

Overview & Scrutiny Committee



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Tuesday, 5 December 2023

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 13 December 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. Please note that this meeting is livestreamed: [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 - 18

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 15 November 2023..

5. ITEMS OF URGENT BUSINESS

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

6. DECLARATIONS OF INTEREST

19 - 24

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

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. DRAFT REVENUE BUDGET 2024-2025 (INCLUDING MEDIUM TERM FINANCIAL STRATEGY)

25 -

32

Executive Summary	This report presents the first iteration of budget for 2024/25. It is intended to present the position as we currently know it and will need to be updated as more information becomes available e.g. the impact of the Local
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	Government Finance Settlement for 2024/25.
Options considered.	No other options have been considered as it is a requirement to calculate “the expenditure which the authority estimates it will incur in the forthcoming year in performing its functions” and then subtract “the sums which it estimates will be payable for the year into its general fund”. This is required to set a balanced budget before 11 March 2024.
Consultation(s)	There has not been any consultation prior to this paper. The Overview and Scrutiny Committee are being asked to review the content and make recommendations to Cabinet for its consideration. This paper is the first stage of consultation and as the budget setting process progresses consultation will take place with other stakeholders.
Recommendations	Recommend to Cabinet any options that this Committee would like Cabinet to consider.
Reasons for recommendations	To enable the Council to set a balanced budget.
Background papers	2023/24 Budget report presented to full Council on 22 February 2023.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley Director of Resources and s151 Officer tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The setting of a balanced budget for 2024/25 provides the base position for reviewing the following years of the Medium-Term Finance Plan.
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	
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11. TREASURY MANAGEMENT STRATEGY REPORT 2023/24 33 - 72

Executive Summary	This report sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources. It also sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives.
Options considered	This report must be prepared to ensure the Council is compliant with the CIPFA Treasury Management, CIPFA Prudential Codes and guidance issued by the Department of Levelling Up, Housing & Communities (DLUHC).
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 recommend to Full Council that the Treasury Management Strategy 2024/25 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Codes to ensure; <ul style="list-style-type: none"> • A flexible investment strategy enabling the Council to respond to changing market conditions. • Ensure compliance with CIPFA and DHLUC guidance • Confirming capital resources available for delivery of the Council's capital programme. <p>It is a requirement that any proposed changes to the prudential indicators are approved by Full Council.</p>
Background papers	The Council's Treasury Management Strategy 2023/24. CIPFA Prudential Code (Treasury Management in the Public Services: Code of Practice 2021 Edition). CIPFA Prudential Code (Capital Finance in Local Authorities: Code of Practice 2021 Edition).

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 for the Council to operate its regular functions alongside delivering the Council's Capital Programme.
Council Policies & Strategies	N/A

Corporate Governance:	
No	
Not an exempt item.	
N/A	

12. FEES & CHARGES 2024/2025

73 - 116

Executive Summary	This report recommends the fees and charges for the financial year 2024-25 that will come into effect from the 1 st April 2024.
Options considered	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Overview & Scrutiny Committee recommends to Cabinet that it supports the following recommendations to Full Council: <ul style="list-style-type: none"> The fees and charges from 1st April 2024 as included in Appendix A. That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2024/25.

Background papers	Fees & Charges 2023/24 report (Full Council – 12 th December 2022)
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Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	James Moore, Technical Accountant, James.Moore@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report helps to ensure that the Council is financially sound by setting charges for external services, adequately reimbursing the costs of delivering the Council's services and generating extra income where appropriate.
Medium Term Financial Strategy (MTFS)	This report includes opportunities that service managers have identified to generate extra income from within their current operations.
Council Policies & Strategies	N/A
Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current Fees & Charges 2023/24 report (Full Council – 22 February 2023)

WORK PROGRAMMES

13. THE CABINET WORK PROGRAMME 117 - 120

To note the upcoming Cabinet Work Programme.

14. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 121 - 126

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.

15. 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.”

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OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 15 November 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 P Fisher
	Cllr L Vickers	Cllr J Boyle
	Cllr G Bull	Cllr R Macdonald
	Cllr M Hankins	

Members also attending:	Cllr H Blathwayt	Cllr C Cushing
	Cllr T Adams	Cllr P Heinrich
	Cllr L Shires	Cllr J Teye

Officers in Attendance: Chief Executive, Coastal Transition Manager, Director for Communities, Assistant Director for Finance, Assets, Legal & Monitoring Officer, Revenues Manager, Environment & Safety Manager and Director for Resources / S151 Officer

Also in attendance:

1. Serco - Regional Director and Senior Contract Manager Norfolk
2. Anglian Water – Regional Engagement Manager and Head of Quality Regulation & Enforcement

69 APOLOGIES

Cllr M Batey and Cllr S Penfold had sent apologies.

70 SUBSTITUTES

None.

71 PUBLIC QUESTIONS & STATEMENTS

None received.

72 MINUTES

The minutes of the meeting held on 11th October were approved as a correct record and signed by the Chairman.

73 DECLARATIONS OF INTEREST

Cllr Dr V Holliday declared an interest in Agenda item 14: Council Tax Discounts & Premiums Determination 2024 – 2025. She advised the committee that she had a dispensation from the Standards Committee to take part in the debate and vote.

74 ITEMS OF URGENT BUSINESS

None received.

75 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

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

None received.

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

The Democratic Services Manager advised that there were no responses from Cabinet to recommendations made by the Committee.

78 WASTE AND RELATED SERVICES UPDATE

Mr P Aylward, Regional Director (RD) and Mr G Edwards' Senior Contract Manager Norfolk (SCMN), were in attendance on behalf of Serco Environmental Services.

The Chairman invited Cllr C Ringer, Portfolio Holder for IT, Environmental & Waste Services to introduce this item. Cllr Ringer explained that the report set out the recent performance of the waste contract against various collection streams. The impact of route and round reorganisation followed by industrial action earlier in the year had placed additional pressures on staff. The peak in missed bin collections occurred in March/April 2023 and was associated with the industrial action. Since this had been resolved, there had been a steady decrease in the number of missed collections.

Cllr Ringer went onto say that Serco now undertook more assisted bin collections (due to the ageing demographic in the district) which placed additional pressures on the service. Consequently, there was currently a higher level of missed collections for the assisted bin collections service. In future, there would be ongoing focus on improving these collections. Cllr Ringer reminded members that the service continued to improve and expand. A new battery collection service had been introduced earlier in the year and food waste collection was on the horizon. He said that two new vehicles were in the pipeline to support garden waste and trade waste collections. These were both 'paid for' services and brought in much needed revenue. Once the new vehicles were in place, pressure would be eased on general waste and recycling collection. He concluded by saying that the overall service was much improved and he thanked members for bringing issues to his attention and officers for their continued support. His inbox was no longer full of issues and complaints relating to waste collection, which indicated the service was moving in the right direction.

The Chairman invited the Director for Communities (DFC) to speak. He began by saying that the main focus in recent months had been on achieving a significant and sustained improvement in collection rates. He was satisfied that this was now within an acceptable range and it should be acknowledged that it would never be 100% every day. Regarding garden waste, he said that there were challenges around capacity on certain days due to both the number of collections and the volume and

weight. The added travel time to empty the vehicles impacted on the number of collections that could be completed in a day. The growth in garden waste subscriber numbers meant the rounds had reached capacity. The purchase of an additional vehicle would help ease this issue. It was the same for trade waste, with a new vehicle expected to reduce the current pressures on the service and also domestic rounds as well as supporting growth of the trade service in the future.

The DFC said that one of the main concerns of the Committee when previously considering this matter, had been around the challenges facing customers who tried to contact Serco to report problems. He said that Serco had worked hard to improve performance in this respect and moved from a position of below 50% compliance with the contract requirements at the start of the year to 90% now.

He then provided an update regarding the gap analysis, which had been a previous area of focus for the committee. The main issues had been covered in the report but in terms of outstanding issues, approximately 50% had been dealt with through a 'commercial matters' with Serco. The three authorities had agreed variations on the way in which it should be delivered and the remaining amount (about 60%) was in the process of being delivered. However, he emphasised that the bigger items were coming forward or had already been delivered. The Community Engagement Plan had been agreed by officers and it was hoped that this would be signed off at the next meeting of the Contract Review & Development Board. The Carbon Management Plan was back with the authorities now for final sign off.

The Chairman invited members to speak:

- a) Cllr P Fisher asked if any particular areas were seeing more missed bin collections than others. He referred to his own ward of Wells where there were access issues for many properties. The DFC replied that where there were access issues, a smaller vehicle was used. The SCMN (Serco) added that he was not aware of any specific issues in Wells but if there were any particular areas that needed looking at, the Cllr Fisher could contact Serco and they would address any problems.
- b) Cllr J Toye asked about the use of pesticides for grounds maintenance and whether Serco was actively working to reduce their use. The RM (Serco) replied that accurate records were kept all of pesticide use and any applications were targeted, in line with legislative requirements. He added that they were also looking at options for alternatives. The DFC added that the contract required Serco to minimise the use of pesticides. Operatives also used additional tools such as wire brushes and hoes to ensure that pesticides were used in a limited and targeted manner. Cllr Toye replied that, in the way that options around electric vehicles and hydro-treated vegetable oil (HVO) had been set out previously, he would like the same approach to be taken for pesticides.
- c) Cllr Dr V Holliday said that whilst she accepted that the overall number of missed collections had fallen, she was aware of a number of households which continued to be affected. She referred to the contact centre data and asked if the service level agreement (SLA) required any performance outcome data to be reported or just the volume of calls. The SCMN replied that the target set out in the SLA was for 90% of calls to be answered within 20 seconds. Currently, the outcome of calls was not a requirement of the SLA.

- d) Cllr N Housden referred to the gap analysis and asked whether it had moved away from the target operating model (TOM) that it had been based on originally. The DFC replied that the three authorities had met with Serco to look at the gap analysis and it was agreed that some elements were undeliverable in the way that was being specified. He gave the example of an alarm in the cab that was activated when attending an assisted collection and which the crew had to deactivate. This was not available in the current software system so was therefore not deliverable at the current time and it was agreed that it was not a priority. Some other things were 'nice to have' rather than key to service delivery, such as a camera on the waste vehicle for recording potholes. This had now been removed from the list of deliverables but all core elements had remained. He concluded by saying that he was happy to provide a copy of the gap analysis to members but they should be aware that it wasn't weighted in terms of importance.
- e) Cllr J Boyle referred to assisted collections and asked if there was any way to improve the current system which required someone to go ahead and pull out all of the required bins and then the crew to follow on and pick them up. This did not always seem to be a consistent, joined up approach and she wondered if there was a way to improve it. The RM replied that from an operational perspective, the information that was relied on to undertake assisted collections needed to be very accurate. During the period of industrial action earlier in the year, the service had relied on more agency staff and some of the knowledge of the local area was lost. Improving this still remained a focus and Serco was committed to this.
- f) Cllr C Cushing said that he was pleased to see the improvement in service delivery. He referred to page 30 of the report and the proposed reorganisation of routes and rounds in April 2024 and asked how extensive this would be. The DFC replied that it related to garden waste collection rounds due to an increase in the number of vehicles and subscriber numbers. The rounds were now out of kilter and difficult to deliver. There was currently a certain amount of co-collection on the trade waste service into domestic rounds. With the purchase of an additional vehicle, some current domestic rounds would have to be moved out and onto that additional vehicle and re-routing would help facilitate the growth of the trade waste service in the future. In terms of recycling and residual waste rounds, no plans for route changes had been shared yet. The upcoming mandatory collection of food waste needed to be taken into consideration. It had to be introduced before April 2025 for trade waste and for residential customers by April 2026. Discussions were underway as to whether this should be introduced sooner than 2026 and if this was the case, a substantial rerouting of residual and recycling waste rounds would be delayed from April 2024 to April 2025. Discussions relating to this were still in the very early stages. In conclusion, the DFC said that round changes would definitely go ahead for garden and trade waste collections but that other routes may wait. Cllr Cushing asked if there was any indication of a timescale for a costed option for food waste collection from central Government. The Environment & Safety Manager (ESM) replied that it was anticipated that capital funding would be announced by the end of the financial year but officers were making preparations now as it was likely that there would be a rush to the market for food collection containers. There would also be transitional funding to assist with the cost of re-routing and project management, as well as ongoing revenue support. No figures had been confirmed yet. The DFC added that 1st April 2026 was the 'hard' date for the introduction of domestic food waste collections, so it was

hoped that funding would be in place before then as the Council wanted to go for an earlier start if possible to avoid congestion in the market. He said there was the possibility of having work undertaken by a company, looking across the whole of Norfolk to model collection patterns.

- g) Cllr L Shires referred to s3.6 of the report and customer contact figures. She asked for clarification as to whether the requirement to answer a call within 20 seconds also included re-directs. The SCMN confirmed that it was a target of 20 seconds to pick up the call and engage with the client. Cllr Shires then asked if Serco collected data regarding staff satisfaction with the company. The SCMN replied that an annual staff survey was undertaken but the response level was low and was hindered further by the period of industrial action between March to May 2023. He said that Serco was working hard to improve on this.
- h) Cllr P Fisher commented on the use of weedkiller in Wells. He said that in some parts of the town there were benches that were very close together and it was very unsightly when the grass was sprayed and then died. He asked if this was a widespread issue across the district or limited to just one operative. The RM replied that he would look into the issue if Cllr Fisher was able to provide more information after the meeting.
- i) Cllr M Hankins said that he lived on a mixed-use residential / holiday park. There was a continual problem of people not separating their waste into residual and recycling and he wondered what could be done about this. The DFC replied that this was a matter of educating people. He said that bin calendars were provided and any contaminated bins were 'red tagged' and then not collected if the problem persisted. The ESM added that communal bins were particularly challenging and acknowledged that contamination of recycling bins had increased in recent months. Cllr Hankins said that the majority of issues were caused by visitors who did not understand local requirements or who had no interest in engaging with them. The Chairman said that it was an interesting point and although a national standard in waste bins and collection would be very helpful in addressing this problem, an international standard would be the ultimate ambition as many visitors to North Norfolk were from overseas.

The Chairman thanked everyone for their input. He asked Cllr Housden if he wished to make a formal request for the gap analysis information.

It was proposed by Cllr N Housden, seconded by Cllr Dr V Holliday and

RESOLVED

1. To note the update report
2. To request that the gap analysis for the target operating model (TOM) is circulated to Members

79 ANGLIAN WATER - SEWAGE OUTFLOWS BRIEFING

The Chairman welcomed Grant Tuffs, Regional Engagement Manager (REM) and Natasha Kenny, Head of Quality Regulation and Enforcement (HQRE) at Anglian Water to the meeting. He reminded members that questions had been submitted in advance and the written responses to these had been circulated prior to the

meeting. He therefore asked members to focus their questioning on additional points and issues, to avoid taking up too much time on matters that had already been covered. Cllr W Fredericks asked if the questions and written responses could be published on the Council's website so that the public could access them. The Democratic Services Manager agreed to action this.

The Chief Executive outlined the background to Anglian Water's attendance. He explained that concern over sewage outflows initially came to Full Council as a Notice of Motion in November 2021. Full Council made an additional recommendation to:

'Request that all sewage water discharge events are immediately reported to the Council's Environmental Health department and then consolidated into periodic reviews to be undertaken by the Overview & Scrutiny Committee. These reports should include a full review of all sewage water discharge events in North Norfolk and should require the Council and the Overview & Scrutiny to engage with Anglian Water and for them to report on the progress and investments being made.'

This was the second time Anglian Water had attended the Overview & Scrutiny Committee to provide an update and since their last visit in June 2022, the District had lost three blue flags at East Runton, Mundesley and Sea Palling which had caused considerable public concern.

The Chairman thanked the Chief Executive and invited members to speak. He reminded them that although a question had been submitted regarding water supply, this was not an area of focus for the Committee and no further questions on this would be considered.

- a) Cllr Dr V Holliday asked what was in the effluent that was being discharged from the storm overflows at the Holt water recycling centre into the River Glaven. She felt that the written response from Anglian Water (AW) had still not clarified this. The Head of Quality Regulation and Enforcement (HQRE) replied that the water recycling centre at Holt discharged continuous final effluent to the watercourse. There was also a storm overflow there. These two separate discharges were permitted by the Environment Agency and each permit would specify the conditions set in order to ensure that the ecology of the receiving watercourse was not harmed. She said that AW did not have a requirement to monitor storm overflow discharges (as in sample them) as they were very low impact discharges, as long as they complied with the conditions of their permit. AW did however record and report the number of times that discharges were made. She added that the continuous final effluent discharge from the water treatment centre was the treated discharge that ran through the sewage treatment works. There was a requirement to test for certain parameters, as set out in the permit, including suspended solids ammonia limits and biological oxygen demand as these could impact on the ecology of the receiving watercourse river. She said that she could provide a full set of permit parameters for Holt and the results of the samples taken over the last 12 months. The Regional Engagement Manager (REM) added that the storm overflows were designed to operate in storm conditions, so the predominant content was rainwater and it was going into watercourses that were already diluted. He said that AW was confident that the impact was minimal. If a discharge happened outside of storm

conditions then this would be fully investigated.

- b) Cllr M Hankins referred to AW's commitment to invest £200m into reducing the activation of storm overflows. He asked if the target of 2030 was correct and was concerned that this was a long way off and wondered if there was an ongoing programme in place to address this. The HQRE replied that there was a programme of works in place and this ran on a 5 year cycle and AW worked with Offwat and the Environment Agency (EA) on this basis to plan and deliver their programme of work. The current programme ended in 2025 and then the next one in 2030, so although references were made to projects being delivered by 2030 this did not mean that they would be delivered in that last year, they would occur throughout the 5 year period as part of an incremental programme. There were currently 165 schemes that were being delivered between 2020 and 2025 and these included increasing the amount of flow kept in the system and passed forward to water recycling centres for treatment and also the retention of storm water in storm retention tanks, to reduce discharges into water courses. To date, 115 of the 165 schemes in the current programme had been delivered. She said that during the next 5 year period further storm overflow improvements would be delivered but they would be staggered between 2025 and 2030.

In response to a further question from Cllr Hankins as to whether the programme of works was available to the public, the REM confirmed that the 5 year plans were published on AW's website. The Chairman commented that the proposals to retain and store more surface water would certainly help manage overflows more effectively in the future. The fresh water could also be stored for other uses.

- c) Cllr W Fredericks referred to an overflow at the pumping station in Mundesley on 19th March 2023 (Mother's Day). She said that although the water was testing clear after two days the surrounding land, including the concrete apron on the seafront and the land adjacent to the pumping station, was not. She asked if any lessons had been learned from this. The REM replied that this had been a very unfortunate incident due to a cracked sewer pipe and he acknowledged that AW had let people down on that occasion. He said that lessons had been learnt and an internal review had been undertaken. There had been some discussions as to whether to let nature take its course and allow the surrounding environment to become clean without intervention but a decision was taken to clean some of the surfaces and replace some shingle at Mundesley. Cllr Fredericks replied that she hoped an action plan would be provided to the engineers attending such scenes in the future. She then spoke about the loss of the blue flag at Mundesley which had been lost during a period of drought and was not due to storm surges. However, recent testing of the water showed that contamination was down to bird fouling and the local community questioned this. The REM replied that blue flags were not part of the remit of AW, they fell under the EA, although he acknowledged that AW was a factor. The bird fouling issue had been picked up at Heacham and was factually correct as it was identified as part of an analysis there. He added that the blue flag process was part of a four year rolling programme and water status

would need to be excellent for a considerable time to ensure that it was retained or awarded. He said that AW was investing £2m to reduce discharge rates at Mundesley so it was hoped that by 2027, the blue flag would be re-awarded, adding that there were several factors that could influence the outcome.

The HQRE added that AW was driven by science and would always carry out an investigation to understand the root cause of issues. There were various factors that could impact on bathing waters. She said that AW were learning all the time and they had an excellent coastal team undertaking work on this.

- d) Cllr H Blathwayt referred to the comments regarding sea water quality. He said that there had not been a noticeable increase in bird life and said that EA testing had found a certain level of other animal pollutants too, including chicken DNA, which presumably had passed through humans first. He therefore believed that the majority of pollution in the sea was caused by humans. Cllr Blathwayt then referred to recent flooding events which had over-topped river banks and affected sewage drainage from low-lying communities in the east of the District. He asked if AW was confident that it could cope with the sewage and the amount of river water flooding. In conclusion, he asked about Knacker's Wood water treatment centre to improve its efficiency and capabilities. The HQRE replied that it was interesting that chicken DNA was being found in the sea and she said that she would appreciate information relating to this being shared with AW and their coastal team could assess this. The REM said that regarding the flooding issues, storms were becoming more frequent and although AW's assets were performing as they should, they were overwhelmed by the frequency and amount of surface water flooding. He said that AW was investing in climate mitigation and gave the example of the relocation of sewage pipes at Lowestoft as they were due to be affected by coastal erosion. A multi-agency approach was the best way to tackle such challenges and was already proving effective. Regarding Knacker's Wood, he confirmed that AW planned to invest £2m in upgrading this facility in the next 5 years.
- e) Cllr J Toye asked whether AW's funding was focussed on delivering new projects or did it include planned upgrades too. He was particularly concerned that there had been very limited population growth, so the majority of events were linked to storms and flooding and this implied that there had not been much forward planning. He also asked whether their funding programme factored in the impact of plans and programmes from other stakeholders, such as NNDC's Local Plan. The REM replied that in terms of planning forwards, growth was a big factor and AW was a consultee for local plans. However, they were not currently statutory consultees for individual planning applications. There was funding allocated to growth in their 5 year programme and this was linked to forthcoming schemes across East Anglia. In response to the query regarding anticipating the impact of storms, the REM said that it was due to climate change and they would not anticipate the number and the impact of storms 5-10 years ago. The HQRE added that the funding was not focussed on

maintaining the current system and assets, it was about enhancing them and driving down the number of spills.

The Chairman said that all agencies and stakeholders needed to bear responsibility for planning ahead and anticipating future events.

- f) Cllr N Housden said that he understood that AW had under-reported spills into rivers and had 11 of the worst sewage incidents in the country. He said that given the level of spills, he was particularly concerned about the River Wensum and sought assurance that there would be substantial investment to protect the major chalk streams. In conclusion, he asked how he could have confidence in what AW was saying, given that they were still awaiting Ofwat approval for their funding programme for the next 5 years. The HQRE replied that AW had two ways to report data to the EA and on the website. For storm overflow spill reporting, there had been 100% compliance. She said that Cllr Housden may be referring to the self reporting of pollutions. This was a different method and occurred when AW reported an incident to the EA. If a member of the public reported an incident, it was not logged as a self-reported incident. The EA measured AW on how many incidents were self-reported. To ensure all incidents were reported, AW encouraged the public to report them to AW as soon as possible. She acknowledged that AW had not done as well as hoped in 2022 and data science was being put in place to ensure that there was enhanced visibility of the sewer networks. In addition, 22k monitors were being installed across the region to obtain more information about what was occurring in their catchments. This would enable AW to get to incidents quickly and self-report. The REM added that AW's future programme had to be published a year in advance and Ofwat would assess it. He said that £9bn was the largest investment proposal to date but it would be weighed against the cost of water bills and Ofwat would decide if it was a fair and balanced plan. Cllr Housden asked if there was a cap on the amount that AW could invest. The REM replied that there was not, Ofwat would decide if AW could deliver that amount of money, which came from shareholders.
- g) Cllr R Macdonald asked about the schedule for the improvement of water treatment in his ward of Gimmingham. The REM replied that there had been two overflow discharges in 2022 on that site and although there were no concerns and it seemed to be working as it should, the pumping station would be monitored.
- h) Cllr P Heinrich referred to North Walsham, which was a major growth area. He sought assurance from AW that there were plans in place to upgrade the sewage works and the water supply as confidence amongst local residents was low. The HQRE replied that AW would work with the Council's growth team to see where growth was planned and the impact on serving the particular area. There was a drainage water management plan in place which looked at growth up to 30 years ahead. AW assessed the load on the network and the flow and whether the network was capable of supporting this. AW approached the EA and informed them that the flow to a particular area was going to increase and the EA would assess the impact on the flow into

watercourses and review the standard and conditions of the permit. This would then drive any investment in the site.

The Chairman thanked everyone for their contributions. He asked members for input regarding the timing of any future reviews of AW's progress. The REM offered to attend in June 2024 to ascertain members views on AW's plan. Cllr Housden supported this suggestion. The Chairman said that it would need to be accommodated within the committee's work programme, so it would be considered nearer the time. He suggested that the next monitoring report should be in a year's time.

It was proposed by Cllr N Housden, seconded by Cllr P Fisher and

RESOLVED

1. To note the progress being made
2. To request a further update in 12-18 months' time

80 BUDGET MONITORING P6 2023 - 2024

The Chairman invited Cllr L Shires, Portfolio Holder for Finance & Assets, to introduce this item. She began by saying that the report that would be presented to Full Council would be updated to reflect the recent staff pay award. She then outlined each of the recommendations in turn and directed members to the relevant sections of the report, which set out the supporting detail for each one. Cllr Shires then spoke about page 37, section 2.8 of the report, which detailed the increasing cost pressure of providing temporary accommodation to homeless households. She asked Cllr W Fredericks, Portfolio Holder for Housing to elaborate on this.

Cllr Fredericks said that she had recently been asked to speak at a National Temporary Accommodation Summit, along with four other councils, presenting to 110 councils. The aim was to ask to Government for more financial support to deal with the issue of homelessness. She said that the main reasons for the increase in homelessness were domestic abuse and private lets coming to an end – often because the properties were being sold or because they were being turned into holiday lets. The original budget was between £600-700k a year and it was likely to be £1.2m in the next financial year, which was a huge increase. Many families were placed in bed and breakfast establishments, usually out of District and away from family, work and school. She said that this was a nationwide problem and all councils were asking for financial support from Government. She said that the Council was doing everything it could but was running out of feasible solutions.

Cllr L Shires concluded by referring members to page 39, section 3.7 of the report. This set out the current position with retained business rates.

The Director for Finance & Resources (DFR) advised the Committee that officers were taking measures to review budgets and make savings. The savings that had already been achieved on staffing would be taken forward.

The Chairman invited members to speak:

- a) Cllr C Cushing referred to the amount of money that the Council was spending on borrowing, approximately £300k. He said he had raised this as a concern previously and had asked how this could be avoided in the future and he

wondered if there were any other examples of when access to available cash may be needed at short notice. The DFR replied the Council was required to hold a certain level of liquid assets in terms of cash and everything else was tied up in investments. The amount lost in payments on interest on borrowing had been off-set by the amount not taken from investments. She added that she was closely monitoring any borrowing to ensure that it was managed very carefully and only done for short periods of time. Cllr Cushing followed up by asking if there was a facility for Councils to access funds on a short-term basis without losing too much interest. The DFR replied that the Council had access to money market funds but these did not have the level of interest that other investment funds achieved.

- b) Cllr Dr V Holliday commented on the underspend on staffing in some areas. She asked whether this had an impact on productivity and output. She then asked about the reduction in the Delivery Plan reserve and queried whether this should be addressed as it could potentially impact on the delivery of the Corporate Plan objectives. The DFA replied that regarding staff vacancies, it was often where officers had either not had the time to recruit or not been successful in recruiting. It did impact on teams and the service they were able to provide and was an issue across the Council. The DFA said that the projected level for this reserve was expected to be £1.8m as at the end of this financial year. This figure reflected planned spending from this reserve. She added that at this point in time, there were no plans to top up this reserve. Cllr Holliday asked if this was potentially a risk to the organisation if the reserve was gradually depleted with no plans to replenish it and the corporate plan objectives could not be achieved due to reduced funding. Cllr Shires agreed that this could potentially be an issue and said that the situation would be reviewed annually. The Chief Executive added that currently the Council was in a sound financial position and this reserve had been built up over many years. He acknowledged that the context within which local authorities were operating in was changing significantly and the Council's core spending power had reduced significantly and the flexibility moving forward was likely to be more constrained. He concluded by saying that over time the ambitions to deliver against the Corporate Plan may be diminished, particularly as the Council faced the challenge of rising temporary accommodation costs.
- c) Cllr N Housden referred to revised staffing costs and sought more information. The DFA replied that the staff pay award had been announced following the Cabinet meeting on 6th November and there was not enough time to update the report. She said that the overall impact would be £120k over what was budgeted for. This was due to the flat rate of £1925 per employee. Cllr Housden then referred to the recent supreme court ruling regarding the Rwanda scheme. He asked whether this could potentially result in additional demands on the Council regarding housing costs as more migrants may need to be housed in the area. The Chief Executive replied that there were no Government commissioned hotels for asylum seekers in North Norfolk and the housing pressures and associated temporary accommodation costs in the District were almost exclusively related to local people. He added that the Council was having to place people in temporary accommodation out of the district due to the numbers requiring support. This was an issue across the country but particularly in Essex and Hertfordshire, where costs were considerably higher than elsewhere. This was why the District Council Network had recently convened an emergency meeting to agree an approach to dealing with this

issue. He went onto say that as the Government reduced the number of asylum seekers placed in hotels and tried to process asylum claims in an expedient manner, it was possible that there could be additional pressures on accommodation and the duty and associated costs as it would no longer fall to the Government to fund this but to local authorities.

- d) The Chairman thanked the Chief Executive for his explanation and said that the displacement from areas subject to such pressures could ultimately then place pressure on rural authorities such as North Norfolk as people began to disperse and seek alternative areas to live in. The Chief Executive agreed, saying that there were proposals for quotas that would be allocated nationwide, however, many asylum seekers wanted to be placed in cities rather than rural areas and to date, this meant that North Norfolk had not seen a high number of asylum seekers wanting to settle in the area.
- e) Cllr M Hankins asked about council tax collection for mixed-use caravan parks. He said that many people who had purchased residential properties on these sites had opted not to register to vote and therefore were not liable to pay council tax. He asked what was the protocol for addressing this issue. The Revenues Manager replied that the Valuation Office (VO) rated caravan sites and they classified whether it was for business use or domestic use. The Council would then bill based on the valuation. If it was believed that it was in the wrong category and someone was residing there full time, then the Council would report it to the VO and they would re-categorise it.
- f) Cllr W Fredericks thanked the Chief Executive for explaining the national situation regarding the pressures placed on local authorities regarding temporary accommodation costs. She said that in cities, many Council Leaders were reporting that the Home Office was outbidding local authorities on bed and breakfast places.
- g) Cllr J Boyle asked about long-term empty homes and requested an update on how the council was progressing with tackling this problem and bringing more back into use to alleviate pressure on the Council's finances. Cllr W Fredericks replied that the Council's Empty Homes Officer was working extremely hard and between April and October 2023, 92 empty homes had been brought back into use. This provided much needed accommodation and also enabled council tax payments to the Council.

It was proposed by Cllr P Fisher, seconded by Cllr M Hankins and

RESOLVED

That Overview & Scrutiny Committee supports the Cabinet decision to

- 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.

And supports the following Cabinet recommendations to Full Council that it approves:

- 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.

81 TREASURY MANAGEMENT MID-YEAR REPORT 2023-2024

The Chairman invited the DFA to introduce this item. She said that the report set out the treasury management activities undertaken during the first half of the 2023/2024 financial year compared with the treasury management strategy for the year. It included an economic forecast and a forecast of interest rates.

It was proposed by Cll G Bull, seconded by J Boyle and

RESOLVED

To support the Cabinet recommendation to Full Council to approve the Treasury Management Mid-Year Report 2023-2024

82 COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2024-2025

Cllr L Shires, Portfolio Holder for Finance & Assets, introduced this item. She drew members' attention to recommendation 5, which related to care leavers and the cost of which was fully compensated by Norfolk County Council and recommendation 9, which set out the intention to introduce a second homes premium of 100% from 1 April 2025. The Revenues Manager referred to Recommendation 8 which allowed the long-term empty property premium of 100% to be brought forward to increase from 12 months rather than 24 months from 1 April 2024. He said that this would bring in additional income to the Council of approximately £68K and he added that it did seem to be encouraging people to bring empty homes back into use.

The Chairman invited members to speak :

- a) Cllr V Holliday referred to the second home premium and said that she thought that the income would have been higher than that forecast. She also asked if it would be ring-fenced as several of her constituents had sought assurances regarding this. The Chief Executive replied that there was an anticipated £550K return to NNDC as a share of the collected council tax, however, the overall figure that went to the County Council and the Police & Crime Commissioner was significantly higher. He said that it was the wish of the Leader and the Portfolio Holder for Finance & Assets to continue

to press for more money to be returned to NNDC and then ring-fenced for future social housing provision.

The Revenues Manager said that there were currently 4,764 second homes in North Norfolk and the gross charge for those properties currently was over £9.3m and this could potentially be doubled once the charge came into effect. However, he cautioned that the details of the Levelling Up Bill had not been shared yet and more accurate estimates could be provided once this was the case.

It was proposed by Cllr J Boyle, seconded by Cllr R Macdonald and

RESOLVED to support the following recommendations 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

The Chairman invited Cllr H Blathwayt, Portfolio Holder for the Coast, to introduce this item. Cllr Blathwayt said that there had been a Member Briefing on the new Coastwise scheme and the slides and recording link had been circulated to all members. He went on to say that the Coastwise project was a fantastic example of where North Norfolk was leading and others would be following. He added that the recent LGA Peer Review had praised it as 'work of national importance'.

The Chairman invited members to speak :

- a) Cllr P Fisher referred to recent storms and asked whether the sandscaping scheme was still holding up as expected. Cllr Blathwayt replied that regular surveys were being undertaken. It didn't sit within the remit of Coastwise but the sandscaping scheme was still holding up well and was operating as anticipated. He added that the sandscaping scheme just bought more time and Coastwise was focussed on how to use that time to prepare for the future. The Coastal Transition Manager (CTM) confirmed that there was ongoing monitoring for the sandscaping scheme which was undertaken by shared Coastal Partnership East (CPE) team in conjunction with Bacton Gas Terminal. He said that it was functioning well and although there were fluctuations, he believed that if the scheme had not been implemented there would have been many more flooding events. He agreed that it had bought time but said that Coastwise's aim was to ensure that the most was achieved from this additional time. There were difficult challenges ahead but he was hopeful that Coastwise would support local communities to adapt and move forward in a positive way.
- b) Cllr V Holliday commented on the risk register and asked whether it would go to Governance, Risk & Audit Committee (GRAC) for assessment. The Chief Executive replied that the corporate risk register went to GRAC on a quarterly basis but if members wanted to refer the Coastwise risk register to GRAC then that was an option. It was a large scheme with a considerable amount of funding (£15m). The Chairman of GRAC, Cllr J Toye, said that the committee could consider the risk register at the next meeting and decide if it was something that should be included in their work programme on an ongoing basis.
- c) Cllr N Housden asked whether, under the Coastwise Scheme, the risks to NNDC coastal assets had been considered. The CTM replied that Coastwise was focussing on areas of the coast where there was erosion and not on the 'hold the line' areas. He said that the Council did own assets such as car parks in some of these areas and discussions would take place with local communities. Cllr Housden asked whether such issues that arose during each stage of the scheme could be reported to Overview & Scrutiny Committee. The CTM confirmed that this could be done if members requested it. He added that there was a new Coastal Erosion Risk Mapping project that was underway and the outcomes from this would be launched publicly in the summer of 2024. This new mapping would also take forward two different climate scenarios and this information would be analysed closely to help understand the impact on assets.
- d) The Chairman said that it would be helpful to have more insight into the risk register and how the scores had been reached and he asked if this could be carried forward to GRAC. Cllr J Toye said that GRAC would consider the

report and the risk scores and also assess how it sat corporately, particularly regarding the risk to the Council's assets. The CTM added that the risk log that was included in the Overview & Scrutiny agenda was an edited version of a much more extensive risk register. He said that there was an internal project governance board in place which had reviewed the risk register and the EA Large Project Review Group had also considered the initial risk register and added some additional risks. The Coastwise Board had also had a risk workshop to aid their understanding of the issues. He said that he welcomed GRAC considering the matter further.

It was proposed by Cllr R Macdonald, seconded by Cllr P Fisher and

RESOLVED to

1. To endorse the delivery of Coastwise
2. To request that Governance, Risk & Audit Committee reviews the risks presented by the Coastwise Project in respect of the likelihood and impact elements of the risk scores (pre and post the mitigation actions) so that there is clarity about how those actions will work and thus provide greater reassurance that they are being managed effectively and who owns them.

84 THE CABINET WORK PROGRAMME

The Democratic Services Manager (DSM) updated members on the Cabinet work programme and advised them that it was relatively light for December. This was due to the majority of financial reports coming through to Overview & Scrutiny Committee for pre-scrutiny first in December and then onto Cabinet in January.

85 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The DSM said that the work programme for the committee was heavy in December due to the number of financial reports coming through for pre-scrutiny. There had been a request to consider the Local Economic Strategy & Action Plan in December but it may be best to push this back to January to allow for a full discussion of this item. She concluded by saying that the previous Scrutiny Officer had contacted NHS Norfolk & Waveney ICB regarding various questions that had been raised at the last meeting of the committee. A response to those questions had recently been received and the DSM would circulate that information to all members after the meeting.

Cllr J Boyle, the Committee's representative on the Norfolk Health Overview & Scrutiny Committee (NHOSC) said that she had been tasked with putting two questions to NHOSC and she had the responses to share with members. She said that there was also a request from NHOSC to make a recommendation that the Leader of the Council writes to the Cabinet Member for Public Health in support of school dentistry, as this was a significant gap in dentistry provision for children. The Chairman suggested that Cllr Boyle shared the written responses with the DSM and she would circulate them with the NHS responses.

86 EXCLUSION OF THE PRESS AND PUBLIC

The meeting ended at 12.30 pm.

Chairman

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Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

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)



Draft Revenue Budget for 2024-25	
Executive Summary	This report presents the first iteration of budget for 2024/25. It is intended to present the position as we currently know it and will need to be updated as more information becomes available e.g. the impact of the Local Government Finance Settlement for 2024/25.
Options considered.	No other options have been considered as it is a requirement to calculate “the expenditure which the authority estimates it will incur in the forthcoming year in performing its functions” and then subtract “the sums which it estimates will be payable for the year into its general fund”. This is required to set a balanced budget before 11 March 2024.
Consultation(s)	There has not been any consultation prior to this paper. The Overview and Scrutiny Committee are being asked to review the content and make recommendations to Cabinet for its consideration. This paper is the first stage of consultation and as the budget setting process progresses consultation will take place with other stakeholders.
Recommendations	Recommend to Cabinet any options that this Committee would like Cabinet to consider.
Reasons for recommendations	To enable the Council to set a balanced budget.
Background papers	2023/24 Budget report presented to full Council on 22 February 2023.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley Director of Resources and s151 Officer tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The setting of a balanced budget for 2024/25 provides the base position for reviewing the following years of the Medium-Term Finance Plan.
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	

1. Purpose of the report

This report is being presented to this Committee to give Members the opportunity to scrutinize and discuss the proposed draft Summary General Fund Budget for 2024/25 before being presented to Cabinet and to make recommendations to Cabinet to achieve the savings required to balance the General Fund Budget for 2024/25. It also presents the Medium-Term Financial Strategy for scrutiny by this Committee.

2. Introduction & Background

- 2.1 Officers have spent some time in reviewing their budgets. These have now been consolidated to give a Summary General Fund Budget for 2024/25.
- 2.2 The context in which the Council is operating is that local authorities throughout the UK are finding themselves affected financially by many external factors that are beyond their control. There is the ongoing impact of the ongoing war in Ukraine, high but reducing inflation levels which are currently at 4.6%, but half of what it was this time last year (9.2% in December 2022), higher interest rates (although several economists have recently said that they think these have now peaked), labour shortages, the residual impact of COVID as we are learning to live with it, a continuing cost-of-living crisis and an uncertain economic outlook.
- 2.3 The Council is seeing the high utility and contract costs persisting, which has fed through to demands for higher pay rises for a second year running. The continuing cost-of-living crisis is also leading to an increase in the demand for the Council's services. This is creating a particular pressure on the Temporary Accommodation budgets, as the number of people presenting themselves as homeless is increasing. Whilst government subsidy can be claimed for this expenditure it does not fully cover this and it is anticipated that the shortfall will amount to a budget pressure of over £600k by the end of 2023/24 and will be at least the same again in 2024/25. This is not a unique issue for this Council as councils across the country are experiencing pressures on their Temporary Accommodation budgets. Lobbying by Councils is taking place to try and gain some central government financial support for this.

3. Current Proposed Budget for 2024-25 and the Medium-Term Financial Strategy to 2027/28

- 3.1 The draft budget presented for 2024/25 is not yet a balanced budget. The summary position is shown in the table below. The full General Fund

Summary can be found at Appendix A. The current gap for 2024/25 is £1.810m, and then this increases significantly in year 2025/26 and for the following two years.

2022/23 Actuals £	Service Area	2023/24 Base Budget £	2023/24 Updated Budget £	2024/25 Base Budget £	2025/26 Projection £	2026/27 Projection £	2027/28 Projection £
19,991,416	Net Cost of Services	22,668,807	22,772,939	23,197,511	22,876,153	23,232,119	23,917,816
(1,434,748)	Other net costs and/or income	190,314	206,686	(667,178)	(653,738)	(639,791)	(625,313)
18,556,668	Net Operating Expenditure	22,859,121	22,979,625	22,530,333	22,222,415	22,592,328	23,292,503
(775,163)	Contributions to/(from) Earmarked Reserves:	(4,910,461)	(5,030,965)	(1,353,367)	(194,535)	26,727	37,727
17,781,505	Amount to be met from Government Grant & Local Taxpayers	17,948,660	17,948,660	21,176,966	22,027,880	22,619,055	23,330,230
(17,781,505)	Income from Government Grant and Taxpayers	(17,948,660)	(17,948,660)	(19,366,601)	(17,914,157)	(18,247,909)	(18,554,400)
0 (Surplus)/Deficit		0	0	1,810,365	4,113,723	4,371,146	4,775,830

- 3.2 The position above shows the balanced budget position for 2023/24 however it should be noted that the latest budget monitoring report (i.e. as at 30 September 2023) identifies a forecast overspend for this current year against this budget of at least £600k. Action is currently being taken by officers to reduce expenditure wherever possible.
- 3.3 The draft budget for 2024-25 includes some unavoidable growth items, increases for inflation for both income and expenditure and any savings that have been identified. It should be noted that there has been a significant movement on the 2024/25 deficit forecast when the budget for 2023/24 budget was set i.e. £0.745m has now moved to £1.810m.

Explanation of movement	£m
Budget Deficit for 2024/25 when setting the Budget for 2023/24	£0.745
Unable to introduce Second Homes Premium as legislation was delayed significantly and not implemented in time for 2024/25	£0.550
Increase in MRP	£0.158
Difference in pay award (assumed 2% when setting 23/24 budget, but now assuming 5% for setting the 24/25 budget)	£0.310
Other miscellaneous increases	£0.047
Budget Deficit for 2024/25	£1.810

- 3.4 Currently pay inflation has been included at 5% for 2024/25 and then at 3.5% for the remaining years of the Medium-Term Financial Plan. The table below shows what the impact on the budget would be if different levels of pay inflation are assumed.

Inflation % Applied	Total Salary, NI & Super Inflation £	Movement £	Narrative
3.5%	543,123	(233,256)	Budget saving
5.0%	776,379	-	Budgeted figure
7%	1,086,246	309,867	Additional budget pressure

- 3.5 On the funding side the assumptions that have been made are to increase the Council Tax by the maximum allowed. The table below shows how the Council Tax income has been calculated and the amount of Council Tax income that the increase generates. Also included in the Council Tax Income is the additional income that will be generated by being able to charge a 100% premium on long term empty properties that have been empty for a consecutive period of longer than 12 months instead of 24 months. This has been calculated to generate an additional £68k in 2024/25 then £50k per annum after that. Then also included from 2025/26 is the 100% premium that can be charged on second homes. It is anticipated that this will generate an additional £550k per annum.

Council tax				
	24/25	25/26	26/27	27/28
Council Tax Base for 24/25 with assumed 1% increase per annum	41501.7	41916.7	42335.9	42759.2
CT before increase	163.62	168.57	173.61	178.80
Maximum increase allowed	4.95	5.04	5.19	5.35
CT after increase	168.57	173.61	178.80	184.15
Income assuming CT increase	6,995,942	7,277,171	7,569,706	7,874,001
Second homes premium	-	550,000.00	550,000.00	550,000.00
Empty homes income	68,000.00	50,000.00	50,000.00	50,000.00
Total Council Tax	7,063,942	7,877,171	8,169,706	8,474,001
Additional Council Tax generated by the annual increase	205,433	211,270	219,763	228,598

- 3.6 For the Retained Business Rates financial modelling has been undertaken that uses information available for 2023/24 and then this has been updated with any known changes. The resulting income is based on what is known now but will be updated in January 2024 when a more accurate figure will become available upon completion of a government return.
- 3.7 The remaining income comprises grants from central government. These have been increased also but there is a great deal of uncertainty around the funding streams. The provisional Local Government Finance Settlement is expected to be announced during the week before Christmas at which point the amounts can be fed into the General Fund Summary to provide an updated position.
- 3.8 This first draft budget for 2024/25 and the following years of the Medium-Term Financial Plan show that there are deficits in each year. The years 2025/26 to 2027/28 show a significant increased deficit but this is largely due to the forecast for the Retained Business Rates needing to be reviewed again once a more accurate figure is calculated in January. This early presentation

of a first draft allows consideration of all options that can put in place to achieve the level of savings required to set a balanced budget for 2024/25.

- 3.9 During December officers and Cabinet Members will look at how budget savings can be achieved for 2024/25 so that a balanced budget can be recommended to full Council at its meeting on 21 February 2024.
- 3.10 There will be a further opportunity for this Committee to scrutinize the budget in the new year and make recommendations to full Council for consideration at the meeting on 21 February 2024.
- 3.11 **Corporate Plan Objectives**
- 3.12 Financial Sustainability and Growth – a balanced budget based on savings that are achievable will ensure the Council's financial sustainability over the medium term.

4. Financial and Resource Implications

- 4.1 The Council must set a balanced budget for 2024/25 before 11 March 2024. This report presents the first draft budget for 2024/25 which shows that there is currently a budget deficit and the extent of the deficit. This early consideration of the position allows action to be taken to reduce the deficit and set a balanced budget before 11 March 2024. The Medium-Term Finance Strategy is also presented in this report.

Comments from the S151 Officer:

The Council must set a balanced budget before the start of the forthcoming financial year. This first draft of the budget is the first stage in this process.

5. Legal Implications

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

Comments from the Monitoring Officer

6. Risks

- 6.1 This report does raise the risk that a balanced budget may not be set, but the financial sustainability of the Council is already included in the risk register.

7. Net Zero Target

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

8. Equality, Diversity & Inclusion

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

9. Community Safety issues

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

10. Conclusion and Recommendations

- 11.1 This report presents the first draft of the General Fund budget for 2024/25. The assumptions in arriving at the position are laid out in the report. Recommend to Cabinet any options that this Committee would like Cabinet to consider.

Appendix A

General Fund Summary 2024/25 Base Budget

2022/23 Actuals £	Service Area	2023/24 Base Budget £	2023/24 Updated Budget £	2024/25 Base Budget £	2025/26 Projection £	2026/27 Projection £	2027/28 Projection £
325,310	Corporate Leadership/ Executive Support	484,705	517,720	431,475	439,441	451,119	463,520
9,764,789	Communities	10,566,216	10,056,257	10,114,871	10,102,721	10,328,646	10,671,783
5,326,359	Place and Climate Change	6,509,032	6,680,859	7,128,284	6,753,275	6,760,492	6,940,178
4,574,958	Resources	5,108,854	5,518,103	5,522,881	5,580,716	5,691,862	5,842,334
19,991,416	Net Cost of Services	22,668,807	22,772,939	23,197,511	22,876,153	23,232,119	23,917,816
2,724,972	Parish Precepts	2,875,207	2,875,207	2,875,207	2,875,207	2,875,207	2,875,207
(2,456,964)	Capital Charges	(2,456,953)	(2,456,953)	(2,456,953)	(2,456,953)	(2,456,953)	(2,456,953)
(1,448,107)	Interest Receivable	(1,533,436)	(1,533,436)	(1,865,172)	(1,865,172)	(1,865,172)	(1,865,172)
165,758	External Interest Paid	0	0	23,880	23,880	23,880	23,880
810,274	Revenue Financing for Capital:	710,000	726,372	0	0	0	0
661,723	Minimum Revenue Provision	330,000	330,000	487,860	501,300	515,247	529,725
	MRP - Waste Contract	0	0	0	0	0	0
(1,892,404)	IAS 19 Pension Adjustment	265,496	265,496	268,000	268,000	268,000	268,000
18,556,668	Net Operating Expenditure	22,859,121	22,979,625	22,530,333	22,222,415	22,592,328	23,292,503
2019/20 Actuals	Contributions to/(from) Earmarked Reserves:	2023/24 Base Budget	2023/24 Updated Budget	2024/25 Base Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection
0	Capital Projects Reserve	(400,000)	(400,000)	0	0	0	0
(35,923)	Asset Management	0	0	0	0	0	0
(23,426)	Benefits	(111,305)	(111,305)	(46,622)	0	0	0
0	Broadband	0	0	0	0	0	0
0	Building Control	(81,866)	(89,690)	(122,542)	(11,883)	0	0
(594,997)	Business Rates Reserve	(1,278,267)	(1,278,267)	(18,000)	(18,000)	(18,000)	(7,000)
166,400	Coast Protection	0	(134,003)	(265,738)	0	0	0
(163,226)	Communities	(275,000)	(275,000)	(131,550)	0	0	0
(702,392)	Delivery Plan	(1,289,412)	(1,750,911)	(505,017)	(184,572)	(10,000)	(10,000)
34,800	Economic Development & Tourism	(44,800)	(44,800)	(10,000)	(10,000)	0	0
83,015	Elections	(100,000)	(133,015)	60,000	60,000	60,000	60,000
(29,635)	Enforcement Board	0	0	0	0	0	0
183,283	Environmental Health	(16,000)	(32,372)	0	0	0	0
262,700	Grants	0	0	(49,613)	(24,807)	0	0
166,678	Housing	(555,898)	(493,689)	(128,318)	(55,273)	(55,273)	(55,273)
0	Land Charges	0	0	0	0	0	0
(30,871)	Legal	(31,745)	(31,745)	0	0	0	0
258,772	Major Repairs Reserve	0	0	0	0	0	0
0	New Homes Bonus Reserve	(178,000)	(178,000)	(150,000)	0	0	0
(17,873)	Organisational Development	(42,742)	(42,742)	(26,123)	0	0	0
0	Pathfinder	0	0	0	0	0	0
198,965	Planning Revenue	(148,965)	(178,965)	50,000	50,000	50,000	50,000
(234,987)	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	0
(296,445)	Contribution to/(from) the General Reserve	(356,461)	(356,461)	(9,844)	0	0	0
17,781,505	Amount to be met from Government Grant and Local Taxpayers	17,948,660	17,948,660	21,176,966	22,027,880	22,619,055	23,330,230
2022/23 Actuals	Income and Grants	2023/24 Base Budget	2023/24 Updated Budget	2024/25 Base Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection
(2,724,973)	Parish Precepts	(2,875,207)	(2,875,207)	(2,875,207)	(2,875,207)	(2,875,207)	(2,875,207)
(6,423,641)	Council Tax	(6,738,797)	(6,738,797)	(7,063,942)	(7,877,171)	(8,169,706)	(8,474,001)
(6,725,157)	Retained Business Rates	(6,315,000)	(6,315,000)	(7,376,000)	(5,101,000)	(5,101,000)	(5,101,000)
(886,575)	New Homes bonus	(31,080)	(31,080)	(31,080)	0	0	0
(93,540)	Revenue Support Grant	(102,462)	(102,462)	(105,536)	(107,647)	(109,800)	(111,996)
0	3% Funding Guarantee	(974,416)	(974,416)	(1,070,477)	(1,091,886)	(1,113,724)	(1,113,724)
(507,661)	Rural Services Delivery Grant	(567,386)	(567,386)	(522,891)	(533,349)	(544,016)	(544,016)
0	LCTS Admin Grant	(136,747)	(136,747)	(140,849)	(143,666)	(146,540)	(146,540)
(50,074)	Ctax Discount Grant	(50,074)	(50,074)	(51,576)	(52,608)	(53,660)	(53,660)
(147,545)	Lower Tier Services Grant	0	0	0	0	0	0
(222,339)	Services Grant	(130,442)	(130,442)	(129,043)	(131,623)	(134,256)	(134,256)
0	Business rates Levy Surplus	(27,049)	(27,049)	0	0	0	0
(17,781,505)	Income from Government Grant and Taxpayers	(17,948,660)	(17,948,660)	(19,366,601)	(17,914,157)	(18,247,909)	(18,554,400)
0	(Surplus)/Deficit	0	0	1,810,365	4,113,723	4,371,146	4,775,830

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Treasury Management Strategy Report 2023/24	
Executive Summary	This report sets out the Council's Treasury Management Strategy for the year 2024/25. It sets out details of the Council's Treasury Management activities and presents a strategy for the prudent investment of the Council's resources. It also sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives.
Options considered	No other options considered. It is a requirement that the Treasury Management Strategy report must be approved by full Council each year in advance of the new financial year to ensure the Council is compliant with the CIPFA Treasury Management, CIPFA Prudential Codes and guidance issued by the Department of Levelling Up, Housing & Communities (DLUHC).
Consultation(s)	Cabinet Member Section 151 Officer This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury Management advisors.
Recommendations	To recommend to full Council that the Treasury Management Strategy 2024/25 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Codes to ensure; <ul style="list-style-type: none"> • A flexible investment strategy enabling the Council to respond to changing market conditions. • Ensure compliance with CIPFA and DHLUC guidance. • Confirming capital resources available for delivery of the Council's capital programme. <p>It is a requirement that any proposed changes to the prudential indicators are approved by Full Council.</p>
Background papers	The Council's Treasury Management Strategy 2023/24. CIPFA Prudential Code (Treasury Management in the Public Services: Code of Practice 2021 Edition). CIPFA Prudential Code (Capital Finance in Local Authorities: Code of Practice 2021 Edition).

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 that 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 for the Council to operate its regular functions alongside delivering the Council's Capital Programme.
Council Policies & Strategies	N/A

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

- 1.1 It is a requirement that Treasury Management activities and risk management be conducted within the framework of the Chartered Institute of Public Finance (CIPFA) Code (Treasury Management in the Public Services: Code of Practice 2021 Edition).
- 1.2 Under the provisions of the Local Government Act 2003, Local Authorities are required to comply with the guidance of the Prudential Code with regard to capital decisions.
- 1.3 It is a requirement that any proposed changes to the 2024/25 prudential indicators are approved by Full Council.

2. Introduction & Background

- 2.1 Treasury management is the operation of the Council's cash flows, borrowing and investments alongside the associated risks. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Council's prudent financial management.
- 2.2 The strategy (Appendix A) also sets out the Council's approach and deployment of capital resources in meeting the Council's overall aims and objectives.

3. Proposals and Options

- 3.1 Appendix A shows the Council's full Treasury Management Strategy for the 2024/25 financial year.

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:

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

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 Any financial risks or implications are included within the content of the report.

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 It is recommended that Full Council approves the Treasury Management Strategy 2024/25 to ensure the Council is compliant with the Prudential Codes.

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North Norfolk District Council

Treasury Management Strategy Statement

Minimum Revenue Provision Policy Statement and Annual Investment Strategy

English local authorities
2024/25

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Key Considerations

2021 revised CIPFA Treasury Management Code and Prudential Code – changes which will impact on future TMSS/AIS reports and the risk management framework

CIPFA published the revised Codes on 20th December 2021 and stated that revisions need to be included in the reporting framework from the 2023/24 financial year. This Authority, therefore, has to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

The revised Treasury Management Code required all investments and investment income to be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to an authority's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.

The revised Treasury Management Code requires an authority to implement the following: -

1. **Adopt a liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of ten years, with material differences between the liability benchmark and actual loans to be explained;
2. **Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case;
3. **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year;
4. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each authority;
5. **Reporting to members is to be done quarterly**. Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report

performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the authority's integrated revenue, capital and balance sheet monitoring;

6. **Environmental, social and governance (ESG)** issues to be addressed within an authority's treasury management policies and practices (TMP1).

The main requirements of the Prudential Code relating to service and commercial investments are: -

1. The risks associated with service and commercial investments should be proportionate to their financial capacity – i.e. that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services;
2. An authority must not borrow to invest for the primary purpose of commercial return;
3. It is not prudent for local authorities to make any investment or spending decision that will increase the CFR, and so may lead to new borrowing, unless directly and primarily related to the functions of the authority, and where any commercial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose;
4. An annual review should be conducted to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or refinance maturing debt;
5. A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream;
6. Create new Investment Management Practices to manage risks associated with non-treasury investments, (similar to the current Treasury Management Practices).

An authority's Capital Strategy or Annual Investment Strategy should include: -

1. The authority's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the authority's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;
2. An assessment of affordability, prudence and proportionality in respect of the authority's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services);
3. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;
4. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);
5. Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information

contained in them will need to be periodically re-evaluated to inform the authority's overall strategy);

6. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest primarily for financial return.

1.1 Background

The Authority is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Authority's low risk appetite, providing adequate liquidity initially before considering investment return.

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

The contribution the treasury management function makes to the Authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

CIPFA defines treasury management as:

“The management of the local authority's borrowing, investments and cash flows, including 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.”

Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

1.2 Reporting Requirements

1.2.1 Capital Strategy

The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following: -

- a high-level long-term 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

The aim of the strategy is to ensure that all the Authority's elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.

1.2.2 Treasury Management Reporting

The Authority is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and treasury indicators and treasury strategy** (this report)
 - The first, and most important report is forward looking and covers: -
 - the capital plans, (including prudential indicators)
 - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
 - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
 - an Annual Investment Strategy, (the parameters on how investments are to be managed)
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Authority will receive quarterly update reports.
- c. **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Full Council. This role is undertaken by the Overview & Scrutiny Committee.

Quarterly reports – In addition to the three major reports detailed above, from 2023/24 quarterly reporting (this Council reports the position as at the end of July and as at the end of January) is also required. However, these additional reports do not have to be reported to Full Council/Board but do require to be adequately scrutinised. This role is undertaken by the Overview & Scrutiny Committee. (The reports, specifically, should comprise updated Treasury/Prudential Indicators.)

1.3 Treasury Management Strategy for 2024/25

The strategy for 2024/25 covers two main areas:

Capital issues

- the capital expenditure plans and the associated prudential indicators
- the minimum revenue provision (MRP) policy

Treasury management issues

- the current treasury position
- treasury indicators which limit the treasury risk and activities of the Authority
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need

- debt rescheduling
- the investment strategy
- creditworthiness policy; and
- the policy on use of external service providers

These elements cover the requirements of the Local Government Act 2003, DLUHC Investment Guidance, DLUHC MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

1.4 Training

The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.

The scale and nature of this will depend on the size and complexity of the organisation’s treasury management needs. Organisations should consider how to assess whether treasury management staff and board/ council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and board/council members.
- Require treasury management officers and board/council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Have regular communication with officers and board/council members, encouraging them to highlight training needs on an ongoing basis.”

In further support of the revised training requirements, CIPFA’s Better Governance Forum and Treasury Management Network have produced a ‘self-assessment by members responsible for the scrutiny of treasury management’, which is available from the CIPFA website to download.

Training will be arranged as required for the Council’s Overview & Scrutiny Members.

The training needs of Treasury Management Officers are periodically reviewed.

A formal record of the training received by officers central to the Treasury function will be maintained by the Technical Accountant. Similarly, a formal record of the treasury management/capital finance training received by members will also be maintained by the Technical Accountant.

1.5 Treasury Management Consultants

The Authority uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

The Authority recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Authority will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

The Council holds no investments in commercial properties, with the only non-treasury investments being Housing Loans administered by the authority.

2. THE CAPITAL PRUDENTIAL INDICATORS 2024/25 – 2026/27

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

2.1 Capital Expenditure and Financing

This prudential indicator is a summary of the Authority's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts: -

Capital expenditure £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Approved Capital Programme	6.862	45.107	3.325	1.630	1.630
Capital Bids to be Reviewed	-	-	2.848	0.523	0.210
Total Capital Expenditure	6.862	45.107	6.173	2.153	1.840

The 2023/24 estimate is based on any known actuals and commitments at the time of writing this report.

The 2024/25 is based on any known budget approvals and anticipated rolled forward capital budgets. It is worth noting the two large capital schemes (Cromer & Mundesley and Coastwise) are two large new capital budgets that have recently been included. These will be primarily funded by capital grants from the Environment Agency.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Financing of capital expenditure £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Approved Programme					
Capital receipts	2.516	4.994	0.430	0.000	0.000
Capital grants	1.836	30.646	2.595	1.000	1.000
Capital contributions	1.754	2.962	0.300	0.300	0.300
Capital reserves	0.810	3.858	0.000	0	0
Borrowing	-0.054	2.647	0.000	0.330	0.330
Net financing need for the year	6.862	45.107	3.325	1.630	1.630

Capital Bids to be Reviewed £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital receipts	-	-	0.863	-	-
Capital grants	-	-	0.200	-	-
Capital contributions	-	-	0.000	-	-
Capital reserves	-	-	0.170	-	-
Borrowing	-	-	1.615	0.523	0.210
Net financing need for the year	-	-	2.848	0.523	0.210
Total Net Financing need for the year	6.862	45.107	6.173	2.153	1.840

2.2 The Authority's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Authority's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Authority's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The Authority is asked to approve the CFR projections below:

£m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital Financing Requirement					
CFR	11.223	13.395	14.515	14.848	14.863
Movement in CFR	(0.716)	2.172	1.120	0.333	0.015

Movement in CFR represented by					
Net financing need for the year (above)	(0.054)	2.647	1.615	0.853	0.540
Less MRP/VRP and other financing movements	(0.662)	(0.475)	(0.495)	(0.520)	(0.525)
Movement in CFR	(0.716)	2.172	1.120	0.333	0.015

2.3 Liability Benchmark

To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £10m at each year-end to maintain sufficient liquidity but minimise credit risk.

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

	31.3.23 Actual £m	31.3.24 Estimate £m	31.3.25 Forecast £m	31.3.26 Forecast £m	31.3.27 Forecast £m
Loans CFR	11.223	13.395	14.415	14.848	14.863
External (Short-term) Borrowing	(9.000)	(5.000)	(3.000)	0.000	0.000
Internal borrowing	2.223	8.395	11.415	14.848	14.863
Less: Balance sheet resources	-41.725	-31.725	-31.725	-31.725	-31.725
Investments	39.502	23.330	20.310	16.877	16.862

Treasury Investments	39.502	23.330	20.310	16.877	16.862
Long-Term Borrowing requirement	0.000	0.000	0.000	0.000	0.000

Net investment requirement	30.502	18.330	17.310	14.848	14.863
Liquidity allowance	-10.000	-10.000	-10.000	-10.000	-10.000
Asset Benchmark	20.502	8.330	7.310	4.848	4.863

2.4 Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Authority has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP).

The Authority is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) gives four ready-made options for calculating MRP, but the Authority can use any other reasonable basis that it can justify as prudent.

The MRP policy statement requires full council approval (or closest equivalent level) in advance of each financial year.

The Authority is recommended to approve the following MRP Statement.

For expenditure incurred before 1 April 2008 which forms part of supported capital expenditure, the MRP policy will be:

- **4% reducing balance (regulatory method)** - MRP will follow the historical practice outlined in former regulations as 4% of the opening GF CFR balance less adjustment A

From 1 April 2008 for all unsupported borrowing the MRP policy will be:

- **Asset life method (annuity)** – MRP will be based on the estimated life of the assets;

Capital expenditure incurred during 2023/24 will not be subject to an MRP charge until 2024/25, or in the year after the asset becomes operational.

The Authority will apply the asset life method for any expenditure capitalised under a Capitalisation Direction.

For capital expenditure on loans to third parties where the principal element of the loan is being repaid in annual instalments, the capital receipts arising from the principal loan repayments will be used to reduce the CFR instead of MRP.

Where no principal repayment is made in a given year, MRP will be charged at a rate in line with the life of the assets funded by the loan.

3. BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Authority. The treasury management function ensures that the Authority's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Authority's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions, and the Annual Investment Strategy.

3.1 Current Portfolio Position

The overall treasury management portfolio as at 31.3.23 and for the position as at 30.11.23 is shown below for both borrowing and investments.

TREASURY PORTFOLIO				
	actual 31.3.23	actual 31.3.23	current 30.11.24	current 30.11.24
Treasury investments	£000	%	£000	%
Money Market Funds	2,830	11%	3,830	15%
Total managed in house	2,830	11%	3,830	15%
Bond Funds	6,012	24%	6,012	23%
Equity Funds	5,570	22%	5,570	21%
Property Funds	5,000	20%	5,000	19%
Multi-Asset Funds	6,000	24%	6,000	23%
Total managed externally	22,581	89%	22,581	85%
Total treasury investments	25,411	100%	26,411	100%
Treasury external borrowing				
Local Authorities	9,000	100%	5,000	100%
Total external borrowing	9,000	100%	5,000	100%
Net treasury investments / (borrowing)	16,411	0	21,411	0

The Authority's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
External Debt					
Debt at 1 April	7.000	9.000	5.000	3.000	0.000
Expected change in Debt	2.000	(4.000)	(2.000)	(3.000)	0.000
Other long-term liabilities (OLTL)	0.000	0.000	0.000	0.000	0.000

Expected change in OLTL	0.000	0.000	0.000	0.000	0.000
Actual gross debt at 31 March	9.000	5.000	3.000	0.000	0.000
The Capital Financing Requirement	11.223	13.395	14.415	14.848	14.863
Under / (over) borrowing	2.223	8.395	11.415	14.848	14.863

Within the range of prudential indicators there are several key indicators to ensure that the Authority operates its activities within well-defined limits. One of these is that the Authority needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Director of Finance reports that the Authority complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes account of current commitments, existing plans and the proposals in this budget report.

3.2 Treasury Indicators: Limits to Borrowing Activity

The Operational Boundary. This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational Boundary £m	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Debt	15.000	15.000	15.000	15.000
Other long-term liabilities	0.000	0.000	0.000	0.000
Total	15.000	15.000	15.000	15.000

The Authorised Limit for external debt. This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt which, while not desired, could be afforded in the short-term, but is not sustainable in the longer-term.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local authority plans, or those of a specific authority, although this power has not yet been exercised.
- The Authority is asked to approve the following Authorised Limit:

Authorised Limit £m	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Debt	15.000	15.000	15.000	15.000
Other long-term liabilities	0.000	0.000	0.000	0.000
Total	15.000	15.000	15.000	15.000

3.3 Prospects for Interest Rates

The Authority has appointed Link Group as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. Link provided the following forecasts on 07 November 2023. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View		07.11.23												
		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	3.25	3.00	3.00	3.00	3.00	3.00
3 month ave earnings		5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.30	3.00	3.00	3.00	3.00	3.00
6 month ave earnings		5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.40	3.10	3.10	3.10	3.10	3.10
12 month ave earnings		5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.50	3.30	3.30	3.30	3.30	3.30
5 yr PWLB		5.00	4.90	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.60	3.50	3.50	3.50
10 yr PWLB		5.10	5.00	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.70	3.60	3.60	3.50
25 yr PWLB		5.50	5.30	5.10	4.90	4.70	4.50	4.30	4.20	4.10	4.10	4.00	4.00	4.00
50 yr PWLB		5.30	5.10	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.80	3.80	3.80

Additional notes by Link on this forecast table: -

- Our central forecast for interest rates was previously updated on 25 September and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by keeping Bank Rate at 5.25% until at least H2 2024. We expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and that there is a likelihood of the overall economy enduring at least a mild recession over the coming months, although most recent GDP releases have surprised with their on-going robustness.
- Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.
- In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and Gaza and Israel.
- On the positive side, consumers are still anticipated to be sitting on some excess savings left over from the pandemic, which could cushion some of the impact of the above challenges and may be the reason why the economy is performing somewhat better at this stage of the economic cycle than may have been expected. However, as noted previously, most of those excess savings are held by more affluent households whereas lower income families already spend nearly all their income on essentials such as food, energy and rent/mortgage payments.

PWLB RATES

- Gilt yield curve movements have broadened since our last Newsflash. The short part of the curve has not moved far but the longer-end continues to reflect inflation concerns. At the time of writing there is 60 basis points difference between the 5 and 50 year parts of the curve.

The balance of risks to the UK economy: -

- The overall balance of risks to economic growth in the UK is to the downside.

Downside risks to current forecasts for UK gilt yields and PWLB rates include: -

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, could keep gilt yields high for longer).
- **The Bank of England** has increased Bank Rate too fast and too far over recent months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, the Middle East, China/Taiwan/US, Iran and North Korea, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- Despite the recent tightening to 5.25%, the **Bank of England proves too timid** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to remain elevated for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.
- **The pound weakens** because of a lack of confidence in the UK Government's pre-election fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer-term **US treasury yields** rise strongly if inflation remains more stubborn there than the market currently anticipates, consequently pulling gilt yields up higher. (We saw some movements of this type through October although generally reversed in the last week or so.)
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields compensating.

LINK GROUP FORECASTS

We now expect the MPC will keep Bank Rate at 5.25% for the remainder of 2023 and the first half of 2024 to combat on-going inflationary and wage pressures. We do not think that the MPC will increase Bank Rate above 5.25%, but it is possible.

Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, as inflation starts to fall through the remainder of 2023 and into 2024.

Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB debt	Current borrowing rate as at 06.11.23 p.m.	Target borrowing rate now (end of Q3 2025)	Target borrowing rate previous (end of Q3 2025)
5 years	5.02%	3.80%	3.90%
10 years	5.15%	3.80%	3.80%
25 years	5.61%	4.20%	4.10%
50 years	5.38%	4.00%	3.90%

Borrowing advice: Our long-term (beyond 10 years) forecast for Bank Rate has increased from 2.75% to 3% and reflects Capital Economics' research that suggests AI and general improvements in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can generally be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates will remain elevated for some time to come but may prove the best option whilst the market continues to wait for inflation, and therein gilt yields, to drop back later in 2024.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are rounded to the nearest 10bps and set out below. You will note that investment earnings have been revised somewhat higher for all years from 2025/26 as Bank Rate remains higher for longer.

Average earnings in each year	Now	Previously
2023/24 (residual)	5.30%	5.30%
2024/25	4.70%	4.70%
2025/26	3.20%	3.00%
2026/27	3.00%	2.80%
2027/28	3.25%	3.05%
Years 6 to 10	3.25%	3.05%
Years 10+	3.25%	3.05%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

3.4 Borrowing Strategy

The Authority is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure (internal borrowing). This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near-term monetary policy. That is, Bank Rate remains elevated through to the second half of 2024.

Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The Director of Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- If there is a significant risk of a sharp fall in borrowing rates, then the forecasted cash flow and CFR positions will be reviewed to determine if long-term borrowing should be taken by the Authority.
- If there is a significant risk of a sharp rise in borrowing rates, then the forecasted cash flow and CFR positions will be reviewed to determine if the Authority should reduce its long-term investments to avoid additional borrowing costs.

Any decisions will be reported to members body at the next available opportunity.

The Council's current borrowing strategy is to continue with short-term borrowing to manage lows in its current cash flow, avoiding taking any on any long-term liabilities while interest rates are high.

It is anticipated that the Council will have reduced its short-term borrowing from £9m to £5m during the 2023/24 financial year, with intention to reduce it further in the following 2024/25 financial year.

3.5 Policy on Borrowing in Advance of Need

The Authority will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Authority can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

3.6 Rescheduling

Rescheduling of current borrowing in our debt portfolio may be considered whilst premature redemption rates remain elevated but only if there is surplus cash available to facilitate any repayment, or rebalancing of the portfolio to provide more certainty is considered appropriate. At the current time it is felt that holding onto the current investments until capital values recover from the recent economic events is the best course of action to avoid capital losses on the original principle invested.

If rescheduling is to be undertaken, it will be reported to members at the earliest meeting following its action.

3.7 Types of Borrowing

The Council will continue to use short-term borrowing from other Local Authorities/Local Government Bodies when required. This is the cheapest option available with the PWLB Certainty Rate currently set at gilts + 80 basis points.

The Council will continue to monitor the markets should an alternative funding sources become available, or if long-term borrowing is seen as a more cost-effective option for meeting the Council's funding requirements.

3.8 Approved Sources of Long and Short-term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Local Authorities	●	●
Internal (capital receipts & revenue balances)	●	●

Please note, the Council no longer has access to a bank overdraft facility from 2022/23 onwards, due to the cessation of this service by the Council's bankers (Barclay's Bank PLC).

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment Policy – Management of Risk

The Department of Levelling Up, Housing and Communities (DLUHC - this was formerly the Ministry of Housing, Communities and Local Government (MHCLG)) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team).

The Authority’s investment policy has regard to the following: -

- DLUHC’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 (“the Code”)
- CIPFA Treasury Management Guidance Notes 2021

The Authority’s investment priorities will be security first, portfolio liquidity second and then yield (return). The Authority will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Authority’s risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs by primarily investing in MMF (overnight) funds.

The above guidance from the DLUHC and CIPFA places a high priority on the management of risk. This Authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Authority will engage with its advisors to maintain a monitor on market pricing such as “**credit default swaps**” and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This Authority has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in Appendix 5.4 under the categories of ‘specified’ and ‘non-specified’ investments.

Specified investments are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity, if originally, they were classified as being non-specified investments solely due to the maturity period exceeding one year.

Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.

5. **Non-specified and loan investment limits.** The Authority has determined that it will not set a limit to the maximum exposure of the total treasury management investment portfolio to non-specified treasury management investments. However, the Council's cash flow will be constantly monitored to determine if funds should be re-diversified to allow for a higher level of liquidity in the Authorities portfolio.
6. **Transaction limits** are set for each type of investment in 4.2.
7. This Authority will set a limit for its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
8. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
9. This Authority has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Authority in the context of the expected level of cash balances and need for liquidity throughout the year.
10. All investments will be denominated in **sterling**.
11. As a result of the change in accounting standards for 2023/24 under IFRS 9, this Authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. More recently, a further extension to the over-ride to 31.3.25 has been agreed by Government.

However, this Authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

Changes in risk management policy from last year.

The above criteria are primarily unchanged from last year, however the Counterparty Limits will be amended to be based around the assumed maximum investment portfolio for the upcoming financial year.

4.2 Creditworthiness Policy

This Authority applies the creditworthiness service provided by the Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays: -

1. "watches" and "outlooks" from credit rating agencies;
2. CDS spreads that may give early warning of changes in credit ratings;
3. sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, and any assigned Watches and Outlooks, in a weighted scoring system which is then combined with an overlay of CDS spreads. The end-product of this is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Authority to determine the suggested duration for investments. The Authority will, therefore, use counterparties within the following durational bands

- Yellow 5 years *
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

The Link creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically, the minimum credit ratings criteria the Authority uses will be a short-term rating (Fitch or equivalents) of F1 and a long-term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored bi-annually. The Authority is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Authority's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Authority will be advised of information in movements in Credit Default Swap spreads against the iTraxx European Senior Financials benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link. Extreme market movements may result in downgrade of an institution or removal from the Authority's lending list.

Sole reliance will not be placed on the use of this external service. In addition, this Authority will also use market data and market information, as well as information on any external support for banks to help support its decision-making process.

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long-term rating where applicable)	Sector limit	Transaction/Counterparty limit	Time limit
UK Government/DMADF	n/a	Unlimited	Unlimited	Unlimited
Local authorities	n/a	£5,000,000	£3,200,000	25 years
Other institutions limit	-	£3,200,000	£1,600,000	5 years
Banks	Yellow	Unlimited	£1,600,000	5 yrs
Banks	Purple	Unlimited	£1,600,000	2 yrs
Banks	Orange	Unlimited	£1,600,000	1 yr
Banks – part nationalised	Blue	Unlimited	£1,600,000	1 yr
Banks	Red	Unlimited	£1,600,000	6 mths
Banks	Green	Unlimited	£1,600,000	100 days
Banks	No Colour	Unlimited	£Xm	No investment
Limit 3 category – Authority's banker (where "No Colour")	n/a	Unlimited	£2,000,000	Unlimited
Housing associations	Colour bands	£3,200,000	£3,200,000	As per colour band
	Fund rating	Sector Limit	Transaction/Counterparty limit	Time Limit
Money Market Funds	AA+	£22,400,000	£3,200,000	liquid
Strategic Pooled Funds	AA+	£25,600,000	£5,000,000	Redemption no more than 7 days
Covered Bonds	AA+	£25,600,000	£5,000,000	Redemption no more than 7 days

Creditworthiness.

Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Authority will not set a minimum rating for the UK.

CDS prices

Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the days of the Truss/Kwarteng government in the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor CDS prices as part of their creditworthiness service to local authorities and the Authority has access to this information via its Link-provided Passport portal.

Limits

Due care will be taken to consider the exposure of the Authority's total investment portfolio to non-specified investments, countries, groups and sectors.

- a. **Non-specified treasury management investment limit.** The Authority has determined that it will limit the maximum total exposure of treasury management investments to non-specified treasury management investments as being _% of the total treasury management investment portfolio.
- b. **Country limit.** The Authority has determined that it will only use approved counterparties from the UK and from countries with a **minimum sovereign credit rating of AA+** from Fitch. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.6. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

Other limits. In addition: -

- limits in place above will apply to a group of companies/institutions;
- sector limits will be monitored regularly for appropriateness.

4.3 Investment Strategy

In-house funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that is the case at present, but there is the prospect of Bank Rate having peaked in the second half of 2023 and possibly reducing as early as the second half of 2024 so an agile investment strategy would be appropriate to optimise returns.

Accordingly, while most cash balances are required in order to manage the ups and downs of cash flow where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

Investment returns expectations.

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to have peaked at 5.25% in Q4 2023.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows: -

Average earnings in each year	
2023/24 (residual)	5.30%
2024/25	5.00%
2025/26	4.00%
2026/27	3.50%
2027/28	3.55%
Years 6 to 10	3.25%
Years 10+	3.25%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Against this view the Treasury officers expect an average interest rate of 5% to be earned on the Council's investment portfolio during the 2024/25 financial year.

For its cash flow generated balances, the Authority will seek to primarily utilise its Money Market Funds in order to maintain liquidity and benefit from the compounding of interest in the current economic environment.

Changes of investment strategy

The Council does not intend to make any major changes to its investment portfolio in 2024/25. With capital values on its long-term pooled fund investments still recovering from the economic downturn, re-diversifying the portfolio would lead to a loss to the Authority on the principle invested unless the whole portfolio is re-arranged.

It is therefore best to balance the additional increase in interest rates on the current investments with the borrowing costs of maintaining an adequate level of liquid cash until the times of high interest rates are over in the following year.

Investment treasury indicator and limit - total principal funds invested for greater than 365 days. These limits are set with regard to the Authority's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end.

The Authority is asked to approve the following treasury indicator and limit: -

Upper limit for principal sums invested for longer than 365 days			
£m	2024/25	2025/26	2026/27
Principal sums invested for longer than 365 days	£m 25.600	£m 25.600	£m 25.600
Current investments in excess of 1 year maturing in each year	22.581	22.581	22.581

4.4 Investment Performance / Risk Benchmarking

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

Security - The Authority's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- There is a very small historic risk of default when compared to the whole portfolio.

Liquidity – in respect of this area the Authority seeks to maintain: -

- Liquid short-term deposits of at least £1m available with a week's notice.
- Weighted average life benchmark is expected to be 15 years, with a maximum of 30 years.

Yield - local measures of yield benchmarks are *(delete / amend as appropriate):* -

- Investments – internal returns above the 7-day SONIA compounded rate
- Investments – external fund managers returns above the 7 day SONIA compounded rate

4.5 End of Year Investment Report

At the end of the financial year, the Authority will report on its investment activity as part of its Annual Treasury Report.

4.6 External Fund Managers

£25.411m of the Authority's funds is externally managed on a pooled basis.

The Authority's external fund manager(s) will comply with the Annual Investment Strategy. The agreement(s) between the Authority and the fund manager(s) additionally stipulate guidelines on duration and other limits in order to contain and control risk.

The Authority fully appreciates the importance of monitoring the activity and resultant performance of its appointed external fund manager. In order to aid this assessment, the Authority is provided with a suite of regular reporting from its manager. This includes online reporting portals, monthly statements from fund manager to allow treasury officers to see balances of the Council's investments and a year end portfolio statement.

5 APPENDICES

(These can be appended to the report or omitted as required)

1. Prudential and treasury indicators
2. Interest rate forecasts
3. Economic background
4. Treasury management practice 1 – credit and counterparty risk management (option 1)
5. Treasury management practice 1 – credit and counterparty risk management (option 2)
6. Approved countries for investments
7. Treasury management scheme of delegation
8. The treasury management role of the section 151 officer

5.1 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2024/25 – 2026/27

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

5.1.1 Capital Expenditure

Capital expenditure £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Capital Expenditure – current programme	6.862	45.107	3.325	1.630	1.630
Capital Expenditure – bids to be reviewed	-	-	2.848	0.523	0.210
Total	6.862	45.107	6.173	2.153	1.840

5.1.2 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's overall finances. The Authority is asked to approve the following indicators: -

Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream.

%	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Ratio of Financing costs to Net Revenue Stream	-7.21%	-8.54%	-8.69%	-8.36%	-8.14%

The estimates of financing costs include current commitments and the proposals in this budget report.

5.2 INTEREST RATE FORECASTS 2023-2026

Link Group Interest Rate View 07.11.23													
	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	3.25	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.30	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.40	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.50	3.30	3.30	3.30	3.30	3.30
5 yr PWLB	5.00	4.90	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.60	3.50	3.50	3.50
10 yr PWLB	5.10	5.00	4.80	4.70	4.40	4.20	4.00	3.80	3.70	3.70	3.60	3.60	3.50
25 yr PWLB	5.50	5.30	5.10	4.90	4.70	4.50	4.30	4.20	4.10	4.10	4.00	4.00	4.00
50 yr PWLB	5.30	5.10	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.80	3.80	3.80

PWLB forecasts are based on PWLB certainty rates.

5.3 ECONOMIC BACKGROUND

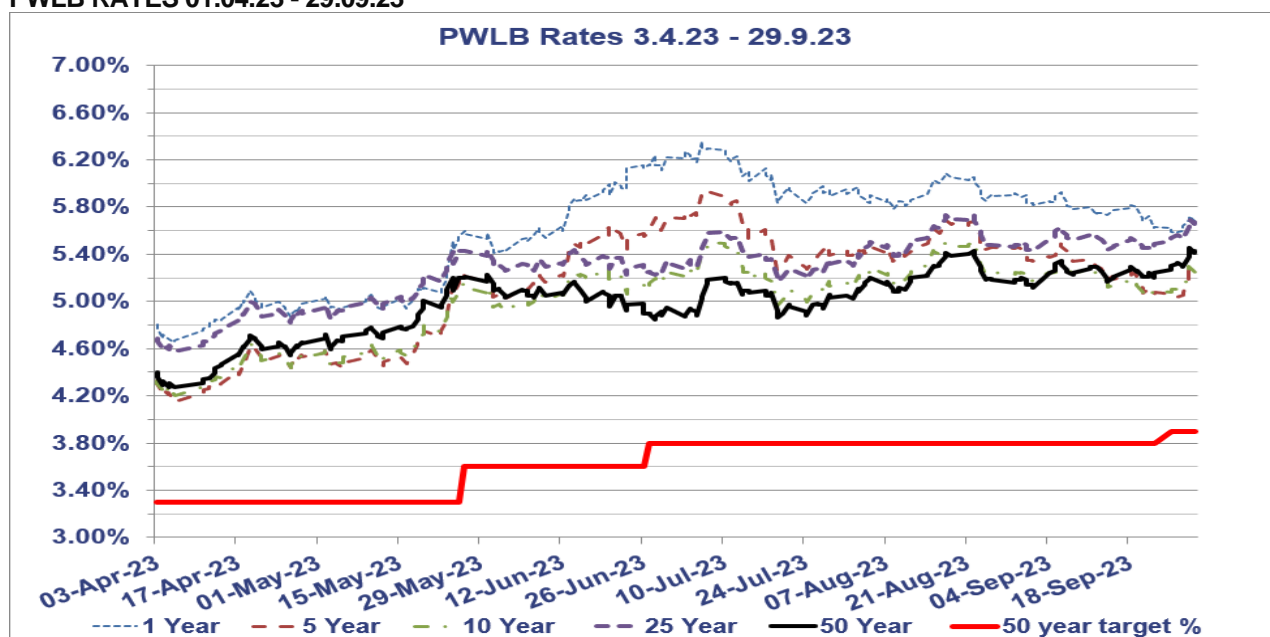
- The first half of 2023/24 saw:
 - Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
 - Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
 - CPI inflation falling from 8.7% in April to 6.7% in September, its lowest rate since February 2022, but still the highest in the G7.
 - Core CPI inflation declining to 6.1% in September 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 by 7.8% for the period June to August, excluding bonuses).
- The registering of 0% GDP for Q3 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 46.7 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% q/q rise in real GDP in the period July to September, being followed by a contraction in the next couple of quarters.
- 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. The headline 3myy rate rose 7.8% for the period June to August, which meant UK

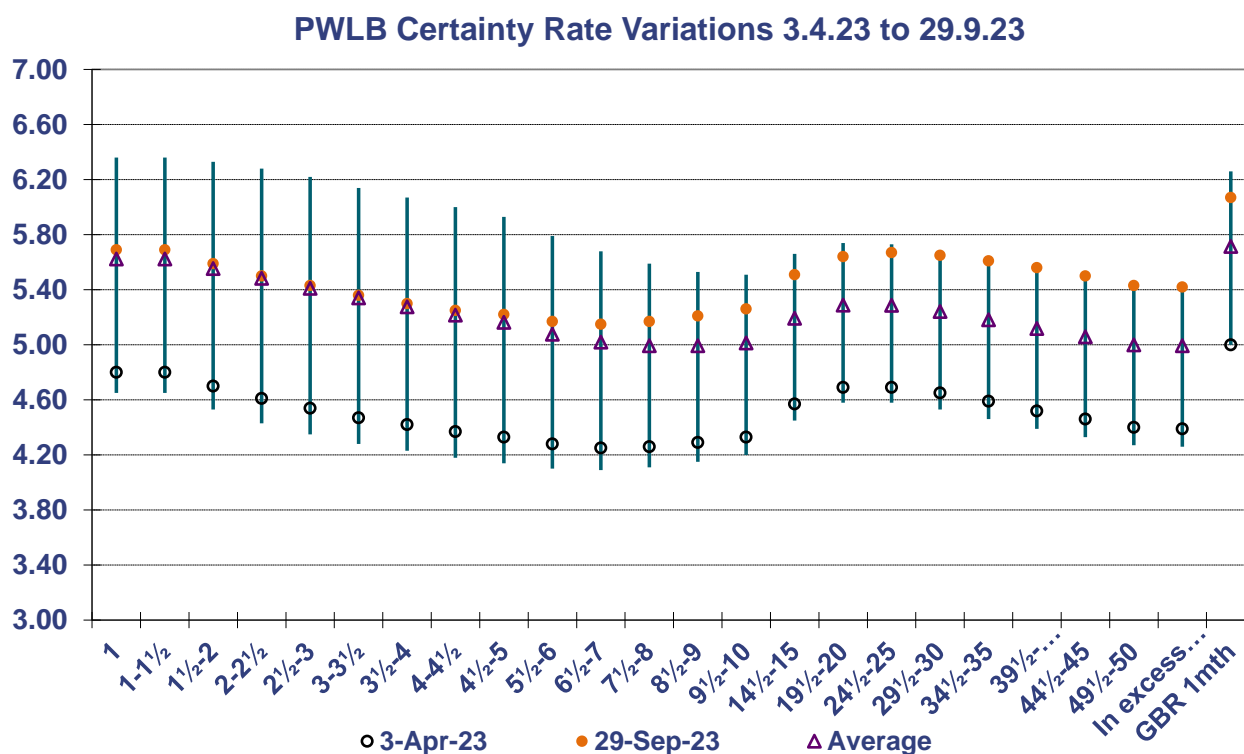
wage growth remains much faster than in the US and in the Euro-zone. Moreover, while the Bank of England's closely watched measure of regular annual average total pay growth for the private sector was 7.1% in June to August 2023, for the public sector this was 12.5% and is the highest total pay annual growth rate since comparable records began in 2001. However, this is affected by the NHS and civil service one-off non-consolidated payments made in June, July and August 2023. The Bank of England's prediction was for private sector wage growth to fall to 6.9% in September.

- CPI inflation declined from 6.8% in July to 6.7% in August and September, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.1%. That reverses all the rise since March.
- In its latest monetary policy meeting on 06 November, the Bank of England left interest rates unchanged at 5.25%. The vote to keep rates on hold was a split vote, 6-3. It is clear that some members of the MPC are still concerned about the stickiness of inflation.
- Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. In terms of messaging, the Bank once again said that "further tightening in monetary policy would be required if there were evidence of more persistent inflationary pressures", citing the rise in global bond yields and the upside risks to inflation from "energy prices given events in the Middle East". So, like the Fed, the Bank is keeping the door open to the possibility of further rate hikes. However, it also repeated the phrase that policy will be "sufficiently restrictive for sufficiently long" and that the "MPC's projections indicate that monetary policy is likely to need to be restrictive for an extended period of time". Indeed, Governor Bailey was at pains in his press conference to drum home to markets that the Bank means business in squeezing inflation out of the economy.
- 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 in the future.

In the table below, the rise in gilt yields across the curve as a whole in 2023/24, and therein PWLB rates, is clear to see.

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 peak in medium to longer dated rates has generally arisen in August and September and has been primarily driven by continuing high UK inflation, concerns that gilt issuance may be too much for the market to absorb comfortably, and unfavourable movements in US Treasuries.

The S&P 500 and FTSE 100 have struggled to make much ground through 2023.

CENTRAL BANK CONCERNS

Currently, the Fed has pushed up US rates to a range of 5.25% to 5.5%, whilst the MPC followed by raising Bank Rate to 5.25%. EZ rates have also increased to 4% with further tightening a possibility.

Ultimately, however, from a UK perspective it will not only be inflation data but also employment data that will mostly impact the decision-making process, although any softening in the interest rate outlook in the US may also have an effect (just as, conversely, greater tightening may also).

5.4 APPROVED COUNTRIES FOR INVESTMENTS

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link creditworthiness service.

Based on lowest available rating

AAA

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

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)

AA-

- Belgium
- France
- Qatar
- U.K.

5.5 TREASURY MANAGEMENT SCHEME OF DELEGATION

(i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

(ii) Cabinet

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

(iii) Overview and Scrutiny Committee

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

5.6 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe.
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the Authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Authority does not undertake a level of investing which exposes the Authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Authority
- ensuring that the Authority has adequate expertise, either in house or externally provided, to carry out the above

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Fees & Charges 2024/25	
Executive Summary	This report recommends the fees and charges for the financial year 2024-25 that will come into effect from the 1 st April 2024.
Options considered	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet agree and recommend to Full Council: <ul style="list-style-type: none"> • The fees and charges from 1st April 2024 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2024/25.
Background papers	Fees & Charges 2023/24 report (Full Council – 12 th December 2022)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	James Moore, Technical Accountant, James.Moore@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report helps to ensure that the Council is financially sound by setting charges for external services, adequately reimbursing the costs of delivering the Council's services and generating extra income where appropriate.
Medium Term Financial Strategy (MTFS)	This report includes opportunities that service managers have identified to generate extra income from within their current operations.
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current Fees & Charges 2023/24 report (Full Council – 22 February 2023)

1. Purpose of the report

- 1.1 This report recommends the fees and charges the Council issue for the financial year 2024-25 that will come into effect from the 1 April 2024 for the Cabinet to consider and then recommend to Full Council.
- 1.2 To also agree that delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Director/Assistant Director to agree the fees and charges not included within Appendix A as required.

2. Introduction & Background

- 2.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reasons for presenting the fees and charges for approval ahead of the detailed budget report is to provide enough time for the service areas to make changes/issue notification letters to the public before the beginning of the new financial year.
- 2.2 This earlier setting also allows opportunity for income budgets to be updated and included in the new financial year's budget report, along with any forecasted impact in future year's budget projections.

3. Fees & Charges 2024/25

- 3.1 Fees and charges proposals for 2024/25 have been circulated by the Finance Team and reviewed by the leading budget manager so that income budgets can be updated as part of the annual budget setting process. The proposal is to increase fees and charges by 8% (rounded to the nearest 50p or £1) in line with inflationary costs as at the start of this income budget setting process. Appendix A to this report provides the detail of the proposed charges 2024/25 to come into effect from the 1st April 2024.
- 3.2 The proposed increases in fees and charges are due to one of the following reasons:
 - Inflationary increases which reflect the inflation increases in costs which the Council is facing.
 - Increases in fees and charges which are set by a higher authority (typically central government) for example, planning fees and election charges.

- Increases in fees which must be set on a cost recovery basis for example, land charges, building control and the majority of our locally set licencing fees.

3.3 **Elections**

These fees are Statutory and are set by central government. There have been no changes from the 2023/24 charges

3.4 **Communications**

These fees relate to filming costs when external bodies request the use of a Council asset (such as the Cromer Pier).

These have been reviewed and will be charged based on the size of the filming activity (number of cast/crew). An additional fee will be imposed if the operation requests exclusive use of a Council asset for the requested filming.

However, the fees given are only indicative as the Communications team reserve the right to individually assess the scale of any operation to determine that no cost will be incurred by the taxpayer for any private filming.

3.5 **Customer Services & ICT**

The Customer Services team only provide one direct service that comes with a cost to the application, Foreign Pension Verifications. This is a statutory service which the Council is required to provide, and has a government set fee of £10 per request to the customer.

In prior years, the Council has also processed concessionary fare applications (age-related travel pass). However, from 2024/25 this service will be administered only by Norfolk County Council.

The Council has provided external photocopying services to Parish Councils, Local Businesses, and not-for-profit organisations upon request. This service currently generates around £3,500 a year for the Council in addition to the reprographics normal functions.

These fees have been reviewed by the service manager to ensure that the Council is charging at a rate that brings income whilst keeping the service affordable for its customers, future expectations are for £4,000 to be earned instead yearly by the increased fees for 2024/25.

3.6 **Leisure**

The Holt Country Park team have sold firewood in the local area by advertising at the park/on social media whenever required forestry works have resulted in tree felling. Following a significant interest from the public in buying firewood during 2023/24, the charge has been increased by the recommended inflationary rate of 8% as this has been considered to still be an attractive offer. This fee is set by the Council at its own discretion and is anticipated to earn £1,500 in 2024/25.

School visit fees have also been increased by the rate of inflation to ensure that the service is charging appropriate costs. This service is more aimed at helping schools as opposed to generating a profit.

The Council facilities market open-air market days at Sheringham (Saturday's) and Cromer (Friday's) all year round, with an additional day on Wednesday's during the Spring/Summer months at Sheringham.

These fees are determined by the Council with the aim to charge a competitive rate to ensure the Council generates an income whilst attracting tourists to two popular areas in the district.

There is not yet a proposed increase for these charges for 2024/25, the service manager is currently undertaking a separate exercise to determine the most appropriate rates to charge for pitch fees, this will be brought to members at a later date.

3.7 Legal

The Council offers multiple legal services as outlined in Appendix A, a set fee is not declared for these services and customers are charged depending on the skill level of Solicitor requires to handle the case.

These charges are discretionary and are charged to match the salary cost of the officers handling the case. For example, if a difficult case requires a more senior officer, then a higher rate will be charged to the customer.

3.8 Environmental Health

Trade waste collection fees are not published in this report, this is because the full costs to the Council to deliver these services are not known in advance. To ensure that the service can operate in a financially effective manner, the setting of these fees is requested to be done separately under delegated powers by the Director of Resources/S151 officer once the service areas are more certain of future costs.

Waste collection services are a statutory service of the Council, and the fee is determined on a cost recovery basis and so has been increased by the rate of inflation to match the expected increase in costs.

Garden bin collection fees have been increased by the rate of inflation for 2024/25. This is a discretionary service that the Council does not have to provide but generates a good portion of income. By increasing these fees the Council is anticipating income of £1.327m for providing 23,700 garden bins across the District in 2024/25 which is an increased income of £152k.

Commercial services are a statutory function of the Council, the fee is determined on a cost recovery basis and so has been increased by the rate of inflation to match the expected increase in costs to provide the service.

Private water supply charges are a statutory function of the Council, the fee is determined on a cost recovery basis and so has been increased by the rate of inflation to match the expected increase in costs to provide the service. As noted on appendix A, laboratory costs are fully recovered where required.

Environmental Protection fees (Housing Act notices, HMO Licences, Fixed Penalty notices) are all statutory services that the Council must provide. The fees determined for 2023/24 are still deemed to be appropriate for 2023/24 and so no increase has been proposed. The only charges that have been increased by the rate of inflation are the contaminated land enquiry and temporary stopping place fees. This is because these services are delivered by Council Officers and so have been increased to ensure staff costs are recovered.

Licencing services are a statutory function of the Council, the fee is determined on a cost recovery basis and so all fees set at a District level have been increased by the rate of inflation to match the expected increase in costs to provide the service. Licencing fees relating to gambling/alcohol are set by Government legislation which has not changed from the 2023/24 fee setting process, therefore these charges remain the same.

A new policy is currently being undertaken by the licencing team for Street Trading Consents, once completed a new charge for the licences will be calculated and will be reviewed with members at a later date.

3.9 Planning

Planning services are a statutory function of the Council, the fees are determined at a national level by Government legislation. Consultations have been carried out during the last year by central government on increasing planning fees, but no definitive decision has been made.

3.10 Estates

The charge for dilapidation surveys has been increased, this is to reflect the cost more accurately in officer hours in carrying out these surveys as this service is lengthier than previously calculated.

Most of the Estate's charges were only introduced in 2023/24. Some of the services offered that have been more popular have had their charge increased by the rate of inflation. For those services that have not had much demand, these have been kept at the same fee to make the service more attractive to customers.

For chalets and beach huts, it has been determined that the current prices are still appropriate with the current level of demand. The winter season prices for Chalets have been increased as bookings for these have been increasingly popular.

A block booking has been introduced for beach huts to be hired over the winter period (end of September to end of May). The charge listed in appendix A is one single cost to hire a beach hut for this full period. There is a separate cost for booking during the Autumn period at Mundesley. It is hoped that introducing these winter options will generate extra income during a period when the huts are still able to be used. It is anticipated that beach huts/chalets will earn £25,000 more income in the 2024/25 year.

3.11 Car Parks

Car park charges have currently been left the same, these will be under review as part of a separate working group and proposed changes will be brought to members at a later date.

It has acknowledged that the seven-day car parking tickets can be used in any of the District's car parks once purchased. This however has led to some users purchasing a seven-day ticket at some of the cheaper tariff sites (Fakenham, North Walsham, Stalham) and then using these tickets at higher tariff sites. To resolve this, it is now proposed that all seven-day tickets are £34 across all sites as per the current tariff at most locations.

- 3.12 Please note, Council facilities operated by an external contractor are excluded from this report as the Council has no discretion on the setting of these fees.

4. Corporate Priorities

- 4.1 Corporate Plan objectives are supported by the Council's allocated budgets, the Fees & Charges report will directly support the Council's budget setting 2024/25 report.

5. Financial and Resource Implications

Inflationary increases in fees and charges are required to meet the increased costs that the Council is facing. Without these increase the Council may have to consider making savings in service delivery to meet the shortfall in the Council's budget for 2024/25 and future years.

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

6. Legal Implications

Any Fee described as Statutory is set at a higher than District government level, the Council does not have the power to impose a higher fee without breaking formal legislation.

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

For demand led services, there is a risk that demand will fall, and the actual income received will fall short of the budgeted income. To mitigate this risk when producing income budgets assumptions will be made around the level of income to be achieved which will be based on the best estimates calculated by services managers and the finance team working together.

8. Net Zero Target

None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

None as a direct consequence of this report.

10. Community Safety issues

None as a direct consequence of this report.

11. Conclusion and Recommendations

This report makes recommendations for the fees and charges that will come into effect from the 1st April 2024. These are considered as part of the Council's service's income budgets that will be included within the details 2024/25 budget when it is presented for recommendation and approval.

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<u>Elections</u>		2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District
	VAT	Charge	Agreed Charge	Proposed Charge		
	T	£ : p	£ : p	£ : p		
ELECTIONS						
Statutory Charges						
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	£1.50	Statutory	Government
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00	£20.00	Statutory	Government
Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£10.00	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00	£20.00	Statutory	Government
Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	£1.50	Statutory	Government
Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00	£10.00	Statutory	Government
Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00	£2.00	Statutory	Government
Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00	£1.00	Statutory	Government
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50	£1.50	Statutory	Government
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00	£20.00	Statutory	Government
Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50	£1.50	Statutory	Government

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Communications		2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District
	VAT	Charge	Agreed Charge	Proposed Charge		
		£ : p	£ : p	£ : p		
Filming						
TV drama/advertisements/feature films/Commercial Shoots/Music Videos/Documentaries etc.						
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation prior to agreement. Prices quoted exclude VAT.</i>						
Per day - Low Impact (cast and crew: 1 - 10)	T	#####	£100 - £500	£100 - £500	Discretionary	District
Per day - Medium Impact (cast and crew: 11 - 25)	T	£280.00	£500 - £1,500	£500 - £1,500	Discretionary	District
Per day - High Impact (cast and crew: 25+)	T	£1,500.00 per day	New	£1,500 - £5,000	Discretionary	District
Exclusive use of NNDC owned location (e.g. Cromer Pier)	T	£1,500.00 per day	From £1,500.00 per day	From £1,500	Discretionary	District
Administration Charge (only charged where a fee and/or contract is appropriate)						
Standard	T	£40.00	£40.00	£50.00	Discretionary	District
Less than 7 day's notice	T	£90.00	£90.00	£100.00	Discretionary	District
Education/news/weather/student/individual photographers	T	Discretionary	Discretionary	Discretionary	Discretionary	District

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Customer Services & ICT		2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District
	VAT	Charge	Agreed	Proposed		
	T	£ : p	Charge	Charge		
		£ : p	£ : p	£ : p		
TOURIST INFORMATION CENTRES						
Concessionary Fares						
Application processing	T	£10.00	£10.00	N/A - Service Ending	Statutory	Statutory
CUSTOMER SERVICES						
Foreign Pension Verification	T	£10.00	£10.00	£10.00	Statutory	Government
PHOTOCOPYING						
A4 and below - black and white	T	£0.15	£0.20	£0.25	Discretionary	District
A4 and below - colour	T	£0.20	£0.25	£0.30	Discretionary	District
A3 - black and white	T	£0.30	£0.35	£0.35	Discretionary	District
A3 - colour	T	£0.60	£0.70	£0.75	Discretionary	District
A2 - black and white	T	£1.20	£1.40	£1.75	Discretionary	District
A2 - colour	T	£2.40	£2.85	£3.00	Discretionary	District
A1 - black and white	T	£2.40	£2.85	£3.00	Discretionary	District
A1 - colour	T	£4.80	£5.70	£6.00	Discretionary	District
A0 - black and white	T	£3.60	£4.30	£4.50	Discretionary	District
A0 - colour	T	£7.20	£8.65	£9.00	Discretionary	District

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<u>Leisure</u>	VAT	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
HOLT COUNTRY PARK						
Car parking (<i>per occasion</i>)	T	£2.30	£2.30	£2.30	Discretionary	District
Fire Wood (<i>sold when available from forestry works</i>) - per load	T	£100.00	£125.00	£135.00	Discretionary	District
School visits where Ranger's assistance required (Per Child) (Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).	E	£6.00	£7.00	£8.00	Discretionary	District

<u>Leisure</u>			2022/23	2023/24	2024/25	Statutory Service /	Set by Government /
V			Charge	Agreed	Proposed	Discretionary Services	Set By District
A			£ : p	£ : p	£ : p		
T							
MARKETS							
PITCH FEES - SIX MONTHS							
<i>Site = 4m Frontage x 5m Depth</i>							
<i>The Council has sites at Sheringham (Wednesday & Saturday) and Cromer (Friday)</i>							
Meadow							
One Pitch	Wednesday's	T		£255.00	£255.00	Discretionary	District
	Friday's	T		£255.00	£255.00	Discretionary	District
	Saturday's	T		£592.00	£592.00	Discretionary	District
Two Pitches	Wednesday's	T		£510.00	£510.00	Discretionary	District
	Friday's	T		£510.00	£510.00	Discretionary	District
	Saturday's	T		£1,184.00	£1,184.00	Discretionary	District
Three Pitches	Wednesday's	T		£714.00	£714.00	Discretionary	District
	Friday's	T		£714.00	£714.00	Discretionary	District
	Saturday's	T		£1,633.00	£1,633.00	Discretionary	District
Four Pitches	Wednesday's	T		£918.00	£918.00	Discretionary	District
	Friday's	T		£918.00	£918.00	Discretionary	District
	Saturday's	T		£2,082.00	£2,082.00	Discretionary	District
Pitch Fee - Second Six Months (October - March)							
One Pitch	Friday's	T		£133.00	£133.00	Discretionary	District
	Saturday's	T		£306.00	£306.00	Discretionary	District
Two Pitches	Friday's	T		£266.00	£266.00	Discretionary	District
	Saturday's	T		£612.00	£612.00	Discretionary	District
Three Pitches	Friday's	T		£368.00	£368.00	Discretionary	District
	Saturday's	T		£842.00	£842.00	Discretionary	District
Four Pitches	Friday's	T		£470.00	£470.00	Discretionary	District
	Saturday's	T		£1,072.00	£1,072.00	Discretionary	District

<u>Leisure</u>			2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
V A T							
PITCH FEES - CASUAL							
<i>Casual fees are on a monthly basis, charge depending on month and day of week chosen</i>							
January	Wednesday's	T		£15.00	£15.00	Discretionary	District
	Friday's	T		£15.00	£15.00	Discretionary	District
	Saturday's	T		£22.00	£22.00	Discretionary	District
February	Wednesday's	T		£15.00	£15.00	Discretionary	District
	Friday's	T		£15.00	£15.00	Discretionary	District
	Saturday's	T		£22.00	£22.00	Discretionary	District
March	Wednesday's	T		£15.00	£15.00	Discretionary	District
	Friday's	T		£15.00	£15.00	Discretionary	District
	Saturday's	T		£22.00	£22.00	Discretionary	District
April	Wednesday's	T		£19.00	£19.00	Discretionary	District
	Friday's	T		£19.00	£19.00	Discretionary	District
	Saturday's	T		£31.00	£31.00	Discretionary	District
May	Wednesday's	T		£19.00	£19.00	Discretionary	District
	Friday's	T		£19.00	£19.00	Discretionary	District
	Saturday's	T		£31.00	£31.00	Discretionary	District
June	Wednesday's	T		£19.00	£19.00	Discretionary	District
	Friday's	T		£19.00	£19.00	Discretionary	District
	Saturday's	T		£31.00	£31.00	Discretionary	District
July	Wednesday's	T		£28.00	£28.00	Discretionary	District
	Friday's	T		£28.00	£28.00	Discretionary	District
	Saturday's	T		£41.00	£41.00	Discretionary	District
August	Wednesday's	T		£28.00	£28.00	Discretionary	District
	Friday's	T		£28.00	£28.00	Discretionary	District
	Saturday's	T		£41.00	£41.00	Discretionary	District
September	Wednesday's	T		£28.00	£28.00	Discretionary	District
	Friday's	T		£28.00	£28.00	Discretionary	District
	Saturday's	T		£41.00	£41.00	Discretionary	District
October	Wednesday's	T		£19.00	£19.00	Discretionary	District
	Friday's	T		£19.00	£19.00	Discretionary	District
	Saturday's	T		£41.00	£41.00	Discretionary	District
November	Friday's	T		£19.00	£19.00	Discretionary	District
	Saturday's	T		£31.00	£31.00	Discretionary	District
December	Friday's	T		£19.00	£19.00	Discretionary	District
	Saturday's	T		£31.00	£31.00	Discretionary	District

<u>Leisure</u>	V A T	2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District
		Charge £ : p	Agreed Charge £ : p	Proposed Charge £ : p		
PARKING PERMITS						
April - October (Half Year), 1 Pitch	T		£25.00	£25.00	Discretionary	District
April - March (Full Year), 1 Pitch	T		£40.00	£40.00	Discretionary	District
April - March (Full Year), 2 Pitches	T		£50.00	£50.00	Discretionary	District
April - March (Full Year), 3 Pitches	T		£60.00	£60.00	Discretionary	District

<u>Legal</u>		2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District
VAT		Charge £ : p	Agreed Charge £ : p	Proposed Charge £ : p		
LEGAL SERVICES						
Legal Work (exclusive of VAT charged)						
Mortgage Redemption	T	At Solicitor's Hourly Rate.	At Solicitors Hourly Rate.	At Solicitors Hourly Rate.	Discretionary	District
Preparation of a new lease					Discretionary	
Sale of land					Discretionary	
Preparation of License					Discretionary	
Private Mortgage					Discretionary	
Quest re: second Mortgage					Discretionary	
Agreement - section 18 Public Health Act 1936					Discretionary	
Legal fees in relation to preparation and completion of S106 agreements					Discretionary	
Legal fees in relation to preparation and completion of legal contracts					Discretionary	
Legal fees in connection with release of covenant					Discretionary	

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<u>Environmental Health</u>		VAT	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
WASTE COLLECTION SERVICES							
Clinical Waste - Commercial & Prescribed			Charges set separately under Delegated Power	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Statutory	District
Commercial Waste Bins - Collection & Hire							
Commercial Recycling Bins - Collection & Hire							
Sacks - Commercial & Prescribed							
Bulky Items - Commercial, Prescribed & Household							
Garden Bin Collection - Per Annum (Direct Debit)			£50.00	£56.00	£60.00	Discretionary	District
Garden Bin Collection - Per Annum (Non-Direct Debit)			New	£65.00	£70.00	Discretionary	District
EDUCATION & PROMOTION							
(CIEH) Foundation Certificate in Food Hygiene							
Resident or employed in North Norfolk	E		£62.00	£65.00	£70.00	Discretionary	District
Other	E		£80.00	£82.00	£89.00	Discretionary	District
Specially arranged courses for businesses - held at business premises for their staff only	E	for up to 15 candidates	£770.00	£800.00	£864.00	Discretionary	District
	E	per additional candidate up to maximum of 18	£50.00	£55.00	£59.00	Discretionary	District
<u>Environmental Health</u>		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
COMMERCIAL SERVICES							
Food Inspections							
Unfit food inspections	O		£44.00	£46.50	£50.00	Statutory	District
Food export certificates	O		£57.00	£60.00	£65.00	Statutory	District
Officer time per hour (plus VAT)	T		£42.00	£44.00	£40.00	Statutory	District
Sunday Trading Application for loading consent	O		£104.00	£109.00	£118.00	Statutory	District
Food Hygiene Rating Visits	O		£162.00	£170.00	£184.00	Statutory	District
Registration of Food Premises							
Charge for copies of Register (or parts of)		- Single Entry	£19.00	£20.00	£22.00	Discretionary	District
		- Part of Register	£501.00	£526.00	£568.00	Discretionary	District
		- Complete Register	£1,065.00	£1,120.00	£1,210.00	Discretionary	District

Environmental Health		2022/23	2023/24	2024/25	Statutory Service /	Set by
	V A T	Charge £ : p	Agreed Charge £ : p	Proposed Charge £ : p	Discretionary Services	Government / Set By District
PRIVATE WATER SUPPLY CHARGES						
Private Water Supplies Sampling Regulations						
Laboratory Analysis of a sample	O	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	Statutory	District
Sampling - per visit	O	£61.00	£64.00	£69.00	Statutory	District
Other Investigations (e.g. Investigating failure)	O	£111.00	£116.50	£126.00	Statutory	District
Granting an authorisation to depart from the standard authorisation	O	£111.00	£116.50	£126.00	Statutory	District
Risk Assessments						
- Single Private Dwelling	O	£111.00	£116.50	£126.00	Statutory	District
- Small Domestic Supplies	O	£222.00	£233.00	£252.00	Statutory	District
- Large Domestic Supplies	O	£222.00	£233.00	£252.00	Statutory	District
- Commercial or Public Small	O	£222.00	£233.00	£252.00	Statutory	District
- Commercial or Public Medium	O	£333.00	£350.00	£378.00	Statutory	District
- Commercial or Public Large	O	£555.00	£583.00	£630.00	Statutory	District
- Commercial or Public Very Large	O	£555.00	£583.00	£630.00	Statutory	District
Risk Assessment Misc Visits						
- Non-Attendance by PWS Operator	O	£61.00	£64.00	£69.00	Statutory	District
- Compliance Visit	O	£61.00	£64.00	£69.00	Statutory	District
Risk Assessment Reviews						
- Single Private Dwelling	O	£56.00	£59.00	£64.00	Statutory	District
- Small Domestic Supplies	O	£56.00	£59.00	£64.00	Statutory	District
- Large Domestic Supplies	O	£111.00	£116.50	£126.00	Statutory	District
- Commercial or Public Small	O	£111.00	£116.50	£126.00	Statutory	District
- Commercial or Public Medium	O	£166.00	£175.00	£189.00	Statutory	District
- Commercial or Public Large	O	£222.00	£233.00	£252.00	Statutory	District
- Commercial or Public Very Large	O	£308.00	£323.50	£349.00	Statutory	District

Environmental Health		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
HOUSING ACT NOTICES							
Hazard Awareness Notice							
Improvement / Suspended Improvement Notice	Notice with up to 3 hazards identified	O	£350.00	£350.00	£350.00	Statutory	District
(Section 11 & 12)		O	£350.00	£350.00	£350.00	Statutory	District
Prohibition/Suspended Prohibition Order		O	£350.00	£350.00	£350.00	Statutory	District
Emergency Remedial Action		O	£350.00	£350.00	£350.00	Statutory	District
Emergency Prohibition Order	For each additional hazard included in Notice	O	£50.00	£50.00	£50.00	Statutory	District
Demolition Order		O	£50.00	£50.00	£50.00	Statutory	District
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		O	£70.00	£70.00	£70.00	Statutory	District
Review of suspended HA 2004 Statutory Notices		O	£70.00	£70.00	£70.00	Statutory	District
HMO LICENSE FEES							
HMO License application fee (up to 6 units of accommodation)		O	£525.00	£850.00	£850.00	Statutory	District
Additional Unit Charge		O	£25.00	£25.00	£25.00	Statutory	District
ENVIRONMENTAL PROTECTION SERVICES							
Statutory Release Fee - Dogs (Charge includes VAT)		T	£25.00	£25.00	£25.00	Statutory	District
Collection Fee		T	£100.00	£100.00	£100.00	Statutory	District
Kennel Charges - Base Cost (Daily Kennel Charge is paid ontop of this fee)		T	£83.00	£83.00	£83.00	Statutory	District
Daily Kennel Charge Per Day (Maximum 7 Days)		T	£9.50	£9.50	£9.50	Statutory	District
Contaminated Land Enquiry		T	£30.00	£35.00	£38.00	Statutory	District
Temporary Stopping Place Fee		T	£40.00	£40.00	£45.00	Discretionary	District
FIXED PENALTY NOTICES							
Breach of CPN or PSPO	- Full Amount		£80.00	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	O	£60.00	£60.00	£60.00	Statutory	Government
Depositing Litter	- Full Amount	O	£80.00	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	O	£60.00	£60.00	£60.00	Statutory	Government
Fly Tipping (Section 33 EPA 1990)	- Full Amount	O	£300.00	£300.00	£300.00	Statutory	District
	- New Licence valid for 1 year	O	£200.00	£200.00	£200.00	Statutory	District
Failure to Produce Waste Documentation (Section 34 EPA 1990)		O	£300.00	£300.00	£300.00	Statutory	District

Environmental Health		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
TAXI LICENCE FEES							
Taxi Licences							
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	O	£180.00	£190.00	£205.00	Statutory	District
	- New Licence valid for 3 years	O	£180.00	£190.00	£205.00	Statutory	District
	- Renewal valid for 1 year	O	£180.00	£190.00	£205.00	Statutory	District
	- Renewal valid for 3 years	O	£180.00	£190.00	£205.00	Statutory	District
Hackney Carriage Vehicle Licence	- New valid for 1 year	O	£155.00	£165.00	£178.00	Statutory	District
	- Renewal valid for 1 year with plate	O	£155.00	£165.00	£178.00	Statutory	District
	- Renewal valid for 1 year with no plate	O	£135.00	£145.00	£157.00	Statutory	District
Private Hire Vehicle Licence	- New valid for 1 year	O	£155.00	£165.00	£178.00	Statutory	District
	- Renewal valid for 1 year with plate	O	£155.00	£165.00	£178.00	Statutory	District
	- Renewal valid for 1 year with no plate	O	£135.00	£145.00	£157.00	Statutory	District
Private Hire Operators Licence	- New or Renewal valid for 5 years	O	£159.00	£170.00	£184.00	Statutory	District
Taxi Licence Charges							
Replacement Badge & Licence (Name Change)		O	£16.00	£17.00	£18.00	Statutory	District
Replacement Licence (Address Change)		O	£11.00	£12.00	£13.00	Statutory	District
Replacement drivers badge holder with lanyard		O	£3.00	£3.50	£4.00	Statutory	District
Windscreen pouches (additional or replacement)		O	£2.00	£2.50	£3.00	Statutory	District
Replacement plate for vehicle		O	£42.00	£44.00	£48.00	Statutory	District

Environmental Health		V	2022/23	2023/24	2024/25	Statutory Service /	Set by
		A	Charge	Agreed Charge	Proposed Charge	Discretionary	Government /
		T	£ : p	£ : p	£ : p	Services	Set By District
OTHER LICENSING							
Premises Licence Fees - Gambling Act 2005							
Betting Premises (excluding tracks)	- New Application	O	£2,800.00	£2,800.00	£3,000.00	Statutory	District
	- Annual Fee	O	£560.00	£560.00	£600.00	Statutory	District
	- Application to Vary	O	£1,400.00	£1,400.00	£1,500.00	Statutory	District
	- Application to Transfer	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Application to Reinstatement	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Application for Prov. Statement	O	£2,800.00	£2,800.00	£3,000.00	Statutory	District
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Copy Licence	O	£25.00	£25.00	£25.00	Statutory	District
	- Notification of Change	O	£50.00	£50.00	£50.00	Statutory	District
Tracks	- New Application	O	£1,400.00	£1,400.00	£1,500.00	Statutory	District
	- Annual Fee	O	£930.00	£930.00	£1,000.00	Statutory	District
	- Application to Vary	O	£1,150.00	£1,150.00	£1,250.00	Statutory	District
	- Application to Transfer	O	£880.00	£880.00	£950.00	Statutory	District
	- Application to Reinstatement	O	£880.00	£880.00	£950.00	Statutory	District
	- Application for Prov. Statement	O	£2,300.00	£2,300.00	£2,500.00	Statutory	District
	- Application (Prov. State Holders)	O	£880.00	£880.00	£950.00	Statutory	District
	- Copy Licence	O	£25.00	£25.00	£25.00	Statutory	District
	- Notification of Change	O	£50.00	£50.00	£50.00	Statutory	District
Family Entertainment Centres	- New Application	O	£1,900.00	£1,900.00	£2,000.00	Statutory	District
	- Annual Fee	O	£700.00	£700.00	£750.00	Statutory	District
	- Application to Vary	O	£935.00	£935.00	£1,000.00	Statutory	District
	- Application to Transfer	O	£880.00	£880.00	£950.00	Statutory	District
	- Application to Reinstatement	O	£880.00	£880.00	£950.00	Statutory	District
	- Application for Prov. Statement	O	£1,900.00	£1,900.00	£2,000.00	Statutory	District
	- Application (Prov. State Holders)	O	£880.00	£880.00	£950.00	Statutory	District
	- Copy Licence	O	£25.00	£25.00	£25.00	Statutory	District
	- Notification of Change	O	£50.00	£50.00	£50.00	Statutory	District

Environmental Health		V	2022/23	2023/24	2024/25	Statutory Service /	Set by
		A	Charge	Agreed Charge	Proposed Charge	Discretionary	Government /
		T	£ : p	£ : p	£ : p	Services	Set By District
OTHER LICENSING CONTINUED							
Adult Gaming Centre	- New Application	O	£1,900.00	£1,900.00	£2,000.00	Statutory	District
	- Annual Fee	O	£935.00	£935.00	£1,000.00	Statutory	District
	- Application to Vary	O	£935.00	£935.00	£1,000.00	Statutory	District
	- Application to Transfer	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Application to Reinstatement	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Application for Prov. Statement	O	£1,900.00	£1,900.00	£2,000.00	Statutory	District
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Copy Licence	O	£25.00	£25.00	£25.00	Statutory	District
	- Notification of Change	O	£50.00	£50.00	£50.00	Statutory	District
Bingo	- New Application	O	£3,000.00	£3,000.00	£3,250.00	Statutory	District
	- Annual Fee	O	£935.00	£935.00	£1,000.00	Statutory	District
	- Application to Vary	O	£1,630.00	£1,630.00	£1,750.00	Statutory	District
	- Application to Transfer	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Application to Reinstatement	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Application for Prov. Statement	O	£3,000.00	£3,000.00	£3,250.00	Statutory	District
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	£1,200.00	Statutory	District
	- Copy Licence	O	£25.00	£25.00	£25.00	Statutory	District
	- Notification of Change	O	£50.00	£50.00	£50.00	Statutory	District
Permits							
Family Entertainment Centres	- Application Fee	O	£300.00	£300.00	£300.00	Statutory	Government
	- Change of Name	O	£25.00	£25.00	£25.00	Statutory	Government
	- Copy of Permit	O	£15.00	£15.00	£15.00	Statutory	Government
Prize Gaming	- Application Fee	O	£300.00	£300.00	£300.00	Statutory	Government
	- Annual Fee	O	£300.00	£300.00	£300.00	Statutory	Government
	- Change of Name	O	£25.00	£25.00	£25.00	Statutory	Government
	- Copy of Permit	O	£15.00	£15.00	£15.00	Statutory	Government
Small Lottery Society	- Application Fee	O	£40.00	£40.00	£40.00	Statutory	Government
	- Annual Fee	O	£20.00	£20.00	£20.00	Statutory	Government
	- Change of Name	O	£25.00	£25.00	£25.00	Statutory	Government
	- Copy of Permit	O	£15.00	£15.00	£15.00	Statutory	Government

Environmental Health		V	2022/23	2023/24	2024/25	Statutory Service /	Set by
		A	Charge	Agreed Charge	Proposed Charge	Discretionary	Government /
		T	£ : p	£ : p	£ : p	Services	Set By District
OTHER LICENSING CONTINUED							
Club Gaming	- Application Fee Permit	O	£200.00	£200.00	£200.00	Statutory	Government
	- Application Fee Machine Permit	O	£200.00	£200.00	£200.00	Statutory	Government
	- Annual Fee Permit	O	£50.00	£50.00	£50.00	Statutory	Government
	- Annual Fee Machine Permit	O	£50.00	£50.00	£50.00	Statutory	Government
	- Change of Name	O	£25.00	£25.00	£25.00	Statutory	Government
	- Change of Name Machine Permit	O	£25.00	£25.00	£25.00	Statutory	Government
	- Copy of Permit	O	£15.00	£15.00	£15.00	Statutory	Government
	- Copy of Permit Machine	O	£15.00	£15.00	£15.00	Statutory	Government
License Premises Gaming Machine Permit	- Application Fee (2 or less)	O	£50.00	£50.00	£50.00	Statutory	Government
	- Application Fee (3 or more)	O	£150.00	£150.00	£150.00	Statutory	Government
	- Annual Fee	O	£50.00	£50.00	£50.00	Statutory	Government
	- Change of Name	O	£25.00	£25.00	£25.00	Statutory	Government
	- Copy of Permit	O	£15.00	£15.00	£15.00	Statutory	Government
	- Variation	O	£100.00	£100.00	£100.00	Statutory	Government
	- Transfer	O	£25.00	£25.00	£25.00	Statutory	Government
Licences and certificates of suitability							
Skin piercing premises	- Registration (one-off)	O	£263.00	£276.00	£298.00	Statutory	District
Skin piercing each additional operative at same premises	- Registration (one-off)	O	£35.00	£37.00	£40.00	Statutory	District
Scrap Metal Dealer	New/Renewal (3 years)	O	£470.00	£495.00	£535.00	Statutory	District
Scrap Metal Dealer	Variation	O	£354.00	£372.00	£402.00	Statutory	District
Scrap Metal Collector	New/Renewal (3 years)	O	£118.00	£124.00	£134.00	Statutory	District
Scrap Metal Collector	Variation	O	£89.00	£93.50	£101.00	Statutory	District
Sex Shop or sex cinema		O	£2,122.00	£2,228.00	£2,406.00	Statutory	District
Sexual Entertainment Venue		O	£3,182.00	£3,342.00	£3,609.00	Statutory	District
Streed Trading Consent (FOOD) Annual Fee		O	£252.00	£252.00	£252.00	Statutory	District (Capped)
Streed Trading Consent (NON-FOOD) Annual Fee		O	£210.00	£210.00	£210.00	Statutory	District (Capped)
Street Trading Consents	- Non profit	O	Free	Free	Free	Statutory	District (Capped)
	- Commercial - per day	O	£82.00	£82.00	£89.00	Statutory	District (Capped)

Environmental Health		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED							
Animal Boarding	- New/Renewal	O	£321.00	£337.00	£364.00	Statutory	District
	- Variation	O	£103.00	£108.00	£117.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	£55.00	Statutory	District
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£190.00	£200.00	£216.00	Statutory	District
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£400.00	£420.00	£454.00	Statutory	District
	- Variation						
	(Plus Vet inspection fees if required for the above).	O	£56.00	£60.00	£65.00	Statutory	District
Pet Shop	- New/Renewal	O	£321.00	£337.00	£364.00	Statutory	District
	- Variation	O	£103.00	£108.00	£117.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	£55.00	Statutory	District
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£400.00	£420.00	£454.00	Statutory	District
	Plus DBS fee if required (per employee).	O	£51.80	£55.00	£59.00	Statutory	District
	- Variation						
	(Plus Vet inspection fees ontop if required for the above).	O	£55.00	£58.00	£63.00	Statutory	District
Zoo (and vet fees where appropriate)	- New/Renewal	O	£246.00	£260.00	£281.00	Statutory	District
Keeping Animals for Exhibition	- New/Renewal	O	£305.00	£320.00	£346.00	Statutory	District
	- Variation	O	£103.00	£108.00	£117.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	£55.00	Statutory	District
Combination of Activities		O	Equal to the highest activity fee.	Equal to the highest activity fee.	Equal to the highest activity fee.	Statutory	District
Variation to reduce the licensable activities or numbers of animals		O	£56.00	£59.00	£64.00	Statutory	District
Transfer due to death of licensee		O	£56.00	£59.00	£64.00	Statutory	District
Reissue of Licence (Copy or Name/Address Change).		O	£11.00	£11.50	£12.00	Statutory	District

Environmental Health		V	2022/23	2023/24	2024/25	Statutory Service /	Set by
		A	Charge	Agreed Charge	Proposed Charge	Discretionary	Government /
		T	£ : p	£ : p	£ : p	Services	Set By District
OTHER LICENSING CONTINUED							
Premises Licences (Alcohol)							
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.							
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:							
Band	Non-domestic rateable value						
A	£0 - £4,300	O	£100.00	£100.00	£100.00	Statutory	Government
B	£4,301 - £33,000	O	£190.00	£190.00	£190.00	Statutory	Government
C	£33,001 - £87,000	O	£315.00	£315.00	£315.00	Statutory	Government
D	£87,001 - £125,000	O	£450.00	£450.00	£450.00	Statutory	Government
E	£125,001 and over	O	£635.00	£635.00	£635.00	Statutory	Government
Annual charges relating to the above are:							
Band	Non-domestic rateable value						
A	£0 - £4,300	O	£70.00	£70.00	£70.00	Statutory	Government
B	£4,301 - £33,000	O	£180.00	£180.00	£180.00	Statutory	Government
C	£33,001 - £87,000	O	£295.00	£295.00	£295.00	Statutory	Government
D	£87,001 - £125,000	O	£320.00	£320.00	£320.00	Statutory	Government
E	£125,001 and over	O	£350.00	£350.00	£350.00	Statutory	Government
Personal Licence	- Initial Fee	O	£37.00	£37.00	£37.00	Statutory	Government

Environmental Health	V A T	2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District
		Charge £ : p	Agreed Charge £ : p	Proposed Charge £ : p		
OTHER LICENSING CONTINUED						
Additional Fees and Charges						
Application for copy of licence or summary on theft, loss etc. of premises licence or summary						
Notification of change of name or address (holder of premises licence)	O	£10.50	£10.50	£10.50	Statutory	District
Application to vary to specify individual as premises supervisor	O	£23.00	£23.00	£23.00	Statutory	District
Application to transfer premises licence	O	£23.00	£23.00	£23.00	Statutory	District
Interim authority notice	O	£23.00	£23.00	£23.00	Statutory	District
Application for making of a provisional statement	O	£315.00	£315.00	£315.00	Statutory	District
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	O	£10.50	£10.50	£10.50	Statutory	District
Notification of change of name or alteration of club rules	O	£10.50	£10.50	£10.50	Statutory	District
Change of relevant registered address of club	O	£10.50	£10.50	£10.50	Statutory	District
Temporary event notices	O	£21.00	£21.00	£21.00	Statutory	District
Application for copy of notice on theft, loss etc. of temporary notice	O	£10.50	£10.50	£10.50	Statutory	District
Application for copy of notice on theft, loss etc. of personal licence	O	£10.50	£10.50	£10.50	Statutory	District
Notification of change of name or address (personal licence)	O	£10.50	£10.50	£10.50	Statutory	District
Notice of interest in any premises	O	£21.00	£21.00	£21.00	Statutory	District
Application for a minor variation to a premises licence or club premises licence	O	£89.00	£89.00	£89.00	Statutory	District
Pre-application advisory licensing visit	O	£180.00	£190.00	£205.00	Statutory	District
Check and send service - guaranteed check and verification	O	£60.00	£63.00	£68.00	Statutory	District
Pre-inspection food safety/business advisory visit and SFBB pack	O	£225.00	£237.00	£256.00	Statutory	District
Gain or retain - pre-inspection food hygiene rating assessment	O	£225.00	£237.00	£256.00	Statutory	District
Revisit request for a food hygiene rating assessment	O	£225.00	£237.00	£256.00	Statutory	District
Fit and Proper Person - Caravan Sites	O	£180.00	£190.00	£205.00	Statutory	District
Replacement internal taxi plates/signs	O	£10.00	£10.50	£11.00	Statutory	District
Knowledge Tests (New Taxi Driver Applications)	O	£40.00	£42.00	£45.00	Statutory	District

Environmental Health			2022/23	2023/24	2024/25	Statutory Service /	Set by
			Charge	Agreed Charge	Proposed Charge	Discretionary Services	Government /
			£ : p	£ : p	£ : p		Set By District
OTHER LICENSING CONTINUED							
Mobile Home Act 2013 (MHA 2013)							
New Park Home Licence	Units - 1-5	O	£210.00	£210.00	£210.00	Statutory	District
	Units - 6-24	O	£225.00	£225.00	£225.00	Statutory	District
	Units - 25-29	O	£240.00	£240.00	£240.00	Statutory	District
	Units - 100 plus	O	£270.00	£270.00	£270.00	Statutory	District
Annual Licence Fee	1-3	O	£0.00	£0.00	£0.00	Statutory	District
	4-5	O	£120.00	£120.00	£120.00	Statutory	District
	6-24	O	£180.00	£180.00	£180.00	Statutory	District
	25-29	O	£240.00	£240.00	£240.00	Statutory	District
	100 plus	O	£270.00	£270.00	£270.00	Statutory	District
Licence Transfer	n/a	O	£97.50	£97.50	£97.50	Statutory	District
Licence Variation	n/a	O	£97.50	£97.50	£97.50	Statutory	District
Deposit of Site Rules	n/a	O	£45.00	£45.00	£45.00	Statutory	District

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Planning		VAT	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
LAND CHARGES							
LLC1							
Official Search of - One Part		T	£0.00	£0.00	£0.00	Statutory	Government
Official Search of - Whole	- Electronic Search	E	£24.00	£24.00	£24.00	Statutory	Government
	- Additional Parcel	E	£2.00	£2.00	£2.00	Statutory	Government
CON 29 Enquiries							
One Parcel	- Electronic Search	T	£79.00	£102.00	£102.00	Statutory	Government
	- Additional Parcel	T	£17.50	£17.50	£17.50	Statutory	Government
Optional Enquiries							
Printed		T	£18.00	£21.00	£21.00	Discretionary	District
Additional		T	£20.00	£24.00	£24.00	Discretionary	District
Full Search Fee		T		£126.00	£126.00	Statutory	Government
Other Fees relating to Local Land Charges							
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)		E	£74.00	£74.00	£74.00	Statutory	Government
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)		E	£7.00	£7.00	£7.00	Statutory	Government
Meadow		E	£3.00	£3.00	£3.00	Statutory	Government
Inspection of documents filed under Rule 10 in respect of each parcel of land		E	£3.00	£3.00	£3.00	Statutory	Government
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)		E	£0.00	£0.00	£0.00	Statutory	Government

Planning		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p		
PLANNING							
Pre-Application Service							
Major Applications							
*These fees will be charged upon the submission of proposals for pre-application advice. For advice on the service provided see separate note.							
<u>Outline Applications</u>							
Site area up to 2.5 ha.	Per 0.1 ha.	T	£120.00	£120.00	£120.00	Statutory	Government
Site area over 2.5 ha.	(Plus £36 per additional 0.1 ha.) (Maximum £36,000)	T	#####	£3,000.00	£3,000.00	Statutory	Government
<u>Erection of Dwellings (Full or Reserved Matters)</u> (including change of use to dwellings)							
10 to 50 dwellings	Cost for ten. Additional £120	T	#####	£1,200.00	£1,200.00	Statutory	Government
Over 50 dwellings	(Plus £36 per additional dwelling) (Maximum £72,000)	T	#####	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Buildings (Non-residential)</u>							
Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T	£960.00	£960.00	£960.00	Statutory	Government
Floor space over 3,750 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £36,000)	T	#####	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Agricultural Buildings</u>							
Floor space 1,000 - 4,215 sq.m.	For 1st 1000 sq.m. (Plus £120 per additional 75 sq.m. after 1000 sq.m.)	T	£120.00	£120.00	£120.00	Statutory	Government
Floor space over 4,215 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £72,000)	T	#####	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Glasshouses</u>							
Floor space over 1000 sq.m.		T	£600.00	£600.00	£600.00	Statutory	Government

Planning		V	2022/23	2023/24	2024/25		
		A	Charge	Agreed	Proposed		
		T	£ : p	Charge	Charge		
				£ : p	£ : p		
PLANNING CONTINUED							
<u>Erection, Alteration or Replacement of Plant or Machinery</u>							
Site area up to 5 ha.	Per 1 ha. Plus £120 per additional 0.1 ha.	T	#####	£1,200.00	£1,200.00	Statutory	Government
Site area over 5 ha.	Plus £36 per additional 0.1 ha. (Maximum £72,000)	T	#####	£6,000.00	£6,000.00	Statutory	Government
<u>Engineering or Other Operations</u>	Over 1 ha.	T	£600.00	£600.00	£600.00	Statutory	Government
<u>Car Parks and Service Roads for existing uses (In relation to Major planning application)</u>		T	£60.00	£60.00	£60.00	Statutory	Government
<u>Change of Use of Land or Building to Dwellings</u>							
10 to 50	(Plus £120 per additional dwelling)	T	#####	£1,200.00	£1,200.00	Statutory	Government
Over 50	(Plus £36 per additional dwelling) (Maximum £72,000)	T	#####	£6,000.00	£6,000.00	Statutory	Government
<u>Other Changes of Use</u>		T	£120.00	£120.00	£120.00	Statutory	Government
Variation/Removal of a condition		T	£60.00	£60.00	£60.00	Statutory	Government
Renewal of a temporary permission		T	£60.00	£60.00	£60.00	Statutory	Government
<u>Bronze</u>							
Householder or Commercial up to 50 sq. metres		O	£95.00	£95.00	£95.00	Statutory	Government
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres		O	£295.00	£295.00	£295.00	Statutory	Government
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts		O	£195.00	£195.00	£195.00	Statutory	Government
Other (Advert, agricultural, telecoms)			Free	Free	Free	Statutory	Government
<u>Silver</u>							
Householder or Commercial up to 50 sq. metres		O	£195.00	£195.00	£195.00	Statutory	Government
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres		O	£595.00	£595.00	£595.00	Statutory	Government
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts		O	£395.00	£395.00	£395.00	Statutory	Government
Other (Advert, agricultural, telecoms)		O	Free	Free	Free	Statutory	Government

<u>Planning</u>		V	2022/23	2023/24	2024/25		
		A	Charge	Agreed	Proposed		
		T	£ : p	£ : p	£ : p		
PLANNING CONTINUED							
<u>Extras:</u>							
Additional Plans		T	£95.00	£95.00	£95.00	Discretionary	District
Additional Meeting		T	£95.00	£95.00	£95.00	Discretionary	District
Discharging of conditions	- Non householder permission	T	Statutory	£116.00	£116.00	Statutory	Government
	- Householder permission	T	Statutory	£34.00	£34.00	Statutory	Government
Building Control Fees	Hourly rate included within calculated fee.	T	£60.00	£70.00	£70.00	Discretionary	District

Planning		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p		
PLANNING - MISCELLANEOUS							
Supply of Information on Permitted Use/History							
Administrative Staff - per hour		T	£49.50	£49.50	£49.50	Discretionary	District
Professional Staff - per hour		T	£97.00	£97.00	£97.00	Discretionary	District
Check compliance with Conditions (for Solicitors, Agents)							
Administrative Staff - per hour		T	£49.50	£49.50	£49.50	Discretionary	District
Professional Staff - per hour		T	£97.00	£97.00	£97.00	Discretionary	District
General Research							
Administrative Staff - per hour		T	£49.50	£49.50	£49.50	Discretionary	District
Professional Staff - per hour		T	£97.00	£97.00	£97.00	Discretionary	District
Naming of new street, consultation process and notifica	Single Street	T	£125.00	£150.00	£150.00	Statutory	Government
	2-5 Streets	T	£250.00	£300.00	£300.00	Statutory	Government
	5+ Streets	T	£500.00	£600.00	£600.00	Statutory	Government
Street numbering Schemes	1-5 Plots	T	£80.00	£85.00	£85.00	Statutory	Government
	6-10 Plots	T	£70.00	£75.00	£75.00	Statutory	Government
	11-50 Plots	T	£60.00	£65.00	£65.00	Statutory	Government
	50+ Plots	T	£50.00	£55.00	£55.00	Statutory	Government
Change of property name		T	£25.00	£25.00	£30.00	Statutory	Government
Monitoring Fee for S106 / IL Obligations:							
The charge will generally be levied at a rate of £500 per obligation covering each District Council related covenant and a monitoring fee will be sought for each. On more complex sites where greater monitoring costs will likely be incurred, a proportionate charge will be levied at a rate of £500 per obligation covering each District Council related covenant or 1 % of the value of the District Council's total obligations up to a maximum of £10,000 per agreement, whichever is the higher.		T	From £500	From £500	From £500	Statutory	Government

<u>Planning</u>	V	2022/23	2023/24	2024/25		
	A	Charge	Agreed	Proposed		
	T	£ : p	£ : p	£ : p		
PLANNING POLICY						
Inset Maps						
A1 Maps	O	£5.50	£5.50	£5.50	Discretionary	District
A2 Maps	O	£3.00	£3.00	£3.00	Discretionary	District
A3 Maps	O	£1.50	£1.50	£1.50	Discretionary	District
Admin Fee to join the Customer & Self Build Housing Register	O	£25.00	£25.00	£25.00	Statutory	Government
ENFORCEMENT TEAM CHARGES						
High Hedges Complaint	T	£447.00	£450.00	£450.00	Statutory	Government

Estates		2022/23	2023/24	2024/25		
	VAT	Charge	Agreed Charge	Proposed Charge	Statutory Service / Discretionary Services	Set by Government / Set By District
		£ : p	£ : p	£ : p		
PROFESSIONAL ESTATE SERVICE						
Application fee for events (per application). Commercial day event from -	O		£75.00	£75.00	Discretionary	District
Application fee for events (per application). Commercial 2 + days event from -	O		£125.00	£125.00	Discretionary	District
Skip licence admin fee (excludes the hire of the land)	O		£100.00	£100.00	Discretionary	District
Initial application fee for events (per application) - Charitable events local. Excludes hire fees	O		£35.00	£35.00	Discretionary	District
Initial application fee for events (per application) - Charitable events national. Excludes hire fees	O		£100.00	£100.00	Discretionary	District
Estate service - Land and property transactions - lease renewals, consents, price from	O		£200.00	£200.00	Discretionary	District
Estate service - Land and property transactions - Dilapidations surveys	O		£250.00	£600.00	Discretionary	District
Estate service land and property new transactions	O		£450.00	£450.00	Discretionary	District
Estate service shared equity transactions	O		£200.00	£200.00	Discretionary	District
Licence admin fee - less 28 days	O		£60.00	£65.00	Discretionary	District
Licence admin fee - less 29 - 3 months	O		£150.00	£155.00	Discretionary	District
Licence admin fee - 3 months plus	O		£250.00	£250.00	Discretionary	District
Licence admin fee - for enviromental community projects	O		£35.00	£35.00	Discretionary	District
Disposal of assets/asset proposal initial application fee	O	£50.00	£80.00	£80.00	Discretionary	District
Annual licence for table with maximum 4 chairs	O	£70.00	£90.00	£95.00	Discretionary	District



<u>Meadow</u>		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p		
CHALETs							
<i>Sheringham</i>							
	Old chalets	T	Charges set separat ely under Delegat	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Discretionary	District
	New chalets (inc. electricity)	T					
<i>Cromer</i>							
	West beach	T					
	East beach	T					
	Chalets - Peak unserviced per week	T	£230.00	£235.00	£235.00	Discretionary	District
	Chalets - Peak serviced per week	T	£285.00	£290.00	£290.00	Discretionary	District
	Chalets - Mid unserviced per week	T	£135.00	£135.00	£135.00	Discretionary	District
	Chalets - Mid serviced per week	T	£150.00	£150.00	£150.00	Discretionary	District
	Chalets - Low unserviced per week	T	£95.00	£95.00	£95.00	Discretionary	District
	Chalets - Low serviced per week	T	£105.00	£105.00	£105.00	Discretionary	District
	Chalets - Winter season unserviced per season	T	£350.00	£380.00	£400.00	Discretionary	District
	Chalets - Winter season serviced per season	T	£385.00	£420.00	£450.00	Discretionary	District
	Beach Huts - Peak per week	T	£210.00	£215.00	£215.00	Discretionary	District
	Beach Huts - Mid per week	T	£115.00	£115.00	£115.00	Discretionary	District
	Beach Huts - Low per week	T	£80.00	£80.00	£80.00	Discretionary	District
	Beach Huts - Autumn season (Mundesley)	T		New	£185.00	Discretionary	District
	Beach Huts - Winter season	T		New	£400.00	Discretionary	District
<u>Estates</u>		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p		
BEACH HUTS							
Beach Hut Sites							
Cromer, Overstrand, Sheringham & Mundesley	One year (excluding rates)	T	Charges set	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Discretionary	District
Extras:							
Charge to go onto beach hut or chalet waiting list	Per List	T	£45.00	£50.00	£50.00	Discretionary	District

Car Parks			2022/23	2023/24	2024/25	Statutory Service / Discretionary Services	Set by Government / Set By District		
VAT			Charge	Agreed Charge	Proposed Charge				
			£ : p	£ : p	£ : p				
CAR PARKING - COASTAL CAR PARKS									
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00									
Cromer	- Runton Road	T	£1.80 per hour	£1.80 per hour	£1.80 per hour	Discretionary	District		
East Runton	- Beach Road	T							
Happisburgh	- Cart Gap	T	£8.50 for 24	£8.50 for 24 hours	£8.50 for 24 hours				
Mundesley	- Gold Park	T							
Overstrand	- Pauls Lane	T	£34 for 7-Days	£34 for 7-Days	£34 for 7-Days				
Sea Palling	- Clink Road	T							
Sheringham	- East Cliff	T							
	- Station Road	T							
Wells	- Stearmans Yard	T				Discretionary	District		
Weybourne	- Beach Road	T							
CAR PARKING - RESORT CAR PARKS									
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00									
	- Cadogan Road	T	£1.50 for first hour	£1.50 for first hour	£1.50 for first hour			Discretionary	District
Meadow	- Promenade	T							
	- Albert Street	T	£1.20 per addition	£1.20 per additional hour	£1.20 per additional hour				
Holt	- Station Yard	T							
	- Cheques	T	£8.50 for 24 hours	£8.50 for 24 hours	£8.50 for 24 hours				
Sheringham	- Morris Street	T							
	- Staithe Street	T	£34 for 7-Days	£34 for 7-Days	£34 for 7-Days				
Wells		T							

<u>Car Parks</u>		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p		
CAR PARKING - STANDARD CAR PARKS							
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00							
Fakenham	- Bridge Street	T	£1.20 for first two hours £0.80 per 24 hours £24 for 7-Days	£1.20 for first two hours £0.80 per additional hour £6 for 24 hours £24 for 7-Days	£1.20 for first two hours £0.80 per additional hour £6 for 24 hours £34 for 7-Days	Discretionary	District
	- Community Centre	T					
	- Highfield Road	T					
	- Queens Road	T					
North Walsham	- The Limes	T					
	- Bank Loke	T					
	- Mundesley Road	T					
	- New Road	T					
Stalham	- Vicarage Street	T					
	- High Street	T					
CAR PARKING - OTHER							
Fakenham	- Hall Staithe		PERMIT	PERMIT	PERMIT	Discretionary	District
North Walsham	- Midland Road		Free	Free	Free	Discretionary	District

<u>Car Parks</u>		V A T	2022/23 Charge £ : p	2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p		
COACH PARKING							
For 4 hours		T	£6.00	£6.00	£6.00	Discretionary	Distict
For 24 hours		T	£12.00	£12.00	£12.00	Discretionary	District
SEASON TICKETS / PERMITS							
3 Months	- 3 hour stay max.	T	£16.00	£16.00	£16.00	Discretionary	District
	- 24 hour stay max.	T	£66.00	£66.00	£66.00	Discretionary	District
6 Months	- 3 hour stay max.	T	£31.00	£31.00	£31.00	Discretionary	District
	- 24 hour stay max.	T	£122.00	£122.00	£122.00	Discretionary	District
12 Months	- 3 hour stay max.	T	£56.00	£56.00	£56.00	Discretionary	District
	- 24 hour stay max.	T	£204.00	£204.00	£204.00	Discretionary	District


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Committee	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision details
January 2024					
Cabinet	08 Jan 2024	Managing Performance Q2 & Review of Corporate Plan 2019 - 2023	Cllr T Adams <i>Steve Blatch</i> <i>Chief Executive</i>	<i>A Strong, responsible and Accountable Council</i>	
Scrutiny	17 Jan 2024				
Cabinet	08 Jan 2024	Delegated Decisions	Cllr T Adams <i>Emma Denny</i> <i>Democratic Services Manager</i>	<i>A Strong, responsible and Accountable Council</i>	
Scrutiny	17 Jan 2024				
Cabinet	08 Jan 2024	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	08 Jan 2024	Property Transactions	Cllr L Shires <i>Russell Williams</i> <i>AD for Planning</i>	<i>A Strong, responsible and Accountable Council</i>	 Exempt information
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>	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Fees & Charges 2024/2025	Cllr L Shires <i>Tina Stankley</i> <i>Director of Resources</i>	<i>A Strong, responsible and Accountable Council</i>	May go to January 2024 Cabinet.
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	08 Jan 2024	Capital Strategy 2024/2025	Cllr L Shires Tina Stankley Director of Resources	A Strong, responsible and Accountable Council	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Medium Term Financial Strategy 2024 - 2027	Cllr L Shires Tina Stankley Director of Resources	A Strong, responsible and Accountable Council	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Treasury Strategy 2024/2025	Cllr L Shires Tina Stankley Director of Resources	A Strong, responsible and Accountable Council	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Investment Strategy 2024/2025	Cllr L Shires Tina Stankley Director of Resources	A Strong, responsible and Accountable Council	Pre-scrutiny
Scrutiny	13 Dec 2023				
Council	21 Feb 2024				
Cabinet	08 Jan 2024	Housing Allocations Policy - Review	Cllr W Fredericks Nicky Debbage Housing Strategy & Delivery Manager	Meeting Housing Need	
Scrutiny	17 Jan 2023				



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	08 Jan 2024	Risk Management Framework	Cllr L Shires <i>Tina Stankley Director of Resources</i>		
Cabinet	08 Jan 2024	Property Transactions – Sheringham & Fakenham	Cllr L Shires, <i>Russell Williams Assistant Director for Planning</i>		 Possible Exempt information
Cabinet Scrutiny	08 Jan 2024 17 Jan 2024	Peer Review Action Plan	Cllr T Adams <i>Steve Blatch Chief Executive</i>	A Strong, responsible and Accountable Council	
Cabinet Scrutiny	08 Jan 2024 17 Jan 2024	Levelling Up Fund (tbc)	Cllr T Adams <i>Steve Blatch Chief Executive</i>	Developing our Communities	 Possible Exempt information
February 2024					
Cabinet	05 Feb 2024	Marrams Bowls Club, Cromer	Cllr Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i>	A Strong, responsible and Accountable Council	 Possible Exempt information
Cabinet	05 Feb 2024	Cromer Tennis Club	Cllr Lucy Shires Cllr L Withington <i>Renata Garfoot Estates & Asset</i>	Developing our Communities	 Possible Exempt



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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			Strategy Manager		information
Committee	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision details
Cabinet	05 Feb 2024	Economic Growth Strategy	Cllr P Heinrich <i>Stuart Quick Economic Growth Manager</i>	<i>Investing in our Local Economy & Infrastructure</i>	Pre-scrutiny
Scrutiny	17 Jan 2024				
Council	21 Feb 2024				
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	NWHSZ 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
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
Scrutiny Cabinet Council	Pre-Scrutiny - Capital Strategy (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny	Pre-Scrutiny - Investment Strategy	Cllr L Shires	Committee to consider recommendation to Council	Annual

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Cabinet Council	(Recommendations to Cabinet)	Tina Stankley		
Scrutiny Cabinet Council	Pre-Scrutiny - 2024/25 Base Budget and Projections for 2025/26 to 2026/27	Cllr L Shires Tina Stankley		
January 2024				
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
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	
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	
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	
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
Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle

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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 SHAZ End of Project Report	Cllr P Heinrich Rob Young	To review the project post-completion	May 2024
Scrutiny	Ambulance Response Times Data Monitoring TBC	Lucy Wilshaw	To monitor ambulance response times data across the District	Some issues
	Review of Anglian Water's 5 year Plan		At request of AW	June 2024
	Anglian Water – monitoring of sewage outflows		Annual review	Dec 24
	Performance Management Software			TBC

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