that the Council can maintain a high level of liquidity during a period of high borrowing rates.

Creditworthiness.

Following the Government's fiscal event on 23rd September 2022, both S&P and Fitch placed the UK sovereign debt rating on Negative Outlook, reflecting a downside bias to the current ratings in light of expectations of weaker finances and a challenging economic outlook. Nothing further has evolved in the first half of 2023/24.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

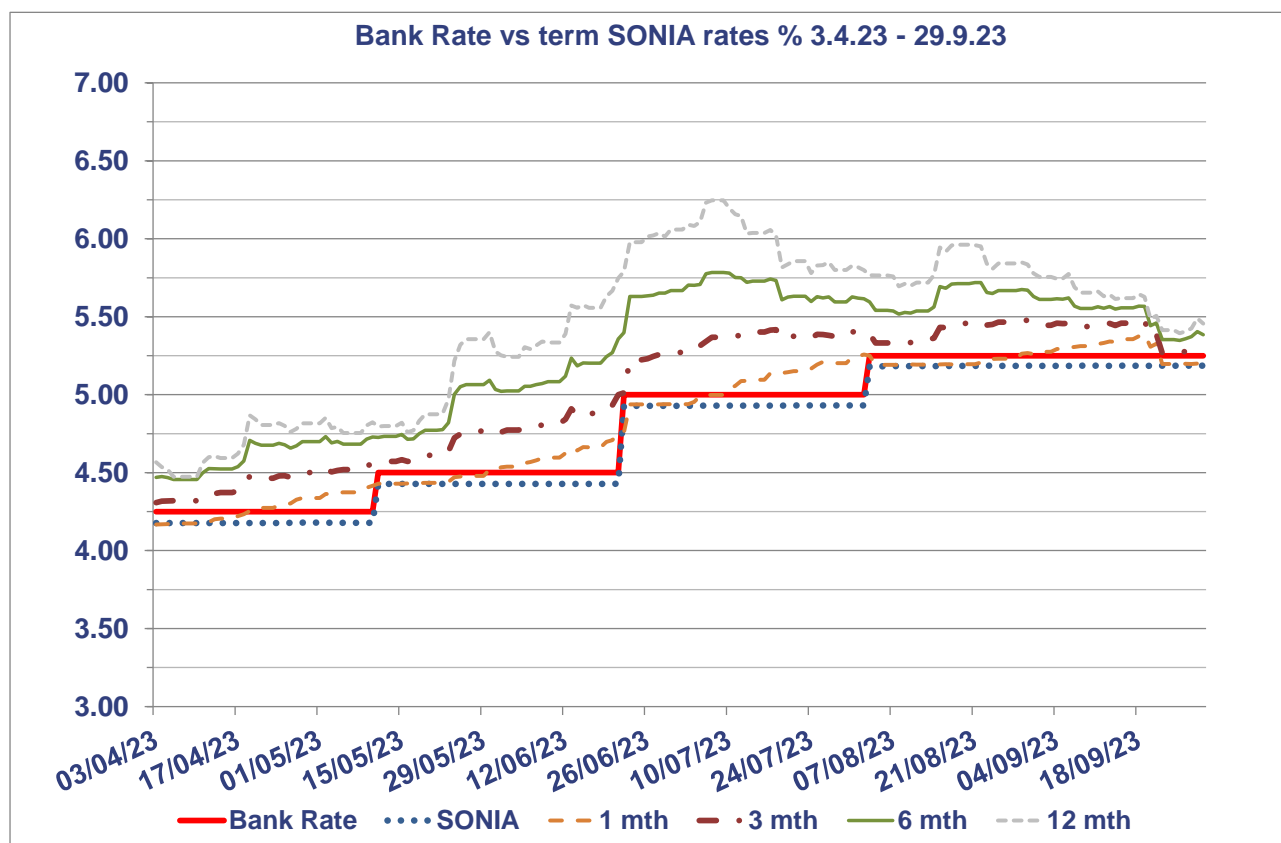
CDS prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

Investment balances

The average level of funds available for investment purposes during the first half of the financial year was **£32.513m**. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme. The Council holds **£24.327m** core cash balances for investment purposes (i.e., funds invested for more than one year).

Investment performance year to date as of 29th September 2023



	Bank Rate	SONIA	1 mth	3 mth	6 mth	12 mth
High	5.25	5.19	5.39	5.48	5.78	6.25
High Date	03/08/2023	29/09/2023	19/09/2023	30/08/2023	07/07/2023	07/07/2023
Low	4.25	4.18	4.17	4.31	4.46	4.47
Low Date	03/04/2023	04/04/2023	03/04/2023	03/04/2023	06/04/2023	06/04/2023
Average	4.81	4.74	4.83	5.03	5.26	5.45
Spread	1.00	1.01	1.22	1.17	1.33	1.77

The table above covers the first half of 2023/24.

Investment performance year to date as of 30th September 2023

Period	SONIA benchmark return %	Council Average Interest Rate %	Investment interest earned £k
<7 day	4.74	5.57	210.682
12< month	5.45	6.55	676.625
Overall	5.26	6.29	887.306

As illustrated, the Council is outperforming the benchmark for the first half of 2023/24. The Council's budgeted investment return for the first half of 2023/24 is £773, and performance for the year to date is above budget by £114k.

Fund investments

A high-level summary of the Council's investment portfolio is shown below:

Treasury Investments			
Type of Investment	Capital Value £	Interest 23/24 £	Average interest rate %
Short-dated bond funds	1,011,511	18,610	4.42
Strategic bond funds	5,000,000	94,030	4.52
Equity income funds	5,569,760	172,159	7.42
Property funds	5,000,000	143,374	6.89
Multi asset income funds	6,000,000	163,847	6.56
Total pooled investments	22,581,271	592,021	6.30
Money Market Funds	6,700,000	208,343	7.47
Total Treasury Investments	29,281,271	800,364	6.56

Loans for Service Investments			
LN0001 - Broadland Housing Association	1,884,620	79,288	3.80
LN0002 - Homes for Wells	149,831	5,316	3.00
LN0002 - Homes for Wells	42,500	-	5.50
LN0002 - Homes for Wells	67,500	-	5.50
Total Loans Investments	2,144,451	84,604	9.47

Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the period ending 30th September 2023.

10. Other

Changes in risk appetite

The 2021 CIPFA Codes and guidance notes place importance on risk management. Where an authority changes its risk appetite e.g., for moving surplus cash into or out of certain types of investment funds or other types of investment instruments, this change in risk appetite and policy should be brought to members' attention in treasury management update reports.

11. Approved Countries for Investments as of 30th September 2023

Below are the approved acceptable counterparty ratings adopted by the Council and as advised by Link treasury services.

To confirm, the Council currently only invests in UK based funds, (rated AA- or above) and has no investments in other countries.

Based on lowest recommended rating

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)

AA-

- Belgium
- France (downgraded by Fitch on 9th May 2023)
- Qatar
- **U.K.**

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Council Tax Discounts & Premiums Determination 2024-25	
Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2024-25.
Options considered.	The recommendations enable the Council to take action, as a result of the reforms included in the Local Government Finance Act 2012 (as amended), to encourage homeowners to bring their homes back into use and generate council tax income.
Consultation(s)	<p>The legislation provides local authorities with the power to determine the level of council tax discount in relation to certain classes of property. The Council must approve its determinations for each financial year. The calculation of the tax base for 2024/25 will be made on the assumption that the determinations recommended below will apply.</p> <p>In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.</p>
Recommendations	<p>To support the Cabinet resolution to recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:</p> <ol style="list-style-type: none"> 1) The discounts for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 3.1. 2) To continue to award a local discount of 100% in 2024-25 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B. 3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 3.2 of this report. 4) The premiums for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 4.2. 5) To continue to award a local discount of 100% in 2024-25 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).

	<p>6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.</p> <p>7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.</p> <p>8) The long-term empty-property premium of 100% is brought forward to increase from 12 months rather than 24 months from 1 April 2024.</p> <p>9) A new second homes premium of 100% as detailed in paragraph 4.3 is applied from 1 April 2025.</p>
Reasons for recommendations	To set appropriate council tax discounts and premiums which will apply in 2024-25 and to raise council tax revenue.
Background papers	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Sean Knight Revenues Manger Sean.Knight@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	October 2022, Council Tax Discounts & Premiums Determination 2023-24.

1. Purpose of the report

This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2024-25.

2. Introduction & Background

- 2.1 All billing authorities can reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e., tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.
- 2.2 It is for the billing authority to determine if changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 2.3 Properties that are classed as Long-Term Empty (those that have not been occupied for a period of 24 months) can be charged a premium on their Council Tax, which is currently 100% of the charge.
- 2.4 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 2.5 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the district. Reductions in the discounts offered or increases in the premiums charged will generate additional revenue for both the District Council and major preceptors.

3. Current Discounts and Premiums Proposed for 2024-25

- 3.1 The table below details the existing discounts which the Council has in place. This report proposes these discount levels remain the same for 2024-25.

Class	Description	2023/24 Discount	Proposed Discount from 1st April 2024
Class A	Dwellings which are not the sole or main residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	10% Discount	10% Discount
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> • require or are undergoing major repair to make them habitable. • are undergoing structural alteration. • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed, and the dwelling has continuously remained unoccupied and unfurnished since that date 	50% Discount	50% Discount

The number of properties affected by the Class D discount is currently very low, the last few years are shown in the table below, however numbers were higher pre-2017 before the discount was removed (circa 100 to 150). The cost of applying this discount is not considered material for the Council at the current property numbers and level of properties can be reviewed annually when reviewing the discounts levels set to ensure the discount remains affordable. To put this into context the Council collects council tax from circa 56,000 properties.

Band	2021	2022	2023
A	-	4	14
B	3	3	13
C	-	4	11
D	2	1	7
E	4	2	6
F	1	-	6
G	1	-	1
H	-	-	0
Total	11	14	58

It is proposed to continue the 50% discount level applied in 2024-25.

- 3.2 In 2022-23 the Council introduced a new discount under Section 13A of the Local Government Finance Act 1992 (as amended) to give 100% relief to those experiencing hardship. It is proposed that this discretionary reduction and

associated policy and application process remains in place for 2024-25. To date there has been one claim provided through this discount in 2022-23.

4. Empty Homes Premium and Section 13A Discounts

- 4.1 Between 2013 and 2019 the Council has charged the maximum premium of 50% (on top of the usual 100% charge) on long term empty properties i.e., those that have been empty continuously for 24 months or more.

The Council currently has the legal powers to increase the levy premium level anywhere from 50% to 100%, which would effectively mean a 200% charge on qualifying properties. This has been in place since the 2019/20 financial year. In the 2020/21 financial year, the Council introduced a levy of 200% on properties unoccupied for longer than 60 months, and in the 2021/22 financial year a levy of 300% was introduced on properties that had been empty for 120 months.

- 4.2 The table below details the existing premiums which the Council has in place currently and this report proposes these discount levels remain the same for 2024-25. The premium is the amount above the existing 100% council tax charge, so for example a long-term empty property which has been empty for longer than 24 months will pay council tax at a 200% level (double the normal level).

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

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

Currently there are just over 150 properties that fall within the bracket of long-term empty properties longer than 24 months within North Norfolk, so this is viewed as a policy tool to encourage efficient use of available housing within the district.

Officers are aware there are cases where long term empty properties are undergoing significant renovations to bring them back into use. It is proposed that to continue to encourage this that the continued discretion be given to the Revenues Manager to allow exceptions to the Levy charge in these cases. It is anticipated that there are only a small number of qualifying properties in the District, so it is not considered to be a significant financial risk to the Council.

Levelling-up and Regeneration Act 2023

The Levelling-up and Regeneration Act (introduced in the Queen's Speech in May 2022) became law on 26 October 2023, giving the Council additional powers to reduce the number of months from 24 months to 12 months to apply the empty property premium. If supported by Members, this would

mean council taxpayers would pay the increased 100% premium when a long-term empty property reaches the 12 months stage rather than 24 months as it is currently. If Members approve this, it would be effective from 1 April 2024. There are currently circa 200 of these empty homes in the North Norfolk area.

Proposed new Premium.

- 4.3 The Levelling-up and Regeneration Act gives billing authorities the power to charge a 100% premium on second homes.

Pursuant to this Act, a determination has to be made at least one year before the beginning of a financial year to which it relates. Therefore the earliest date that the Council could apply this premium is 1 April 2025.

It is proposed that the Council charges a 100% premium on second homes (council tax properties that are unoccupied and furnished) with effect from 1 April 2025. The Act requires billing authorities “to have a minimum period of 12 months between making its first determination and the financial year in which it takes effect, which is why approval is now being sought. There are currently circa 4,600 second homes in the North Norfolk area.

Care Leavers Discounts

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

Classes of Property

- 4.5 The Regulations differentiate between classes of property as follows:

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

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

Formal Determinations

- 4.6 The Council must approve its determinations for each financial year. It should be noted that the schedule of Class “B” property exceptions shown in Appendix A and referred to in recommendation 7 above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2024 for the reason stated. Under the wording of the 2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for possible inclusion in the list for exemptions, they may only be added when the determinations for 2025-26 are introduced from 1 April 2025.

Corporate Plan Objectives

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

5. Financial and Resource Implications

- 5.1 The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
- 5.2 The calculation of the tax base for 2024-25 will be made alongside the budget, based on the level of discounts and premiums approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts or decrease in premiums will reduce the taxbase, and therefore also income.

Comments from the S151 Officer:

The Council must approve its Determinations each year for the following financial year. The ones proposed in this report will provide a fair system that will encourage bringing homes back into use and will maximise income.

The approval of recommendation 9 will enable the Council to comply within the statutory timeframe so that the premiums detailed can be introduced from 1 April 2025.

6. Legal Implications

- 6.1 This report does not raise any new legal implications.

Comments from the Monitoring Officer

The Council has the power to make changes to the level of council tax discount and needs to approve such for each financial year. Legislation is now enacted which enables the Council to apply the premiums set out in the report. ,

7. Risks

- 7.1 This report does not raise any new risks.

8. Net Zero Target

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

9. Equality, Diversity & Inclusion

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

10. Community Safety issues

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

11. Conclusion and Recommendations

- 11.1 This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2024-25.

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

- 1) The discounts for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 3.1.
- 2) To continue to award a local discount of 100% in 2024-25 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.
- 3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 3.2 of this report
- 4) The premiums for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 4.2.
- 5) To continue to award a local discount of 100% in 2024-25 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).
- 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.
- 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.
- 8) The long-term empty-property premium of 100% is brought forward to increase from 12 months rather than 24 months from 1 April 2024.
- 9) A new second homes premium of 100% as detailed in paragraph 4.3 is applied from 1 April 2025.

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

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

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Anne Stannard Way, Bacton			
710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
Coast Road Chalet Park, Bacton			
786837	2	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710835	3	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710836	4	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710837	5	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710838	6	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710839	7	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710842	10	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710843	11	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710844	12	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710845	13	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710846	14	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710847	15	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710848	16	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710849	17	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710850	18	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710851	19	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710852	20	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
772237	21	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710854	22	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710855	23	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
776071	24	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
781175	25	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710858	26	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710860	28	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710861	29	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710862	30	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710863	31	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710864	32	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710865	33	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786576	34	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786468	35	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710868	36	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710869	37	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710870	38	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710871	39	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710873	41	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778948	42	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710874	43	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710833	45	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
777495	46	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710877	47	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710878	47A	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710879	48	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710880	49	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710881	50	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710882	51	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710883	52	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710884	53	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786760	54	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710886	55	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710887	56	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710888	57	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710889	58	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710890	59	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710891	60	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710892	61	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710893	62	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710894	63	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710895	64	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710897	65	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710896	66	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710898	67	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710899	68	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710900	69	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710901	70	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710902	71	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710903	72	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710904	73	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710905	74	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710906	75	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778525	76	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
062510	77	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710909	78	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786881	79	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710911	80	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786758	81	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710914	83	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710915	84	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710916	85	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710917	86	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710918	87	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

Mill Lane, Bacton

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

New Zealand Way, Bacton

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

Sea View Estate, Bacton

710648	Poppycott, 1	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710641	12	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710671	28	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710674	33	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme, 36	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH

Watch House Lane, Bacton

710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
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Abbotts Way, Eccles-on-sea

784251	Alouette	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
756512	Amberwood	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712403	Bennebroek	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712379	Freaneezy	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712380	Gaytime	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712382	Kingfishers	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712404	Reviellie	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712392	St Ives	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712385	The Beach House	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712376	Tranquility	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712397	Tresco	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA

Beach Road, Eccles-on-sea

715614	Braemar	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715627	Field View	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715634	Four Winds	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715626	Hillside	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715611	Idlehours	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715618	Lattice Chalet	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
761175	Lisfannon	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715622	Munden	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715630	Oasis	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715624	Sandilands	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715599	Sea Gulls	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715621	The Old Kit Bag	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715617	Wylaway	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715609	Y Not	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715605	You & I	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL

Bush Drive, Eccles-on-sea

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
712438	Aingarth	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712495	Badgers Set	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712473	Bali-Hai	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712496	Blue Bay	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712498	Cedar Wood	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712484	Dingly Dell	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712476	Dresden	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712493	Endways	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712506	Redwing	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712481	Sea Urchin	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF

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

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Cart Gap Road, Happisburgh			
724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
Doggetts Lane, Happisburgh			
061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724151	Jeckells Hyde, 8	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724137	10	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724143	Eastward Ho, 11	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724139	14	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724149	The Brambles, 16	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724144	Pershore, 17	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724141	O'Meara Bungalow	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724148	Sea Edge	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724147	Seadrift	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
Wroxham Way, Happisburgh			
724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
Staithe Road, Hickling			
713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
Bureside Estate, Horning			
714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
Ferry View Estate, Horning			
062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
778976	Oakdale	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
Horning Reach, Horning			
714025	Bonnington	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714028	Jada	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
714033	The Birches	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
Brimbelow Road, Hoveton			
052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Bure Croft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bureway	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059715	Rosemere	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014742	Summerville	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
714750	The Patch	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
Horsefen Road, Ludham			
782444	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Thurne Dyke, Ludham			
713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
North East Riverbank, Potter Heigham			
717007	Bath Hurst, 51	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057388	Patika Pa, 55	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
017103	The Rands, 56-56A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717071	The Nook, 57-58	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717073	Herongate, 59	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717074	Maisonette, 60	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
771303	Willow Creek, 61	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717020	Rosemary Cottage, 62	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717076	Broad View, 63	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717077	Tower View, 64	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
062509	65	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717078	Bullrush, 66	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717079	Reedsmere, 67	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759893	Pastime, 68	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759646	Marsh View, 69	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717081	Heron Cottage, 70	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717082	Herwinia, 72	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780694	Eastcote, 73	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717083	The Fens, 74	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717021	St Elmo, 75	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
773169	Sunnyside, 76	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057220	Milldene, 76A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
762518	Up River, 77	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717086	Topping, 78	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
755550	Rivendell, 79	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759786	Primrose, 80	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
763336	Calypso, 82	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759787	Silver Ley, 84	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759643	St Clair, 85	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
779255	Melrose, 85A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717093	Millway, 85C	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717095	Jokers Wild, 86	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717106	Ambleside, 86B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717045	87	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717096	Manderley, 88	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780021	Risdene, 90	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
777927	Fishers Haven, 90A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
717009	Eveholme, 93	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759806	Ellesmere, 96	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717040	Idleways, 97	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717101	Four Winds, 99A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717100	Tencholme, 99B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717013	Highs Mill	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE

North West Riverbank, Potter Heigham

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
717005	717005	717005	717005
715991	Toorak, 1B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715988	Tonga, 1C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715992	Royston, 1D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715993	Pot Pourri, 1E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715994	Sunflowers, 1F	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
754931	Joybelle, 1G	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715996	Summertime, 2A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715997	Fairway, 2B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715998	Dolphins, 2C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715999	Bluewaters, 2D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716000	Repps Reach, 2E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716001	Terre Nuove, 3A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716002	Cedar Lodge, 3B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717016	Rest Awhile, 4	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716003	The Bield, 4A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716004	Rania, 4B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716008	Touchwood, 5A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716005	5B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716006	Leaside, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717047	Pachelbel, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717048	Little Quay, 7	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717049	River Rest, 8	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717019	Nine, 9	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717050	Downriver, 10	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717052	Burton Garth, 11	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717044	Wee Ben, 14	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
786381	Woodstock, 14A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760184	Le Chalet, 15	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760231	Mill View, 16	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779412	Kalinda, 19	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
059675	The Haven, 20	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
058228	The Rosary, 21	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
783477	Dutch Tutch, 22	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760269	23	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
060391	Four Es, 24	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
762883	Moon River Cottage, 24A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
783341	Windy Ridge, 26	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
782100	River View, 27	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
780780	Vespers, 28	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779056	Rand View, 29	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717067	Paddock Wood, 31	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717068	Thurnholme, 32	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
767419	37	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717051	Crystal Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760276	Mands	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715989	Swan Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717064	The Sanctuary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715990	The Willows	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
777502	Thurne View	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

Clink Lane, Sea Palling

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

The Marrams, Sea Palling

718116	Blackthorns	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718109	Peddlers Peace	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718097	Sunnyside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718094	The Halt	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN

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

Waxham Road, Sea Palling

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

Moor Road, Sutton

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

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

Church Road, Waxham

786509	Bide A Wee	Church Road, Waxham, Norwich, Norfolk	NR12 0DY
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**North Norfolk District Council's
Council Tax
Discretionary Reduction
(Hardship Relief) Policy**

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1. Purpose of Policy Document

1.1 This policy sets out the Council's approach to the awarding of discretionary reductions in respect of Council Tax liability. It has been designed to ensure that all customers making an application for a reduction are treated in a fair, consistent and equal manner.

1.2 This policy has been written to:

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

2. Council Tax Discretionary Reduction Policy

2.1 Introduction

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

2.2 Legislation

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

2.3 North Norfolk District Councils Policy

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

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

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

2.4 Criteria

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

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

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

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

- At the end of a financial year
- There is a change of liable person.
- The Council Taxpayer enters any form of formal insolvency.
- The Council Taxpayer's financial circumstances significantly change.
- At the end of any fixed period notified to the Council Taxpayer at the time of the award

2.5 The Application

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

North Norfolk District
Holt Road
Cromer
Norfolk
NR27 9EN

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

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

2.6. The Decision-Making Process

2.6.1 Upon receipt of a signed application and all supporting documentation /information a standard decision-making process will be followed:

- Initial applications will be checked by Revenues Team Leaders within 28 days of receipt of a signed application to ensure all supporting information / evidence has been included.

- Cases will then be forwarded to the Revenues Manager and the case presented at the next available panel hearing, and a decision made by the representatives attending the hearing.
- Once a decision has been approved the Council Taxpayer will be notified in writing of the decision within 28 days and revised Council Tax demand notices will be issued where applicable
- Whilst every effort will be made to meet the deadlines outlined above, failure by the Council to do so does not qualify the claimant for relief or any financial compensation.

2.7. Review of Decision

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

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

The Valuation Tribunals contact details are.

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

2.8 Recovery of a Discretionary reduction Award

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

2.9 Fraud

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

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

Coastwise – the North Norfolk Coastal Accelerator Programme	
Executive Summary	<p>The north Norfolk’ coast is vulnerable to climate accelerated coastal erosion. For decades it has been recognised that it is not technically, economically or environmentally viable to build and maintain erosion risk management structures along the whole coast. Over this period North Norfolk District Council and its communities have been at the forefront of coastal change management and have advocated the need to work together to seek to transition/adapt to the impacts of coastal change.</p> <p>North Norfolk was specifically selected by DEFRA in 2022 to receive funds to explore, develop and demonstrate coastal transition actions which prepare communities, infrastructure and government for coastal erosion. In August 2023 circa £15million was formally allocated by the Environment Agency through the Coastal Transition Accelerator Programme to NNDC. In North Norfolk this initiative is called ‘Coastwise’. This programme will seek to co-create Transition Plans and practical actions with communities and sectors from which learning can be transferred to other locations and shape future government approaches.</p> <p>Coastwise is formed of a multidisciplinary team and will instigate conversations with communities and sectors from Winter 2023.</p> <p>By March 2027, we will have delivered an integrated Strategic North Norfolk Transition Plan, and co-created community and sector Transition Plans from which there will be some practical actions identified and delivered; contributions to coastal transition research; capturing and sharing of transferable approaches and learning; identification of future funding and financing and sharing with government possible future options for consideration and adoption to enable coastal transition to become part of the Government’s national response to the climate/coastal erosion challenge.</p>
Options considered	This report provides an overview of Coastwise, the North Norfolk Coastal Transition Accelerator Programme.
Consultation(s)	This report has undergone consultations with Portfolio Holder, Director, Section 151 Officer, Monitoring Officer and Communications.
Recommendations	That Overview and Scrutiny endorses the delivery of Coastwise.
Reasons for recommendations	That Overview and Scrutiny consider Coastwise, progress to date, and an opportunity to feedback constructive comments/input that may strengthen programme benefits and delivery.

Background papers	<ul style="list-style-type: none"> • Cabinet Report 3rd January 2023
	<ul style="list-style-type: none"> • North Norfolk Coastal Transition Accelerator Programme Outline Business Case

Wards affected	Coastal, Sheringham South, Sheringham North, Beeston Regis and the Runtons, Cromer Town, Suffield Park, Poppyland, Roughton, Mundesley, Bacton, Happisburgh
Cabinet member(s)	Cllr. H. Blathwayt – Coastal Portfolio Holder. Note that Coastwise is a cross authority project which will seek to integrate coastal transitioning into council wide operations.
Contact Officer	Rob Goodliffe, Coastal Transition Manager – Rob.Goodliffe@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<p><i>Our Greener Future We will continue our work to create a cleaner, greener and zero-carbon future for North Norfolk</i></p> <ul style="list-style-type: none"> • Protect and Transition our Coastal Environments <ul style="list-style-type: none"> ○ Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses. • Continue our journey to Net Zero <ul style="list-style-type: none"> ○ Continuing our own annual emissions reductions to reach Net Zero by 2030. ○ Introducing significant new projects which deliver on our Net Zero ambitions
Medium Term Financial Strategy (MTFS)	Not applicable
Council Policies & Strategies	<ul style="list-style-type: none"> • Shoreline Management Plan 6 (Kelling Hard to Lowestoft Ness) • Local Plan • Coastal Adaptation Supplementary Planning Document (Draft) • Net Zero Strategy • Community Engagement Strategy

Corporate Governance:	
Is this a key decision	No

Has the public interest test been applied	This report is exempt as there are no confidential appendices.
Details of any previous decision(s) on this matter	<p>Cabinet 3rd January 2023</p> <p>March 29th 2023 Delegated authority for submission of Outline Business Case</p> <p>May 24th 2023 Corporate Leadership decision to recruit the Coastwise Team</p> <p>August 22nd 2023 Corporate Leadership delegated decision to progress initial support package</p>

1. Purpose of the report

The purpose of this report is to:

1. Raise awareness of Coastwise, as an essential programme to assist with preparing North Norfolk for climate enhanced coastal erosion.
2. To enable Overview and Scrutiny to provide constructive comments/input that may strengthen programme benefits and delivery.

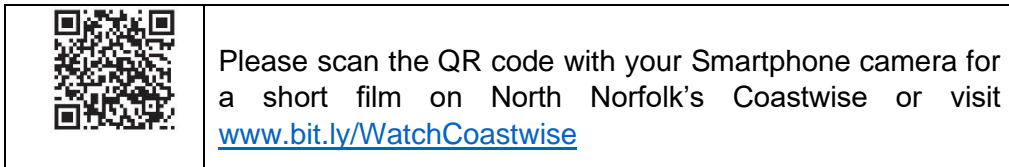
2. Introduction

2.1 The North Norfolk coast, due to its soft erodible cliffs and natural coastal processes, has some of the most rapidly eroding coastline in Europe. The rates of erosion are expected to accelerate due to climate change, particularly in response to increased storminess, intense rainfall and sea level rise. Coupled with aging erosion risk management assets and a long-term trend of falling beach levels, many homes, businesses and infrastructure along the 21 miles of the cliffed North Norfolk coast are at risk from erosion. Please see Appendix A which outlines the key challenges and erosion risk in North Norfolk.

2.2 The current 'business as usual' for preparing and supporting communities, the environment and infrastructure for coastal erosion transition, is limited. North Norfolk is one of the leading local authorities in this sector, but still at best nationally coastal transition includes:

- Information – Shoreline Management Plan, risk maps, web resources.
- Planning policies – Rollback/relocation and Coastal Change Management Area
- Coastal Erosion Assistance Grant - Some residential properties are eligible, businesses are not
- Demolition assistance/advice
- Housing advice
- Guidance - when resources are available.
- Delivery of transition initiatives when external funds are available
- Variable erosion risk information in property transfer processes
- Variable public awareness and understanding of erosion and climate change enhanced erosion risk
- Limited public understanding of non-statutory function of government in managing erosion risk and individual responsibilities.

- 2.3 Coastwise, part of the national Coastal Transition Accelerator Programme, presents an opportunity to explore, develop, demonstrate and share how the current business as usual' can be transformed to ensure coastal communities are prepared for the challenges posed by climate accelerated coastal erosion.



3. National Coastal Transition Accelerator Programme

- 3.1 The Coastal Transition Accelerator Programme (CTAP) is part of the Government's £200 million flood and coast innovation programme. North Norfolk District Council is one of only two English coastal authorities to have been selected to receive part of a £36 million investment from 2022-2027 to explore innovative approaches of adapting to the effects of coastal erosion. The other selected Council is East Riding of Yorkshire.

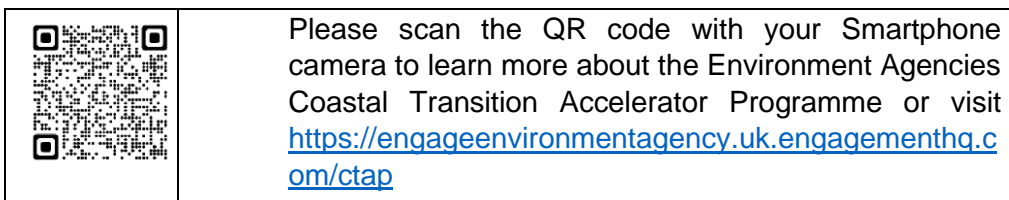
- 3.2 The national objectives of CTAP are to:

- Develop Strategic Transition Plans
- Capture evidence, tools and learning
- Test and demonstrate practical actions
- Share learning and transferability
- Embed learning and approaches in FCERM policy and investment decision and local policy

Eligible actions for funding include:

- Asset and property rollback
- Infrastructure solutions
- Repurposing land and assets
- Community and business preparedness
- Sustainable development through planning policies
- Sustainable transition funding and finance

- 3.3 Traditional coastal risk management structures/approaches, compensation for erosion losses and normal local authority functions are excluded.



3.4 Coastwise – North Norfolk's CTAP

- 3.5 The North Norfolk CTAP is known locally as 'Coastwise'.

3.6 North Norfolk District Council submitted an Outline Business Case to the Environment Agency to secure CTAP funding at the end of March 2023. The proposal has been through the Environment Agencies Large Project Review Group for assurance. NNDC received confirmation of Outline Business Case approval on 2nd August 2023. The executive summary of the Outline Business Case is included in Appendix B, the full document and appendices is a substantial suite of documents and is available to O&S on request.

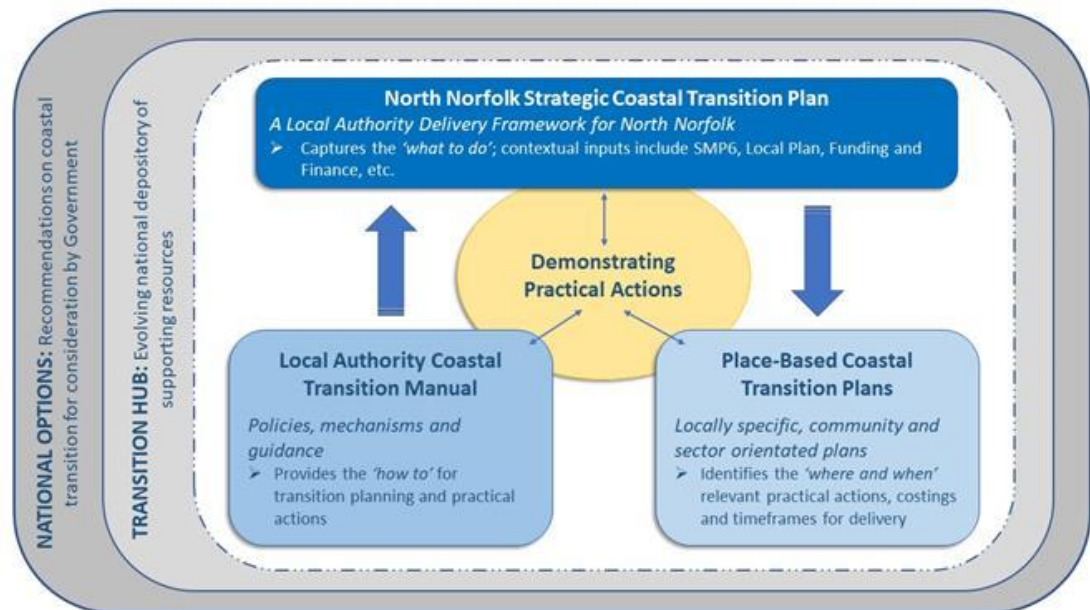
3.7 In total, the approved Capital and Revenue Budget for this programme is £15 million, which is to be funded by the Environment Agency funding alongside direct DEFRA contributions. Full Council approved the Capital and Revenue Budget on 20/9/2023.

3.8 **Coastwise Outputs**

3.9 Coastwise will produce five key outputs between 2023 and 2027:

1. **A North Norfolk Strategic Coastal Transition Plan.** Through the cocreation of local transition, the plan will by its nature be embedded in strategic and local initiatives. By project end, the plan will have become an evolving delivery framework for preparing local communities, individuals, businesses, and infrastructure providers for transition.
2. Development and delivery of **Innovative Practical Actions** and support options which are tested and evaluated. Opportunities will be identified, developed and tested for initial practical transition activities to meet some of the immediate needs posed by local coastal change.
3. A **Coastal Transition Manual**, defining a recommended methodology and approach to support the development of strategic, place-based and sector transition sub-plans. The manual will be aligned with strategic plans and local policy/frameworks, which facilitate the delivery of transition through Local Authority governance and operations structures.
4. **National Coastal Transition Hub.** The Coastwise will systematically document, evaluate and share the evidence and learning developed through a range of engagement materials to inform approaches to coastal erosion risk management and local development planning in future and in other locations. This could progress to become a wider 'hub' acting as a central resource for the sharing of transition information and knowledge, supported by or incorporated with the proposed Flood and Coastal Innovation Fund Knowledge Hub.
5. **National Options for Transition.** The North Norfolk CTAP will generate National Options for Coastal Transition for consideration of government. This could include proposals for the embedding of learning and approaches in existing FCERM policy and investment decision-making, innovations in funding and financing transition as well as local-development planning policies.

3.10 **Diagram 1. Below illustrates synergies between the Coastwise outputs.**



3.11 Coastwise Outcomes

3.12 The aspiration is to achieve three key outcomes, following completion of the project:

1. **Prepared and more resilient communities.** Communities in North Norfolk feel that they have a more sustainable future and they know how to seek support which will enable them to begin to transition away from risk.
2. **Supported, resourced and prepared local governance.** NNDC has sufficient resource and capability to appraise, seek funding, facilitate and deliver effective adaptation and transition options with its communities.
3. **Informed national and local policy, strategies, plans and processes for coastal management.** Using our practical experiences, evidence base, gap analysis and evaluation process to inform future development of local and national policy, strategies and processes for the sustainable management of coastal transition.

3.13 Coastwise Work Packages and Themes

3.14 The following 5 work packages will be delivered to achieve the outputs and objectives. As this is an innovation programme, there is scope to adjust and amend activities within the principles of CTAP and budget.

Transition Plans and Approach

- Defining transition plans.
- Consolidating existing transition knowledge.
- Research and Development identification and commissioning.

People and Place Preparedness

- Baselining of data, understanding and evidence to underpin involvement, development, decision making and evaluation.

- Working together by sector, topic and place to explore and co-create transition plans and practical actions.
- Enhancing coastal literacy.

Practical Actions and Support

- Initial short term erosion risk support.
- Securing land for transition.
- Practical Actions/taking forward Transition Plan actions.
- Improving local and national transition approaches.

Funding and Finance

- Exploring sustainable funding and finance options and mechanisms for coastal transition.
- Implementing funding and finance approaches.

Programme Management and Governance

- Delivering Net Zero.
- Programme management and governance. ?
- Recruitment and resourcing.
- Communications and Engagement.
- Monitoring, Evidence and Learning.

3.15 Cross cutting all work packages are four themes that will as set out below.

Diagram 2. Coastwise Work Packages and Themes



3.16 **Policy development** – Identifying where policy, strategies plans and legislation supports or creates challenges for transition alongside options for improvement.

3.17 **Stakeholder engagement** – Ensuring involvement of stakeholders is integral to all aspects of the programme and different approaches are appraised.

Stakeholders could include a local community, individual at risk, asset owner, business, research body, local government team, policy makers etc.

3.18 **Evidence and Learning** – Developing data and evidence to support policy development and decision making as well as knowledge and learning to be disseminated to assist wider transition.

3.19 **Net Zero** - Carbon emissions are a critical factor in the acceleration of coastal change. The ambition is to deliver a Net Zero Coastwise programme, this is ambitious and project processes and systems will need to be developed and incorporated, which will be new to NNDC and to coastal transition (which is also developing). There will be significant opportunities for learning which will be shared with the flood and coast sector, whilst also supporting NNDC's strategy and approach to move to net zero.

4. **Progress**

4.1 **Outline Business Case**

4.2 Since appointment of the Coastal Transition Manager in Autumn 2022, the required Outline Business Case (OBC) was developed and submitted before the March 31st deadline set by the Environment Agency (EA). OBC's are required for all Flood and Coastal Erosion Risk Management funded schemes to formally secure funding. This programme is unusual in that it is seeking to innovate and progress with Coastal Transition, which has not historically been funded via these processes. Further guidance was provided by the EA as to their expectations of the OBC.

4.3 The OBC was submitted to the EA Large Project Review Group assurance process and only a small number of queries were raised. Notable queries related to the economic assessments completed for transition. As coastal transition has not previously been considered for funding, such queries were to be expected. As such Coastwise, as part of CTAP, will contribute to the future economic assessment approach.

4.4 NNDC received confirmation of formal approval of the OBC, therefore the full £15M funding, on 2 August 2023.

4.5 **Recruitment**

4.6 In order to deliver the programme it is necessary to recruit a focused team. The team will seek to work with wider NNDC teams and partners in order to effectively develop and deliver the programme objectives, but to also integrate coastal transition into the operation of the Council. Coastwise also seeks to build capacity in the coastal management sector through the development of expertise, skills and knowledge.

4.7 Coastwise roles, which will be funded from government grant, will be fixed term until the end March 2027. They include:

- Coastal Transition Manager – in post
- Senior Researcher – in post, seconded from UEA
- Coastal Transition Place Maker – start date January 2024

- Coastal Transition Community Facilitator – in post and started 31st October 2023
 - Coastal Transition Programme Assistant – in post and started 16th October 2023
 - Coastal Transition Planning and Policy Lead – under recruitment
- 4.8 Should any further roles be identified, business cases will be prepared for approvals as appropriate.
- 4.9 A further role of Coastal Transition Funding and Financing Advisor is hosted by the national Environment Agency Planning and Coast Team and funded through the NNDC and East Riding of Yorkshire CTAP programmes to deliver a joint Funding and Finance work package.
- 4.10 Coastwise is also supported by an Environment Agency Senior Advisor.
- 4.11 **Communications and Engagement**
- 4.12 As the North Norfolk Coastal Transition Accelerator Programme developed it was identified that shorter local programme title would be beneficial to support local conversations. Working with the NNDC Communications teams and following discussions with the EA CTAP team and East Riding, it was agreed that each local programme would have a name and logo. North Norfolk CTAP is known locally as Coastwise and branding is being developed to complement communications.
- 4.13 An initial strategic Communications and Engagement Plan was developed as part of the OBC and this is now being taken forward into a deliverable approach with the Communication Team.
- 4.14 Coastwise officers have worked with the NNDC Communications Team to develop initial communications materials, including web page and short explanatory films. Over time these resources will develop and expand. Coastwise also featured on the Regional Flood and Coast Committee stand at the Royal Norfolk Show and East Anglian Coast and Estuaries Conference.
- 4.15 **Programme & Governance**
- 4.16 Programme and governance arrangements have been put into place as per the NNDC Project Management Guidelines. A Programme Board has been inaugurated to provide oversight with reporting to the Cabinet Working Group. A Senior Officer Steering Group and external Critical Friends group have been established to provide programme support, local and national links to relevant initiatives and strategies and to provide broader creative input. As the programme develops, an initial session with the Youth Council was undertaken and will be explored further to ensure valuable youth input.
- 4.17 The programme is required to develop and trial coastal transition approaches that are transferable to other local authorities and Risk Management Authorities. As such it will be necessary to work with EROY and the EA in developing dissemination and collaborative opportunities.
- 4.18 **Initial Grants Package**

Cabinet approved the concept of an initial support package to enable Coastwise to work with those most at risk and to be able to offer levels of assistance where it is needed. A process, procedure and administration has been developed for support A, B and C below.

A - Professional Services - Support for provision of professional services such as legal, land agent, architect, planning agent to support actions such as investigating rollback. There would be the opportunity to keep the criteria 'open' as to not preclude good actions that may be arise.. This support will target and respond to those individuals or business at erosion risk. Support for individuals would be assessed on need and merit.

B - Practical Actions - Support could include moving services at risk which would reduce the life of a property, small scale refurbishment to improve quality of life in the short term, building improvements to reduce visual 'blight', removal of garden structures at risk etc. This support will target and respond to those individuals or business at erosion risk.

Each individual support would be assessed on need and merit. Where needs are identified, NNDC would utilise a surveyor (or similar skill base) to work with the owner to make an assessment, provide options, costs etc. Coastwise can then assess and either provide funds to complete the work or, if it is appropriate, arrange and deliver the work ourselves.

C - Community support - Targeted support that is identified through community conversations which may include (but not limited to) investigating local coastal erosion related issues or for practical assistance such as moving or supporting the transition of community assets.

- 4.19 This support will target and respond to those individuals, communities or businesses at erosion risk needs. The administration will be through the Coastwise team and applicants will be identified through conversations within communities and with those at risk from erosion. The administrative process provides a transparent and auditable approach that can be amended, varied as required. It is transferable to other localities and as such meets the wider objectives of CTAP.
- 4.20 Further support could be investigated to be delivered under the existing **Arts and Culture Fund**. It is proposed to add additional criteria to seek to support proposals that raise understanding and awareness of coastal erosion on the North Norfolk coast supporting the coastal literacy aspects of the project. Proposals could be managed through the Arts and Culture fund process with Coastwise consulted/involved in the grant approval process.
- 4.21 The first support was issued in September 2023 to Happisburgh Parish Council to assist with funding professional services to take forward investigations to enable a planning application for the replacement of a public beach car park to move forwards.
- 4.22 **Research and Development**
- 4.23 There is a significant amount of academic and sector interest in CTAP and Coastwise alongside a broader increased awareness and increasing opportunities for research in climate, coastal change preparedness and related

fields. Coastwise has engaged with research proposals from keeping abreast of emerging work, inputting and guiding proposals, supporting proposals and providing seed funding to establish research action.

4.24 A research and development schedule has been developed as part of the programme documentation and opportunities that can be taken forward and support the objectives of Coastwise will be considered. The developing Research and Development schedule can be made available to Overview and Scrutiny on request.

4.25 The programme enables Coastwise to take forward research into areas which will assist the overall aims of CTAP, e.g. gaps in coastal transition knowledge and will also support the wider community transition objectives. As such an approach to propagating supporting research is being considered which may then be able to unlock further funding opportunities.

4.26 **Other**

4.27 Numerous other areas are under development to support Coastwise activities and delivery, a few are noted below:

- Development of Monitoring, Evidence and Learning approach to Coastwise to enable capturing of learning to benefit programme development, future NNDC projects, EA programme, transferability of transition approaches, programme outputs and future government approaches.
- Input into DEFRA CTAP evaluation.
- Investigation of opportunities to utilise and develop further the Environment Agency [Readiness Assessment](#) technique to gain insights into council, partner and community level of readiness to transition.
- Utilisation of the [Social Value Engine](#) to gain insights and metrics into wider benefits as activities are developed and delivered.
- Baselining of international Transition Plan approaches and learning.
- Baselining and consolidation into one place coastal transition/adaptation case studies and knowledge.
- Baselining of current coastal literacy materials and coastal visualisation.
- Baselining of data and information on the North Norfolk Coast, including population, property and economic data.
- Baselining legislative responsibilities, liabilities and options for coastal risk and transition.
- Development of approach to explore coastal Sediment Valuation with regards to Flood and Coast Erosion Risk Management economic assessment valuations and nature based solutions.
- Input into discussions regarding the development of coastal Environmental Land Management Scheme options.
- Carbon baseline of current coastal transition business as usual.
- Identifying programme processes and opportunities to minimise carbon, and calculate carbon in programme processes.
- Identifying ways to meet net zero as a programme including offsetting opportunities.
- Understanding risk profile of updated National Coastal Erosion Risk Mapping (once available from the Environment Agency).

- Development of innovative CTAP funding stream contingency financial approach to assist with managing and lowering risks with grant claim/contingency funding management.
- Discussions with planning policy and development control regarding possible opportunities and approaches to rollback and replacement of at-risk homes and assets.
- Discussion with NNDC teams to seek to understand areas where codelivery and benefits can be realised.

4.28 **Next Steps**

4.29 Key next steps are outlined below:

- Complete recruitment and onboard team.
- Begin conversations with coastal communities, sectors and individuals.
- Complete baselining to help shape the way forward.
- Seek opportunities to deliver short term actions to deliver transition and to generate learning.
- Develop youth and community governance arrangements.
- Test and implement ongoing monitoring, evidence and learning.

5. **Corporate Priorities**

5.1 Coastwise contributes to the following aspects of the Corporate Plan published on 29th June 2023.

Our Greener Future We will continue our work to create a cleaner, greener and zero-carbon future for North Norfolk

- Protect and Transition our Coastal Environments • Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses.
- Continue our journey to Net Zero • Continuing our own annual emissions reductions to reach Net Zero by 2030 • Introducing significant new projects which deliver on our Net Zero ambitions

6. **Financial and Resource Implications**

6.1 Coastwise is funded by direct DEFRA revenue and capital grant and Environment Agency capital Grant in Aid.

6.2 Defra funds are administered via a capital (£1,000,000) and a revenue (£405,000) Memorandum of Understanding, setting out the fund conditions and activity schedule. To date funds have been rolled forward over the financial year. The funds have already been received by NNDC, being utilised in the development of the OBC and resourcing with remaining funds allocated to activities in the delivery of the programme.

6.3 The largest proportion of funding is through Environment Agency Grant in Aid, totalling over the programme period to 31 March 2027, £13,595,000.

6.4 Table 3. below details the indicative income, note the programme total has been rounded up to £15,000,000.

Table3. Indicative grant income over programme period

Income streams £m	22/23	23/24	24/25	25/26	26/27	Total
Grant in aid	0	0	4,022,421	3,116,684	1,700,361	8,839,466
EA Contingency	0	0	1,958,715	2,032,652	764,081	4,755,448
EA Grant in aid including contingency	0	0	5,981,136	5,149,336	2,464,442	13,594,914
DEFRA Contribution	1,405,000	0	0	0	0	1,405,000

- 6.5 All direct staffing costs will be funded by the grants. This includes normal oncosts (NI, pension etc.) and supplemented with 5% back office charges. Where wider teams directly deliver programme activities, it is normal to capitalize these costs to the programme.

Comments from the S151 Officer:

Expenditure on this project must be contained within the funding allocated for it as there are no other sources of funding available to the Council at this time.

7. Legal Implications

- 7.1 No specific legal implications arise from the report. Coastwise will seek to understand the existing legislative provision with regards to coastal responsibilities, liabilities and options to assist with shaping opportunities, learning and outputs.

7.2

Comments from the Monitoring Officer

This report has been shared with the Monitoring Officer and some contribution made. Whilst no specific legal implications are raised within the report, we are available to liaise with in the event of any queries.

8. Risks

- 8.1 A Programme risk register has been produced as part of the Outline Business Case and this has been adopted as the Programme Risk log. The key risks identified have been set out in a table below. The Programme board have strategic oversight of the risk and risk workshops are planned with the board to update risk profiles, identify additional risk and to ensure risks mitigation is progressed.

- 8.2 It should however be noted that as this programme seeks innovation, risks will need to be taken and there is an expectation that elements of the activities taken forward may not deliver the anticipated outcomes.

8.3 Key risks identified through OBC development and via workshops and scored as per the NNDC Project Management Risk matrix are outline below:

Issue No	Significant Risk/Issue Description	Mitigation actions	Mitigated Risk Score
1	Meeting programme financial projections - Unable to spend allocated funds in projected years resulting in loss of funding	<ul style="list-style-type: none"> • Ongoing and timely discussions and updates with EA • Ongoing monitoring of financial forecast and programme 	12
2	Land availability - Land required to deliver the scheme is not available or suitable	<ul style="list-style-type: none"> • Seek to understand legal routes to access land that is otherwise unavailable. • be open minded about sites etc. • Work with communities to identify land opportunities • Early engagement with planning team on suitability 	12
3	Consenting timescales - With Environmental assessments etc. consenting timescales for activities could be significant and impact on delivery within the programme period	<ul style="list-style-type: none"> • Early identification of sites/actions • Work with statutory bodies to minimise delays Seek • consultant support 	12
4	Changes in government direction on adaptation - National priorities on transition / adaptation / resilience may change impacting current/future funding	<ul style="list-style-type: none"> • Monitor political climate • Seek to progress and deliver 	12
5	Nutrient neutrality -	<ul style="list-style-type: none"> • Keep under review 	12

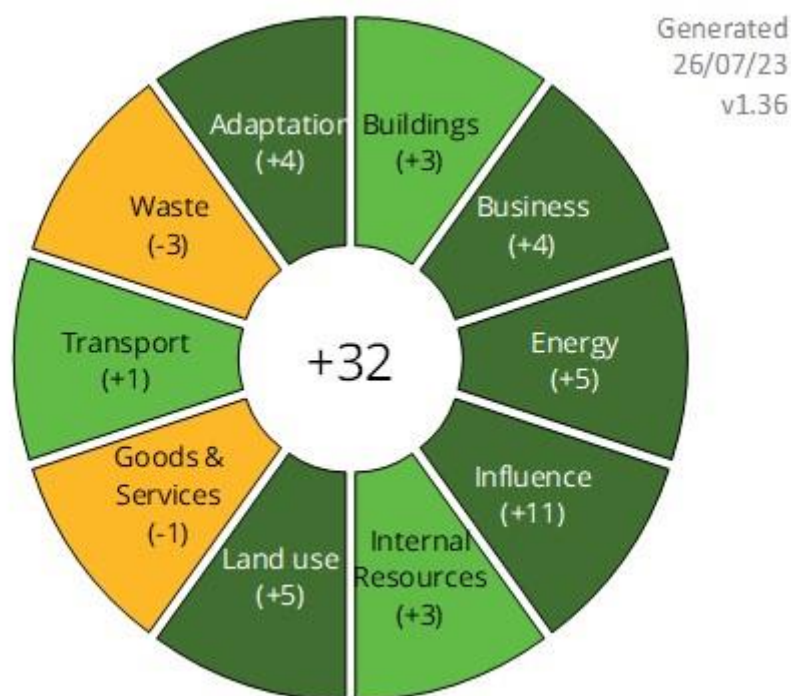
9. Net ZeroTarget

9.1 Coastwise embraces the principles of the NNDC Net Zero 2030 Strategy.

9.2 Climate change enhanced coastal erosion is a significant risk to the UK and will continue to occur North Norfolk. The extent of sea level rise and the consequential enhanced rates of erosion will depend on the rate carbon emissions are reduced across the globe and how global systems continue to respond to climatic changes.

- 9.3 NNDC has a role to play in reducing, mitigating and sequestering carbon. Coastwise has specifically identified Net Zero as a theme to cut across all the activities in the programme and it is recognized that in order to remove or reduce carbon, it must be considered from the inception of projects.
- 9.4 The following activities are proposed to be developed from which carbon management learning can be generated through Coastwise:
- Carbon baseline.
 - Carbon accounting.
 - Integration of carbon into programme and project decision making.
 - Carbon mitigation.
 - Carbon sequestration and offsetting opportunities.
- 9.5 The details of the practical actions and delivery will be developed through cocreation with communities and stakeholders, and as such the details have not been agreed and therefore a detailed carbon assessment is not yet possible. However, based on the aspirations of the adopted Outline Business Case a Climate Change Impact Assessment has been completed. This technique will be considered and incorporated into the development of carbon management of the programme moving forwards.

Diagram 3. Climate Change Impact Assessment wheel



- 9.6 It should be noted that the 'adaptation' score in the tool recognises that Coastwise is part of the journey to preparing for coastal transition and adaption. Following the programme and the anticipated future support of government for transition, adaption will continue and develop further.
- 9.7 There is an opportunity to learn as an organisation, project approaches and tools to carbon management which can then be adopted across the Council as well as shared with the Flood and Coastal Risk Management sector.

10. Equality, Diversity & Inclusion

- 10.1 An Equality Impact Assessment has been completed as part of the Outline Business Case process.
- 10.2 As the engagement with communities and co-created options develop, further equality, diversity and inclusion assessment will need to be considered.
- 10.3 Experiences of working in the field of coastal management is that some groups are well represented in discussion, but others are often not apparent. As such it has already been highlighted that Coastwise should seek to engage with younger people as they are often less well represented. This is specifically important as coastal change, enhanced by climate change will impact on the younger generation and future generations, and as such their insights and views are essential.

11. Community Safety issues

- 11.1 Coastal erosion is potentially a significant risk to community safety (and wellbeing). Coastwise will seek to better prepare individuals, communities, NNDC and government for the challenges and faced by coastal erosion.
- 11.2 It may become apparent that during discussions with communities and individuals that some may have other needs and Coastwise could signpost to other services. Discussions are underway with the Community Connectors team to ensure these opportunities and linkages can be integrated.

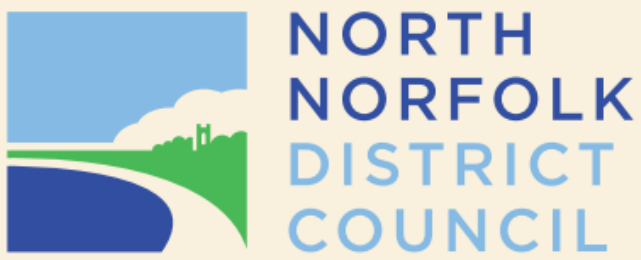
12. Conclusion and Recommendations

- 12.1 Coastal erosion is highly emotive and is a key risk to North Norfolk. We are not alone; this is the case nationally and for many coastal communities around the world. Realistically it is not an option to prevent the coast eroding in many places and where we try to, it will be an ongoing technical, economic and environmental challenge.
- 12.2 If we continue with the current 'business as usual', the impact of erosion will have many negative affects to many people and places. It is essential that like other climate enhanced challenges, we plan and prepare. The preparation for coastal transition will not be easy, but by working through the issues and discussing possible way forwards, we can all be better prepared and there may even be opportunities to enhance the coast via carbon offsetting, for example with the creation of new habitats
- 12.3 Coastwise provides an opportunity to explore how we may locally plan and prepare for coastal erosion and help shape the future national approach. To maximize this opportunity, it will take a commitment from people in North Norfolk, our council and government to work together, to push the boundaries of our own thinking and comfort and to carefully support others do the same.
- 12.4 Overview and Scrutiny are asked to endorse Coastwise, and to commit to provide timely and helpful constructive feedback so we may strengthen the programme and maximize on the benefits that can be delivered locally and for the nation.



Appendix A – Key Challenges

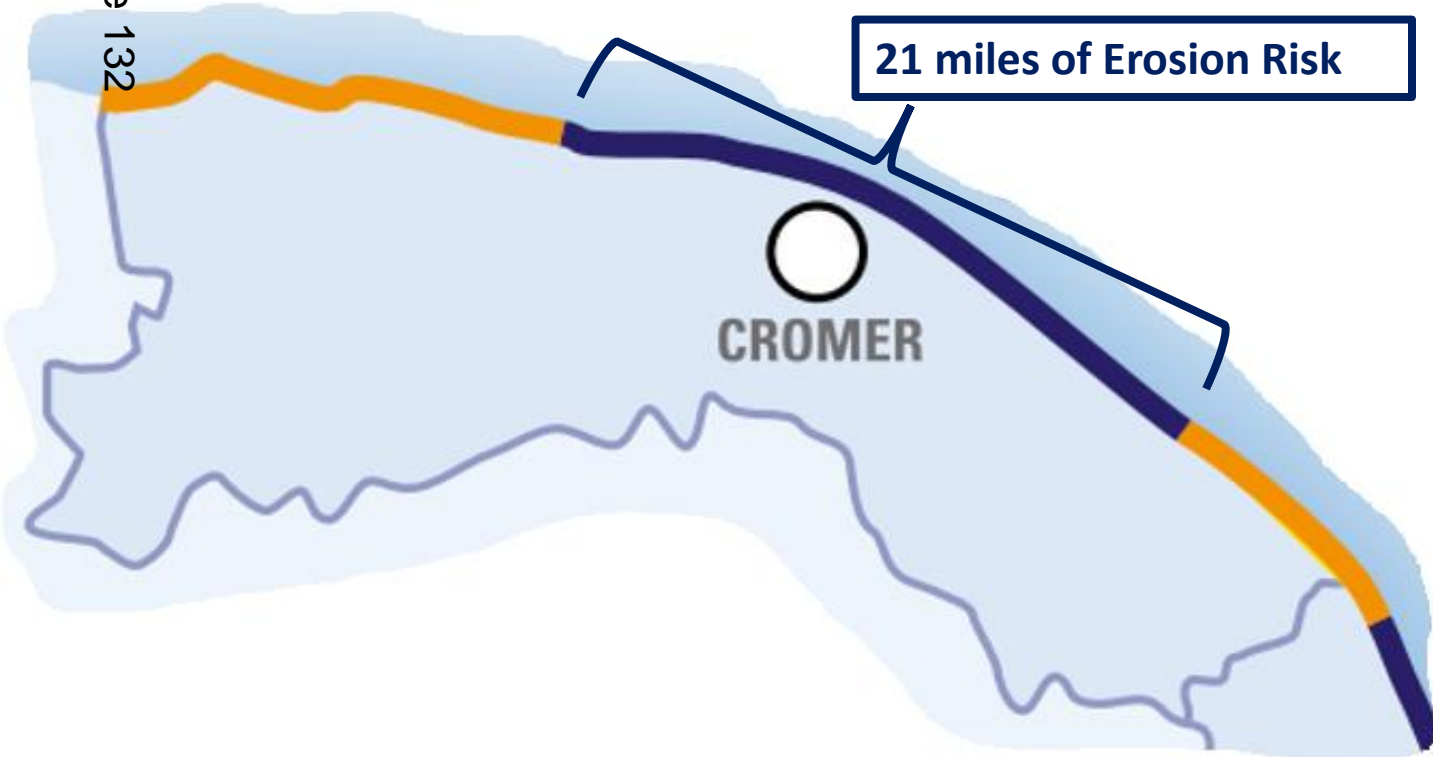
and Erosion Risk in North Norfolk



The Challenge



Page 132



The UK average temperature has
INCREASED
by **0.8 degrees**
since 1961–1990

By 2050 there could be
a **65%** chance of a summer
AS HOT
AS 2018

The UK has seen a **16 cm**
SEA LEVEL RISE since 1900

Summer temperatures
could be up to
7.4°C hotter
by 2050,
while winters could be up to
4.4°C hotter

By 2100 summer rainfall could
DECREASE
by up to **62%**

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There could be up to **59% more**
PRECIPITATION
in winters by 2050

In 2020 there are **5.2 million**
homes and businesses at risk of
FLOODING

Up to 1.15m
SEA LEVEL RISE
by 2100

Climate challenges

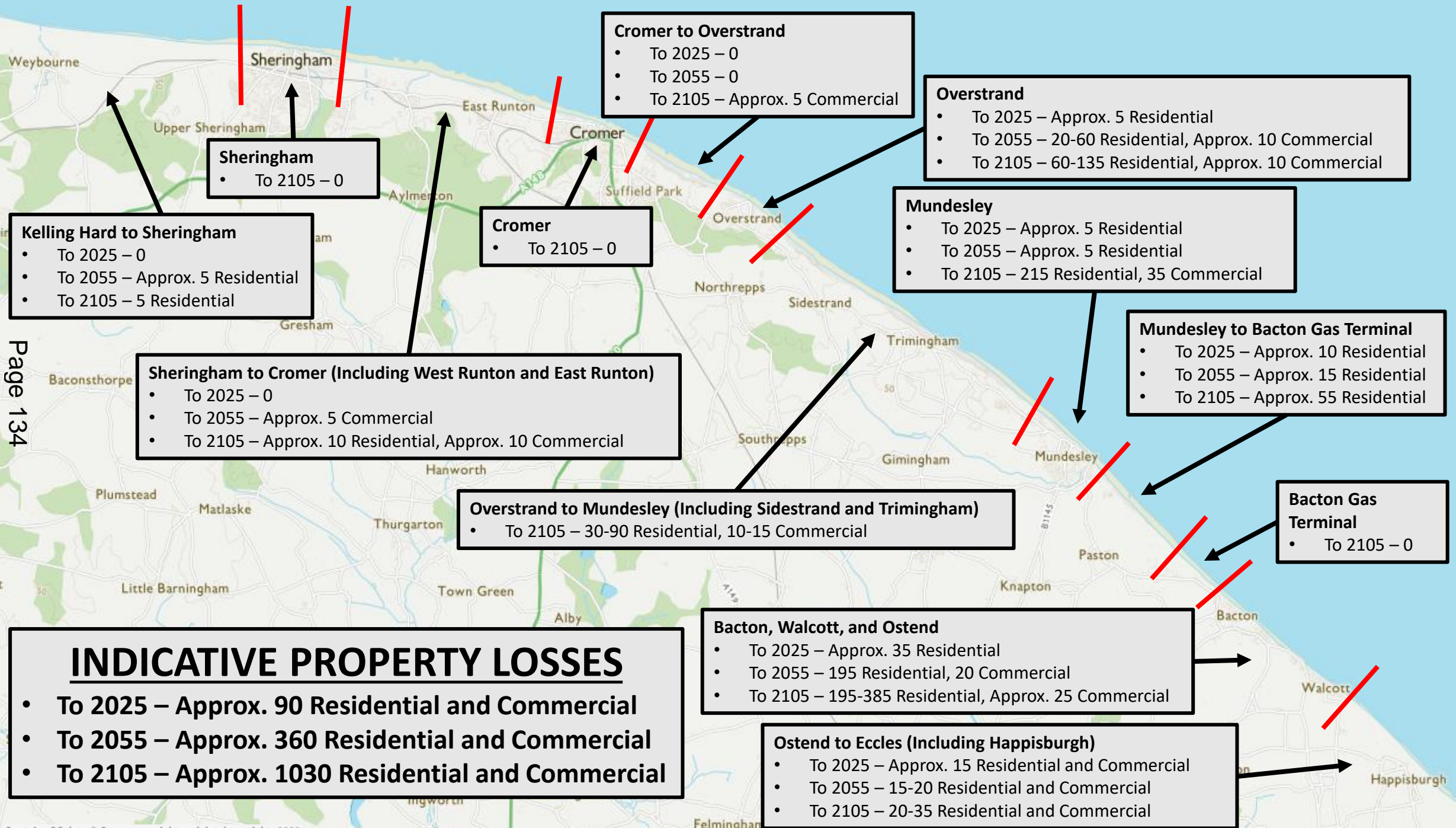


Deteriorating sea defences

Increasing coastal challenges



Reduction in beach volumes



INDICATIVE PROPERTY LOSSES

- To 2025 – Approx. 90 Residential and Commercial
- To 2055 – Approx. 360 Residential and Commercial
- To 2105 – Approx. 1030 Residential and Commercial



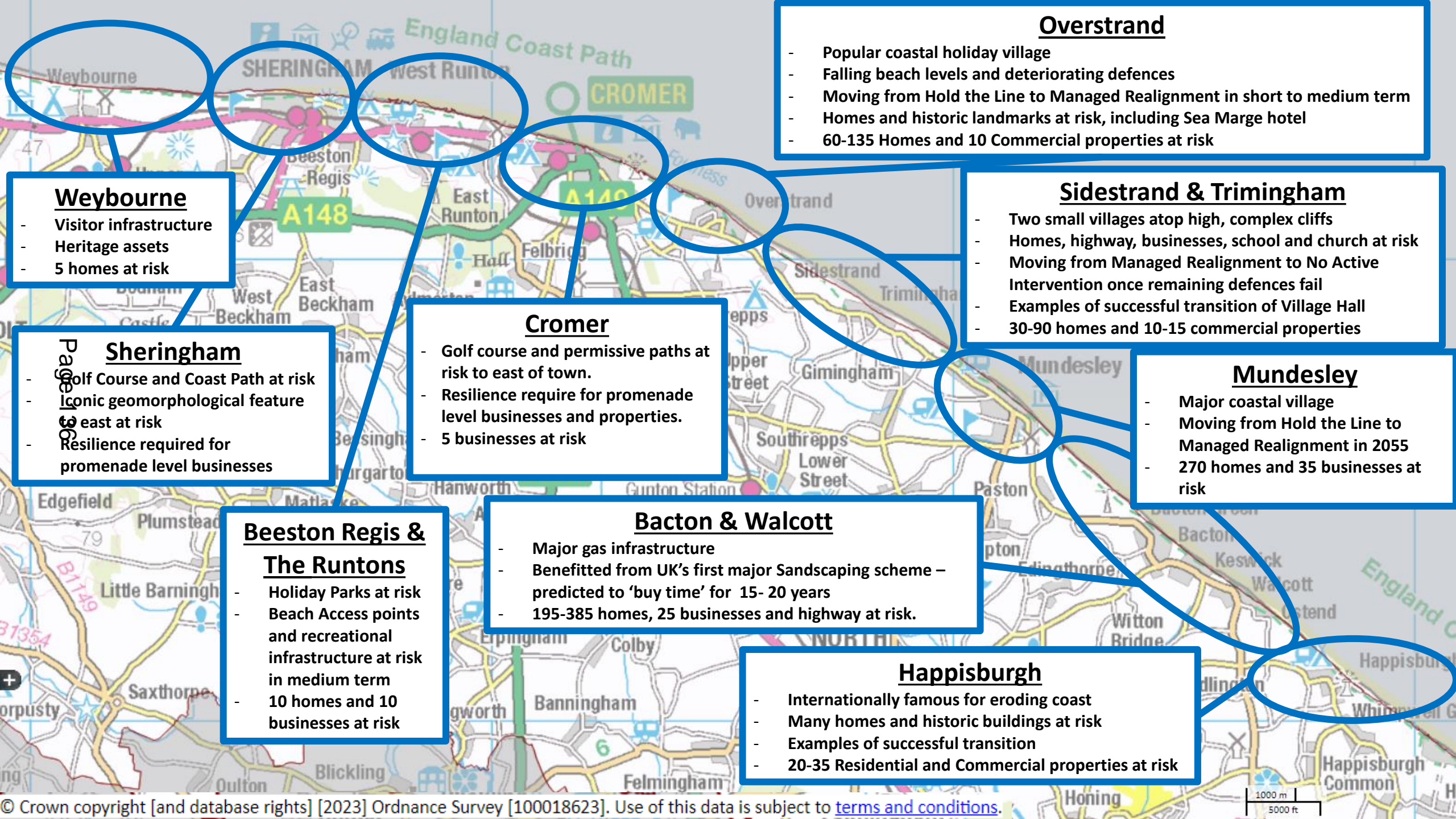
Page 135

Up to 2105, approximately
1030 residential and commercial
properties are predicted to be lost.



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Weybourne

- Visitor infrastructure
- Heritage assets
- 5 homes at risk

Sheringham

- Golf Course and Coast Path at risk
- Iconic geomorphological feature to east at risk
- Resilience required for promenade level businesses

Cromer

- Golf course and permissive paths at risk to east of town.
- Resilience require for promenade level businesses and properties.
- 5 businesses at risk

Beeston Regis & The Runtons

- Holiday Parks at risk
- Beach Access points and recreational infrastructure at risk in medium term
- 10 homes and 10 businesses at risk

Bacton & Walcott

- Major gas infrastructure
- Benefitted from UK's first major Sandscaping scheme – predicted to 'buy time' for 15- 20 years
- 195-385 homes, 25 businesses and highway at risk.

Happisburgh

- Internationally famous for eroding coast
- Many homes and historic buildings at risk
- Examples of successful transition
- 20-35 Residential and Commercial properties at risk

Overstrand

- Popular coastal holiday village
- Falling beach levels and deteriorating defences
- Moving from Hold the Line to Managed Realignment in short to medium term
- Homes and historic landmarks at risk, including Sea Marge hotel
- 60-135 Homes and 10 Commercial properties at risk

Sidestrand & Trimingham

- Two small villages atop high, complex cliffs
- Homes, highway, businesses, school and church at risk
- Moving from Managed Realignment to No Active Intervention once remaining defences fail
- Examples of successful transition of Village Hall
- 30-90 homes and 10-15 commercial properties

Mundesley

- Major coastal village
- Moving from Hold the Line to Managed Realignment in 2055
- 270 homes and 35 businesses at risk

Weybourne

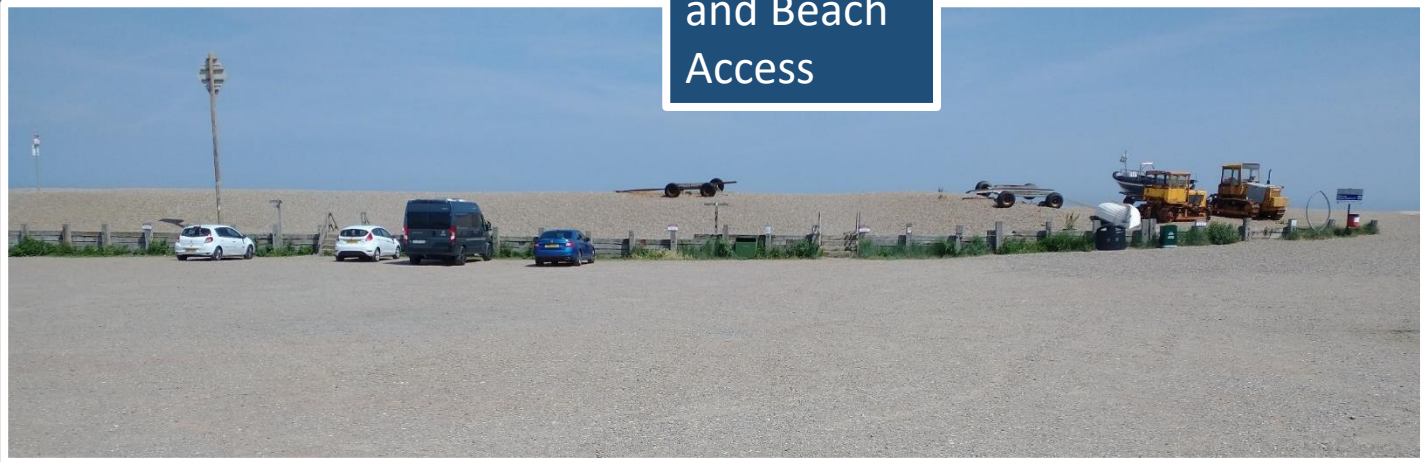
Approximate location of international telephone cable

England Coast Path

Homes

Car Park and Beach Access

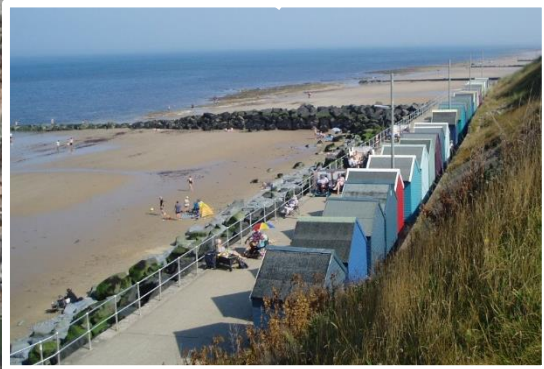
- Transition Needs:
- Beach Access needs to be maintained
 - Car park
 - 5 residential homes
 - Coast path realignment
 - Infrastructure maintenance



Sheringham

Golf Course

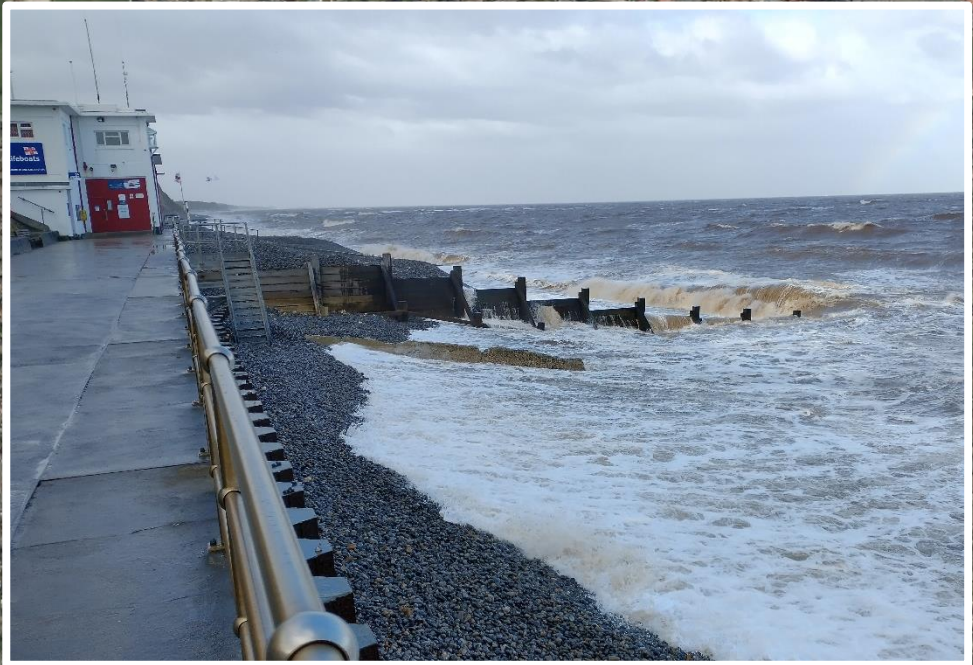
Lifeboat Station



Iconic landscape feature 'Beeston Bump'

England Coast Path

Transition Needs:
- Coast Path
- Golf course
- Prom level assets and businesses



Beeston and West Runton

Holiday
Parks

Car Park
and cafe

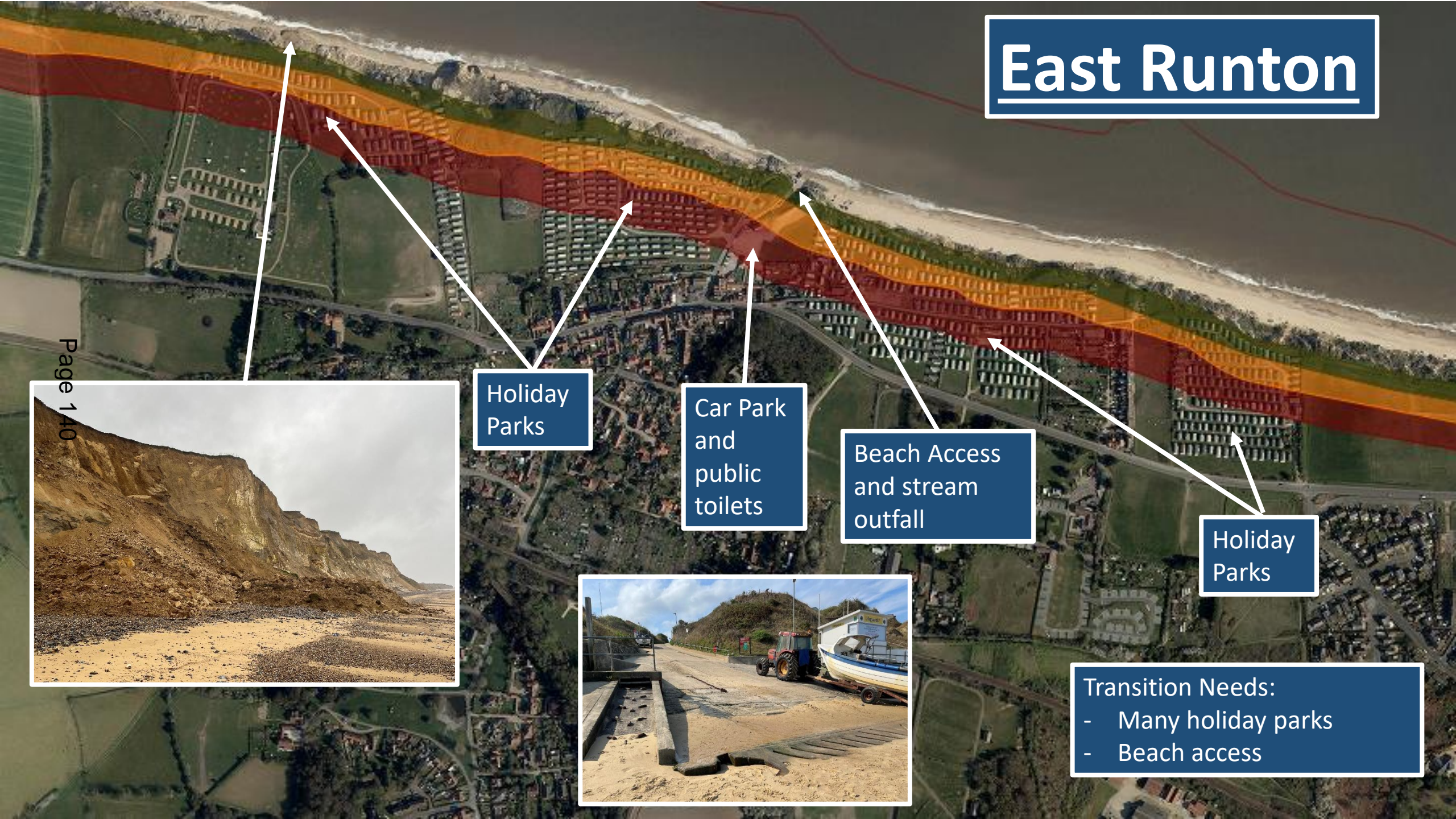
Beach
Access

England
Coast Path

Transition Needs:

- Holiday parks
- Community assets at risk – car park and beach access
- Cafe
- Coast Path

East Runton



Holiday Parks

Car Park and public toilets

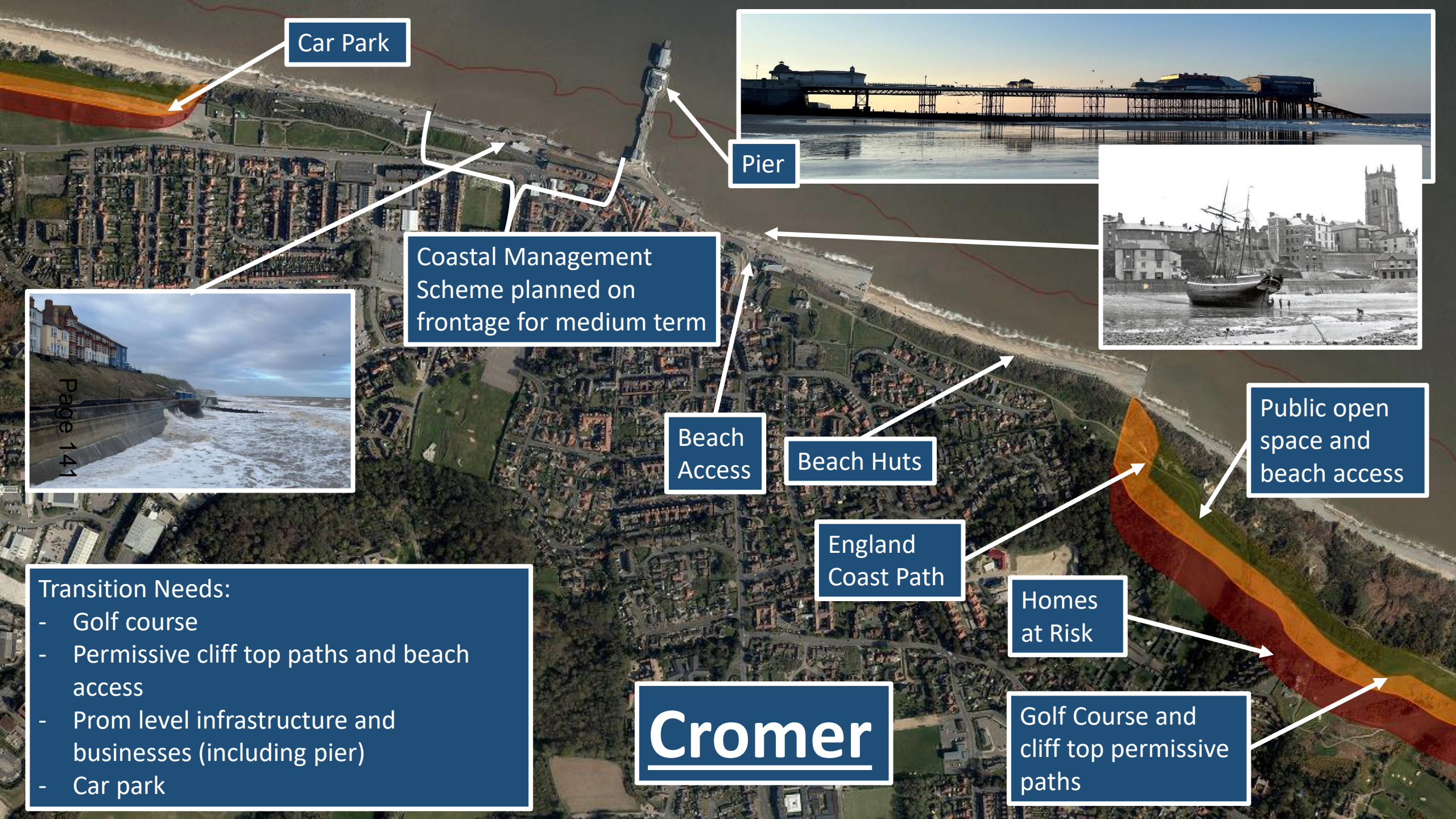
Beach Access and stream outfall

Holiday Parks

Transition Needs:

- Many holiday parks
- Beach access





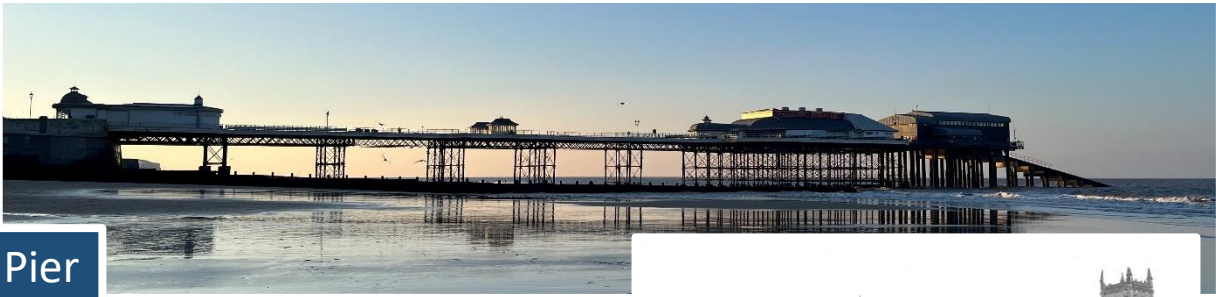
Car Park

Pier

Coastal Management Scheme planned on frontage for medium term



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Beach Access

Beach Huts

Public open space and beach access

England Coast Path

Homes at Risk

Golf Course and cliff top permissive paths

Transition Needs:
- Golf course
- Permissive cliff top paths and beach access
- Prom level infrastructure and businesses (including pier)
- Car park

Cromer

Overstrand

Moving from Hold the Line to Managed Realignment

Beach Access Ramps

Seawall and beach huts

Car park

Homes and businesses



Ruins of former hotel

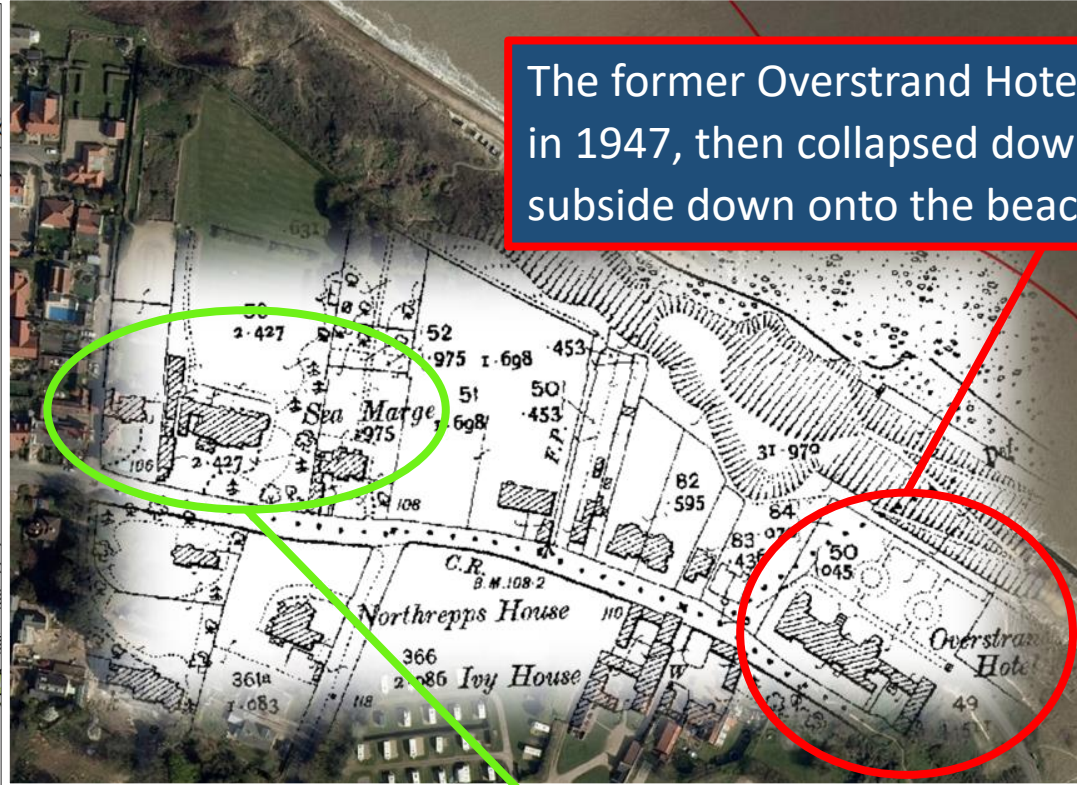
Beach Access Ramp

Sea Marge Hotel

- Transition Needs:
- 60-135 Residential properties at risk to 2105
 - Businesses – Sea Marge Hotel
 - Water infrastructure
 - Cliff failures
 - Deteriorating erosion risk management structures and beach
 - Beach accesses
 - Car park
 - Sewage pumping station



The former Overstrand Hotel, which first burnt down in 1947, then collapsed down the cliff, continues to subside down onto the beach access ramp



The Sea Marge Hotel – Transition Planning

- Historic permission for two storey bricks and mortar extension to rear of hotel
- Hotel is in Epoch 2 (indicative erosion up to 2055)
- Applied for permission to site seven movable lodges in grounds instead of extension.

This was seen as a pragmatic approach to the risk of coastal erosion and in line with an adaptation approach



Sidestrand



Homes

Agricultural Land at risk

School

Transition needs:

- School
- Agricultural land (opportunities?)
- Coast Path
- Residential Properties between Sidestrand and Trimingham

Replacement Church - 1881



Previous Church

Complex cliffs along North Norfolk Coast

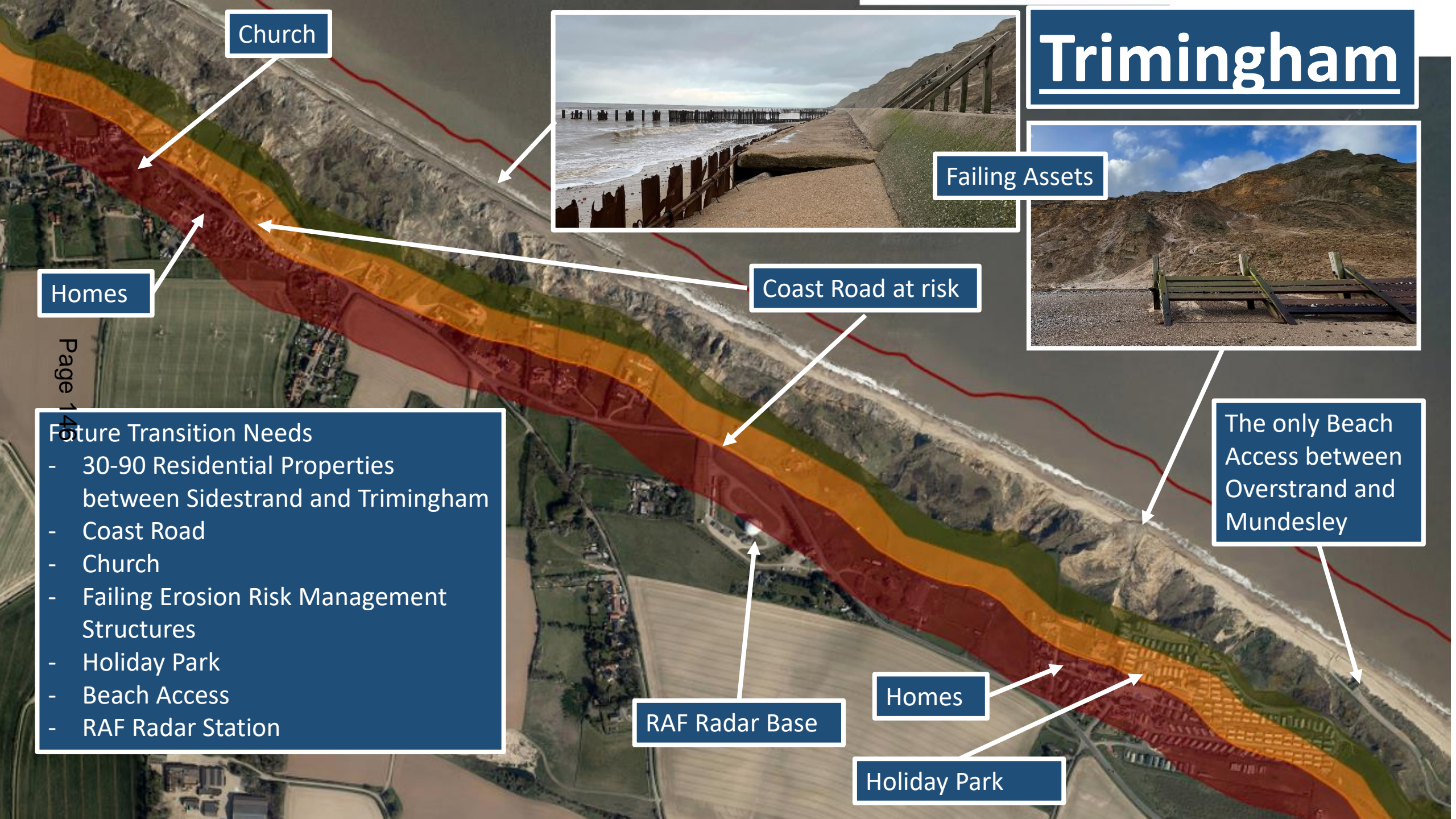


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A school, farmland and coast path impacted by coastal erosion at Sidestrand



Trimingham



Church



Failing Assets



Homes

Coast Road at risk

The only Beach Access between Overstrand and Mundesley

- Future Transition Needs
- 30-90 Residential Properties between Sidestrand and Trimingham
 - Coast Road
 - Church
 - Failing Erosion Risk Management Structures
 - Holiday Park
 - Beach Access
 - RAF Radar Station

RAF Radar Base

Homes

Holiday Park



Previous Transition measures:
- Village Hall relocated
- Properties privately rolled back



Mundesley

Holiday Park

Care home

Recent slip

Long-term moving from Hold the Line to Managed Realignment

Coastal Management Scheme planned along frontage for medium term



WW2 Gun Emplacement

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- Transition needs:
- Up to 215 Residential Properties at risk to 2105
 - Care Home
 - Car Parks
 - Beach access points
 - Cliff top path
 - WWII Heritage Asset
 - Businesses and Holiday Parks
 - Highways

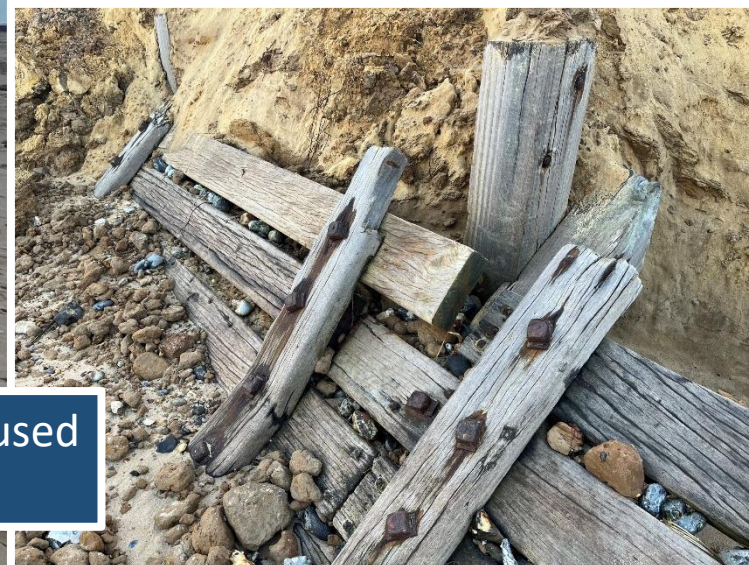
Church

Existing Seawall and beach huts

Properties at risk at Mundesley following a cliff slip on Hold the Line policy frontage



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Damage caused to defences

Bacton

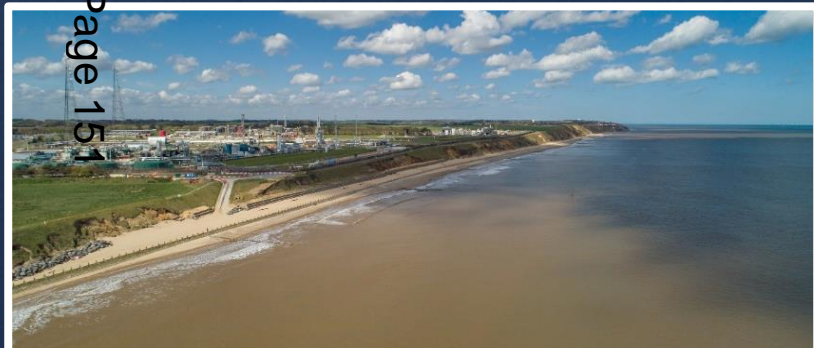
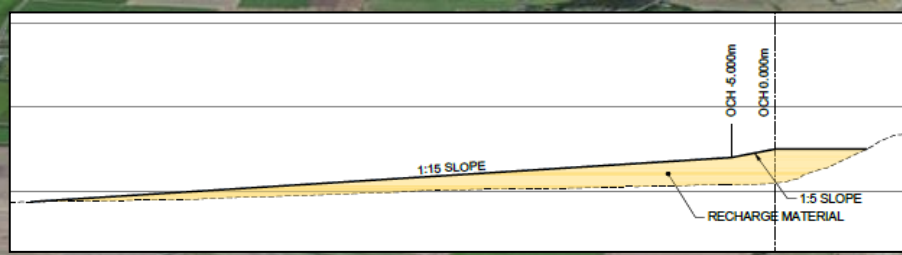
Bacton Gas Terminal

Holiday Parks

- Transition needs:
- Major infrastructure – 1/3 of UK's gas
 - 195-385 Residential properties in Bacton and Walcott
 - Coast Road Businesses
 - Erosion risk management structures



Bacton to Walcott Sandscaping



1.8 million m³ of sediment

TERMINAL:

- Very high protection level
- Re-nourishment interval 15-20 years

VILLAGES:

- Higher beaches & slower erosion
- Time for adaptation/transition
- Beaches fed by terminal frontage over time



Walcott



Sea Wall

Businesses

Coast Road

Homes

- Transition needs:
- 195-385 Residential Properties in Bacton and Walcott
 - Coast Road
 - Businesses
 - Erosion Risk Management Structures



1960s

WALCOTT GAP

24371



Pre-Sandscaping

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2015-2018

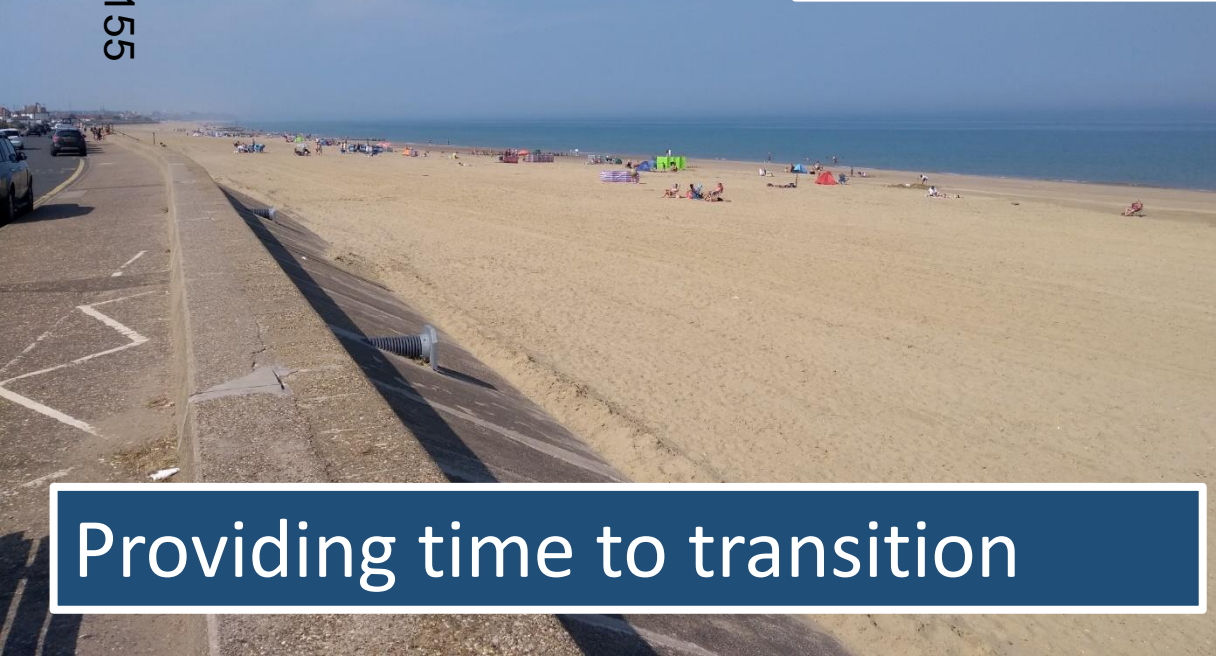


2019

Post-Sandscaping

2022

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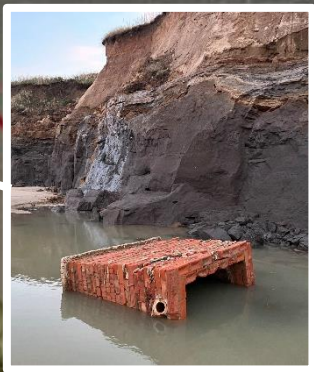


Providing time to transition



Happisburgh

- Previous Transition:
- 9 properties purchased, demolished and consent for relocation
 - Some failed erosion risk management structures removed
 - Beach debris removed
 - Holiday Park relocated
 - Car Park and public toilets re-provided



Old Holiday Park Site

Homes

Listed Buildings

Church

New Holiday Park Site

- Transition Needs:
- Residential properties at risk
 - Businesses including public house at risk
 - Listed buildings at risk
 - Grade 1 listed church
 - Beach access
 - Failing erosion risk management structures
 - Lighthouse?



Car Park

Beach Access



-Deteriorated risk management structures and beach debris removed over time.
-Rock berm to 'buy time'





1988



2007



2020

Coastal change at Happisburgh



The location of this holiday home is circled on the previous slide



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Relocated holiday park – from a erosion risk zone to a new location







As part of a previous trial, these homes were purchased and a replacement site identified and secured





At risk homes replaced or 'rolled back'
with new housing away from the erosion
risk zone



Transition in Action – examples of successful adaptation



Relocation of holiday park – the coast is now open grassland



Relocation of a car park and public toilets



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Department
for Environment
Food & Rural Affairs



**Environment
Agency**

Coastal transition accelerator programme

Part of the £200m
Flood and coastal innovation programmes

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Appendix B

COASTWISE

North Norfolk's Coastal Transition Accelerator Programme

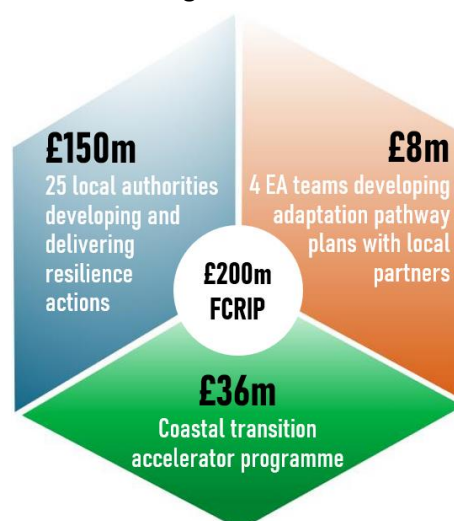
Outline Business Case - Executive Summary

Strategic Case

Climate change is affecting all of us and coastal communities are at risk of being at the forefront of a changing landscape due to sea level rise and weather pattern changes accelerating the risk of coastal erosion. The government policy statement on flooding and coastal erosion, published on 14 July 2020, sets out the government's long-term ambition to create a nation more resilient to future flood and coastal erosion risk. Alongside the policy statement, the EA published its new National Flood and Coastal Erosion Risk Management Strategy for England, which is also focussed on improving overall resilience to flooding and coastal change, adapting to climate change and provides a framework to guide the activities of those involved in flood and coastal erosion risk management.

The Flood and Coast Resilience Innovation Programme was established which is already exploring innovative actions to improve resilience for flood and coastal erosion risks in 25 local areas across England, supported by the Environment Agency. In line with government's Flood and Coastal Erosion Policy Statement and the EA's national strategy, a further element to the wider programme will be trialled, which will focus on support to communities in the form of a targeted 'coastal transition accelerator programme (CTAP)' as part of the £200m FCRIP funding.

As the risks of erosion are expected to increase and accelerate as a result of climate change, action needs to be taken now to explore how local authorities can best support those residing, working and utilising coastal areas that cannot be defended in the long term, to transition away from those areas at highest risk. The two local authorities selected for the initial phase of this Programme were East Riding of Yorkshire and North Norfolk. These two locations were selected as they have the highest erosion rates in England and by comparison to other areas, larger number of properties at risk. The Coastal Transition Accelerator programme in North Norfolk is called Coastwise.



The North Norfolk CTAP - Coastwise

From 2022 to 2027 North Norfolk District Council (NNDC) will collaborate with residents and businesses to prepare and plan for the long term. There will be some immediate adaptation actions that support the long-term resilience of communities near the coast, and these could include:

- **Rolling back property and facilities** at immediate risk of coast erosion.
- **Improving and replacing damaged community infrastructure**, such as beach access or coastal transport links and replacing public or community owned buildings in areas at risk with removable, modular, or other innovative buildings.
- **Repurposing land** in coastal erosion zones for different uses such as temporary car parks and restoring and creating habitats.
- Working with the finance and property sectors to explore **innovative finance or funding mechanisms** to help move communities away from rapidly eroding areas, for instance schemes to incentivise the relocation of at-risk infrastructure for businesses and homeowners.
- Using the **local planning system** so it supports and facilitates managed transition of existing development, enables new adaptable development where it is appropriate and restricts unsustainable development in areas at risk from coastal erosion.

Our Outputs

Coastwise will produce five key outputs:

1. **A North Norfolk Strategic Coastal Transition Plan.** Through the co-creation of local transition sub-plans, the plan will by its nature be embedded in strategic and local initiatives. By project end, the plan will have become an evolving delivery framework for preparing local communities, individuals, businesses, and infrastructure providers for transition.
2. **A Transition Manual**, defining a recommended methodology and approach to support the development of strategic and place-based/sector transition sub-plans. The manual will be aligned with strategic plans and local policy/frameworks, which facilitate the delivery of transition through a Local Authority governance and operations structure.
3. Development and delivery of **Innovative Practical Actions** and support options which are tested and evaluated. Opportunities will be identified, developed and tested for initial practical transition activities to meet some of the immediate needs posed by local coastal change. Actions will also be developed for areas at longer term risk, with a strong link to sustainable development planning and transition funding/finance mechanisms.
4. **National Coastal Transition Hub.** The North Norfolk CTAP will systematically document, evaluate and share the evidence and learning developed through a range of engaging materials to inform approaches to coastal erosion risk management and local development planning in future and in other locations. This could progress to become a wider 'hub' acting as a central resource for the sharing of transition information and knowledge, supported by or incorporated with the proposed Flood and Coastal Innovation Fund Knowledge Hub.
5. **National Options for Transition.** The North Norfolk CTAP will generate National Options for Coastal Transition for consideration of government. This could include proposals for the embedding of learning and approaches in existing FCERM policy and investment decision-making, innovations in funding and financing transition as well as local development planning policies.

Our Outcomes

Coastwise will develop and embed a whole coast strategic transition planning approach, which facilitates practical actions to support communities through coastal change. Successful transition away from risk can result in thriving coastal communities, with improved socio-economic opportunities and increased wellbeing. An ability to adapt to coastal change and better resilience will result in sustained community and business confidence, leading to long term economic and

social improvement. It is an aspiration to achieve three key outcomes, following completion of the project:

1. **Prepared and more resilient communities.** Communities in North Norfolk feel that they have a more sustainable future and they know how to seek support which will enable them to begin to transition away from risk.
2. **Supported, resourced and prepared local governance.** NNDC has sufficient resource and capability to appraise, seek funding, facilitate and deliver effective adaptation and transition options with its communities.
3. **Informed national and local policy, strategies, plans and processes** for coastal management. Using our practical experiences, evidence base, gap analysis and evaluation process to inform future development of local and national policy, strategies and processes for the sustainable management of coastal transition.

Economic Case

The approach to the economic analysis is based on application of the benefits framework developed from the Flood and Coast Resilience and Innovation Programme and applied to CTAP. This approach involves identification of damages associated with value at-risk under the baseline (the Business As Usual case [BAU]), damages avoided and benefits associated with value potential with the project. BAU refers to the situation currently and the impacts on the local population if nothing changed. The with project option refers to the actions under CTAP being implemented and the benefits and damages avoided that would follow under this option. In addition, potential learning benefits have also been identified under the CTAP project as others can learn and develop from the innovative actions and solutions that can be implemented under the project.

The detail of the activities to be developed and completed will be dependent upon investigations and the involvement of communities and/or sectors. As such, and alongside the innovative nature of the programme, it is expected that the exact costs allocations, profiles etc. will vary as the programme is delivered and investigations shape this information. Subsequently, optimism bias has been incorporated into the financial forecasts and a contingency mitigation approach will be adopted. Nevertheless, the project is cost effective, even taking into account the inherent uncertainties surrounding erosion and innovation.

Our Programme

Four key work packages (supported by a fifth, which focusses on Programme Management and Governance and is not elaborated upon here) form the practical emphasis of Coastwise. The objectives of these are as follows:

Transition Planning and Approach

The objective of this Work Package is to develop an understanding and approach to co-created, long term sustainable Transition Plan/(s), which are aligned with the trajectory of the Shoreline Management Plan, with communities being integral to this long-term coastal transition planning process. By being embedded in the plan creation process, communities and businesses are most able to shape the actions and more likely to feel a sense of ownership and commitment to the process, momentum and growing future preparedness. The package will also consolidate existing transition knowledge and learning and seek to complete research to fulfil core gaps identified.

People, Place and Preparedness

The objective of this Work Package is to draw together technical and empirical information and present it in a way that is accessible and can help with understanding the issues and assist with exploring solutions. This package will involve stakeholders in exploring the issues and developing local, sector or topic transition plans and shaping further practical actions. It will also develop materials to assist with wider improvements in coastal literacy at all levels.

Practical Actions and Support

The objective of this Work Package is to deliver a set of innovative, practical actions in communities defined by a geographic needs analysis as being ready to benefit from rapidly implemented, innovative transition activities. Early community engagement will be central to the development and delivery of scheme-level transition actions such as roll-back, relocation, repurposing of land and assets, improvements to the resilience of infrastructure, etc., between 2024-27. Potential for longer-term actions will be assessed from planning and consents, and engagement perspectives to lay ground-work for implementation beyond 2027, where appropriate.

Funding and Finance

The objective of this Work Package is to build upon the existing CLIFF Project (Coastal Loss Innovative Funding and Finance) program of work, to investigate wider opportunities beyond CLIFF and consider how such approaches may fit into a framework of funding. Opportunity to test innovative solutions in real world and model scenarios will be undertaken in CTAP. North Norfolk will work with East Riding and the Environment Agency in developing and trialling a shortlist of options and determine whether these options would work, what elements need to be addressed and who may need to be brought on board for coastal transition funding mechanisms to operate. Where appropriate this will link in with other FCRIP projects.

Themes

Three underpinning themes run through each of these work packages. These are critical to ensuring the effectiveness of the project, and so are central in the project evaluation.

- A. Policy Development**
- B. Evidence and Learning**
- C. Stakeholder Engagement**
- D. Carbon/Net Zero**

Commercial Case

The nature of Coastwise is that it is innovative and is seeking new approaches and knowledge generation to assist with informing future local and national activities, policy and funding mechanisms. Coastwise will, through its initiation, development and delivery, need to be flexible in order to procure numerous goods and services, with a variety of contract values, all while utilising differing contract types. As such, (and unlike the commercial case for traditional coastal or flood protection schemes), there is no one identifiable route to market, contract type or risk allocation preference to provide all the needs of the programme. Consequently, as the programme progresses, the project team will identify the most efficient and effective procurement route. Should any procurement routes change during the six-year delivery period, or if new opportunities are identified, these will also be considered.

Financial Case

The primary funding is from the Environment Agency allocated by government for the Coastal Transition Accelerator Programme. Costs have been derived following workshops with internal stakeholders, external discussions and team programming sessions in order to develop the core framework for areas of activity. This was coupled with development of a Theory of Change to assist with scheme development on programme evaluation. Costs were then allocated utilising knowledge generated from innovative coastal projects from the last 13 years, notably coastal Pathfinder projects and Bacton Sandscaping. It is inherent in such an innovation scheme that there are uncertainties on cost allocation and as such, through robust programme management, funds may be reallocated across the programme based on need. The main programme activities are to be delivered through years 2023-2027, although based on experiences of coastal change programmes it is reasonable to expect elements will continue beyond the intended timeframe.

Management Case

The Coastwise will work closely with wider community groups, sectors and representatives; led by NNDC. With innovation at the programme core, it will be essential for robust project and programme management to oversee programme development and change processes. The NNDC Project Management Guidance, which has been co-adopted across a number of public sector organisations, will form the framework from which the programme will be delivered. This formal and robust approach to governance has been agreed by NNDC Cabinet. The proposed programme governance structure will fully link into the NNDC reporting structures and Environment Agency Programme governance, whilst also identifying the benefit of external scrutiny alongside topic area and local community insight.

NNDC has significant experience delivering coastal adaptation, as well as transition at a scheme level via previous projects. Subsequently, the project governance structure and proportions have been carefully considered and devised to ensure an adequate framework of resource and internal/external support is proposed to sustain and deliver the Coastwise. Recruitment for full time employees dedicated to each proposed work package is planned. The Project team will be recruited and appointed as the programme develops and is likely to include skills such as communications, community involvement and placemaking specialists. Opportunities to utilise the existing skills and knowledge of existing teams is already being actively investigated alongside the valuable input from partners such as the University of East Anglia and Environment Agency. Internal NNDC departmental input will be secured through commitments at Corporate Leadership Team and Management Team, discussions have already taken place for some teams such as Legal Services to ensure capacity is available. An internal EA project team has been established with accountability for delivery of the Defra and EA objectives relating to the overarching CTAP. This project team will be accountable to the EA Project Sponsor and NNDC Programme Board.

Our Schedule

The programme has been split into themes, work packages and phases. The themes are cross-cutting and an integral part of each programme action, which will be delivered through five programme phases: discovery, development, delivery, discussion and dissemination. This phasing approach

creates a natural delivery schedule for the actions to which a set of work packages have been allocated. The programme design aligns with the Theory of Change approach which is also guiding the evaluation process for CTAP. The design aims to act as an integrated conceptual framework for impact which brings together the issue context, project objectives, and intended 'end users'.

Risk

Given the innovative nature of the CTAP there is an acceptance that risk tolerance is likely to be higher than usually associated with BAU Flood and Coastal Erosion Risk Management appraisal. Furthermore, some risks are expected to evolve as the programme progresses. Therefore, as the programme details and project team develops, further risk workshops will be held to consider the wider programme and individual project risks. The basis for assessment will be utilising a risk PESTLE (Political, Economic, Social, Technological, Legal, and Environmental) analysis and be scored utilising a project risk matrix. Risks will be managed by the project team and overseen with strategic input and ownership from the Programme Board and Steering Committee.



Community Engagement

Stakeholder and community engagement is a central theme of the Coastwise. Co-creation and collaborative methods will be developed in partnership with the wider communities and interest groups on the coast. This will focus on areas where transition is most needed and there are relatively high levels of readiness within the wider community (where there is a legacy of longer-term engagement due to acute change). In taking this approach, it is intended to enable communities to develop an understanding of the need for coastal transition as an approach and be willing to become involved in steering and shaping the transition process. Therefore, communities and businesses will generate a sense of ownership over the issues and the process, ultimately shaping the future of their communities.

Monitoring Evaluation and Learning (MEL) Framework

Progress will be measured through project level monitoring and evaluation frameworks alongside a Defra led programme level evaluation steered by Theory of Change. The initial Monitoring, Evaluation and Learning Framework (MEL) outlines the proposed structure and methodology for Coastwise. A primary task under the Project Management work package is to develop this framework further, in order to develop a MEL Strategy; begin monitoring in the early phases of the project and embed good evaluative practice.

The evaluation will enable a process to gain a better understanding of the cost-benefits of coastal transition actions and consider what actions work, for whom and in what circumstance. The evaluation approach will also draw out evidence and learning which can be used to influence the future delivery of coastal erosion activities, including the design of future capital spending Programmes. The delivery schedule enables a reflexive approach, ensuring that project level evaluation is integral in the programme structure. This fits with the adaptation pathways and Theory of Change approaches; periodically taking account of progress and active learning to refine activities, to guarantee fit for purpose outputs and outcomes.

Committee	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision details
December 2023					
Cabinet	04 Dec 2023	Managing Performance Q2	Cllr T Adams <i>Steve Blatch</i> <i>Chief Executive</i>	<i>A Strong, responsible and Accountable Council</i>	
Scrutiny	13 Dec 2023				
Cabinet	04 Dec 2023	Review of Performance Mgt Software	Cllrs T Adams, C Ringer <i>Tina Stankley</i> <i>Director for Finance</i>	<i>A Strong, responsible and Accountable Council</i>	<i>Pre Scrutiny</i>
Scrutiny	15 Nov 2023				<i>Exempt information</i>
Cabinet	04 Dec 2023	Delegated Decisions	Cllr T Adams <i>Emma Denny</i> <i>Democratic Services Manager</i>	<i>A Strong, responsible and Accountable Council</i>	
Scrutiny	13 Dec 2023				
Cabinet	04 Dec 2023	Adoption of Glaven Valley Conservation Area Appraisal and associated changes	Cllr A Brown <i>Mark Ashwell,</i> <i>Planning Policy Manager</i>	<i>Our Greener Future</i>	
Cabinet	04 Dec 2023	Property Transactions	Cllr L Shires <i>Russell Williams</i> <i>AD for Planning</i>	<i>A Strong, responsible and Accountable Council</i>	 <i>Exempt information</i>
January 2024					
Cabinet	08 Jan 2024	2024/25 Base Budget and Projections for 2025/26 to 2026/27	Cllr L Shires <i>Tina Stankley</i> <i>Director of Resources</i>	<i>A Strong, responsible and Accountable Council</i>	<i>Pre-scrutiny</i>
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)





* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

Committee	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision details
Cabinet	04 Dec 2023	Fees & Charges 2024/2025	Cllr L Shires <i>Tina Stankley</i> <i>Director of</i> <i>Resources</i>	<i>A Strong, responsible</i> <i>and Accountable</i> <i>Council</i>	<i>May go to January</i> <i>2024 Cabinet.</i>
Scrutiny	13 Dec 2023				
Council	20 Dec 2023				
Cabinet	08 Jan 2024	Capital Strategy 2024/2025	Cllr L Shires <i>Tina Stankley</i> <i>Director of</i> <i>Resources</i>	<i>A Strong, responsible</i> <i>and Accountable</i> <i>Council</i>	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Medium Term Financial Strategy 2024 - 2027	Cllr L Shires <i>Tina Stankley</i> <i>Director of</i> <i>Resources</i>	<i>A Strong, responsible</i> <i>and Accountable</i> <i>Council</i>	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Treasury Strategy 2024/2025	Cllr L Shires <i>Tina Stankley</i> <i>Director of</i> <i>Resources</i>	<i>A Strong, responsible</i> <i>and Accountable</i> <i>Council</i>	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Investment Strategy 2024/2025	Cllr L Shires <i>Tina Stankley</i> <i>Director of</i> <i>Resources</i>	<i>A Strong, responsible</i> <i>and Accountable</i> <i>Council</i>	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)



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Committee	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision details
Cabinet Scrutiny	08 Jan 2024 17 Jan 2023	Housing Allocations Policy - Review	Cllr W Fredericks Nicky Debbage Housing Strategy & Delivery Manager	Meeting Housing Need	
Cabinet Scrutiny Council	08 Jan 2024 13 Dec 2023 21 Feb 2024	Economic Growth Strategy	Cllr P Heinrich Stuart Quick Economic Growth Manager	Investing in our Local Economy & Infrastructure	Pre-scrutiny
Cabinet	08 Jan 2024	Peer Review Action Plan	Cllr T Adams Steve Blatch Chief Executive	A Strong, responsible and Accountable Council	
Cabinet	08 Jan 2024	Levelling Up Fund (tbc)	Cllr T Adams Steve Blatch Chief Executive	Developing our Communities	 Possible Exempt information
February 2024					
Cabinet	05 Feb 2024	Marrams Bowls Club, Cromer	Cllr Lucy Shires Renata Garfoot Estates & Asset Strategy Manager	A Strong, responsible and Accountable Council	 Possible Exempt information
Cabinet	05 Feb 2024	Cromer Tennis Club	Cllr Lucy Shires Cllr L Withington Renata Garfoot Estates & Asset Strategy Manager	Developing our Communities	 Possible Exempt information



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

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Committee	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision details
Cabinet	05 Feb 2024	Rocket House, Cromer – appraisal and options	Cllr Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i>	<i>A Strong, responsible and Accountable Council</i>	 Possible Exempt information
Future Items					
Cabinet	tbc	Waste Reforms	Cllr C Ringer <i>Steve Hems Director for Communities</i>	<i>Our Greener Future</i>	



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

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OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
May 2023				
NO MEETING DUE TO ELECTION				
June				
Scrutiny	Training Recap	Cllr N Dixon Matt Stembrowicz		
Scrutiny	O&S Draft 2023/24 Work Programme	Matt Stembrowicz Cllr N Dixon	To review and approve the Committee's draft 2022/23 Work Programme	Annual
Cabinet Scrutiny	Performance Monitoring Q4	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Contextual Performance Measures Report	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Cabinet Scrutiny Council	Purchase of additional refuse vehicles for garden & commercial waste	Scott Martin Cllr C Ringer	To review proposal to purchase additional waste collection vehicles in advance of approval by Council	
Scrutiny	Appointment to NCC Norfolk Health Overview & Scrutiny Committee	Matt Stembrowicz	To appoint a Member of the Committee (and substitute) to sit on the NCC Norfolk Health O&S Committee	
July				
Cabinet Scrutiny Council	Treasury Management Annual Report (Cabinet recommendation)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	Out-turn report	Cllr L Shires Tina Stankley	To make any recommendations to Council – To include an update on savings proposals	Annual
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Cabinet Scrutiny Council	Draft Corporate Plan 2023 - 2027	Cllr T Adams Steve Blatch	To review and comment on the Draft Corporate Plan and consider any necessary recommendations	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
August				
NO MEETING - AUGUST BREAK				
September				
Cabinet Scrutiny Council	Debt Management Annual Report (Cabinet recommendation)	Sean Knight Cllr L Shires	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny	Budget Monitoring P4	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodical
Cabinet Scrutiny	Performance Monitoring Q1	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny Council	Overview & Scrutiny Committee Annual Report	Matt Stembrowicz Cllr N Dixon	To approve annual summary of Committee work for 2022-23	Annual
Scrutiny	Planning Service Improvement Plan – Statutory Consultee Update	Martyn Fulcher Cllr A Brown	To receive an update on feedback received from statutory consultees in relation to the PSIP	
Scrutiny	Enforcement Board Update	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Six-monthly
October				
Scrutiny	NWHAZ Project Update and Requested Information Report	Cllr N Dixon Martyn Fulcher	To receive requested information and summarise enquiries	Committee Request
Scrutiny Cabinet	Pre-Scrutiny: Delivery Plan	Cllr T Adams Steve Blatch	To pre-scrutinise the Corporate Plan: Delivery Plan in advance of approval	Cabinet Request
Scrutiny	Access to NHS Dentistry Services in North Norfolk	Matt Stembrowicz Cllr J Boyle	Seek outline of position from NHOSC and consider possible actions.	Committee Request
Scrutiny	Scrutiny Panel: Review TOR and Seek Appointments	Matt Stembrowicz Cllr N Dixon	To review Scrutiny Panel's Terms of Reference and seek new appointments	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
November				
Scrutiny	Anglian Water – Sewage Outflows Briefing/Q&A		To receive a briefing on sewage outflow events and efforts/investment made to address these + Q&A	6 monthly
Cabinet Scrutiny Council	Council Tax Discount Determinations (Recommendations to Full Council)	Cllr L Shires Tina Stankley	To determine the Council Tax discounts for 2023/24	Annual
Cabinet Scrutiny Council	Treasury Management Half yearly Report (Recommendations to Full Council)	Cllr L Shires Tina Stankley	.Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	Budget Monitoring P6 (Recommendations to Full Council)	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodical
Scrutiny	Waste Contract: Serco Update	Steve Hems Cllr C Ringer	To receive a formal update on the performance and functioning of the waste contract	6 monthly
Scrutiny	CTAP/Coastwise - Coastal Monitoring	Rob Goodliffe Cllr H Blathwayt	To receive a progress update on the Coastwise/CTAP programme	Annual
Scrutiny Cabinet	Pre-Scrutiny - Review of Performance Management System (Recommendations to Cabinet)	Cllr T Adams Tina Stankley	To review the proposals and make recommendations to Cabinet	Pre-scrutiny
December				
Cabinet Scrutiny	Delegated Decisions	Cllr T Adams Emma Denny	To review the list of delegated decisions	Quarterly
Scrutiny Cabinet Council	Pre-Scrutiny: Local Economic Strategy & Action Plan (Recommendations to Cabinet)	Cllr P Heinrich Stuart Quick	To review the Local Economic Strategy and Action Plan prior to approval and consider any recommendations to Cabinet	Pre-scrutiny
Cabinet Scrutiny Council	Pre-Scrutiny - Fees & Charges 2024/2025 (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	To undertake an annual review of the Council's fees & charges to consider any changes	Annual
Scrutiny Cabinet Council	Pre-Scrutiny - Medium Term Financial Strategy 2023-26 (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	To review the MTFs for 2023-2026	Annual
Scrutiny Cabinet Council	Pre-Scrutiny - Treasury Strategy (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
December				
Scrutiny Cabinet Council	Pre-Scrutiny - Capital Strategy <i>(Recommendations to Cabinet)</i>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny Cabinet Council	Pre-Scrutiny - Investment Strategy <i>(Recommendations to Cabinet)</i>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny	Performance Monitoring Q2	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Contextual Performance Measures Report	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
January 2024				
Scrutiny	Beach Huts & Chalets Monitoring	Renata Garfoot Cllr L Shires	To monitor the occupancy, condition and revenue of NNDC owned beach huts and chalets.	Annual
Scrutiny Cabinet	Peer Review Action Plan	Steve Blatch Cllr T Adams	To consider the LGA Peer review Action Plan and feed any comments and recommendations to Cabinet	
Cabinet Scrutiny Council	Levelling Up Fund (tbc)	Steve Blatch Cllr T Adams	To consider any proposals and make recommendations to Cabinet & Council	
February				
Scrutiny	Crime & Disorder Update TBC	Matt Stembrowicz OPCC	To receive a briefing on Crime and Disorder in the District/County	Annual
Scrutiny	Enforcement Board Update	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Six-monthly
Scrutiny	Car Park Usage Monitoring	Cllr L Shires Tina Stankley	To undertake an annual review of the usage and revenue of the Council's public car parks	Annual
Scrutiny	Net Zero Commitment (NZAP) Monitoring	Kate Rawlings Cllr A Varley	To monitor the implementation of the NZAP and progress made toward the net zero by 2030 pledge	
March				
Cabinet Scrutiny	Budget Monitoring P10	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodic
Cabinet Scrutiny	Performance Monitoring Q3	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
Scrutiny	Contextual Performance Measures Report	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Cabinet Scrutiny	Review of Housing Allocations Policy			
April				
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	Planning Service Improvement Plan – Monitoring/Overview	Martyn Fulcher Cllr A Brown	To review the implementation of the PSIP	Committee Request
Scrutiny	Public Convenience Strategy Follow-up	Cllr L Shires Renata Garfoot	To review progress made with	

ITEMS OF INTEREST TBC				
Scrutiny	Planning Service Improvement Plan – Monitoring	Martyn Fulcher Cllr A Brown	To monitor the progress of implementation of the PSIP	JULY 24
Scrutiny	NWHS AZ End of Project Report	Cllr P Heinrich Rob Young	To review the project post-completion	May 2024
Scrutiny	Ambulance Response Times Data Monitoring TBC	Matt Stembrowicz Lucy Wilshaw	To monitor ambulance response times data across the District	Some issues

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