

Overview & Scrutiny Committee



Please contact: Neil White
Please email: neil.white@north-norfolk.gov.uk
Please direct dial on: 01263 516047

Tuesday, 12 March 2024

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 20 March 2024** 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 516047, Email: neil.white@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

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

Emma Denny
Democratic Services Manager

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

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

A G E N D A

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. SUBSTITUTES**
- 3. PUBLIC QUESTIONS & STATEMENTS**

To receive questions / statements from the public, if any.
- 4. MINUTES** 1 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 14 February 2024.
- 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** 9 - 14

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** 15 - 16

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:
- 10. BUDGET MONITORING PERIOD 10** 17 - 50

To consider a Cabinet report that provides an update on the Council's financial performance and projected outturn for 2023/24 for the revenue account, capital programme and reserves statement as at the end of January 2024.
- 11. CAR PARK INCOME ANALYSIS - APRIL TO DECEMBER 2023** 51 - 68

To consider the level of car park income generated by North Norfolk District Council for the period 1 April to 31 December 2023 and how it compares with previous years income.

12. PROGRESS REPORT ON NET ZERO TARGET 69 - 88

The consider the Council's Carbon Footprint for 2022/23 as the main indicator of progress against the Council's Net Zero Action Plan.

13. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 89 - 90

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.

14. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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

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OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 14 February 2024 in the Council Chamber - Council Offices at 9.30 am

Committee Cllr N Dixon (Chairman) Cllr M Batey
Members Present: Cllr J Boyle Cllr C Cushing
Cllr A Fletcher Cllr M Hankins
Cllr V Holliday Cllr N Housden
Cllr R Macdonald Cllr L Vickers

Members also attending: Cllr W Fredericks
Cllr P Heinrich
Cllr L Shires
Cllr J Toyne
Cllr L Withington

Officers in Attendance: Chief Executive, Director for Place & Climate Change, Director for Communities, Assistant Director for Finance, Assets, Legal & Monitoring Officer, Economic Growth Manager, Director for Resources / S151 Officer and Assistant Director for Sustainable Growth

Also in attendance:

119 APOLOGIES

Apologies for absence were submitted by Councillors Garry Bull and Saul Penfold.

120 SUBSTITUTES

There were no substitutes at the meeting.

121 PUBLIC QUESTIONS & STATEMENTS

None received.

122 MINUTES

Councillor Housden stated that in relation to Minute 114 Treasury Management Strategy his question on the Liquidity ratio was more about who set the ratio and if it was set by the Government and if the Government decided to change it, what would be the effect of that change on the Council, its investments, and its wider investment portfolio.

Councillor Holliday updated the Committee on the work of the Homelessness Task and Finish Group and that it was starting to undertake some evidence gathering especially from external witnesses on the issues that were causing people to be made homeless in North Norfolk. The group were looking for innovative solutions to

address those issues and improve the situation.

Councillor Cushing stated that he was yet to receive the details of where in the District the Shared prosperity fund had been spent he had asked for in respect of Minute 112 Managing Performance Quarter 2 2023/24. Councillor Heinrich, Portfolio Holder for Sustainable Growth advised that the work on providing that information was still ongoing and it would be passed on as soon as it was completed.

Resolved - the minutes of the meeting held on 24th January 2024 were approved as a correct record and signed by the Chairman subject to the alteration to Minute 114 Treasury Management Strategy to reflect that Councillor Housden question on the Liquidity Ratio was on who set the ratio and if it was set by the Government and the Government decided to change it, what would be the effect of that change on the Council, its investments and its wider investment portfolio.

123 ITEMS OF URGENT BUSINESS

None received.

124 DECLARATIONS OF INTEREST

None received.

125 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

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

None received.

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

The Democratic Services and Governance Officer advised that a recommendations tracker had been added to the agenda with the purpose of showing what progress had been from the Committee's recommendations throughout the year.

128 REVENUE BUDGET 2024 - 2025

The Portfolio Holder for Finance, Estates and Property Services, Councillor Shires, presented a report on the Council's Draft Revenue Budget for 2024-25, along with some proposed budget savings and the use of Reserves to set a balanced budget for 2024/25.

Councillor Shires drew the committee's attention to Table 2 Summary of Movements to Achieve Balanced Budget and that due to an additional £305,000 being received from the Government in its final Local Government Finance Settlement for 2024/25, the additional use of reserves to balance the budget for 2024/25 would now be

£111,000 and not £416,000.

Councillor Shires commented that in respect of the line in the table that said savings to be identified £250,000 she had mentioned this verbally at the last Overview and Scrutiny Committee and it had been added to the table for the last cabinet meeting.

Councillor Shires, in response to Councillor Holliday's question, stated that she and the Director of Resources was confident enough that the savings could be realised to put them into the budget.

The Director of Resources advised in response to a question from Councillor Dixon on whether full council could approve a budget with savings yet to be identified, that it was common practise for local authorities to do so.

Councillor Shires commented in respect of Councillor Dixon's question about whether it was transparent for members of the public, that the budget was being prepared on what is best for the residents and in line with the council's plans for the years ahead. The budget was specific in detailing the savings in each service area.

Councillor Shires added that it was not fair to the staff or the public to consider the array of choices that the council had used to make further savings without some funnelling down of the proposals.

The Assistant Director Finance Assets Legal as the Council's Monitoring Officer, responded to Councillor Dixon's question by saying that no budget can be completely free of risk and there needs to be assumptions made with a degree of uncertainty. Councillor Shires had indicated that there were savings to be made but were being worked on but had not been identified publicly due to personal data that could not be shared in public. At the full council meeting, there would be the Director of Resources report as required by legislation and with all these factors it was a lawful basis to consider them.

Following on from this, the Assistant Director Finance Assets Legal advised that each councillor would have a fiduciary duty at the full council meeting to consider all the information before them but didn't think there was an unlawfulness problem following all the information that had been provided at the meeting.

Councillor Shires advised that if the committee wanted to consider the £250,000 budget savings it would need to do that in an exempt information session of the committee as they contained confidential information.

Councillor Housden proposed the exclusion of the press and public to enable the committee to discuss those budget savings proposals that could include exempt information. The proposal was seconded by Councillor Vickers and agreed by the Committee who then went into a private session.

Following that discussion, the Committee then returned to the meeting being held in public.

Councillor Shires in response to a question from Councillor Cushing stated that some budget proposals would require budget consultation such as proposal Res 33 extension to the Meadow Car Park.

Councillor Shires commented in response to Councillor Cushing's further question, that the council's consultation process wasn't just for the sake of consultation but

were meaningful and for that item consultation would go through the planning process.

Councillor Shires clarified that the capital bids for 2024/25 had been to Cabinet as the current proposals but there was some uncertainty over some of the proposals, so it was not the final list. There would also need to be consideration given to any potential changes in project costs for any of the schemes over the next twelve months.

The Director of Resources advised that full council at its meeting on 21 February 2024 would have the opportunity to approve which of the new capital bids should go into the Council's Capital Programme.

Councillor Shires in response to a question from Councillor Dixon asked what information the Committee wanted in a Medium-Term Financial Strategy. The Director of Resources advised that the information set out in the report met the principles set by The Chartered Institute of Public Finance and Accountancy (CIPFA).

Councillor Dixon stated that it would be worthwhile for the Committee to understand the guidance from CIPFA, and it agreed that the committee would undertake further work on looking at the CIPFA guidance, refining it and then advising on how that could be applied to the Council's own strategy.

The Director of Resources advised, in response to Councillor Housden's question on the changes in earmarked reserves for the Delivery plan shown on the table on page 25 of the agenda, that this was due to the external contracts involved with this coming to an end.

The Director of Resources advised, in response to Councillor Housden's question, that the General Fund Reserve was £2.4m out of all the Reserves the Council held that totalled £14.5m.

The Director of Resources advised, in response to Councillor Hankin's question, that there was a predicted increase of 1% each year in the Council tax base due to the projected increase in new housing development in the district.

Councillor Shires added that the council had done some work in getting homes, whether holiday lets or were long term empty properties, back into residential usage so that they were eligible for Council Tax.

The Democratic Services and Governance Officer commented that the role of local members in finding additional empty properties that could be brought back into use would be an area explored by the Homelessness Task and Finish group.

Recommendation – that (A) the Overview and Scrutiny Committee considered the list of proposed savings, the use of reserves and the setting of a savings target and made no additional recommendations to full Council on the combination to include in the Budget for 2024/25 for full Council to consider when it meets on 21 February 2024 to set a balanced budget for 2024/25, subject to noting that due to an additional £305,000 being received from the Government in its final Local Government Finance Settlement for 2024/25, the additional use of reserves to balance the budget for 2024/25 would now be £111,000 and not £416,000,

(B) the Overview and Scrutiny Committee reviewed the proposed Capital Programme and new capital bids and made no changes to the list set out in the report, and

(C) further work be undertaken by the committee on what the Council's Medium Term Financial Strategy could look like in the future.

129 LOCAL ECONOMIC STRATEGY & ACTION PLAN

Councillor Heinrich, Portfolio Holder for Sustainable Growth, presented a report on a draft Economic Strategy and Action Plan (2023-2027) that sets out the approach and actions the Council will undertake to support delivering against the 'Investing in Our Local Economy and Infrastructure' objective in the Council's Corporate Plan and in supporting the growth of the local economy over the next four years.

Councillor Heinrich stated the key thing the strategy needed to be was flexible and adaptable especially with a fluid national economic picture and a forthcoming general election.

Councillor Heinrich added that he wanted the council to move forward by creating an environment in which business could thrive, where new businesses could flourish, inward investment is nurtured, and innovation and creativity are welcomed.

Councillor Heinrich in response to a question from Councillor Boyle commented that he thought the national economic situation would be the biggest barrier to achieving the strategy. There was a need for the government to produce an industrial strategy that included rural areas.

The Assistant Director Sustainable Growth responding to Councillor Holliday's question stated that if you wanted to define a future unique selling point for North Norfolk that could be the Green Industry Sector to include renewable energy, hydrogen capture and storage and ensuring that there is a transition for jobs in traditional industries to green ones. There could also be an opportunity to look at innovation in nature-based solutions that are currently been trialled in North Norfolk.

The Economic Growth Manager added that it would be good for the Council to concentrate on its economic strengths and the Council could grow its brand of Sustainable Tourism and build a narrative around that and the beautiful environment and heritage in the district.

The Assistant Director Sustainable Growth replied to Councillor Holliday's question that there was some further work to be done to understand the value of other sectors to the local economy beyond that work already done on the Tourism sector. This could be in the form of a dossier that would provide relevant information to help companies who were thinking of relocating to North Norfolk.

Councillor Heinrich in response to a question from Councillor Dixon stated that there was an Invest North Norfolk website and the Council needed to promote itself online but there was work to be done to make it more visible for the public to access.

Councillor Heinrich in response to a question from Councillor Housden stated that the Council didn't have money to directly invest for businesses and that a National Investment Bank might get around the reluctance of commercial banks to invest in local schemes. Any government money that was available was time limited and had already gone out to businesses.

The Assistant Director Sustainable Growth stated in response to Councillor Hankins question that the Local Economic Partnership's (LEP) powers had been transferred to the two County Councils in their area. The Council was administering some of the Shared Prosperity and Rural England Schemes from the New Anglia Growth hub that was set up by the LEP and that will transition to the County Council. The Council though did currently have funding for diversification, community and other investment programs that required match funding.

Councillor Heinrich in response to a question from Councillor Housden commented that the main concern of employers was the shortage of staff as in the main young people from North Norfolk don't tend to come back to the area once they go to university due to local jobs not paying enough or being sufficiently challenging.

The Economic Growth Manager added that the number one comment from businesses was the recruitment and retention of staff. There was a programme with Norfolk County Council Future Skills Now to Work with business to understand what the long-term issues are and then working on the solutions to create a pathway to support businesses.

Councillor Heinrich in response to a question from Councillor Cushing confirmed that the Council worked closely with the County Council and that the strategy was intended to be a living document. It was intended with Cabinet approval to produce a shorter summary of the document.

The Assistant Director Sustainable Growth in response to a question from Councillor Housden advised that the Invest North Norfolk website had sections on business support, grants, funding, loans, community grants and funding from the council and elsewhere that are updated frequently.

Councillor Withington, Portfolio Holder for Community, Leisure, and Outreach, in response to a question stated there was an action in the strategy to develop a cultural and creative sector strategy to help those arts and culture-based businesses in North Norfolk to grow and develop their potential. There had also been work started to get museums to work more closely together.

Recommended – that (A) that an appendix to the full strategy and action plan be produced to show all the different sectors to the economy in North Norfolk and when available information be provided in the document that sets out the value of each sector to the local economy, and

(B) the strategy part is extracted from the full document into a shorter summary form that could be more quickly read.

130 WASTE CONTRACT UPDATE

The Director for Communities presented a report that provided an update on the performance of the Council's waste, grounds maintenance and street cleansing contract.

The Director for Communities stated that the completion of rounds on the scheduled day of collection remained high. Most daily reports now show 100% completion rates of rounds and missed collection reporting showed a continuation of an improving trend across all collection areas.

The Director for Communities in response to a question from Councillor Dixon stated

that the setting up a website to report any missed bins and disruption/incompletions was being progressed and he would provide a written update to the committee.

The Director for Communities in response to a question from Councillor Housden on the modelling of costs by the Department for Environment, Food and Rural Affairs (Defra) for the new requirement to provide a food waste collection service to all households and certain businesses would require an entirely separate collection scheme with new additional smaller vehicles.

The Director of Resources advised that the projected additional cost of this for the Council could range from £1.04m-£1,8m less £0.716m and would incur an annual revenue cost to the council of between £46k-£155k Minimum Revenue Provision costs plus the interest costs on external borrowing. It was not currently within the Council's Capital Programme but once the costs were confirmed they would need to be approved by full council.

The Chief Executive in response to a question from Councillor Cushing on the route and round reorganisation stated that a leaflet will go out to residents between Monday 4 and Thursday 28 March, an article explaining the reasons for the changes will be in the Council's outlook publication which will be delivered during the week starting on 11 March and the new rounds will commence on Monday 8 April.

Recommended – that (A) Given the current performance levels and the arrangements in place, to monitor performance and the gap analysis, through the governance structures within the contract that further updates on performance are only made to Overview and Scrutiny committee if, in the view of the Authorised Officer (Director for Communities) for the contract, performance has dropped to a level that is of significant concern or that progress on the gap analysis items is not adequate,

(B) the Overview and Scrutiny Committee provide scrutiny of the progress made in planning, implementing, and embedding the round reorganisation on a regular basis, and

(C) full Council be requested to agree to write a letter to Department for Environment, Food and Rural Affairs setting out the evidence associated with the shortfall in allocation and the anticipated capital costs that the Council will incur in relation to food waste collection.

131 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The Democratic Services and Governance Officer advised that in respect of the Scrutiny Training the Committee had requested, three specialist providers had now submitted their proposals for the training. It was proposed that the Committee Chair and Vice Chair would consider those proposals and confirm which provider should be used with the intention that the training would be in mid to late March.

Resolved that the Committee Chair and Vice Chair agree the proposals for the Scrutiny training to be held in mid to late March 2024.

132 EXCLUSION OF THE PRESS AND PUBLIC

Cllr Housden proposed exclusion of the press and public in order to discuss those budget savings proposals that could include exempt information. The proposal was seconded by Cllr Vickers.

RESOLVED

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

The meeting ended at 1.00 pm.

Chairman

Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

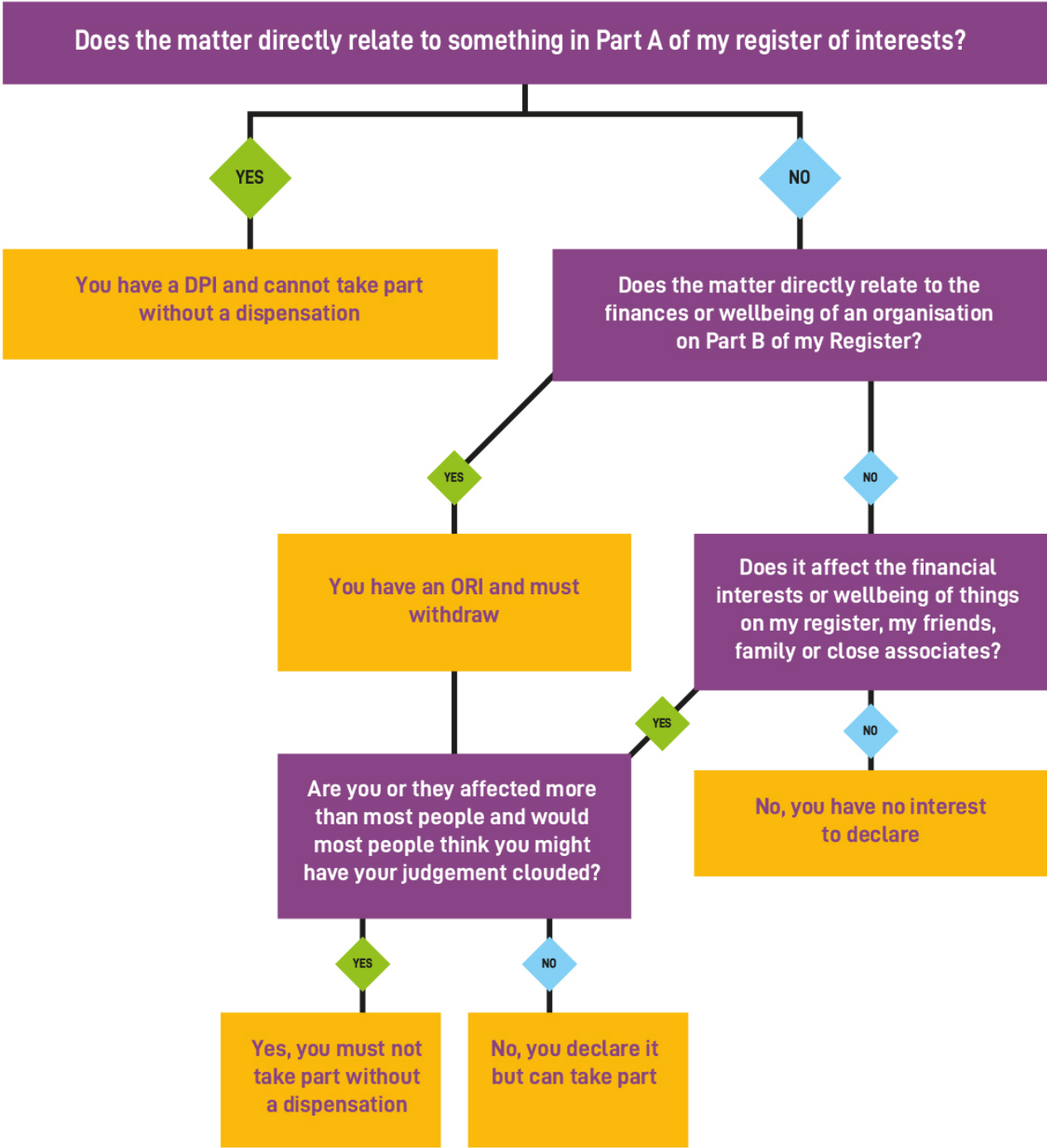
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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

Overview and Scrutiny Committee Recommendations Tracker

Ref	Scrutiny Recommendation	Decision Maker	Cabinet Decision	Implemented
24/01/24 Draft Revenue Budget for 2024/25	(A) council’s budget monitoring to include the expected level income streams within the council budget should be reported in future to the Overview and Scrutiny Committee, and (B) the Director of Resources be requested to produce at the start of the new financial year a timetable that sets out the key events as the budget is developed throughout the year such as which committee meetings it will be reported to and periods of public consultation.	Cabinet	Agreed with no discussion	
24/01/24 Peer Review – Action Plan	(A) the Overview and Scrutiny Committee agrees that the Peer Review Action Plan be presented to Cabinet for agreement and adoption, and (B) a report be submitted to the Overview and Scrutiny Committee following the Local Government’s Association revisit to the Council on the progress that had been on the changes proposed with thin the Action Plan.	Cabinet	Agreed with no discussion	
14/02/24 Local Economic Strategy	that (A) that an appendix to the full strategy and action plan be produced to show all the different sectors to the economy in North Norfolk and when available information be provided in the document that sets out the value of each sector to the local economy, and (B) the strategy part is extracted from the full document into a shorter summary form that could be more quickly read.	Cabinet	Agreed with no discussion	
14/02/24 Food Waste	Full Council be requested to agree to write a letter to Department for Environment, Food and Rural Affairs setting out the evidence associated with the shortfall in allocation and the anticipated capital costs that the Council will incur in relation to food waste collection.	Full Council		

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BUDGET MONITORING P10 2023/24	
Executive Summary	<p>This report provides an update on the Council's financial performance and projected outturn for 2023/24 for the revenue account, capital programme and reserves statement as at the end of January 2024.</p> <p>As at 31 January 2024, the General Fund projected deficit is £0.986m for the full year 2023/24. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current forecast year end position. 2) Note the actions to take some short term borrowing and to call back some of the investments that are in our pooled funds. 3) Approve the use of the Economic Regeneration Reserve as required as proposed in paragraph 2.25. 4) Approve the use of £0.2m of the Treasury Management reserve to cover the overspend as proposed in paragraph 2.42. 5) Note that officers will work together to take action to reduce the overall projected General Fund deficit at the for 2023/24.
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	\\fs\Accounts\Budget Monitoring\BUDGET MONITORING\2023-24\Period 10\Report and Appendices\Draft Budget Monitoring P10 2023-24 .doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

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

Corporate Governance:

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

1. Introduction

1.1 This report provides an updated year-end forecast position for the General Fund for 2023/24 which is based on the actual income and expenditure position as at 31 January 2024 when compared to the latest updated budget for 2023/24. The Original Budget which was agreed by full Council on 22 February 2023 has been updated to reflect approved budget virements. It also discusses the reasons for this forecast position.

2. Revenue

2.1 The General Fund Summary at Appendix A shows the high-level budget monitoring position as at 31 January 2024 and highlights a year-to-date variance of £1,122,754 underspend for the net operating expenditure against the profiled updated budget.

2.2 The table below summarises this the position as at 31 January 2024. Financial position as at 31 January 2024:

	2023/24 Base Budget £	2023/24 Updated Budget £	2023/24 YTD Budget £	2023/24 YTD Actuals £	2023/24 YTD Variance £
Directorate					
Corporate Leadership/Executive Support	484,705	525,720	424,283	461,406	37,123
Communities	12,243,383	11,733,424	8,948,747	8,050,325	(898,422)
Place and Climate Change	6,509,032	6,500,859	4,428,409	4,586,618	158,209
Resources	5,108,854	5,518,103	4,132,000	3,548,736	(583,264)
Net Cost of Services	24,345,974	24,278,106	17,933,439	16,647,085	(1,286,354)
Parish Precepts	2,875,207	2,875,207	2,875,207	2,875,441	234
Capital Charges	(2,456,953)	(2,456,953)	(2,046,643)	(2,046,860)	(217)
Refcus	(1,677,167)	(1,677,167)	0	0	0
Interest Receivable	(1,533,436)	(1,533,436)	(1,277,355)	(1,470,161)	(192,806)
External Interest Paid	0	0	0	356,389	356,389
Revenue Financing for Capital:	710,000	3,757,576	0	0	0
MRP Waste Contract	330,000	330,000	0	0	0
IAS 19 Pension Adjustment	265,496	265,496	0	0	0
Net Operating Expenditure	22,859,121	25,838,829	17,484,648	16,361,894	(1,122,754)

Variance by Service Area

2.3 Appendix B included with this report provides explanations for the variances for each service heading. These are the variances when comparing expenditure for the 10 months to 31 January 2024 months of the year against the updated budget for the same period.

Variance by Subjective Headings

- 2.4 In line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice the Council's budgets are prepared using recommended subjective headings; these are, employees, premises, transport, supplies and services, third party payments, transfer payments, support services, capital charges and income. The following table provides a summary of year-to-date variances i.e. as at 31 January 2024.

	2023/24			2023/24 YTD Variance £
	Projected			
	Full Year	2023/24	2023/24	
	Budget	YTD Budget	YTD Actuals	
	£	£	£	£
Employee Costs	16,801,072	14,039,025	13,218,911	(820,114)
Premises	3,779,344	3,260,408	3,464,932	204,524
Transport	310,359	254,496	220,826	(33,670)
Supplies and Services	13,693,324	10,114,726	10,369,372	254,646
Transfer Payments	17,078,067	0	0	0
Support Service charges	(378,755)	(298,206)	(297,733)	473
Capital Charges	4,134,119	2,046,682	2,046,970	288
Income	(31,139,424)	(11,483,692)	(12,376,193)	(892,501)
Net Cost of Service	24,278,106	17,933,439	16,647,085	(1,286,354)

Forecast Outturn

- 2.5 The position at the 31 January 2024 forms the basis for projecting the year end outturn position. This position is adjusted for items such as grants that will be spent, vacancies that will continue or be filled, known commitments and projections of income.
- 2.6 The table below provides a high level breakdown of the anticipated year end position which shows there will be a General Fund Deficit of £0.986m at 31 March 2024 (Line 10 in table below).

Forecast year-end variance compared with Budget		£'m	Variance Favourable (F) / Adverse (A)
1	Employee Costs	-0.578	F
2	Premises Costs	0.288	A
3	Transport Costs	-0.030	F
4	Supplies and Services Costs	0.394	A
5	Income	0.132	A
6	Total forecast year-end variance for Net Cost of Service	0.206	A
7	Housing Subsidy recovered for Temporary Accommodation	0.600	A
8	Net Investment Interest/Interest Paid	0.375	A
9	Government Grants & Local Taxpayers	-0.195	F
10	Forecast variance - Deficit	0.986	A

- 2.7 Explanation of the significant forecast year end variances are contained in the following paragraphs.

Employee Costs £0.578m Favourable (Line 1 in table at paragraph 2.6)

- 2.8 Direct – during 2023/24 there have been several vacant posts which has resulted in an underspend against this budget, and after adjusting for posts funded from earmarked reserves, the forecast full year underspend is £578,000. This is effectively reduced further to £378,000 after covering the spend on agency staff that have been brought in to cover vacancies.
- 2.9 Indirect - underspends in qualification and generic training are anticipated to deliver a full year saving of £22,000. However as there is a £15,000 increase in employee related insurance premiums it nets down to just a £7,000 saving for the year.

Premises £0.288m Adverse (Line 2 in table at paragraph 2.6)

- 2.10 Repairs and Maintenance – There are two main areas where spend has exceeded the budget and this was where it has been necessary to undertake work to maintain the Council's assets. The overspend here is forecast to be £39,000. It has been necessary to carry out maintenance on the car park machines which is forecast to exceed the budget by £35,000 by the year end.
- 2.11 Grounds Maintenance - Emergency tree work has had to be carried out which will result in a projected overspend for the year of £60,000.
- 2.12 Rents – As there have been higher car park receipts at the car parks where this income is shared with relevant parishes (Fakenham/Sea Palling/Mundesley) this will result in the Council having to pay over an additional £16,000 thus creating an overspend. An overspend of £20,050 has arisen as the Council has had to hire a temporary public convenience.
- 2.13 Business Rates – reduced business rates payments resulting in a full year saving of £25,000.
- 2.14 Energy costs – Increased electricity and gas costs across the council's services, including car parking, public conveniences and amenity lighting is predicted to cost £123,000 more than the budget for the year.
- 2.15 Insurances – Increase in insurance premiums for premises will result in an overspend of £20,000 for the year.

Transport Costs £0.030m Favourable (Line 3 in table at paragraph 2.6)

- 2.16 Reduced mileage claims should result in a full year saving of £30,000.

Supplies & Services £0.394m Adverse (Line 4 in table at paragraph 2.6)

- 2.17 Reduced levels of spending on miscellaneous equipment and materials are forecast to deliver a saving of £15,000 for the year.
- 2.18 Fees and Services – the spend above the budget for agency staff and professional support is forecast to be £220,000 above the budget. However this is offset by the savings of £200,000 in the employee budgets that have arisen because of staff vacancies. The agency staff have been brought in

cover these vacancies. This effectively gives a net overspend position of £20,000.

- 2.19 Savings have been made in other various professional fee budgets including Legionella works, the cancellation of the Mammoth Marathon and in the IT service, which will partly offset the overspend in in the same areas e.g. Mammoth Marathon costs (see paragraph 2.31).
- 2.20 Consultancy fees – There is a forecast overspend for the year of £41,000 against this budget, which can be attributed to the spend of £25,000 above budget on External HR advice and spend of £10,000 above budget on Occupational Health referrals. Leisure Services also have an overspend against this budget of £6,000 for the consultancy advice that was needed to resolve an issue at the Reef.
- 2.21 Norfolk County Council land charge fees – there is saving of £25,000 due to reduced applications. However this is negated by the adverse variance in land charge fee income.
- 2.22 Election costs – there is a net adverse variance of £70,000 for this budget and there were higher costs for the elections that were associated with the introduction of voter ID being required e.g. additional staffing at polling stations and additional stationery plus there was an increase in costs due to inflationary cost pressures.
- 2.23 Annual Council Tax billing costs are anticipated to be £24,000 higher than budgeted for. This is due to inflationary increases in costs.
- 2.24 General insurance premiums are renewed in July each year after the budget has been set in the February. An estimated increase is included in the budget. However the insurance premiums increased by more than was anticipated. This was in part because of the inflationary pressures. The adverse variance is forecast to be £35,000.
- 2.25 Grants and Contributions – Members agreed to fund the Sustainable Communities Fund using £125,000 of the UK prosperity fund in 2023/24. However the full amount of the grant was allocated without allowing for this. This overspend could be largely funded from the Economic Development Reserve.

Income £0.132m Favourable (Line 5 in table at paragraph 2.6)

- 2.26 There are several service areas where there are forecast to be favourable variances for the year. However these will not have an impact on the Council's bottom line as they are offsetting related expenditure overspends or are being transferred to reserves for future use.
- 2.27 There have been additional grants and contributions received above the level budgeted for, but these have been received to cover specific expenditure e.g. additional grant to cover the increase in election expenses; government subsidy and client contributions that are covering increased supplies and service costs for temporary accommodation. Additional New Burdens funding has been received but this must be used for specific additional expenditure e.g. for Revenue Services to fund the additional costs incurred that are due to changes in legislation. Other grants have been received for specific purposes e.g. Household Support Fund grant is to cover additional expenditure that will be incurred because of introducing this scheme.

- 2.28 Additional Waste and Recycling income in respect of contract defaults (just under £400k) is due in 2023/24. However, in accordance with the contract, it has been agreed that any such payment by the contractor to the Council will be ring-fenced as an 'Innovation fund' which must be used for specific projects that will bring about improvements in service delivery.
- 2.29 Fees – Actual income for Planning, Building Control and Land Charges fees are showing a significant adverse variance when compared with the budget. This is forecast to be £365,000 by the end of the financial year. The use of these services by individuals, businesses and developers has fallen significantly in 2023/24. There are three main reasons for this, which are the impact of increases in the cost of living reducing disposable income, the impact of nutrient neutrality and waiting for the outcome of the Local Plan e.g. a large development scheme is on hold waiting for the outcome of the Local Plan before it proceeds. It is anticipated that this will generate fee income in excess of £500,000 over a two to three year period when it starts.
- 2.30 Car parking fees and income from season tickets is expected to exceed the budget and generate an additional £213,500 of income.
- 2.31 The cancellation of Mammoth Marathon will result in a £35,000 loss of income although this will be partly offset by corresponding savings in supplies and services.
- 2.32 There is forecast to be £63,000 adverse variance in rental income from Investment properties for the year. However in other areas there is forecast to be a favourable variance for income of £52,290, relating to various service areas including rechargeable dog and litter bins, and events.

Impact on Service Areas (Line 6 in table at paragraph 2.6)

- 2.33 The following shows the impact of the variances explained in paragraphs 2.8 to 2.32 on Service Areas.

Forecast year-end variance compared with Budget for Service Areas			Variance Favourable (F) /Adverse (A)
		£'m	
1	Corporate Leadership/Executive Support	0.069	A
2	People Services - Communities	-0.088	F
3	Environment & Health Services - Communities	-0.017	F
4	Sustainable Growth - Place & Climate Change	0.132	A
5	Planning - Place & Climate Change	0.180	A
6	Finance, Assets & Legal - Resources	0.075	A
7	Organisational Resources - Resources	-0.146	F
8	Forecast variance for the Net Cost of Service - Deficit	0.206	A

Non-Service Variances

Housing Benefit Subsidy £600,000 Adverse (Line 7 in table at paragraph 2.6)

- 2.34 The Housing Benefit Subsidy grant payments received by the Council are based on subsidy claims submitted to the Department for Works and Pensions (DWP). Neither the income nor the expenditure is included in the revenue budget figures until the final subsidy position is confirmed as part of

outturn each year. The main reason for this is that they vary significantly compared to both the budgets and the payments to claimants that they relate to, due to timing issues. Subsidy grant payments are paid monthly based on the relevant claim submitted and these do not relate directly to the payments made to claimants in that month necessarily.

- 2.35 For 2023/24, the Council have set a cost neutral budget of £16.9m expenditure and income. The rate of recovery (i.e. how much the Council can claim back from the Government for housing benefit paid to claimants) for most of the correctly paid subsidy is 100%.
- 2.36 However, this is not the case for housing benefit claims paid for temporary accommodation. The Council has to pay the full entitlement of housing benefit to the claimant to go towards their housing costs. The amount paid back by the Department for Work and Pensions (DWP) through the subsidy arrangements is limited to 90% of the Local Housing Allowance (LHA) rates. These LHA rates, calculated by the Valuation Office Agency (VOA, a government agency), are based on rental prices in a geographical area and these can be a lot lower than the actual amounts being charged in rent. In such cases this means that if the cost of the housing benefit claim is higher than those rates, the local authority loses money. As there are increasing numbers of people presenting themselves as homeless this is creating a growing cost pressure for the Council.
- 2.37 In previous years this cost pressure has been offset by the recovered overpayments from claimants. However since 2019/20 as the number of people requiring temporary accommodation has been increasing sharply the cost pressure has been increasing and since 2019/20 the amount of recovered overpayments from claimants has been insufficient to cover this cost pressure. In 2019/20 the gap between the cost pressure and recovered overpayments from claimants was £0.2m. For 2023/24 the current mid-year estimates indicate that this figure is likely to be £0.6m for the full year. This is a significant risk, which will remain throughout the term of the Medium Term Financial Plan, unless there is a change to the amount that can be reclaimed from the Government.

Interest Received/Paid £375,000 Adverse (Line 8 in table at paragraph 2.6)

- 2.38 The net investment income budget for 2023/24 is £1.5m. This is based on an assumed average balance of £34.2m, at an average interest rate of 4.48%. The average rate of interest that has been achieved so far is 5.91% from an average balance available for investment of £32.9m. This difference in interest rates has resulted in a forecast year end surplus of £0.219m.
- 2.39 Whilst there was no budget set for borrowing interest to be paid 2023/24, which was a decision taken back in December 2022 there has been a need to take short term borrowing throughout the year which is forecast to cost £0.594m (interest paid) for the full year. This is effectively the cost of the borrowing that is for previous years' capital expenditure that was to be funded by borrowing e.g. £8.4m for the Reef. The alternative would be to call back an equivalent amount of our pooled investments, which would have resulted in a loss of investment income of a similar sum. However at some point in the future the cash will need to be replenished that has been used to date for these schemes (i.e. internal borrowing).
- 2.40 This need to borrow is an indicator that the Council will soon need to consider taking some of the external borrowing that was planned. However as the

interest rates are at the highest level that they have been at for a considerable time, now is not the time to take any long-term borrowing.

- 2.41 The overall net effect of the favourable variance of £0.219m for investment income and the adverse variance of £0.594m for external interest paid is a net cost pressure of £0.375m. It is proposed that £0.200m is taken from the Treasury Management Reserve to reduce the impact on the General Fund Reserve. This reserve was set up for this purpose.
- 2.42 Also to bring some certainty and stability to this situation two of the pooled funds totalling £3.157m will be called back and a PWLB (EIP – equal instalments payments) loan of potentially £5-6m will be taken for the minimum length of time at some point during 2024/25. At the time of writing this report the cost of a one and a half to two year loan at the current interest rate of 5.66% will cost:

Amount borrowed	Total amount repaid including principle
£5.000m	£5.354m
£6.000m	£6.425m

- 2.43 The amount taken will be kept to a minimum and will be delayed until needed but taking the loan will have the benefit of knowing how much interest will be paid, repaying some of the principle during the lifetime of the loan and that by taking this as a short-term loan it will allow interest rates to drop (as predicted by economists at a national level) before taking the long-term loan that will match the life of the asset.

Retained Business Rates

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

Capital

- 2.45 Total Capital expenditure amounted to £10.873m (excluding budgeted capital salaries of £0.123m which are not allocated to individual capital schemes until after the year end when the outturn position is calculated) across all projects up to 31 January 2024. The budget for these schemes is £53.915m. There is an underspend of £43.042m as at 31 January 2023. The details of the spend against budget is shown in Appendix C. The capital financing of the capital programme is not calculated until the final outturn position is known so that the best use of resources can be achieved, but the forecast funding is shown in Appendix C too which is in line with what has been previously approved when the Capital Programme by full Council at its budget setting meeting in February each year.

4 Reserves

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

5 Corporate Priorities

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

6 Financial and Resource Implications

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

7 Legal Implications

None as a direct consequence of this report

8 Risks

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

9 Net Zero Target

None as a direct consequence of this report

10 Equality and Diversity

None as a direct consequence of this report

11 Community Safety Issues

None as a direct consequence of this report

12 Conclusion and Recommendations

- 12.1 The revenue budget is showing an estimated full year overspend for the current financial year of £0.986m, compared to £0.515m reported in September 2023. The overall financial position continues to be closely monitored.
- 12.2 The Council will continue to take steps to reduce the forecast deficit for the year by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding, which is not sustainable in the medium term. This report seeks approval to use £200,000 of the Treasury Management Reserve to cover some of the borrowing costs which is in line with the intended use of this reserve. It also seeks approval to use the remaining balance (after meeting commitments) of the Economic Regeneration Reserve to cover in part the shortfall in funding for the Sustainable Communities Fund. The Council will need to use other reserves to meet any in year deficit and to balance the budget.
- 12.3 The Capital Programme is showing spend of £10.873m against a budget £53.915m. Whilst the variance is large there are three budgets for the major coastal schemes, totalling £34m, that are just getting underway. There are also numerous projects that have yet to begin and for which the use of the funding for them is not time limited. So these underspends are not a matter for concern.

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General Fund Summary P10 2023/24

	2023/24 Base Budget £	2023/24 Updated Budget £	2023/24 YTD Budget £	2023/24 YTD Actuals £	2023/24 YTD Variance £	Commitments £	Remaining Budget £
Directorate							
Corporate Leadership/Executive Support	484,705	525,720	424,283	461,406	37,123	35,816	28,498
Communities	12,243,383	11,733,424	8,948,747	8,050,325	(898,422)	2,992,608	690,491
Place and Climate Change	6,509,032	6,500,859	4,428,409	4,586,618	158,209	447,195	1,467,046
Resources	5,108,854	5,518,103	4,132,000	3,548,736	(583,264)	1,058,913	910,454
Net Cost of Services	24,345,974	24,278,106	17,933,439	16,647,085	(1,286,354)	4,534,532	3,096,489
Parish Precepts	2,875,207	2,875,207	2,875,207	2,875,441	234	0	(234)
Capital Charges	(2,456,953)	(2,456,953)	(2,046,643)	(2,046,860)	(217)	0	3,540,570
Refcus	(1,677,167)	(1,677,167)	0	0	0	0	(1,677,167)
Interest Receivable	(1,533,436)	(1,533,436)	(1,277,355)	(1,470,161)	(192,806)	0	(63,275)
External Interest Paid	0	0	0	356,389	356,389	0	(356,389)
Revenue Financing for Capital:	710,000	3,757,576	0	0	0	0	3,757,576
MRP Waste Contract	330,000	330,000	0	0	0	0	330,000
IAS 19 Pension Adjustment	265,496	265,496	0	0	0	0	265,496
Net Operating Expenditure	22,859,121	25,838,829	17,484,648	16,361,894	(1,122,754)	4,534,532	8,893,066
Contribution to/(from) the Earmarked Reserves							
Capital Projects Reserve	0						
Capital Projects Reserve	(400,000)	(400,000)	0	0	0	0	(400,000)
Asset Management	0	(405,564)	0	0	0	0	(405,564)
Benefits	(111,305)	(111,305)	0	0	0	0	(111,305)
Building Control	(81,866)	(89,690)	0	0	0	0	(89,690)
Business Rates	(1,278,267)	(1,278,268)	0	0	0	0	(1,278,268)
Coast Protection	0	(134,003)	0	0	0	0	(134,003)
Communities	(275,000)	(275,000)	0	0	0	0	(275,000)
Delivery Plan	(1,289,412)	(2,472,360)	0	0	0	0	(2,472,360)
Economic Development and Tourism	(44,800)	(44,800)	0	0	0	0	(44,800)
Elections	(100,000)	(133,015)	0	0	0	0	(133,015)
Environmental Health	(16,000)	(34,390)	0	0	0	0	(34,390)
Grants	0	(304,764)	0	0	0	0	(304,764)
Housing	(555,898)	(1,257,875)	0	0	0	0	(1,257,875)
Legal	(31,745)	(31,745)	0	0	0	0	(31,745)
Major Repairs Reserve	0	(341,223)	0	0	0	0	(341,223)
New Homes Bonus Reserve	(178,000)	(48,000)	0	0	0	0	(48,000)
Organisational Development	(42,742)	(42,742)	0	0	0	0	(42,742)
Planning Revenue	(148,965)	(128,965)	0	0	0	0	(128,965)
Contribution to/(from) the General Reserve	(356,461)	(356,460)	0	0	0	0	(356,460)
Amount to be met from Government Grant and Local Taxpayers	17,948,660	17,948,660	17,484,648	16,361,894	(1,122,754)	4,534,532	1,002,897
Collection Fund – Parishes	(2,875,207)	(2,875,207)	(2,558,938)	(2,558,938)	0	0	(316,269)
Collection Fund – District	(6,738,797)	(6,738,797)	(5,997,523)	(5,997,523)	0	0	(741,274)
Retained Business Rates	(6,315,000)	(6,315,000)	1,972,340	1,972,340	0	0	(8,287,340)
Business Rates Levy Surplus	(27,049)	(27,049)	0	0	0	0	(27,049)
Revenue Support Grant	(102,462)	(102,462)	(85,385)	(220,284)	(134,899)	0	117,822
3% funding Guarantee	(974,416)	(974,416)	(730,815)	(730,815)	0	0	(243,601)
Ctax Discount Grant	(50,074)	(50,074)	0	0	0	0	(50,074)
LCTS Admin Grant	(136,747)	(136,747)	(113,956)	0	113,956	0	(136,747)
New Homes bonus	(31,080)	(31,080)	(23,310)	(23,310)	0	0	(7,770)
Rural Services Delivery Grant	(567,386)	(567,386)	(567,386)	(567,386)	0	0	0
Services Grant	(130,442)	(130,442)	(97,828)	(97,828)	0	0	(32,614)
Income from Government Grant and Taxpayers	(17,948,660)	(17,948,660)	(8,202,801)	(8,223,744)	(20,943)	0	(9,724,916)
(Surplus)/Deficit	0	0	9,281,847	8,138,150	(1,143,697)	4,534,532	(8,722,019)

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Service Area Summaries P10 2023/24

Communities

People Services

	Full Year Budget £	YTD Budget £	YTD Actual £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances
Benefits Administration							
Employee Costs	1,161,688	967,692	873,203	(94,489)	313	288,172	Vacant posts and secondments.
Transport Related Expenditure	944	787	3,199	2,412	0	(2,255)	No Major Variances.
Supplies & Services	31,100	21,925	51,066	29,141	6,410	(26,376)	Civica computer software and licences - offset by New Burdens Funding.
Support Services	434,060	361,591	361,740	149	0	72,320	No Major Variances.
Capital Financing Costs	31,700	26,407	26,410	3	0	5,290	No Major Variances.
Income	(380,000)	(24,990)	(129,202)	(104,212)	0	(250,798)	Council Tax Support - New Burdens Funding. Any surplus to be transferred to Reserve at year end.
	1,279,492	1,353,412	1,186,417	(166,995)	6,723	86,353	
Homelessness							
Premises	147,946	123,255	79,885	(43,370)	15,782	52,279	Lower R&M and utility costs.
Transport Related Expenditure	0	0	2,059	2,059	0	(2,059)	No Major Variances.
Supplies & Services	1,257,038	1,035,868	1,196,041	160,173	591,629	(530,632)	£138,062 Higher B&B charges and Rent Deposit payments - offset by subsidy and client contributions. £23,484 Bad Debts written off.
Support Services	1,142,250	951,512	951,900	388	0	190,350	No Major Variances.
Capital Financing Costs	28,482	23,727	23,740	13	0	4,742	No Major Variances.
Income	(1,700,415)	(1,489,356)	(1,720,344)	(230,988)	0	19,929	(£391,123) Additional income from subsidy and client contributions offset by £160,298 Housing Prevention grant income transferred to capital (LAHF).
	875,301	645,006	533,281	(111,725)	607,412	(265,391)	
Housing Options							
Employee Costs	816,874	680,466	670,088	(10,378)	200	146,586	Underspend against fixed term contracts.
Transport Related Expenditure	7,040	5,866	8,544	2,678	0	(1,504)	No Major Variances.
Supplies & Services	3,179	2,652	2,251	(401)	40	888	No Major Variances.
Support Services	(714,749)	(595,372)	(595,620)	(248)	0	(119,129)	No Major Variances.
Income	(19,306)	(19,306)	(20,198)	(892)	0	892	No Major Variances.
	93,038	74,306	65,065	(9,241)	240	27,733	
Community							
Employee Costs	956,926	797,137	794,539	(2,598)	0	162,387	No Major Variances.
Premises	0	0	(12,631)	(12,631)	17,787	(5,156)	Accrual brought forward relating to Homes in Disrepair. Works delivered and codes elsewhere.
Transport Related Expenditure	26,678	22,229	12,501	(9,728)	0	14,177	Lower travelling costs.
Supplies & Services	728,245	478,715	174,141	(304,574)	1,639	552,466	(£80,780) Grant payments not yet allocated. (£220,625) Other professional fees - to be reviewed and used at year end to offset higher costs across People Services. Any surplus needs to be carried forward and transferred to the Reserve for use towards employee and homelessness costs in future years.
Support Services	68,750	57,307	57,340	33	0	11,410	No Major Variances.
Income	(494,585)	(483,963)	(462,596)	21,367	0	(31,989)	Reduction in contributions from the Primary Care Network.
	1,286,014	871,425	563,294	(308,131)	19,426	703,294	
Ad People Services							
Employee Costs	86,175	71,789	72,040	251	0	14,135	No Major Variances.
Transport Related Expenditure	1,194	997	854	(143)	0	340	No Major Variances.
Supplies & Services	100	84	104	20	0	(4)	No Major Variances.
Support Services	(87,469)	(72,858)	(72,890)	(32)	0	(14,579)	No Major Variances.
	0	12	108	96	0	(108)	
Total People Services	3,533,845	2,944,161	2,348,164	(595,997)	633,800	551,881	

Service Area Summaries P10 2023/24

Communities

Environmental & Leisure

	Full Year Budget £	YTD Budget £	YTD Actual £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances
Commercial Services							
Employee Costs	23,085	19,230	19,230	0	0	3,855	No Major Variances.
Supplies & Services	0	0	0	0	1,723	(1,723)	No Major Variances.
Support Services	193,170	160,931	161,000	69	0	32,170	No Major Variances.
Income	0	0	(170)	(170)	0	170	No Major Variances.
	216,255	180,161	180,060	(101)	1,723	34,472	
Internal Drainage Board Levies							
Premises	478,176	478,176	478,354	178	0	(178)	No Major Variances.
Support Services	300	252	250	(2)	0	50	No Major Variances.
	478,476	478,428	478,604	176	0	(128)	
Travellers							
Premises	9,290	7,914	6,720	(1,194)	694	1,876	No Major Variances.
Supplies & Services	43,600	38,086	41,716	3,630	172	1,712	Higher operating lease costs and hire of portable toilets.
Support Services	7,870	6,560	6,560	0	0	1,310	No Major Variances.
Capital Financing Costs	23,174	19,306	19,310	4	0	3,864	No Major Variances.
Income	(2,000)	(1,667)	(320)	1,347	0	(1,680)	No Major Variances.
	81,934	70,199	73,986	3,787	866	7,082	
Public Protection							
Employee Costs	502,700	418,760	484,862	66,102	792	17,046	Predominantly costs for fixed term contract staff - some of which is offset against departmental savings and funding from Reserves.
Transport Related Expenditure	13,997	11,663	14,638	2,975	0	(641)	Employee travelling costs.
Supplies & Services	88,680	39,744	82,557	42,813	19,997	(13,875)	See Note A below:
Support Services	144,330	120,242	120,300	58	182	23,848	No Major Variances.
Income	(238,100)	(197,121)	(181,198)	15,923	0	(56,902)	See Note B below:
	511,607	393,288	521,159	127,871	20,972	(30,524)	

Note A: £4,600 Upgrade to the Assure system and Merlin server. £7,500 Software purchase (to be funded from the COMF reserve at year end). £5,200 Subscriptions to RIAMS and ABC Food Law. Professional fees of £36,665 for legal advisory costs offset by an underspend of (£13,176) against private water sampling.

Note B: (£3,513) Pavement Licence Grant. (£34,550) Increased taxi licensing income (to be transferred to an earmarked reserve at year end). £53,925 Income not yet generated for general licensing - a new process is being implemented to invoice out for Premises Licences.

Street Signage

Supplies & Services	12,000	7,000	7,933	933	0	4,067	No Major Variances.
Support Services	23,300	19,412	19,420	8	0	3,880	No Major Variances.
	35,300	26,412	27,353	941	0	7,947	

Environmental Protection

Employee Costs	576,583	480,301	435,767	(44,534)	0	140,816	Vacant posts which have now been filled.
Premises	0	0	750	750	3,112	(3,862)	No Major Variances.
Transport Related Expenditure	22,189	18,490	13,211	(5,279)	396	8,583	Lower travelling costs.
Supplies & Services	65,650	57,009	57,000	(9)	5,767	2,883	See Note A below:
Support Services	251,400	209,434	210,215	781	0	41,185	No Major Variances.
Capital Financing Costs	52,962	44,119	44,130	11	0	8,832	No Major Variances.
Income	(13,000)	(13,534)	(14,483)	(949)	0	1,483	No Major Variances.
	955,784	795,819	746,590	(49,229)	9,274	199,920	

Note A: (£8,498) Equipment purchases and R&M. (£9,300) Professional fees - predominantly rechargeable works. £7,821 for Enforcement Board works. £3,500 Assure upgrade. £3,781 Various subscriptions. £2,379 Bad Debts written off.

Environmental Contracts

Employee Costs	336,870	281,454	244,582	(36,872)	0	92,288	Vacant posts and maternity leave.
Transport Related Expenditure	12,444	10,371	6,571	(3,800)	146	5,727	Lower vehicle running costs.
Supplies & Services	1,275	1,149	2,027	878	1,586	(2,338)	No Major Variances.
Support Services	(355,110)	(295,792)	(295,910)	(118)	0	(59,200)	No Major Variances.
Capital Financing Costs	4,521	3,767	3,770	3	0	751	No Major Variances.
	0	949	(38,960)	(39,909)	1,732	37,228	

Corporate Health and Safety

Employee Costs	71,626	59,667	63,701	4,034	0	7,925	No Major Variances.
Transport Related Expenditure	0	0	444	444	0	(444)	No Major Variances.
Supplies & Services	0	0	398	398	0	(398)	No Major Variances.
Support Services	(71,626)	(59,665)	(59,680)	(15)	0	(11,946)	No Major Variances.
Income	0	0	(1,600)	(1,600)	0	1,600	No Major Variances.
	0	2	3,263	3,261	0	(3,263)	

Markets

Employee Costs	12,896	10,744	5,533	(5,211)	0	7,363	Vacant seasonal post.
Premises	35,246	15,240	11,064	(4,176)	1,398	22,784	Lower than budgeted Business rates.
Transport Related Expenditure	0	0	86	86	0	(86)	No Major Variances.
Supplies & Services	4,050	3,377	3,066	(311)	380	604	No Major Variances.
Support Services	42,160	35,123	35,140	17	0	7,020	No Major Variances.
Income	(40,000)	(40,000)	(32,279)	7,721	0	(7,721)	Less income from stallholders.
	54,352	24,484	22,610	(1,874)	1,778	29,964	

Parks & Open Spaces

Premises	275,984	224,249	255,518	31,269	58,279	(37,813)	See Note A below:
Supplies & Services	63,500	52,900	65,373	12,473	11,356	(13,228)	Higher cleansing costs and emergency tree works. The balance consists of minor misc. variances.
Support Services	138,000	114,975	114,760	(215)	0	23,240	No Major Variances.
Capital Financing Costs	16,206	13,501	13,510	9	0	2,696	No Major Variances.
Income	(8,500)	(418)	(3,455)	(3,037)	0	(5,045)	No Major Variances.
	485,190	405,207	445,705	40,498	69,634	(30,150)	

Note A: £19,495 Higher R&M costs - this includes footpath repairs at The Marrams and Tarmac repair works at the Sunken Gardens in Cromer. £15,304 Higher Grounds maintenance costs.

Foreshore						
Employee Costs	25,640	21,365	23,614	2,249	0	2,026 No Major Variances.
Premises	53,945	38,550	30,555	(7,995)	7,687	15,702 (£17,875) R&M budgets not spent. £3,072 Higher utility costs. £6,808 Higher insurance premiums.
Transport Related Expenditure	700	584	445	(139)	0	255 No Major Variances.
Supplies & Services	5,300	4,417	60	(4,357)	0	5,240 Misc. supplies and services budgets not spent.
Support Services	85,270	71,041	71,080	39	0	14,190 No Major Variances.
Capital Financing Costs	27,880	23,225	23,230	5	0	4,650 No Major Variances.
Income	0	0	(3,202)	(3,202)	0	3,202 Concession rental income.
	198,735	159,182	145,783	(13,399)	7,687	45,264
Leisure Complexes						
Premises	139,569	58,055	49,364	(8,691)	33,271	56,934 (£5,214) R&M. £3,972 Grounds Maintenance. (£32,481) Accruals brought forward relating to use of Sports Halls. £25,032 Higher utility costs and insurance premiums.
Supplies & Services	0	0	9,000	9,000	0	(9,000) Consultancy costs relating to the Reef - of this, £3,000 is being funded from the capital project as it relates to the Solar Car Port.
Support Services	103,090	85,894	85,890	(4)	0	17,200 No Major Variances.
Capital Financing Costs	492,459	410,221	410,240	19	0	82,219 No Major Variances.
Income	(44,105)	(36,746)	(40,461)	(3,715)	0	(3,644) No Major Variances.
	691,013	517,424	514,033	(3,391)	33,271	143,709
Other Sports						
Employee Costs	3,459	2,882	2,890	8	0	569 No Major Variances.
Premises	6,803	5,668	10,320	4,652	868	(4,385) Higher insurance premiums.
Supplies & Services	88,200	27,967	8,564	(19,403)	22,415	57,221 Accrual brought forward relating to the Mammoth Marathon. Invoice will not be paid.
Support Services	76,290	63,567	63,590	23	0	12,700 No Major Variances.
Income	(40,000)	(33,320)	(8,129)	25,191	0	(31,871) Loss of income relating to the Mammoth Marathon - event cancelled.
	134,752	66,764	77,235	10,471	23,283	34,234
Recreation Grounds						
Premises	6,950	5,790	6,260	470	1,152	(461) No Major Variances.
Supplies & Services	7,000	5,832	6,539	707	1,176	(715) No Major Variances.
Support Services	3,860	3,217	3,210	(7)	0	650 No Major Variances.
Capital Financing Costs	5,632	4,692	4,700	8	0	932 No Major Variances.
Income	(1,000)	(834)	(915)	(81)	0	(85) No Major Variances.
	22,442	18,697	19,793	1,096	2,328	321
Pier Pavilion						
Premises	9,300	2,500	3,864	1,364	1,342	4,093 No Major Variances.
Support Services	28,230	23,520	23,520	0	0	4,710 No Major Variances.
Capital Financing Costs	17,020	14,179	14,180	1	0	2,840 No Major Variances.
	54,550	40,199	41,564	1,365	1,342	11,643
Beach Safety						
Premises	2,750	2,291	1,310	(981)	550	890 No Major Variances.
Supplies & Services	375,980	336,910	347,438	10,528	39,506	(10,964) (£5,939) Saving against the RNLI Lifeguarding Service. £21,170 Serco cleansing contract. The balance consists of minor misc. variances.
Support Services	78,900	65,731	65,750	19	0	13,150 No Major Variances.
Income	0	0	(656)	(656)	0	656 No Major Variances.
	457,630	404,932	413,842	8,910	40,056	3,732
Woodlands Management						
Employee Costs	144,548	120,413	119,937	(476)	0	24,611 No Major Variances.
Premises	56,126	46,912	83,766	36,854	8,639	(36,279) The majority of this overspend relates to Emergency Tree Works.
Transport Related Expenditure	21,182	17,651	17,164	(487)	755	3,263 No Major Variances.
Supplies & Services	12,450	10,381	14,546	4,165	3,829	(5,925) No Major Variances.
Support Services	165,920	138,236	138,300	64	0	27,620 No Major Variances.
Capital Financing Costs	1,346	1,122	1,130	8	0	216 No Major Variances.
Income	(39,860)	(34,193)	(63,933)	(29,740)	0	24,073 (£17,768) Rechargeable emergency tree works and events at Holt Country Park. (£11,408) Car Parking income.
	361,712	300,522	310,911	10,389	13,222	37,579
Waste Collection And Disposal						
Employee Costs	0	0	2,533	2,533	0	(2,533) No Major Variances.
Supplies & Services	5,603,220	4,076,381	4,078,314	1,933	1,575,389	(50,483) See Note A below:
Support Services	514,840	428,880	429,050	170	0	85,790 No Major Variances.
Capital Financing Costs	459,571	382,826	382,840	14	0	76,731 No Major Variances.
Income	(4,423,210)	(3,828,219)	(4,153,410)	(325,191)	0	(269,800) See Note B below:
	2,154,421	1,059,868	739,328	(320,540)	1,575,389	(160,295)

Note A: £11,340 Consultancy costs. (£15,127) NEWS contracting costs - lower tonnage processed. £32,048 Serco contract costs. (£21,380) Accrual brought forward for contribution to Norfolk Waste Partnership - invoice not yet received. £4,885 Bad debts written off. (£9,461) Underspend in postages, hybrid mailing and equipment.

Note B: £118,209 Accruals brought forward to NEWS for 2021/22 profit share and a returned gate fee. (£397,746) Serco - performance failure fees. (£21,931) Additional Bulky waste fee income and (£21,251) Commercial waste fee income.

Cleansing						
Supplies & Services	1,059,500	869,241	772,490	(96,751)	556,052	(269,042) Variable billing invoices outstanding from contractor.
Support Services	51,840	43,186	43,200	14	0	8,640 No Major Variances.
Capital Financing Costs	85,500	71,222	71,230	8	0	14,270 No Major Variances.
Income	(66,000)	(66,000)	(85,634)	(19,634)	0	19,634 Additional recharges for dog and litter bins.
	<u>1,130,840</u>	<u>917,649</u>	<u>801,286</u>	<u>(116,363)</u>	<u>556,052</u>	<u>(226,498)</u>
Leisure						
Employee Costs	159,066	132,507	139,805	7,298	(870)	20,131 The majority of this variance relates to back pay and turnover savings not achieved.
Premises	0	0	361	361	0	(361) No Major Variances.
Transport Related Expenditure	5,331	4,443	4,071	(372)	0	1,260 No Major Variances.
Supplies & Services	25,019	24,597	22,443	(2,154)	871	1,705 Lower contribution to Active Norfolk.
Support Services	(189,416)	(157,765)	(157,840)	(75)	0	(31,576) No Major Variances.
	<u>0</u>	<u>3,782</u>	<u>8,841</u>	<u>5,059</u>	<u>1</u>	<u>(8,842)</u>
Community Safety						
Employee Costs	9,198	7,664	7,436	(228)	0	1,762 No Major Variances.
Transport Related Expenditure	596	498	0	(498)	0	596 No Major Variances.
Supplies & Services	4,000	0	5	5	0	3,995 No Major Variances.
Support Services	23,320	19,435	19,430	(5)	0	3,890 No Major Variances.
	<u>37,114</u>	<u>27,597</u>	<u>26,871</u>	<u>(727)</u>	<u>0</u>	<u>10,244</u>
Civil Contingencies						
Employee Costs	83,038	69,177	69,756	579	0	13,282 No Major Variances.
Transport Related Expenditure	1,044	871	985	114	0	59 No Major Variances.
Supplies & Services	12,390	8,789	4,478	(4,311)	196	7,716 No Major Variances.
Support Services	41,000	34,171	34,180	9	0	6,820 No Major Variances.
	<u>137,472</u>	<u>113,008</u>	<u>109,399</u>	<u>(3,609)</u>	<u>196</u>	<u>27,876</u>
Ad Environmental & Leisure Svcs						
Employee Costs	88,407	73,648	73,517	(131)	0	14,890 No Major Variances.
Transport Related Expenditure	1,744	1,455	1,735	280	0	9 No Major Variances.
Supplies & Services	100	84	371	287	0	(271) No Major Variances.
Support Services	(90,251)	(75,174)	(75,200)	(26)	0	(15,051) No Major Variances.
	<u>0</u>	<u>13</u>	<u>423</u>	<u>410</u>	<u>0</u>	<u>(423)</u>
Total Environmental & Leisure	<u>8,199,579</u>	<u>6,004,586</u>	<u>5,669,680</u>	<u>(334,906)</u>	<u>2,358,808</u>	<u>171,092</u>
Total Communities	<u>11,733,424</u>	<u>8,948,747</u>	<u>8,017,844</u>	<u>(930,903)</u>	<u>2,992,608</u>	<u>722,973</u>

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Corporate Directorate

	Full Year Budget £	YTD Budget £	YTD Actual £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances
Human Resources & Payroll							
Employee Costs	386,490	321,971	325,766	3,795	9,514	51,210	No Major Variances.
Transport Related Expenditure	500	418	126	(292)	0	374	No Major Variances.
Supplies & Services	28,200	26,863	50,669	23,806	6,262	(28,731)	£14,863 Unplanned professional employment advise. £10,171 Occupational health fee's.
Support Services	(414,190)	(345,061)	(345,250)	(189)	0	(68,940)	No Major Variances.
Income	(1,000)	(834)	(3,329)	(2,495)	0	2,329	No Major Variances.
	0	3,357	27,982	24,625	15,776	(43,758)	
Registration Services							
Employee Costs	146,000	121,628	105,372	(16,256)	450	40,178	Vacant post.
Premises	24,050	23,800	24,583	783	0	(533)	No Major Variances.
Transport Related Expenditure	400	336	368	32	0	32	No Major Variances.
Supplies & Services	225,235	215,869	298,152	82,283	8,584	(81,501)	£60,630 Professional fee's, £19,749 printing & £4,842 postage - all higher due inflationary increase's. (£3,156) Stationary.
Support Services	182,030	151,666	151,730	64	0	30,300	No Major Variances.
Income	(51,995)	(51,745)	(66,113)	(14,368)	0	14,118	(£12,571) Additional new burdens funding increased in line with inflation.
	525,720	461,554	514,091	52,537	9,034	2,594	
Corporate Leadership Team							
Employee Costs	754,378	628,570	616,148	(12,422)	0	138,230	Vacant post.
Premises	0	0	60	60	0	(60)	No Major Variances.
Transport Related Expenditure	10,575	8,812	5,909	(2,903)	0	4,666	No Major Variances.
Supplies & Services	17,580	7,970	5,876	(2,094)	567	11,137	No Major Variances.
Support Services	(782,533)	(651,840)	(652,260)	(420)	0	(130,273)	No Major Variances.
	0	(6,488)	(24,267)	(17,779)	567	23,700	
Communications							
Employee Costs	225,640	184,048	200,014	15,966	0	25,626	Unplanned maternity cover.
Transport Related Expenditure	1,294	1,236	1,688	452	0	(394)	No Major Variances.
Supplies & Services	52,400	16,934	19,246	2,312	9,139	24,015	No Major Variances.
Support Services	(335,288)	(279,301)	(279,390)	(89)	0	(55,898)	No Major Variances.
Capital Financing Costs	55,954	46,610	46,610	0	0	9,344	No Major Variances.
Income	0	0	(2,256)	(2,256)	0	2,256	No Major Variances.
	0	(30,473)	(14,087)	16,386	9,139	4,948	
Corporate Delivery Unit							
Employee Costs	184,689	153,854	117,097	(36,757)	0	67,592	Vacant posts.
Transport Related Expenditure	1,200	1,000	0	(1,000)	0	1,200	No Major Variances.
Supplies & Services	6,540	1,784	950	(834)	1,300	4,290	No Major Variances.
Support Services	(192,429)	(160,305)	(160,360)	(55)	0	(32,069)	No Major Variances.
	0	(3,667)	(42,313)	(38,646)	1,300	41,013	
Total Corporate	525,720	424,283	461,406	37,123	35,816	28,498	

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Service Area Summaries P10 2023/24

Place and Climate Change

Sustainable Growth

	Full Year Budget £	YTD Budget £	YTD Actual £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances
Economic Growth							
Employee Costs	12,482	1,667	213	(1,454)	0	12,269	No Major Variances.
Premises	5,285	5,285	15,338	10,053	2,524	(12,576)	£9,245 Unplanned repairs to Sheringham Little Theatre, partly funded from reserves.
Transport Related Expenditure	125	0	0	0	0	125	No Major Variances.
Supplies & Services	192,600	152,917	276,886	123,969	36,536	(120,822)	£100,465 UK Shared Prosperity expenditure funded from grant income. £21,790 Expenditure funded from grants in reserves.
Support Services	259,391	216,080	216,170	90	0	43,221	No Major Variances.
Capital Financing Costs	2,037	1,699	1,710	11	0	327	No Major Variances.
Income	(238,500)	(225,000)	(225,000)	0	0	(13,500)	No Major Variances.
	233,420	152,648	285,317	132,669	39,059	(90,956)	
Tourism							
Supplies & Services	77,050	35,834	36,085	251	28,000	12,965	No Major Variances.
Support Services	155,700	129,703	129,760	57	0	25,940	No Major Variances.
	232,750	165,537	165,845	308	28,000	38,905	
Coast Protection							
Employee Costs	119,549	87,414	88,102	688	500	30,947	No Major Variances.
Premises	156,000	151,250	177,057	25,807	150,775	(171,831)	Sea defence overspend to be funded from reserve.
Transport Related Expenditure	1,994	1,665	1,642	(23)	0	352	No Major Variances.
Supplies & Services	123,910	20,803	25,155	4,352	73,740	25,015	No Major Variances.
Support Services	404,860	337,254	337,400	146	0	67,460	No Major Variances.
Capital Financing Costs	508,701	423,749	423,750	1	0	84,951	No Major Variances.
	1,315,014	1,022,135	1,053,106	30,971	225,014	36,893	
Business Growth Staffing							
Employee Costs	341,187	284,214	271,461	(12,753)	0	69,726	Vacant post funded from capital income.
Transport Related Expenditure	6,635	5,529	4,398	(1,131)	0	2,237	No Major Variances.
Supplies & Services	100	84	480	396	0	(380)	No Major Variances.
Support Services	(347,922)	(289,806)	(289,920)	(114)	0	(58,002)	No Major Variances.
	0	21	(13,580)	(13,601)	0	13,580	
Housing Strategy							
Employee Costs	182,700	152,205	143,345	(8,860)	0	39,355	Maternity underspend on fixed term post.
Transport Related Expenditure	2,144	1,791	960	(831)	0	1,184	No Major Variances.
Supplies & Services	22,200	11,836	14,371	2,535	0	7,829	No Major Variances.
Support Services	101,502	84,580	84,590	10	0	16,912	No Major Variances.
Capital Financing Costs	777,167	0	0	0	0	777,167	No Major Variances.
	1,085,713	250,412	243,266	(7,146)	0	842,447	
Environmental Strategy							
Employee Costs	197,072	161,993	124,859	(37,134)	0	72,213	Vacant fixed term posts funded from reserves.
Transport Related Expenditure	3,020	2,521	1,202	(1,319)	0	1,818	No Major Variances.
Supplies & Services	152,715	18,018	21,000	2,982	8,728	122,987	No Major Variances.
Support Services	29,420	24,513	24,520	7	0	4,900	No Major Variances.
Income	(72,653)	(72,653)	(82,500)	(9,847)	0	9,847	£5,000 Sports England grant to fund expenditure. £4,847 Norfolk Climate Change Partnership income to fund expenditure.
	309,574	134,392	89,082	(45,310)	8,728	211,764	
Coastal Management							
Employee Costs	315,040	263,826	224,226	(39,600)	0	90,814	Vacant fixed term posts funded from income.
Premises	0	0	0	0	236	(236)	No Major Variances.
Transport Related Expenditure	9,719	8,099	7,589	(510)	0	2,130	No Major Variances.
Supplies & Services	71,601	44,042	42,393	(1,649)	0	29,208	No Major Variances.
Support Services	(329,860)	(274,758)	(274,960)	(202)	0	(54,900)	No Major Variances.
Income	(66,500)	(16,625)	(18,270)	(1,645)	0	(48,230)	No Major Variances.
	0	24,584	(19,023)	(43,607)	236	18,787	
Ad Sustainable Growth							
Employee Costs	88,817	73,988	74,256	268	0	14,561	No Major Variances.
Transport Related Expenditure	1,944	1,621	1,031	(590)	0	913	No Major Variances.
Supplies & Services	200	168	81	(87)	0	119	No Major Variances.
Support Services	(90,961)	(75,764)	(75,800)	(36)	0	(15,161)	No Major Variances.
	0	13	(431)	(444)	0	431	
Total Sustainable Growth	3,176,471	1,749,742	1,803,582	53,840	301,037	1,071,852	

Service Area Summaries P10 2023/24

Place and Climate Change

Planning

	Full Year Budget £	YTD Budget £	YTD Actual £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances
Development Management							
Employee Costs	1,427,750	1,170,909	1,109,433	(61,476)	1,105	317,213	Vacant posts including fixed term posts funded from reserves.
Transport Related Expenditure	32,086	23,224	22,300	(924)	0	9,786	No Major Variances.
Supplies & Services	101,005	95,976	107,912	11,936	10,209	(17,116)	£5,004 Planning law journal cost to be shared with legal. £4,457 Enforcement board works to be funded from reserves.
Support Services	946,560	788,504	788,840	336	0	157,720	No Major Variances.
Capital Financing Costs	76,501	63,726	63,730	4	0	12,771	No Major Variances.
Income	(865,000)	(720,546)	(555,444)	165,102	0	(309,556)	(£32,201) Section 111 GiRAMS income. £141,871 Planning applications and £55,810 Pre application advice down due to lower applications.
	1,718,902	1,421,793	1,536,770	114,977	11,314	170,819	
Planning Policy							
Employee Costs	468,348	390,140	349,149	(40,991)	0	119,199	Vacant posts now filled.
Transport Related Expenditure	7,971	6,641	5,895	(746)	0	2,076	No Major Variances.
Supplies & Services	80,500	40,918	43,367	2,449	92,408	(55,275)	No Major Variances.
Support Services	196,150	163,412	163,480	68	0	32,670	No Major Variances.
Income	0	0	(42)	(42)	0	42	No Major Variances.
	752,969	601,111	561,849	(39,262)	92,408	98,712	
Conservation, Design & Landscape							
Employee Costs	365,064	304,105	238,633	(65,472)	0	126,431	Vacant posts funded from reserves.
Transport Related Expenditure	8,852	7,376	6,021	(1,355)	0	2,831	No Major Variances.
Supplies & Services	66,450	10,542	8,735	(1,807)	1,000	56,715	No Major Variances.
Support Services	95,290	79,392	79,410	18	0	15,880	No Major Variances.
Income	0	0	(26,807)	(26,807)	0	26,807	Biodiversity net gain grant.
	535,656	401,415	305,992	(95,423)	1,000	228,664	
Building Control							
Employee Costs	542,477	449,528	413,148	(36,380)	0	129,329	Vacant posts funded from reserves.
Transport Related Expenditure	22,562	18,798	15,493	(3,305)	0	7,069	No Major Variances.
Supplies & Services	21,314	13,072	12,294	(778)	6,702	2,318	No Major Variances.
Support Services	187,890	156,539	156,570	31	0	31,320	No Major Variances.
Income	(497,500)	(414,420)	(307,448)	106,972	0	(190,052)	£72,921 Regulation Fee's, £27,460 Plan Fee's and £6,772 Energy assessment fee income all down due to lower applications.
	276,743	223,517	290,058	66,541	6,702	(20,016)	
Planning Enforcement Team							
Employee Costs	224,770	187,908	193,867	5,959	0	30,903	Pay award.
Transport Related Expenditure	8,650	7,207	7,149	(58)	0	1,501	No Major Variances.
Supplies & Services	5,100	4,254	3,426	(828)	0	1,674	No Major Variances.
Support Services	(238,520)	(198,674)	(198,750)	(76)	0	(39,770)	No Major Variances.
	0	695	5,692	4,997	0	(5,692)	
Property Information							
Employee Costs	122,952	99,098	102,209	3,111	0	20,743	No Major Variances.
Transport Related Expenditure	112	94	0	(94)	0	112	No Major Variances.
Supplies & Services	56,704	47,237	33,114	(14,123)	35,593	(12,003)	(£17,511) Search fee's due to lower applications. £3,000 compensation payments covered by income below.
Support Services	56,310	46,932	46,940	8	0	9,370	No Major Variances.
Income	(195,960)	(163,238)	(126,512)	36,726	0	(69,448)	£44,225 Fee income down due to lower applications. (£4,200) Contribution to cover additional costs for street name change. (£3,300) Geospatial Agreement Grant.
	40,118	30,123	55,751	25,628	35,593	(51,226)	
Ad Planning							
Employee Costs	94,294	78,551	73,125	(5,426)	0	21,169	Employee scale change due to new appointment.
Transport Related Expenditure	1,225	1,022	824	(198)	0	401	No Major Variances.
Supplies & Services	100	84	455	371	0	(355)	No Major Variances.
Support Services	(95,619)	(79,644)	(79,680)	(36)	0	(15,939)	No Major Variances.
	0	13	(5,276)	(5,289)	0	5,276	
Total Planning	3,324,388	2,678,667	2,750,835	72,168	147,016	426,537	
Total Place and Climate Change	6,500,859	4,428,409	4,554,418	126,009	448,053	1,498,388	

Service Area Summaries P10 2023/24

Resources

Finance, Assets & Legal

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Industrial Estates							
Premises	45,755	41,737	30,772	(10,965)	4,783	25,949	(£13,666) Insurance premium underspend. £3,057 Business rates overspend due to vacant units.
Supplies & Services	0	0	1,592	1,592	0	(3,184)	Other Professional Fees overspend.
Support Services	99,700	83,063	83,110	47	0	16,543	No Major Variances.
Capital Financing Costs	19,246	16,035	16,040	5	0	3,201	No Major Variances.
Income	(239,020)	(192,575)	(194,027)	(1,452)	0	(43,540)	See Note A below:
	(74,319)	(51,740)	(62,514)	(10,774)	4,783	(1,032)	

Note A: £7,657 Insurance premiums and service charge costs not yet recharged to tenants. £3,246 Income not received due to vacant unit at Catfield. (£12,510) Additional rental income at North Walsham and Fakenham.

Surveyors Allotments

Premises	10,000	10,000	0	(10,000)	0	20,000	Cromer church wall work not being carried out this financial year. Capital budget input into 24/25.
Support Services	20,750	17,288	17,300	12	0	3,438	No Major Variances.
Income	(100)	(84)	(50)	34	0	(84)	No Major Variances.
	30,650	27,204	17,250	(9,954)	0	23,354	

Parklands

Premises	0	0	626	626	0	(1,252)	No Major Variances.
Supplies & Services	0	0	210	210	0	(420)	No Major Variances.
	0	0	836	836	0	(1,672)	

Revenue Services

Employee Costs	928,588	773,526	759,406	(14,120)	125	183,303	Underspend due to delays in recruitment.
Transport Related Expenditure	900	750	1,893	1,143	0	(2,136)	No Major Variances.
Supplies & Services	112,778	76,949	51,425	(25,524)	3,531	86,878	(£12,520) Other Professional Fees. (£8,334) Annual Billing and (£7,110) Computer Software.
Support Services	669,580	557,799	558,030	231	0	111,319	No Major Variances.
Capital Financing Costs	0	0	110	110	0	(220)	No Major Variances.
Income	(454,130)	0	(111,411)	(111,411)	0	(231,308)	New Burdens Grant Income.
	1,257,716	1,409,024	1,259,453	(149,571)	3,656	147,835	

Benefits Subsidy

Supplies & Services	0	0	91,836	91,836	0	(183,672)	£65,845 Contribution to Post Office, £26,721 Discretionary Hardship Support Grant Payments.
Transfer Payments	16,930,262	0	(0)	(0)	0	16,930,262	No Major Variances.
Income	(16,930,262)	0	(159,623)	(159,623)	0	(16,611,015)	See Note A below:
	0	0	(67,788)	(67,788)	0	135,575	

Note A: (£56,160) Household Support Fund Grant, (£98,000) Household Support Fund Allocations, (£18,984) Rent Allowance Support Payment, £13,520 Post Office payout funding.

Non Distributed Costs

Employee Costs	0	92,149	99,227	7,078	0	(106,305)	Superannuation added years.
	0	92,149	99,227	7,078	0	(106,305)	

Estates

Employee Costs	287,073	238,803	211,495	(27,308)	0	102,886	See Note A below:
Premises	5,990	5,990	8,852	2,862	120	(5,723)	Insurance premium overspend.
Transport Related Expenditure	5,000	4,166	1,883	(2,283)	0	5,401	Travelling Allowance - General underspend.
Supplies & Services	42,390	30,616	26,354	(4,262)	2,750	20,297	Asset valuation underspend offset by overspends in relation to Engineering Insurance premiums and Co-Star Subscription.
Support Services	(340,453)	(283,605)	(283,720)	(115)	0	(56,618)	No Major Variances.
Income	0	0	(170)	(170)	0	340	No Major Variances.
	0	(4,030)	(35,306)	(31,276)	2,870	66,583	

Note A: Vacant fixed term post, this will not have a full year effect as will be reduction in drawdown from reserves. Permanent staffing overspend as unpaid leave saving input at budget setting not going to be achieved due to pressures within the team.

Admin Buildings

Premises	450,437	396,316	415,188	18,872	105,284	16,378	See Note A below:
Supplies & Services	29,781	23,287	17,023	(6,264)	1,514	19,023	Health and safety underspend.
Transfer Payments	133,630	0	0	0	0	133,630	No Major Variances.
Support Services	(219,585)	(182,922)	(182,890)	32	0	(36,727)	No Major Variances.
Capital Financing Costs	43,174	35,967	35,980	13	0	7,181	No Major Variances.
Income	(372,101)	(147,904)	(142,755)	5,149	0	(234,496)	See Note B below:
	65,336	124,744	142,546	17,802	106,797	(95,011)	

Note A: Overspends in relation to Repairs & Maintenance, Insurance Premiums and Utilities, the majority of this will offset by tenants when Service Charges are reconciled at the end of the financial year.

Note B: Rental Income not received in relation to North Walsham - The Cedars due to being vacant. Service charge accruals in relation to last year includes VAT causing minor variance. Partly offset by additional rental income from Flagship Service charges and Insurance Premiums will be reconciled and charged to tenants at the end of the financial year.

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Resources

Finance, Assets & Legal

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Corporate Finance							
Employee Costs	584,228	486,674	369,315	(117,359)	1,290	332,273	Vacant post and 2 x Apprentice posts (reduction in funding from reserves).
Transport Related Expenditure	1,044	871	565	(306)	0	784	No Major Variances.
Supplies & Services	100,895	96,155	203,353	107,198	32,123	(209,656)	£90,672 Agency Fees, £19,912 Other Professional Fees.
Support Services	(699,798)	(582,958)	(583,230)	(272)	0	(116,296)	No Major Variances.
Capital Financing Costs	13,631	11,356	11,360	4	0	2,267	No Major Variances.
Income	0	0	(8,103)	(8,103)	0	16,206	Transparency - New Burdens Grant Income.
	0	12,098	(6,740)	(18,838)	33,413	25,578	
Insurance & Risk Management							
Employee Costs	39,906	38,381	48,333	9,952	0	(18,379)	(£7,786) Employers Liability .
Premises	274	230	290	60	0	(75)	No Major Variances.
Transport Related Expenditure	10,555	8,793	9,099	306	0	1,150	No Major Variances.
Supplies & Services	101,811	99,684	128,079	28,395	0	(54,663)	(£27,368) Public Liability.
Support Services	(152,546)	(127,083)	(127,150)	(67)	0	(25,329)	No Major Variances.
Income	0	0	(22)	(22)	0	44	No Major Variances.
	0	20,005	58,629	38,624	0	(97,252)	
Internal Audit							
Supplies & Services	84,000	63,000	29,623	(33,377)	43,556	87,753	(£3,757) Balance of 22/23 accrual as invoice was less than expected. Awaiting invoice for Q3 23/24.
Support Services	(84,000)	(69,975)	(69,990)	(15)	0	(13,995)	No Major Variances.
	0	(6,975)	(40,367)	(33,392)	43,556	73,758	
Chalets/Beach Huts							
Premises	29,994	21,646	22,749	1,103	1,872	6,142	(£7,159) Repairs and Maintenance underspend. Overspends in relation to: £4,710 Business Rates and £4,014 Insurance Charges.
Supplies & Services	16,200	13,587	9,412	(4,175)	0	10,964	Movement to winter storage not vet paid.
Support Services	113,390	94,469	94,500	31	0	18,859	No Major Variances.
Income	(263,770)	(219,721)	(200,585)	19,136	0	(82,322)	See Note A below:
	(104,186)	(90,019)	(73,924)	16,095	1,872	(46,357)	

Note A: Although we have received (£9,790) additional income in relation to storage, the income is less than budgeted for, this is due to not being able to increase the rent of some tenancies due to different lease terms. We still need to raise the invoices for the final quarter.

Investment Properties

Premises	167,122	142,987	202,810	59,823	64,650	(95,512)	See Note A below:
Supplies & Services	4,719	3,934	2,075	(1,859)	0	4,504	Other Lettings Marketing underspend.
Support Services	148,750	123,919	123,970	51	0	24,729	No Major Variances.
Capital Financing Costs	76,841	64,010	64,020	10	0	12,811	No Major Variances.
Income	(251,633)	(193,924)	(147,862)	46,062	0	(149,832)	£29,293 Reduction in other lettings income. £15,214 Insurance premiums that we may not be able to recover from tenants due to prior issues with the building.
	145,799	140,926	245,012	104,086	64,650	(203,300)	

Note A: £14,775 Overspend on vinyl, water supply installation, repairing tarmac, making electrics safe and repairing brickwork and rails. £11,565 Repairs and maintenance overspend for installation of new doors, lift repairs, boiler works and Electrical Installation Condition Report at Rocket House. £6,973 Insurance premium overspend. £7,500 Market Street Walkway Path Replacement. £5,205 Water supply installation and repairing Tarmac Paving at Collectors Cabin Cromer, £5,107 Art Deco Chalets repairs, £3,823 Brickwork repairs at Oddfellows Hall Sheringham, £2,212 Other works, £2,010 Making safe electrics at Red Lion street.

Central Costs

Employee Costs	38,913	32,416	39,817	7,401	0	(8,306)	£3,915 National Insurance Apprentice Levy, £2,930 Subs to Professional Bodies.
Premises	0	0	42	42	0	(84)	No Major Variances.
Transport Related Expenditure	0	0	131	131	0	(261)	No Major Variances.
Supplies & Services	15,500	9,610	7,947	(1,663)	0	9,216	No Major Variances.
Support Services	(54,413)	(45,343)	(45,380)	(37)	0	(8,996)	No Major Variances.
	0	(3,317)	2,557	5,874	0	(8,431)	
Corporate & Democratic Core							
Transport Related Expenditure	100	84	0	(84)	0	184	No Major Variances.
Supplies & Services	415,478	204,624	263,537	58,913	1,418	93,028	See Note A below:
Support Services	1,615,410	1,345,653	1,346,180	527	0	268,703	No Major Variances.
Capital Financing Costs	900,000	0	0	0	0	900,000	No Major Variances.
Income	0	0	(18,264)	(18,264)	0	36,528	
	2,930,988	1,550,361	1,591,453	41,092	1,418	1,298,443	

Note A: £4,914 Canbendish seats and bench, £3,660 NNDC Display Boards, £64,662 New Anglia LEP and Contributions, £7,159 Local Government Information Unit, Association for Public Service Excellence, District Councils Network and Financial Reporting Council Memberships. Partially offset by (£13,180) Bank Charges (awaiting Period 9 & 10 invoices), (£10,080) Other Professional Fees.

Service Area Summaries P10 2023/24

Resources

Finance, Assets & Legal

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Members Services							
Employee Costs	188,583	158,767	160,050	1,283	0	27,250	See Note A below:
Premises	0	0	853	853	0	(1,706)	Youth Council - Turning the Pier blue for mental health awareness to be recovered from reserves.
Transport Related Expenditure	17,610	14,671	7,789	(6,882)	0	16,703	Travelling Allowance underspend.
Supplies & Services	373,000	309,474	299,231	(10,243)	1,194	84,012	See Note B below:
Support Services	87,025	72,514	72,550	36	0	14,439	No Major Variances.
	666,218	555,426	540,473	(14,953)	1,194	140,698	
Note A: £2,625 Fixed Term costs to be moved to legal. £2,992 National Insurance overspend for Members. (£4,173) Employee cost underspend due to vacant post that has now been filled.							
Note B: Underspends in relation to £7,280 Members Basic Allowance and £4,406 Other Professional Fees (Youth Council), however this will be a reduction in drawdown from the reserves.							
Legal Services							
Employee Costs	544,864	453,880	334,581	(119,299)	254	329,582	Vacant posts partly funded from reserves.
Transport Related Expenditure	3,586	2,990	1,268	(1,722)	0	4,040	No Major Variances.
Supplies & Services	73,710	65,563	105,581	40,018	9	(71,889)	£37,261 Agency Fees.
Support Services	(577,160)	(480,775)	(481,140)	(365)	0	(95,655)	No Major Variances.
Income	(45,000)	(37,800)	(54,365)	(16,565)	0	25,930	Legal Fee Income.
	0	3,858	(94,075)	(97,933)	263	192,007	
Ad Finance, Assets & Legal							
Employee Costs	91,814	76,486	78,718	2,232	462	10,864	Employee costs due to back pay.
Transport Related Expenditure	1,213	1,013	964	(49)	0	298	No Major Variances.
Supplies & Services	300	250	24	(226)	0	501	No Major Variances.
Support Services	(93,327)	(77,739)	(77,770)	(31)	0	(15,526)	No Major Variances.
	0	10	1,936	1,926	462	(3,862)	
Total Finance, Assets & Legal	4,918,202	3,779,724	3,578,658	(201,066)	264,935	1,540,610	

Service Area Summaries P10 2023/24

Resources

Organisational Resources

	Full Year Budget	YTD Budget	YTD Actual	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Car Parking							
Premises	654,665	593,223	607,141	13,918	68,785	(21,261)	See Note A Below:
Supplies & Services	357,000	272,580	207,797	(64,783)	374,677	(225,474)	Quarter 3 management fee not yet invoiced.
Support Services	187,090	172,512	172,590	78	0	14,500	No Major Variances.
Capital Financing Costs	75,820	63,159	63,160	1	0	12,660	No Major Variances.
Income	(3,032,799)	(2,706,429)	(2,955,681)	(249,252)	0	(77,118)	See Note B Below:
	(1,758,224)	(1,604,955)	(1,904,993)	(300,038)	443,462	(296,693)	
Note A: Overspends in relation to: £3,081 Vandalism. £21,364 Electricity, £20,136 Repairs and Maintenance (this includes Flowbird contract), £4,968 Grounds Maintenance. Underspends in relation to (£13,234) Rent/Hire/Purchase of land, this is for the income shares, there is a delay on paying income share for Gold Park due to negotiations of new contract. (£19,736) Business Rates.							
Note B: Additional Income in relation to: (£250,908) Charges - Car Parking (£19,223) Charges - Excess Parking, (£42,963) Charges - Season Tickets, (£48,545) EVCP Income, (£3,618) Rents Land, (£22,101) Rents - Other and (£7,500) Income - Other Contributions in relation to Millers Walk. Incomes under budget: £133,067 Charges - Car Park (Cr Cards), one month of income missing due to bank detail error and £13,521 Rents - Other Commercial Premises.							
IT - Support Services							
Employee Costs	927,631	771,261	676,608	(94,653)	850	250,173	Vacant posts.
Transport Related Expenditure	1,000	834	70	(764)	0	930	No Major Variances.
Supplies & Services	893,520	778,221	759,950	(18,271)	158,693	(25,123)	(21,983) Other Professional Fees.
Support Services	(1,950,129)	(1,624,503)	(1,625,170)	(667)	0	(324,959)	No Major Variances.
Capital Financing Costs	127,978	106,608	106,610	2	0	21,368	No Major Variances.
Income	0	0	(4,067)	(4,067)	0	4,067	Sale of equipment.
	0	32,421	(85,998)	(118,419)	159,543	(73,545)	
Poppyfields							
Employee Costs	0	0	435	435	87	(522)	No Major Variances.
Premises	3,114	2,398	1,598	(800)	621	895	No Major Variances.
Supplies & Services	19,700	13,784	12,530	(1,254)	0	7,170	No Major Variances.
Support Services	22,770	18,971	18,980	9	0	3,790	No Major Variances.
Income	0	0	150	150	0	(150)	No Major Variances.
	45,584	35,153	33,693	(1,460)	708	11,183	
Property Services							
Employee Costs	614,974	508,293	508,243	(50)	5,520	101,211	Employee costs higher than budget, but offset by training underspend.
Premises	0	0	4,936	4,936	2,155	(7,091)	£4,329 Unplanned Repairs and Maintenance.
Transport Related Expenditure	29,431	23,834	24,347	513	0	5,084	(£2,544) Diesel, (£3,340) Travelling Allowance. £4,520 Car Leasing payment to be funded from Asset Management Reserve.
Supplies & Services	25,085	21,771	32,182	10,411	24,847	(31,943)	£10,394 Computer software upgrade.
Support Services	(712,795)	(593,743)	(593,970)	(227)	0	(118,825)	No Major Variances.
Capital Financing Costs	47,755	39,782	39,790	8	0	7,965	No Major Variances.
Income	0	0	1,308	1,308	0	(1,308)	Cromer Town Council Contribution not yet received.
	4,450	(63)	16,835	16,898	32,522	(44,906)	
Playgrounds							
Premises	29,135	24,272	44,626	20,354	21,522	(37,013)	Repairs and Maintenance.
Supplies & Services	63,500	62,055	81,409	19,354	18,276	(36,185)	Repairs, Maintenance and Equipment.
Support Services	54,070	45,045	45,070	25	0	9,000	No Major Variances.
Income	0	0	(7,815)	(7,815)	0	7,815	Contribution towards installation of accessible roundabout Cromer Road, Sheringham.
	146,705	131,372	163,291	31,919	39,798	(56,383)	
Amenity Lighting							
Premises	37,875	29,360	27,851	(1,509)	8,172	1,852	£9,039 Electricity (£10,736) Repairs and maintenance.
Support Services	29,980	24,978	25,000	22	0	4,980	No Major Variances.
	67,855	54,338	52,851	(1,487)	8,172	6,832	
Community Centres							
Premises	10,520	8,132	6,830	(1,302)	151	3,539	(£4,032) Repairs and maintenance, offset by overspend in Insurance Premiums.
Support Services	18,140	15,115	15,120	5	0	3,020	No Major Variances.
	28,660	23,247	21,950	(1,297)	151	6,559	

Tic'S						
Employee Costs	75,138	62,594	70,981	8,387	0	4,157 Employee costs - holiday cover.
Premises	16,604	15,265	28,473	13,208	7,712	(19,581) £2,749 Heating repairs instructed by Property Services. £5,692 Electricity. Other minor variances.
Transport Related Expenditure	85	71	0	(71)	0	85 No Major Variances.
Supplies & Services	18,370	17,539	16,882	(657)	6,270	(4,782) £2,377 Stock Purchases higher than budgeted. offset by other minor variances.
Support Services	54,820	45,681	45,700	19	0	9,120 No Major Variances.
Capital Financing Costs	6,040	5,032	5,040	8	0	1,000 No Major Variances.
Income	(30,170)	(30,144)	(32,040)	(1,896)	0	1,870 Income from sales.
	140,887	116,038	135,035	18,997	13,982	(8,130)
Cromer Pier						
Premises	209,667	189,788	127,918	(61,870)	6,567	75,182 (£31,100) Insurance premium due to only insuring half of the pier (£29,772) Repairs and Maintenance.
Supplies & Services	4,000	3,333	0	(3,333)	0	4,000 Other professional fees.
Support Services	106,990	89,129	89,150	21	0	17,840 No Major Variances.
Capital Financing Costs	20,737	17,275	17,280	5	0	3,457 No Major Variances.
	341,394	299,525	234,348	(65,177)	6,567	100,479
Public Conveniences						
Premises	700,772	590,129	678,398	88,269	104,632	(82,258) See Note A Below:
Transport Related Expenditure	0	0	91	91	0	(91) No Major Variances.
Supplies & Services	38,250	31,787	17,061	(14,726)	2,212	18,976 Underspend in relation to Legionella Surveys.
Transfer Payments	14,175	0	0	0	0	14,175 No Major Variances.
Support Services	214,450	178,643	178,710	67	0	35,740 No Major Variances.
Capital Financing Costs	82,028	68,330	68,330	0	0	13,698 No Major Variances.
Income	0	0	(7,707)	(7,707)	0	7,707 Insurance claim reimbursement.
	1,049,675	868,889	934,884	65,995	106,845	7,947
Note A:	£8,090 Vandalism £14,485 Rent/Hire of toilet at Weybourne car park £35,418 Electricity £7,423 Premises Insurance £32,378 SERCO Contract Cleaning (£7,951) Business Rates (£2,554) Water rates.					
IT Business Support						
Employee Costs	138,675	114,456	117,058	2,602	0	21,617 No Major Variances.
Vehicles, Equip & Machinery	0	0	0	0	47	(47) No Major Variances.
Supplies & Services	0	0	18	18	0	(18) No Major Variances.
Support Services	398,690	332,126	332,270	144	0	66,420 No Major Variances.
	537,365	446,582	449,346	2,764	47	87,971
Reprographics						
Employee Costs	46,853	39,032	40,629	1,597	0	6,224 No Major Variances.
Transport Related Expenditure	250	210	0	(210)	0	250 No Major Variances.
Supplies & Services	35,290	27,555	21,747	(5,808)	0	13,543 Awaiting Q3 invoice for equipment operating lease rental.
Support Services	(78,393)	(65,297)	(65,320)	(23)	0	(13,073) No Major Variances.
Income	(4,000)	(3,333)	(3,117)	216	0	(883) No Major Variances.
	0	(1,833)	(6,061)	(4,228)	0	6,061
Customer Services - Corporate						
Employee Costs	951,854	792,239	742,001	(50,238)	0	209,853 Vacant posts.
Transport Related Expenditure	2,300	1,917	3,082	1,165	0	(782) No Major Variances.
Supplies & Services	74,867	54,971	15,870	(39,101)	17,170	41,828 See Note A Below:
Support Services	(1,065,827)	(887,837)	(888,108)	(271)	0	(177,719) No Major Variances.
Capital Financing Costs	54,056	45,030	45,030	0	0	9,026 No Major Variances.
Income	(17,250)	(17,050)	(25,384)	(8,334)	0	8,134 Service charge income.
	0	(10,730)	(107,509)	(96,779)	17,170	90,340
Note A:	£(20,555) Equipment purchases (£4,600) Subscriptions (£3,341) Equipment lease rental (awaiting Q3 invoice)(£3,260) Postage costs. Other minor variances.					
Ad Organisational Resources						
Employee Costs	83,500	69,555	88,615	19,060	0	(5,115) Budget virement to Property Services for sickness cover and exisiting officer leaver/sick pay.
Transport Related Expenditure	1,194	997	541	(456)	0	653 No Major Variances.
Supplies & Services	100	84	17,600	17,516	30,400	(47,900) Agency staff.
Support Services	(89,244)	(74,344)	(74,350)	(6)	0	(14,894) No Major Variances.
	(4,450)	(3,708)	32,406	36,114	30,400	(67,256)
Total Organisational Resources	<u>599,901</u>	<u>386,276</u>	<u>(29,922)</u>	<u>(416,198)</u>	<u>859,365</u>	<u>(229,542)</u>
Total Resources	<u>5,518,103</u>	<u>4,166,000</u>	<u>3,548,736</u>	<u>(617,264)</u>	<u>1,124,300</u>	<u>1,311,068</u>

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Capital Programme 2023/24

Scheme	Scheme Total Approval £	Pre 2023/24 Actual Expenditure	Updated Budget	Actual Expenditure	Remaining Budget	Budget	Budget	Budget	Budget
			2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Our Greener Future									
Cornish Way Industrial Units	170,000	29,880	52,484	52,484	0	0	0	0	0
Cromer Office LED Lighting Programme	150,000	58,403	91,597	1,476	90,121	0	0	0	0
Catfield Industrial Units - Net Zero works	30,000	23/24	30,000	26,615	3,385	0	0	0	0
Cromer Coast Protection Scheme	12,405,000	194,258	12,210,742	1,443,484	10,767,258	0	0	0	0
Coastal Erosion Assistance	90,000	58,069	31,931	0	31,931	0	0	0	0
Coastal Adaptations	247,493	2,503	244,990	0	244,990	0	0	0	0
Mundesley Coastal Management Scheme	7,872,998	254,676	7,424,626	1,429,105	5,995,521	0	0	0	0
Sea Palling Ramp	10,000	350	9,650	9,650	0	0	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	0	45,500	0	45,500	0	0	0	0
Coastal Management Fund	950,000	103,000	147,000	0	147,000	200,000	250,000	250,000	0
Coastwise	15,015,000	18,898	14,591,102	93,606	14,497,495	0	0	0	0
Purchase of Bins	700,000	Annual Programme	100,000	83,582	16,418	150,000	150,000	150,000	150,000
Waste Vehicles	5,119,000	4,469,660	649,340	611,424	37,916	0	0	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	33,317	0	0	0	0
The Reef Solar Carport	596,000	17,551	578,449	508,201	70,248	0	0	0	0
Holt Country Park Electricity Improvements	400,000	0	150,000	0	150,000	250,000	0	0	0
Solar PV Panels at Victory Swim and Fitness Centre	200,000	0	0	0	0	200,000	0	0	0
Public Conveniences Energy Efficiencies	150,000	0	0	0	0	150,000	0	0	0
Coastal Defences	600,000	0	0	0	0	150,000	150,000	150,000	150,000
			36,390,728	4,259,627	32,131,101	1,100,000	550,000	550,000	300,000

Capital Programme 2023/24

Scheme	Scheme Total Approval £	Pre 2023/24 Actual Expenditure	Updated Budget	Actual Expenditure	Remaining Budget	Budget	Budget	Budget	Budget
			2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Developing Our Communities									
Public Conveniences (Fakenham & Wells)	652,360	704,338	(51,978)	223,711	(275,688)	0	0	0	0
Public Conveniences Sheringham & North Walsham	705,000	79,058	625,942	360,505	265,437	0	0	0	0
Changing Places Toilets - Stalham (Publicly Accessible, Modular Unit)	20,000	0	20,000	0	20,000	0	0	0	0
Public Conveniences - Albert Street, Holt	370,000	0	370,000	11,218	358,782	0	0	0	0
Countryside Machinery	38,465	7,249	31,216	29,259	1,957	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,241,855	665,768	576,087	512,046	64,040	0	0	0	0
3G Facility at North Walsham	860,000	12,432	847,568	0	847,568	0	0	0	0
Cromer 3G Football Facility	1,000,000	0	1,000,000	0	1,000,000	0	0	0	0
The Reef Leisure Centre	12,861,000	12,560,273	300,727	14,076	286,651	0	0	0	0
Green Road Football Facility	60,000	9,777	50,223	0	50,223	0	0	0	0
Environmental Health Noise Equipment	18,372	0	18,372	18,372	0	0	0	0	0
New Play Area (Sheringham, The Lees)	65,000	0	65,000	0	65,000	0	0	0	0
Fakenham Leisure and Sports Hub (FLASH)	10,850,000	0	100,000	0	100,000	2,541,000	8,209,000	0	0
Back Stage Refurbishment - Pier Pavilion Theatre	331,000	0	0	0	0	331,000	0	0	0
Holt Country Park Staff Facilities	93,500	0	0	0	0	93,500	0	0	0
Cromer Church Wall	50,000	0	0	0	0	50,000	0	0	0
Changing Places Access Control	40,000	0	0	0	0	40,000	0	0	0
			3,953,157	1,169,188	2,783,969	3,055,500	8,209,000	0	0

Capital Programme 2023/24

Scheme	Scheme Total Approval £	Pre 2023/24 Actual Expenditure	Updated Budget	Actual Expenditure	Remaining Budget	Budget	Budget	Budget	Budget
			2023/24	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
			£	£	£	£	£	£	£
Meeting Our Housing Needs									
Disabled Facilities Grants	1,357,527	Annual Programme	1,475,730	1,064,434	411,297	1,000,000	1,000,000	1,000,000	1,000,000
Compulsory Purchase of Long Term Empty Properties	930,000	500,384	429,617	0	429,617	0	0	0	0
Community Housing Fund	1,653,373	945,212	708,161	480,000	228,161	0	0	0	0
Provision of Temporary Accommodation	3,810,594	2,827,996	982,598	957,237	25,362	0	0	0	0
S106 Enabling	2,500,000	0	1,600,000	760,000	840,000	300,000	300,000	300,000	0
Loans to Housing Providers	600,000	150,000	300,000	110,000	190,000	150,000	0	0	0
Local Authority Housing Fund	1,795,990	0	1,795,990	728,000	1,067,990	311,647	0	0	0
			7,292,096	4,099,670	3,192,426	1,761,647	1,300,000	1,300,000	1,000,000
Investing In Our Local Economy And Infrastructure									
Sheringham Enabling Land	110,000	31,319	78,681	0	78,681	0	0	0	0
Administrative Buildings	250,570	241,702	8,868	6,583	2,286	0	0	0	0
Rocket House	1,077,085	40,250	1,036,836	15,681	1,021,155	0	0	0	0
Collectors Cabin	30,000	160	29,840	0	29,840	0	0	0	0
Fakenham Connect/Crinkle Crankle Wall	280,922	56,562	224,360	229,576	(5,216)	0	0	0	0
North Walsham Heritage Action Zone	4,034,457	3,238,341	796,116	373,765	422,351	0	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	55,000	0	55,000	0	0	0	0
Fakenham Urban Extension	1,800,000	20,000	1,780,000	198,538	1,581,462	0	0	0	0
Property Acquisitions	710,000	5,216	704,784	0	704,784	0	0	0	0
Chalet Refurbishment	125,000	0	125,000	0	125,000	0	0	0	0

Capital Programme 2023/24

Scheme	Scheme Total Approval £	Pre 2023/24 Actual Expenditure	Updated Budget	Actual Expenditure	Remaining Budget	Budget	Budget	Budget	Budget
			2023/24 £	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Marrams Building Repair	50,000	0	50,000	0	50,000	0	0	0	0
Car Parks Refurbishment	601,000	0	226,000	31,505	194,495	105,000	210,000	60,000	0
Marrams Footpath and Lighting	50,000	23/24	50,000	0	50,000	0	0	0	0
Asset Roof Replacements (Art Deco Block, Red Lion Retail Unit, Sheringham Chalet's)	175,000	NEW	175,000	18,269	156,731	0	0	0	0
Morris Street Car Park Boundary Wall	0	59,935	11,247	15,047	(3,800)	0	0	0	0
UK Shared Prosperity Fund	355,826	23/24	75,551	16,367	59,184	190,000	0	0	0
Rural England Prosperity Fund	1,457,848	23/24	364,460	364,463	(3)	1,093,388	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	0	150,000	37,777	112,223	0	0	0	0
West Prom Sheringham, Lighting & Cliff Railings	55,000	0	0	0	0	55,000	0	0	0
Cromer Offices Floor Power Boxes	50,000	0	0	0	0	50,000	0	0	0
The Lees Walkway and Structural Works	30,000	0	30,000	0	30,000	0	0	0	0
			5,971,743	1,307,571	4,664,172	1,493,388	210,000	60,000	0

A Strong, Responsible And Accountable Council

User IT Hardware Refresh	60,000	Annual Programme	60,602	22,169	38,433	60,000	60,000	60,000	0
Members IT	90,000	63,451	26,549	1,032	25,518	0	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	14,000	0	0	0	0
Fire Wall Replacements	36,000	32,490	3,510	0	3,510	0	0	0	0
Refurbishment of IT Training Room	15,000	0	15,000	0	15,000	0	0	0	0
Financial Management System	295,000	291,966	3,034	0	3,034	0	0	0	0
Recruitment Software	35,050	0	35,050	0	35,050	0	0	0	0

Capital Programme 2023/24

Scheme	Scheme Total Approval £	Pre 2023/24 Actual Expenditure	Updated Budget	Actual Expenditure	Remaining Budget	Budget	Budget	Budget	Budget
			2023/24	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
			£	£	£	£	£	£	£
Printer Replacement	48,000	45,497	2,503	0	2,503	0	0	0	0
Network Hardware Replacement	100,000	91,119	8,881	0	8,881	0	0	0	0
Server Replacement	100,000	0	100,000	0	100,000	0	0	0	0
Folding Machine Laminator	24,500	1,620	22,880	0	22,880	0	0	0	0
Digital Mailroom Scanners	20,000	4,383	15,617	13,748	1,869	0	0	0	0
New Revenues and Benefits System	98,720	0	0	0	0	98,720	102,000	0	0
Replacement Storage Hardware	150,000	0	0	0	0	150,000	0	0	0
			307,627	36,948	270,678	308,720	162,000	60,000	0
Totals			53,915,350	10,873,005	43,042,346	7,719,255	10,431,000	1,970,000	1,300,000

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2023/24 Capital Programme Financing Table		Budget 2023/24	Actual 2023/24	Remaining Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Grants		38,268,553	6,049,459	32,219,095	5,310,760	1,000,000	1,000,000	1,000,000
Other Contributions		3,196,250	1,581,180	1,615,070	300,000	718,723	300,000	0
Reserves		3,693,042	1,425,249	2,267,794	0	0	0	0
Revenue Contribution to Capital (RCCO)		100,000	0	100,000	0	0	0	0
Capital receipts		7,500,858	1,817,117	5,683,741	1,098,720	712,000	610,000	300,000
Borrowing		1,156,647	0	1,156,647	1,009,775	8,000,277	60,000	0
Total		53,915,350	10,873,005	43,042,346	7,719,255	10,431,000	1,970,000	1,300,000

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Reserves Statement

Reserve	Purpose and Use of Reserve	Balance 01/04/23	Updated Budget Movement 2023/24	Balance 01/04/24	Budgeted Movement 2024/25	Balance 01/04/25	Budgeted Movement 2025/26	Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27	Budgeted Movement 2027/28	Balance 01/04/28
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £2.1 million.	2,980,242	(356,461)	2,623,781	(9,844)	2,613,937	0	2,613,937	0	2,613,937	0	2,613,937
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets.	555,618	(400,000)	155,618	0	155,618	0	155,618	0	155,618	0	155,618
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	846,107	(405,564)	440,543	(120,000)	320,543	0	320,543	0	320,543	0	320,543
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	725,822	(111,305)	614,517	(46,622)	567,895	0	567,895	0	567,895	0	567,895
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	224,115	(89,690)	134,425	(122,542)	11,883	(11,883)	0	0	0	0	0
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	2,921,236	(1,278,268)	1,642,968	(18,000)	1,624,968	(18,000)	1,606,968	(18,000)	1,588,968	(18,000)	1,570,968
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	466,288	(134,003)	332,285	(265,738)	66,547	0	66,547	0	66,547	0	66,547
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	406,550	(275,000)	131,550	(131,550)	0	0	0	0	0	0	0
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	3,124,029	(2,464,360)	659,669	(451,893)	207,776	(159,764)	48,012	(10,000)	38,012	(10,000)	28,012
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	232,421	(44,800)	187,621	(10,000)	177,621	(10,000)	167,621	(10,000)	157,621	(10,000)	147,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	186,015	(133,015)	53,000	60,000	113,000	60,000	173,000	60,000	233,000	60,000	293,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	60,490	0	60,490	0	60,490	0	60,490	0	60,490	0	60,490
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	494,476	(34,372)	460,104	(40,000)	420,104	0	420,104	0	420,104	0	420,104

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance	Updated	Balance	Budgeted	Balance	Budgeted	Balance	Budgeted	Balance	Budgeted	Balance
		01/04/23	Budget Movement 2023/24	01/04/24	Movement 2024/25	01/04/25	Movement 2025/26	01/04/26	Movement 2026/27	01/04/27	Movement 2027/28	01/04/28
		£	£	£	£	£	£	£	£	£	£	£
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	150,000	0	150,000	0	150,000	0	150,000	0	150,000	0	150,000
Grants	Revenue Grants received and due to timing issues not used in the year.	2,620,356	(304,784)	2,315,572	(77,969)	2,237,603	(44,410)	2,193,193	(19,780)	2,173,413	(9,020)	2,164,393
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,274,036	(1,257,875)	1,016,161	(128,318)	887,843	(55,273)	832,570	(55,273)	777,297	(55,273)	722,024
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	339,152	(89,100)	250,052	0	250,052	0	250,052	0	250,052
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	93,452	(31,745)	61,707	(36,000)	25,707	0	25,707	0	25,707	0	25,707
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	587,979	(341,223)	246,756	(50,000)	196,756	0	196,756	0	196,756	0	196,756
Net Zero Initiatives	to support the Councils Net Zero programme	500,000	0	500,000	0	500,000	0	500,000	0	500,000	0	500,000
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	(48,000)	174,543	(100,000)	74,543	0	74,543	0	74,543	0	74,543
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	155,224	(42,742)	112,482	(26,123)	86,359	0	86,359	0	86,359	0	86,359
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	89,566	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	416,891	(128,965)	287,926	(87,300)	200,626	50,000	250,626	50,000	300,626	50,000	350,626
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	664,008	0	664,008	(45,456)	618,552	0	618,552	0	618,552	0	618,552
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	500,000	0	500,000	0	500,000	0	500,000	0	500,000	0	500,000
Total Reserves		21,836,616	(7,882,172)	13,954,444	(1,796,455)	12,157,989	(189,330)	11,968,659	(3,053)	11,965,606	7,707	8,315,322

CAR PARK INCOME ANALYSIS – APRIL TO DECEMBER 2023.	
Executive Summary	This report provides the Overview and Scrutiny Committee with details with the level of car park income generated by North Norfolk District Council (NNDC) for the period 1 April to 31 December 2023 and compares it with previous years income.
Options considered	This report is presented to Members for information and discussion.
Consultation(s)	No external consultation.
Recommendations	<ol style="list-style-type: none"> 1. That the Overview & Scrutiny Committee is asked to note the actual car parking income for April to December this year and that the full year's income is likely to be similar to that of last year. 2. That Overview & Scrutiny consider the information in this report and provide comment on car parks at various locations to assist with any ongoing analysis on car park usage
Reasons for recommendations	Income from off-street parking charges allows for the continuing provision, management and improvement of the facilities. The provision of car parking facilities is essential to support the residents and local economy.
Background papers	None

Wards affected	All
Cabinet member(s)	
Contact Officer	Glenn Durrant, Asset Management Officer (Car Parks), Glenn.Durrant@North-Norfolk.gov.uk

Links to key documents:	
Corporate Plan:	The provision of car parking facilities directly supports a wide variety of economic and social activities within the district.
Medium Term Financial Strategy (MTFS)	<p>Income raised from car parking is a significant funding stream for the Council and this will continue to be factored in as such when formulating the Medium Term Financial Strategy.</p> <p>If income is significantly below than expected or is so over a sustained period of time, then this will impact on the Medium Term Financial Strategy</p>
Council Policies & Strategies	

Corporate Governance:

Is this a key decision	No
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	None

1. Purpose of the report

- 1.1. This report provides the Overview and Scrutiny Committee with details with the level of car park income generated by North Norfolk District Council (NNDC) for the period 1 April to 31 December 2023 and compares it with income generated in previous years.

2. Introduction & Background

- 2.1. The Overview and Scrutiny Committee last year considered a report detailing car park income. This iteration is the annual car parking usage and income report at the end of the tourist season. The income figures are presented in financial years April to march and then for the current year 2023/24 April to December

- 2.2. North Norfolk District Council (the Council) owns 33 car parks, 30 of which operate a pay and display scheme. The remaining three facilities are a free car park on Hornbeam Road and Midland Road, North Walsham (operated by North Walsham Town Council) and a 'season ticket only' car park at Hall Staithe, Fakenham.

- 2.3. Car parks provide parking for different purposes, based on geographical location, from those supporting use of shops and facilities in the four market towns (N Walsham, Fakenham, Stalham and Holt): those in the resort towns supporting both resident and visitor parking and those in coastal locations predominantly supporting visitor access to beaches etc. There are three charging regimes Standard, Coastal and Resort which reflect these different uses.

Car Parks by Charge Type

STANDARD	10	SEASON TICKET ONLY	1
COASTAL	12	FREE	2
RESORT (of which 1 is blue badge Parking only)	7	HOLT COUNTRY PARK	1

- 2.4. Car park income in North Norfolk has a seasonal bias with the majority of the income derived between May-September, particularly during peak holiday periods. This is particularly the case for the Resort and Coastal tariff car parks which provide key facilities for visitors during the summer season.

- 2.5. The car park charges were last amended in and came into effect from July 2022. Excluding coaches and season tickets/permits, the charges levied between 08:00 and 18:00 in the different car parks is as follows:

- Standard (inland towns exc. Holt)
 - £1.20 for first 2 hours;

- thereafter additional £0.80 per hour;
- max charge £6.00 per day;
- £24 for 7 days
- Resort (largely town centre car parks in coastal towns and Holt)
 - £1.50 for the first hour;
 - thereafter £1.20 per hour;
 - max charge £8.50 per day;
 - £34 for 7 days
- Coastal (largely long-stay car parks associated with beaches / attractions)
 - £1.80 per hour;
 - max charge £8.50 per day;
 - £34 for 7 days
- Holt Country Park
 - £2.30 for an all-day ticket.

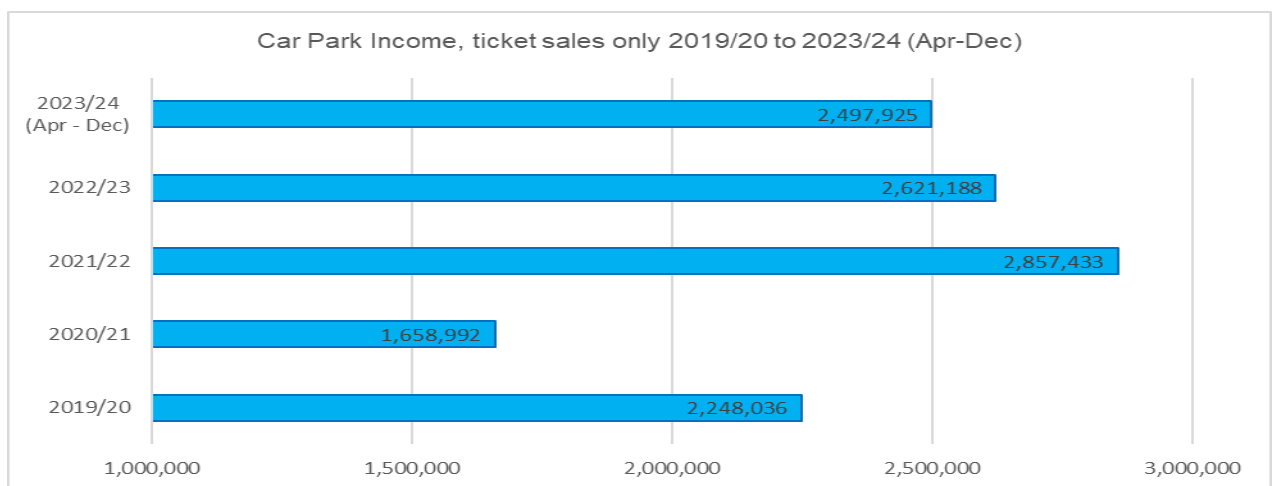
2.6. There are a number of components to the service which are managed party by NNDC, and, since 2010, partly through a shared working arrangement with King’s Lynn and West Norfolk Borough Council (KLBC) as detailed below:

Car park infrastructure maintenance and investment	NNDC
Pricing and policy	NNDC
Car park inspection	NNDC
Enforcement	KLBC
Processing of Standard Charges/Penalty notices	KLBC
Cash collection and banking	KLBC

3. Car Park Income Comparisons

Overview.

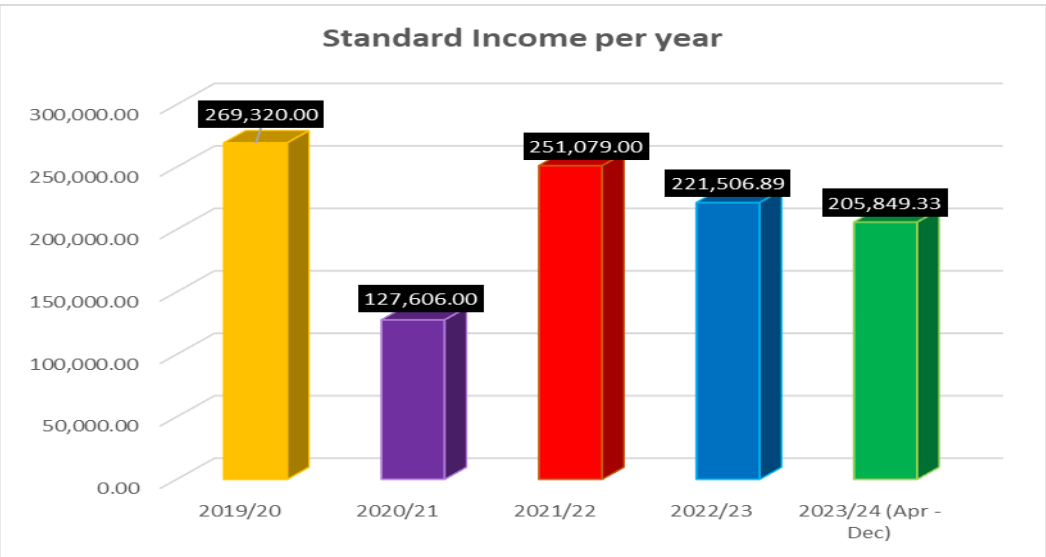
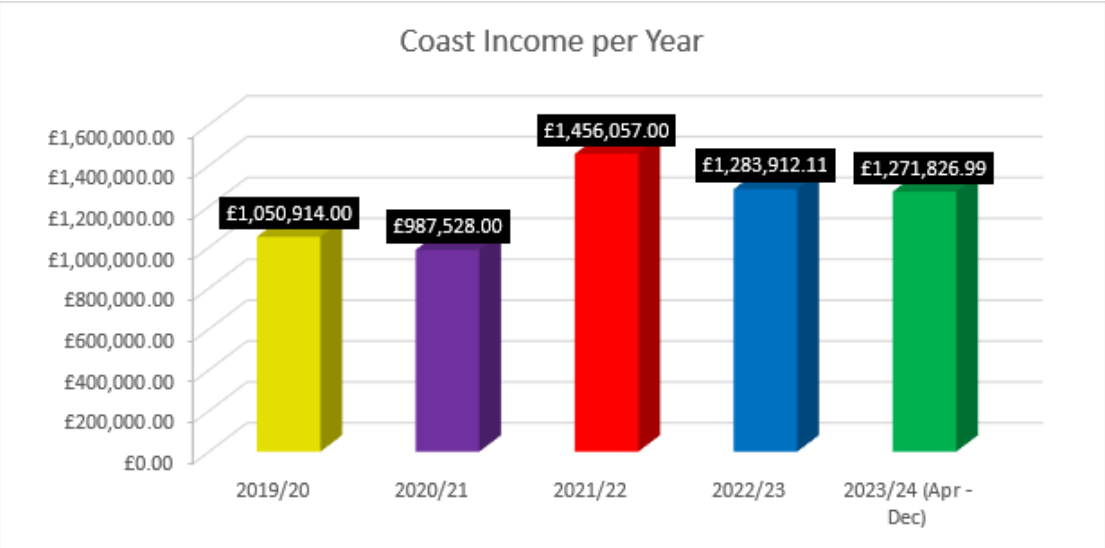
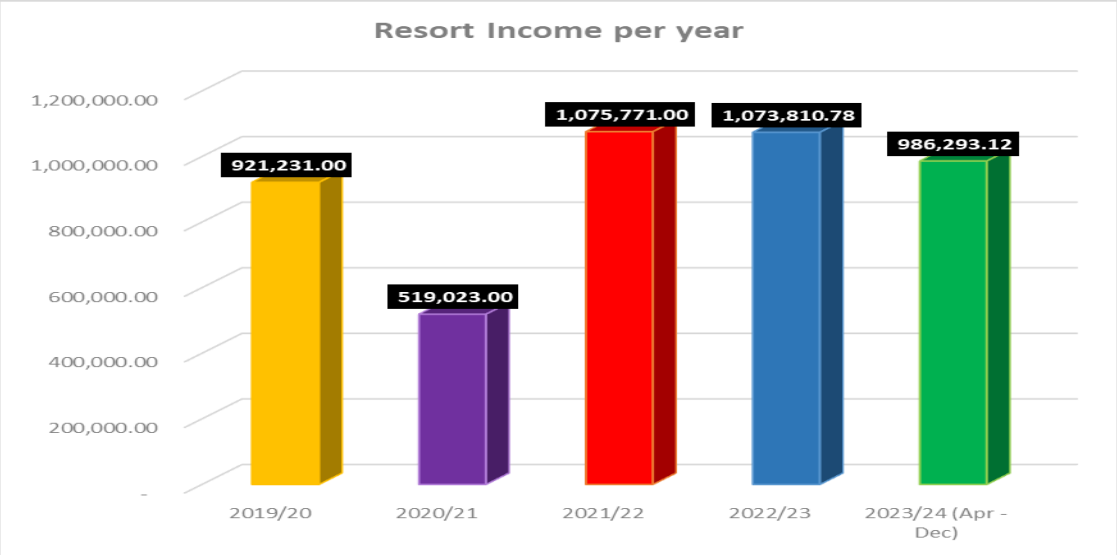
3.1. The following graph shows the income trends from 2019/20 through to 2023/24 (Apr-Dec)



- 3.2. 2019/20 was the last pre-COVID year when everything was operating as 'normal' and gives the last year of 'normal' income levels to compare to.
- 3.3. 2020/21 was significantly affected by the COVID-19 pandemic with Government restrictions affecting people's ability to travel and therefore visit North Norfolk. These restrictions continued throughout the main tourist season and so had a severe impact on the level of income received for the year. It should be noted that the Council were recompensed for loss of income by the Government as it recognised that the pandemic was having significant adverse impacts in all areas of life and subsequently the economy.
- 3.4. Restrictions were lifted during 2021/22 within the UK, but foreign travel was still difficult and many people who would normally holiday abroad stayed in the UK. People taking a "staycation" in the UK resulted in high numbers of visitors choosing North Norfolk as a destination and car park income excelled any level seen in previous years.
- 3.5. Income was likely to have been impacted in 2022/23 by the war in the Ukraine, the global economic downturn and the cost-of-living crisis but was in excess of the income pre-covid.
- 3.6. Although the data for 2023/24 is only for the period 1 April to 31 December it does show a healthy level of income when compared to previous years and likely to be around the same level as 2022/23, which is positive considering the ongoing war in Ukraine and the impact this is having on the global and UK economy.
- 3.7. Due to the complex interrelated factors which impact on car park usage and therefore income, it is not possible to definitively explain fluctuations in figures.

Analysis of Income by Tariff Type

- 3.8. The charts below show the split of income earned over the last 3 years by tariff type. It highlights that the Coastal car parks have generated the most income and this has consistently been the case over the last few years although it should be noted that there are twelve car parks currently classified under this charging structure compared with ten under the Resort designation.



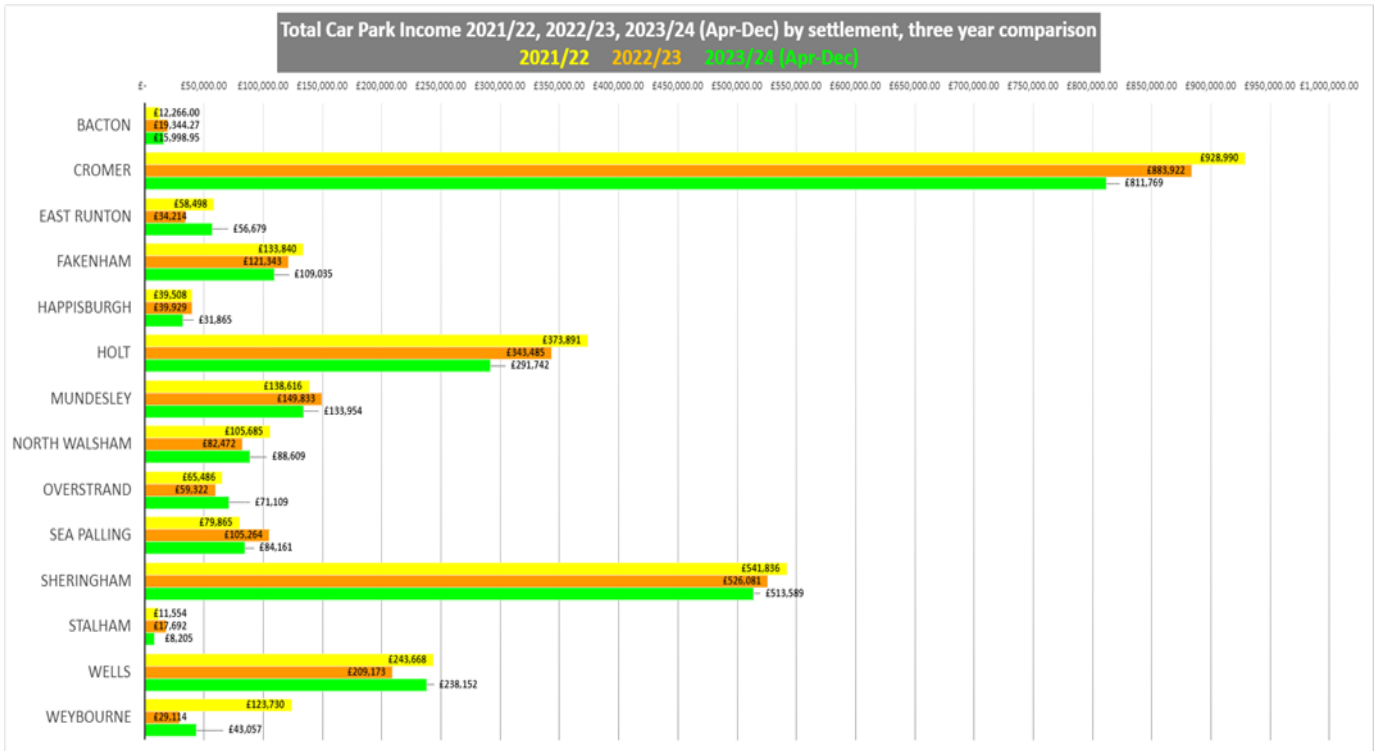
- 3.9. The charts show that generally all car parks have recovered and are now showing income which exceed pre-covid levels except for those car parks on standard tariff which are to be found in town centres.
- 3.10. The number of free car park spaces has increased over the period, particularly in North Walsham and this along with a reduction in the number of spaces available at Stalham, New Road, may have contributed to the reduction in income.

Analysis of Free Car Parking

- 3.11. Data suggests that the number of free tickets issued by month is consistent across non-resort car parks, however in resort areas these free spaces see a marked increase in usage during the summer months.
- 3.12. The consistent usage figures in non-resort car parks infers that these tickets are predominantly being used by residents who are using the spaces to do short trips to town centre shops, which clearly suggests that the desired outcome of adopting this approach is being achieved. Increases in levels of usage in the summer in some car parks could be due to people making short trips to shops and may reflect a reduced availability of on-street car parking spaces due to higher visitor numbers to those towns.
- 3.13. In total 74,583 free car park space tickets were issued for the 2022/23 financial year. Had these free tickets been charged for based on Standard charging regime of £1.20 for the first two hours, then this could have generated potential additional income of approx. £90,000.
- 3.14. In the first nine months of 2023/24 the number of free space tickets issued had increased to 98,730. The number of free parking spaces available has increased over the period 2019/20 to 2023/24 which would explain this increase and may also explain the reduction in standard tariff income.
- 3.15. However, any potential increase in income is likely to be far less as the level of usage would probably be far lower as greater use of on-street parking space would be the likely consequence. Also limiting free parking spaces would probably reduce footfall in town centres. There is no proposal to remove or reduce the number of free car parking spaces in these car parks.

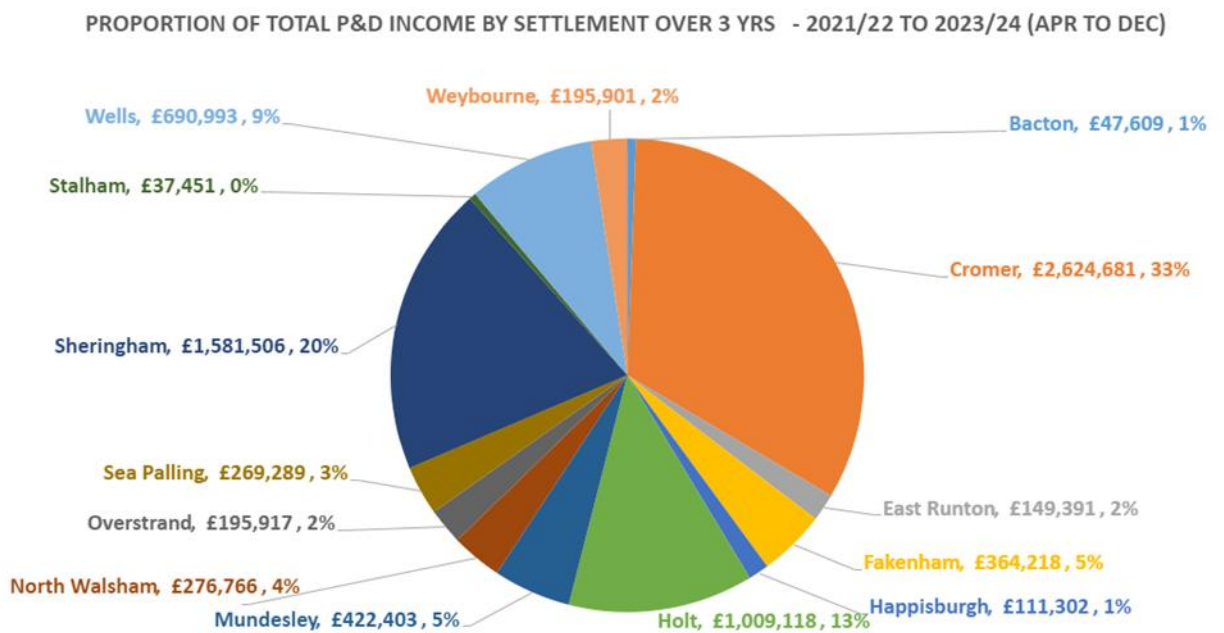
Analysis of Income by Town

- 3.16. The chart below shows the amount of car park income generated by settlement over the last 3 years. The figures prove that the income is driven by the tourist industry.



Analysis of Income by Individual Car Park

3.17. The chart below shows what proportion of income is allocated to each location and car park.



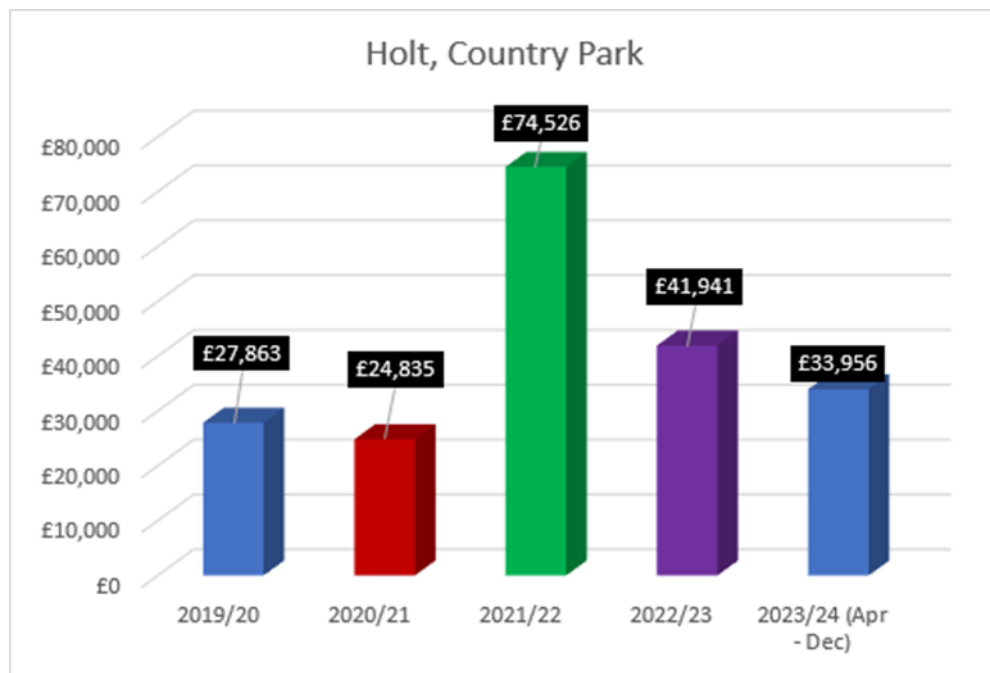
3.18. The chart in Appendix A1 gives a very clear view that some areas with multiple car parks contribute similar income levels as just one car park in a tourist driven

environment. An example of this is that the income from the six car parks at Fakenham equates to one car park at Mundesley. Similarly, all North Walsham car parks combined is comparable to Sea Palling. Appendix A2 details the number of spaces at each location.

3.19. In general terms trends in individual car park income over the last 5 years have been consistent across the district with significant reduction in income from 2019/20 to 2020/21 due to the impact of Covid. 2021/22 did show an increase across the board due to the localised lifting of covid restrictions that allowed people to enjoy local beaches and parks but not to travel outside of their areas. The exceptions are explained in the following paragraphs:

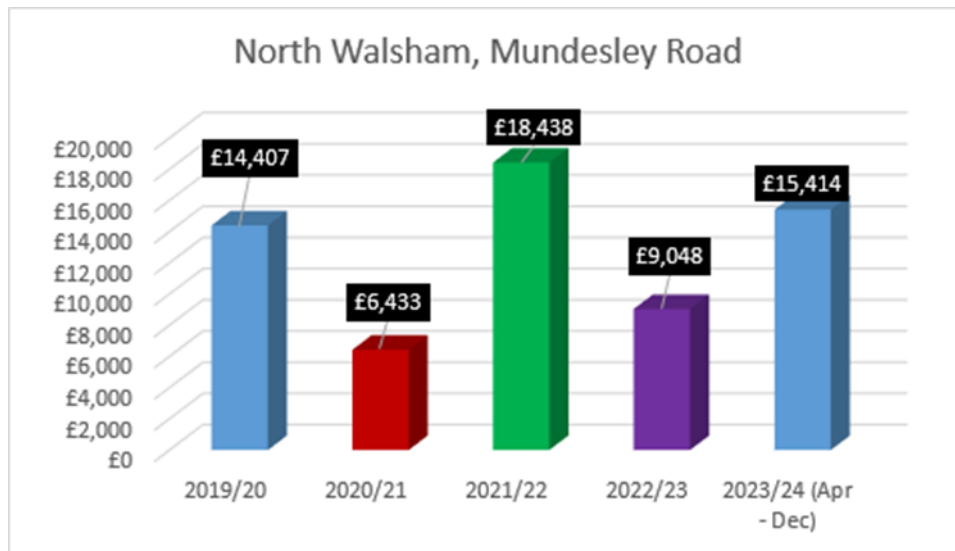
Holt Country Park

3.20. Holt Country Park has its own pricing structure which is currently £2.30 per day. This car park has approximately 50 unmarked bays. The increase in income from 2021 is mostly attributed to an increase in tariff and the conversion of the P&D machine to mains and solar which has resulted in a more reliable service. The spike in 2021/22 coincides with the localised lifting of covid restrictions as mentioned in paragraph 3.20.



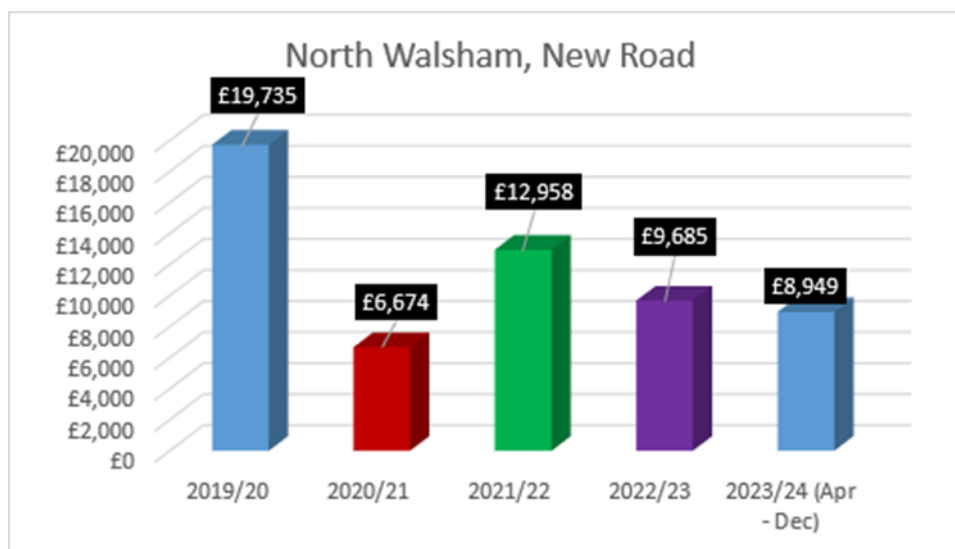
North Walsham, Mundesley Road

3.21. Mundesley Road consists of approx. 60 unmarked bays and falls under the Standard tariff. Due to rejuvenation works in North Walsham this car park was made free for the first two hours during 2022/23 hence the decrease in income as well as being closed for 16 weeks to allow re-surfacing works to be carried out.



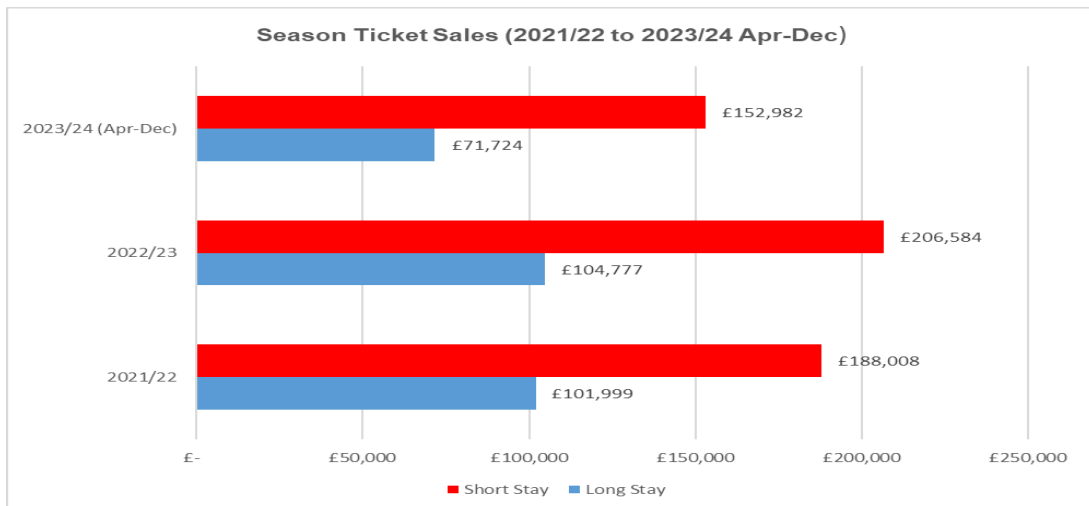
North Walsham, New Road

3.22. New Road car park has 24 bays, this has significantly decreased in size due to the bus terminal on site. This is reflected in the fall in income. This falls under the standard tariff.



Season Tickets

3.23. Season Tickets are publicly available to purchase and allow short or long term parking on the NNDC car parks. Most of these are issued through an application process online or via Cromer and Fakenham offices, although weekly season tickets can be purchased from the car park ticket machines. The types of season tickets sold range from weekly to quarterly/half-yearly and annual. Season tickets covering a 12-month duration are the most popular indicating local resident and business use which supports the consistent income.



- 3.24. Sales for 2023/24 are forecast to be at a similar level for previous years with January to March being a busy period for renewals.
- 3.25. The price of season ticket will be reviewed as it has not been increased for a number of years as this is deemed to be an area where income could be increased with relatively small changes in cost for customers.

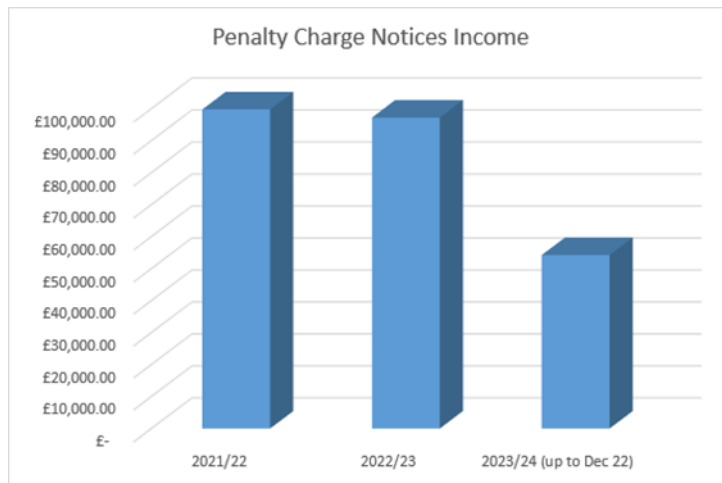
Card Payments

- 3.26. The use of credit card and app payments (MiPermit introduced in 2018) has become increasingly popular over the last few years on all car parks, particularly in the peak summer months. In 2022/2023 cash made up 45% of income via P&D machines, this figure reduced to 38% from April 2023 to December 2023. We would expect this figure to follow a similar trend in the future.
- 3.27. The MiPermit payments are collected separately via the MiPermit App and paid to NNDC monthly in arrears. We have seen an increase in app usage since COVID as more people are travelling without cash.
- 3.28. The table in Appendix A3 shows the monthly app income figures at each car park for April 2023 - December 2023.

Penalty Charge Notices (PCN's)

- 3.29. Penalty Charge Notices (previously known as Standard Charge Notices) are issued for a variety of predetermined contraventions (eg: failure to display parking ticket, parking out of bay, parking in a disabled bay without displaying a valid disabled badge). There are some differences in the contraventions for on-street and off-street parking as they are governed by differing orders, although all are governed by the Traffic Management Act 2004. Each PCN issued identifies the type of contravention which occurred and the level of fine. Most car park related contraventions are deemed to fall in the lower fine bracket, which is set at £50, reducing to £25 if the fine is paid within 14 days of issue. Prior to the enforcement being undertaken by Kings Lynn Borough Council there was limited detail on notices issued so comparisons are restricted.

Penalty Charge Notice Income



3.30. During 2021/22 there were 5,119 PCN's issued which fell to 4,993 in 2022/23.

4. Corporate Priorities

- 4.1. The provision of car parking facilities directly supports a wide variety of economic and social activities within the district.
- 4.2. The income from off-street parking is a significant contributor to the finances of the Council.

5. Financial and Resource Implications

- 5.1. The costs and income relating to car parks form a significant part of the Council's budgets and it is important that charging levels are set correctly so that all direct and indirect costs of providing the car parks are recovered.
- 5.2. The income raised from car parking charges is a significant funding stream for the Council and this will continue to be factored in as a significant income stream when formulating the medium-term financial strategy. The income offsets the costs of providing and maintaining car parks in the district. The provision of car parking directly impacts on economy of the district.
- 5.3. Significant external factors can affect the usage of car parks across the district and therefore the income received. If income is significantly below that expected or is over a sustained period of time, then this may impact on the Medium Term Financial Strategy.

Comments from the S151 Officer:

Income from Car parking is a significant contributor to the finances and sustainability of the Council and the Medium Term Financial Strategy and is subject to regular monitoring and review.

6. Legal Implications

6.1. None as a direct consequence of this report.

Comments from the Monitoring Officer

No specific legal comments arise from this report.

7. Risks

7.1. This report does not raise any issues in respect of risks.

8. Net Zero Target

8.1. This report does not in itself raise any issues in respect of net zero target. However, the income generated could be used to assist in the funding of installing more electric charging points in the car parks making it more viable for residents and visitors to use electric vehicles.

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. Fluctuations in the levels of income generated from off-street parking charges over the last 4 years shows that the income is sensitive to external factors. However these are factors beyond the Council's control and it is hoped that the experiences of the last few years are exceptional and will not be seen again. There are many external factors which are difficult to predict and may increase or reduce car park usage and therefore the income from car parking.

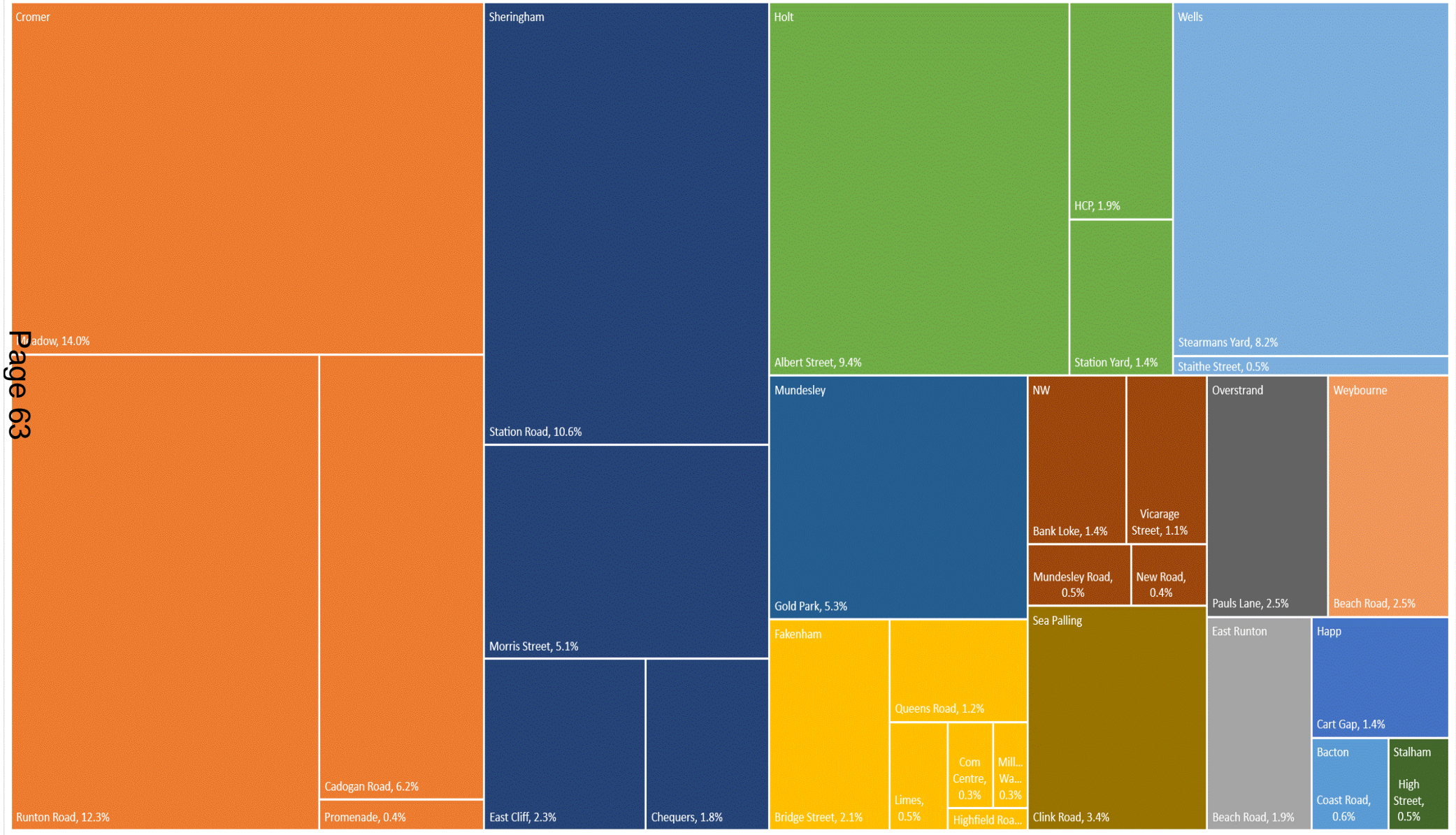
11.2. The Overview and Scrutiny Committee is asked:

To note the actual car parking income for April to December this year and that the full year's income is likely to be similar to that of last year.

To consider the information in this report and provide comment on car parks at various locations to assist with any ongoing analysis on car park usage

Income by Location and Car Park as a % of the whole over 3 yrs (2020/21 to 2023/24 Apr-Dec)

■ Bacton ■ Cromer ■ East Runton ■ Fakenham ■ Happ ■ Holt ■ Mundesley ■ NW ■ Overstrand ■ Sea Palling ■ Sheringham ■ Stalham ■ Wells ■ Weybourne



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Location		Charge	Tariff Type	Car Bays	Coach Bays
Cromer	Cadogan Road	P&D	RESORT	120	12
Cromer	Meadow	P&D	RESORT	265	0
Cromer	Promenade	P&D	RESORT	20	0
Cromer	Runton Road	P&D	COASTAL	Est. 1037	0
East Runton	Beach Road	P&D	COASTAL	180	0
Fakenham	Bridge Street	P&D	STANDARD	97	0
Fakenham	Community Centre	P&D	STANDARD	27	0
Fakenham	Hall Staithe	Permit	PERMIT	31	0
Fakenham	Highfield Road	P&D	STANDARD	75	0
Fakenham	Queens Road	P&D	STANDARD	117	0
Fakenham	The Limes	P&D	STANDARD	130	2
Happisburgh	Cart Gap	P&D	COASTAL	97	0
Holt	Albert Street	P&D	RESORT	122	0
Holt	Country Park	P&D	SEPARATE	50	0
Holt	Station Yard	P&D	RESORT	63	0
Mundesley	Gold Park	P&D	COASTAL	80-500+	0
North Walsham	Bank Loke	P&D	STANDARD	97	0
North Walsham	Midland Road	Free	Free	50	0
North Walsham	Mundesley Road	P&D	STANDARD	60	0
North Walsham	New Road	P&D	STANDARD	77	0
North Walsham	Vicarage Street	P&D	STANDARD	120	2
Overstrand	Pauls Lane	P&D	COASTAL	250	0
Sea Palling	Clink Road	P&D	COASTAL	1000+	No separate bays, but can park
Sheringham	Chequers	P&D	RESORT	26	0
Sheringham	East Cliff	P&D	COASTAL	94	0
Sheringham	Morris Street	P&D	RESORT	115	0
Sheringham	Station Road	P&D	COASTAL	294	8
Stalham	High Street	P&D	STANDARD	21-140	0
Wells	Staithe Street	P&D	RESORT	20	0
Wells	Stearmans Yard	P&D	COASTAL	160	0
Weybourne	Beach Road	P&D	COASTAL	Est. 300	0

Est. = Estimate number of bays as unmarked

A “-“ indicates the car park can be further expanded on occasions to make more spaces available.

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Monthly App Income April 2023 – December 2023

Location	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Cedeon Road Car Park	675 € 3,057.50	679 € 3,098.30	730 € 3,262.30	947 € 4,165.90	1172 € 5,769.30	685 € 3,143.20	654 € 2,762.90	364 € 1,218.30	420 € 1,452.00
Moodau Road	2326 € 8,883.90	1757 € 6,862.70	1891 € 6,983.30	2240 € 8,308.40	3341 € 15,037.10	1842 € 7,216.90	1740 € 6,622.50	1030 € 3,566.60	1410 € 5,084.90
The Promenade (Disabled Badge)	15 € 81.80	11 € 33.30	19 € 72.10	21 € 83.00	35 € 140.20	20 € 62.30	16 € 55.40	12 € 35.10	12 € 33.00
Albert Street	1056 € 4,318.60	974 € 4,056.40	1039 € 4,339.70	1054 € 4,162.60	1239 € 5,066.10	1008 € 4,268.80	1034 € 4,396.50	1010 € 4,299.30	1210 € 5,044.00
Station Yard	123 € 408.70	102 € 295.60	127 € 477.20	163 € 595.40	176 € 643.80	134 € 470.20	156 € 636.70	156 € 545.50	162 € 607.00
Harris Street	415 € 1,584.80	426 € 1,532.00	493 € 1,820.30	553 € 2,001.60	1142 € 4,427.60	556 € 2,195.40	429 € 1,595.20	256 € 773.50	307 € 963.50
Chequer	249 € 1,146.30	238 € 1,195.90	235 € 1,166.80	271 € 1,372.90	380 € 2,363.50	214 € 1,157.10	229 € 1,160.30	137 € 747.50	128 € 942.30
Runtan Road	1163 € 5,940.80	1453 € 7,555.50	1328 € 7,041.60	1501 € 7,567.10	4350 € 25,385.00	1586 € 8,469.40	708 € 3,279.60	246 € 959.70	352 € 1,403.10
Beach Road Car Park	208 € 801.40	209 € 962.90	277 € 1,264.80	342 € 1,421.20	770 € 4,124.90	424 € 1,778.60	228 € 938.70	105 € 349.00	95 € 293.20
Cart Gap	146 € 475.00	173 € 536.80	151 € 571.10	118 € 399.80	207 € 853.10	140 € 501.10	104 € 318.70	99 € 323.70	90 € 240.00
Beach Road Car Park	379 € 1,420.00	417 € 1,728.10	884 € 4,245.90	778 € 3,209.10	2147 € 11,561.40	959 € 4,275.10	368 € 1,217.70	114 € 476.60	131 € 346.50
Paul Lane	125 € 449.90	184 € 788.20	122 € 499.10	130 € 523.30	407 € 1,903.40	193 € 786.00	91 € 352.90	47 € 172.40	44 € 165.10
Clink Road	104 € 400.70	163 € 741.10	796 € 5,113.70	198 € 1,029.50	393 € 6,031.70	609 € 3,771.80	83 € 297.30	16 € 50.40	64 € 232.30
Station Approach	1206 € 4,518.20	1311 € 5,133.90	1312 € 5,374.30	1610 € 6,189.90	2327 € 9,818.60	1358 € 5,628.40	1008 € 3,879.60	646 € 2,309.30	1227 € 4,790.10
East Cliff	205 € 1,263.90	192 € 1,228.40	235 € 1,625.10	345 € 2,004.00	561 € 3,679.70	311 € 2,007.20	170 € 1,102.50	91 € 496.70	66 € 523.60
Stearman Yard	634 € 3,916.70	685 € 3,960.10	910 € 5,079.40	1009 € 5,541.70	1387 € 7,835.70	850 € 4,582.90	758 € 4,142.40	369 € 1,998.80	395 € 2,263.30
Beach Road Car Park	169 € 583.30	213 € 751.20	164 € 648.80	248 € 825.20	397 € 1,437.00	216 € 804.30	153 € 477.10	72 € 234.00	62 € 185.10
Ocean Road	248 € 500.10	255 € 515.40	255 € 464.20	423 € 656.50	237 € 569.90	341 € 642.70	315 € 578.40	336 € 499.90	397 € 703.10
Bridge Street	574 € 937.50	523 € 862.80	492 € 760.50	627 € 958.10	585 € 948.60	542 € 843.20	512 € 753.10	528 € 841.20	656 € 1,025.20
The Limer	211 € 401.80	189 € 279.00	193 € 465.90	233 € 502.30	171 € 336.70	169 € 366.80	189 € 388.10	216 € 391.80	242 € 335.00
Community Centre	81 € 173.80	81 € 186.00	72 € 164.50	138 € 421.20	116 € 364.00	84 € 248.10	123 € 381.30	159 € 399.20	113 € 352.80
Bank Lake	315 € 676.80	329 € 708.20	323 € 686.30	341 € 606.30	312 € 673.50	361 € 820.10	353 € 875.90	331 € 761.20	310 € 635.60
Vicarage Street	229 € 435.00	220 € 451.40	279 € 584.00	332 € 648.90	237 € 543.50	227 € 452.90	273 € 576.40	308 € 704.20	301 € 674.40
New Road	60 € 81.10	70 € 110.90	74 € 121.10	74 € 112.20	74 € 123.60	69 € 104.40	60 € 101.80	52 € 99.50	56 € 87.50
Munday Road	101 € 145.00	83 € 193.80	146 € 372.30	175 € 402.10	163 € 415.50	158 € 385.70	165 € 357.30	130 € 257.80	133 € 274.80
High Street Car Park	35 € 54.40	45 € 84.60	31 € 60.70	43 € 61.10	58 € 75.60	32 € 41.50	33 € 52.00	25 € 46.20	39 € 62.20
Country Park	156 € 358.80	99 € 227.70	92 € 211.60	100 € 223.10	135 € 310.50	109 € 250.70	105 € 241.50	84 € 193.20	58 € 133.40
Cedeon Road Coach Bay	23 € 174.00	17 € 108.00	26 € 156.00	34 € 258.00	41 € 348.00	27 € 192.00	18 € 150.00	13 € 102.00	17 € 120.00
Vicarage Street Coach Bay	3 € 18.00	3 € 18.00	3 € 24.00	4 € 18.00	1 € 6.00	2 € 12.00	0	3 € 18.00	3 € 18.00
Station Approach Coach Bay	25 € 174.00	25 € 156.00	39 € 258.00	49 € 282.00	35 € 234.00	42 € 300.00	22 € 150.00	8 € 54.00	14 € 84.00
Stealth Street Car Park	107 € 647.90	78 € 406.80	69 € 292.00	95 € 415.50	78 € 531.30	70 € 280.10	65 € 415.70	75 € 447.50	69 € 308.40
Clink Road Car Park (Coach Bay)	4 € 24.00	1 € 6.00	28 € 198.00	5 € 30.00	42 € 294.00	33 € 228.00	1 € 6.00	0	4 € 24.00
Highfield Car Park	48 € 191.10	49 € 172.40	47 € 184.30	60 € 244.30	44 € 184.90	34 € 182.90	40 € 174.50	40 € 184.10	33 € 127.20
The Limer Coach Bay	2 € 12.00	3 € 18.00	1 € 6.00	1 € 6.00	1 € 6.00	1 € 6.00	0	2 € 12.00	0 € -
Coart Road Car Park	58 € 133.90	57 € 147.00	116 € 406.60	80 € 235.40	172 € 633.90	154 € 618.30	79 € 200.60	41 € 119.90	54 € 147.60
NHDC Office Car Park	1 € 1.20	1 € 0.50	2 € 4.10	0	2 € 1.70	0	0	0	0
Runtan Road Coach Bay	49 € 312.00	74 € 462.00	57 € 402.00	39 € 288.00	168 € 1,176.00	78 € 507.50	18 € 120.00	5 € 42.00	12 € 72.00
	11588 € 44,703.90	11389 € 45,574.90	13058 € 55,407.60	14381 € 55,769.60	23703 € 113,855.30	13638 € 57,601.60	10300 € 38,758.60	7126 € 23,730.70	8686 € 29,754.20

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PROGRESS REPORT ON NET ZERO TARGET	
Executive Summary	The main indicator of progress against the Net Zero Action Plan is the Council's carbon footprint which has been calculated each year since 2018/19. This shows progress towards the Council's Net Zero target. The data and methodology are outlined in the accompanying Carbon footprint for 22/23 report.
Options considered	This is a progress report and options are not given for consideration.
Consultation(s)	This is a progress report and has not involved any consultation.
Recommendations	To note the progress towards and the challenges of the Council's Net Zero target. To welcome planned projects and interventions for 2024/25 to help reduce the Council's carbon footprint and wider district emissions.
Reasons for recommendations	In line with the Council's climate emergency declaration and Net Zero Strategy.
Background papers	

Wards affected	All wards
Cabinet member(s)	Cllr Adam Varley
Contact Officer	Kate Rawlings, Climate Change and Environmental Policy Manager

Links to key documents:	
Corporate Plan:	Our Greener Future
Medium Term Financial Strategy (MTFS)	This report has no implications for the MTFS. Individual tasks and projects in the action plan generate both financial and carbon costs and savings but are considered separately.
Council Policies & Strategies	Net Zero Strategy and Action Plan

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	

1. Purpose of the report

- 1.1. Overview and Scrutiny has requested a report on the progress against the Net Zero Action Plan which accompanies the Council's Net Zero Strategy.
- 1.2. The main indicator of progress is the Council's carbon footprint which has been calculated each year since 2018/19. The accompanying Carbon footprint report for 22/23 shows our latest emissions data and progress towards the Council's Net Zero target.
- 1.3. The reporting of carbon emissions is currently voluntary for public sector organisations however the Council publishes its report on the Council website.
- 1.4. This report is produced annually and the 23/24 report is due late summer 2024.

2. Introduction & Background

2.1. The Council uses the LGA Greenhouse Gas Accounting Tool to calculate its carbon footprint. This is used to record Council emissions, over Scope 1 and 2 plus basic Scope 3 emissions, using UK Government Conversion Factors.

2.2. Advantages of using the LGA Greenhouse Gas Accounting Tool include:

- Using a standardised way to measure and report carbon emissions to enable consistent sector wide benchmarking and disclosure.
- Using a similar method each year to see if interventions have made a difference.
- Confidence from using a robust and reviewed tool to calculate and store baselines and the outputs.
- It will show the Council the scale of the challenge (and potential cost) of achieving net zero carbon targets.

2.3 Limitations of the footprint calculation include:

- Reliance of third parties to provide timely and accurate data.
- "Good" interventions may lead to increases in footprint. Initiatives will provide a long term benefit and reduce our carbon footprint, but in the first instance there may be a temporary increase in our carbon footprint during the set-up/installation period.
- Always working in arrears, so success, or otherwise of interventions will take time to affect the calculation.
- No methodology that has yet been agreed for offsetting carbon using the Council's assets e.g. for Holt Country Park there's no agreed calculation yet for the carbon that the trees are absorbing.

3. Proposals and Options

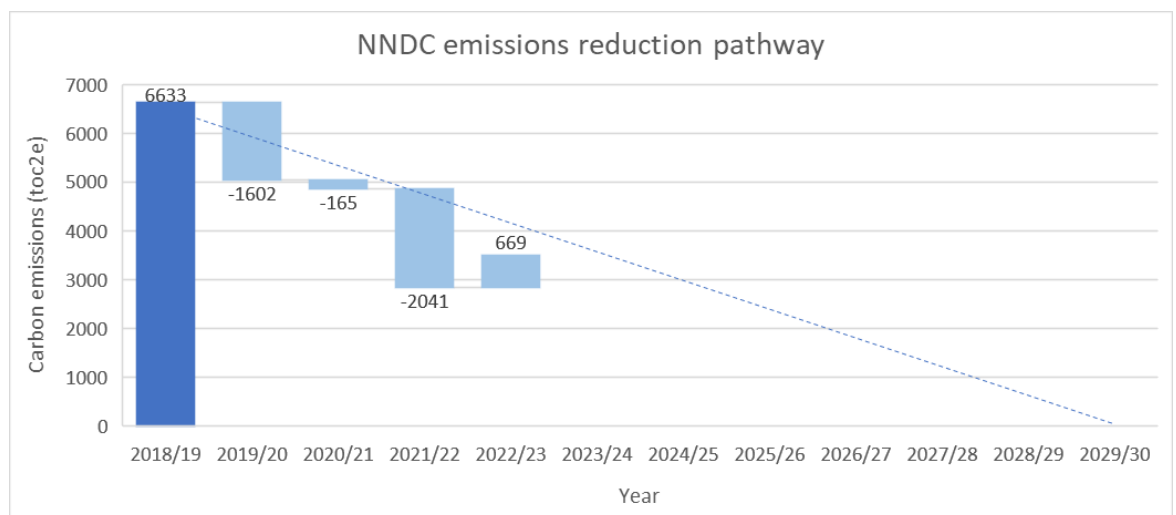
3.1 Summary of Carbon Footprint Report for 22/23

- 3.1.1 The Council's carbon footprint for 22/23 is 3,494 tCO₂e. This is an increase on the previous year's footprint, but a reduction from our 2018/9 baseline and is still following the expected profile of a downward trajectory (see figure 3.1 below). The main reasons for this increase are that more accurate data is now available and there have been increases

to the Council's estate as discussed in the attached footprint report (see page 4 of that report).

- 3.1.2 There are difficulties with data collection – particularly where we rely on third parties for information. The team continues to work with contractors and suppliers to collect accurate data for our calculations.
- 3.1.3 The footprint will fluctuate depending on Council operations in any one year. However by continuing to embed carbon awareness into our decision-making processes, and by always aiming to minimise carbon emissions from operations and projects, this will ensure the desired overall downward direction of travel of our carbon footprint will be achieved.
- 3.1.4 As the calculation is retrospective it should be noted that this footprint does not include any of the interventions made in 22/23 or 23/24 such as the Solar Car Port at the Reef or the insulation added at the Cromer Office.

Figure 3.1. Summary of carbon footprint data showing direction of travel to Net Zero



3.2 Embedding carbon awareness into decision-making.

- 3.2.1 To ensure that carbon is considered in all decision making the Council has recently embarked on a series of carbon literacy training sessions which have been delivered so far to the Senior Leadership Team, Management Team, Cabinet and most Service Managers. A carbon awareness course has been developed for other staff.
- 3.2.2 The Council is beginning to use Internal Carbon Pricing to ensure that the value of carbon emissions is considered when looking at alternative solutions for projects or service delivery. Internal carbon pricing is a voluntary mechanism by which organisations can put a monetary value on their carbon emissions to reflect the cost to society of emitting that carbon. The values of the units used in the calculation are provided by the government and these are updated annually. This should give consistent and reliable calculation results across the country.

- 3.2.3 Several decision wheels/models which bring carbon emissions considerations to the centre of a project's business case are also being trialled.

3.3 Next Steps

- 3.3.1 Collection of the data for the 23/24 footprint will begin in April 2024. This will follow best practice and use the most up to date tools available from the LGA. The report should be completed over the summer of 2024. The results will help prioritise further work.
- 3.3.2 The original action plan that accompanies the Net Zero Strategy covers years 22/23 and 23/34 and is now due for review. This will be the first task of the Council's net zero board following the board restructure resulting from the Corporate Peer Challenge. This new governance process and associated terms of reference are in development.
- 3.3.3 Projects for 24/25 to actively reduce the Council's emissions are currently being planned. These include:
- Further solar PV installations.
 - Exploring Hydrotreated Vegetable Oil for all or part of the waste fleet.
 - Decarbonisation plan for the Cromer Office.
- 3.3.4 Although the Council does not measure and does not have responsibility for the wider district's carbon emissions, the Council aims to influence and drive down emissions wherever possible. Current projects in this area include:
- Expansion of Electric vehicle charging points in our car parks.
 - Plans for a Green Business Event.
 - Promotion of Energy efficiency schemes and grants.
 - Community Projects with the Norfolk Climate Change Partnership.

4. Corporate Priorities

- 4.1. This report is directly linked to **OUR GREENER FUTURE** We will continue our work to create a cleaner, green and zero-carbon future for North Norfolk.

5. Financial and Resource Implications

- 5.1. There are no direct financial or resource implications arising from this report. However actually achieving net zero will likely be a cost to the Council as the carbon reducing options often come at a premium. However this is something the Council will need to accept to achieve net zero.

Comments from the S151 Officer:

There are no direct financial or resource implications arising from this report. However achieving net zero will have financial implications in the future. There is currently a reserve to fund initiatives that will result in carbon reductions.

6. Legal Implications

- 6.1. The Council's Net Zero target and declaration of a climate emergency are not legally binding.
- 6.2. The reporting of carbon emissions is currently voluntary for public sector organisations.

Comments from the Monitoring Officer

Whilst the Council has Corporate priorities as to creating a greener future there are no apparent legal or governance issues arising.

7. Risks

- 7.1. There are no risks associated with the presentation of this report.
- 7.2. Not achieving the Net Zero 2030 target is a corporate risk.

8. Net Zero Target

- 8.1. This report is concerned with the measuring progress towards the Council's Net Zero Target

9. Equality, Diversity & Inclusion

- 9.1. Not Applicable

10. Community Safety issues

- 10.1. Not Applicable

Conclusion and Recommendations

To note the progress towards and the challenges of the Council's Net Zero target.
To welcome planned projects and interventions for 2024/25 to help reduce the Council's carbon footprint and wider district emissions.

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North Norfolk District Council Carbon Footprint Report 2022/23



NORTH
NORFOLK
DISTRICT
COUNCIL

Summary

The Council's [Net Zero Strategy and Climate Action Plan \(NZSAP\)](#), which details how we will meet our Net Zero target by 2030, requires routine measuring of our carbon emissions and the reporting of the progress we have made.

The Council's overall footprint for the period 2022/23 is **3,494 tCO₂e**. This is an increase of 24% on the previous year's figure although an overall decrease of 47% on the baseline data from 2018/19.

The main reason for the increase from 2021/22 is the Reef leisure centre being fully operational, whereas for the previous period it had been under construction for part of the time – The Reef is the largest single emitting building within the Council's estate. The Council has also increased its property portfolio by purchasing additional houses to provide more temporary accommodation. In addition, refinements in the methodology for calculating the carbon emissions have meant improved accuracy but slight inconsistency with the previous method.

Over the 22/23 period, investments in energy saving and Net Zero technology realised CO₂e savings in some of the Council's operations. Whilst this demonstrates good progress, there are still significant steps required to maintain and continue the overall trend in reducing emissions. Further investigation is needed into many emission sources, in order to develop viable options for emission reductions. Emissions will continue to be monitored and options for targeting investment into further emissions reductions will be evaluated. These will feed into revisions of the Net Zero Strategy's Action Plan.



Introduction

This report summarises our carbon emissions and completed Net Zero actions for the period April 2022 to March 2023. It follows a methodology based on the Greenhouse Gas accounting tool developed by the Local Government Association.

North Norfolk was the first district Council in Norfolk to declare a climate emergency. In response to this, it adopted a Net Zero Target across its operations for 2030, twenty years in advance of the national target set by the Government.

The Council still believes it is possible to achieve Net Zero by 2030, but action needs to be taken now to accelerate decarbonisation across its estate and services. The proposed actions are outlined in the Council's Net Zero Strategy and Action Plan (NZSAP). The Council renewed its commitment to our Greener Future in the 2023-2027 Corporate Plan.

To monitor the progress of the Action Plan, an annual calculation is made of the Council's carbon footprint. Without measuring our carbon emissions we will not be able to target actions to reduce them. This measurement has been undertaken since 2018/19. The baseline figure was calculated on behalf of the council by the Carbon Trust. The reporting of this figure and the progress we have made are a requirement of the NZSAP.

Net Zero refers to the commitment to eliminate avoidable carbon emissions from our estate and operations. This will be challenging and will still require the residual (unavoidable) emissions to be mitigated by offsetting (principally through schemes that enhance the District's natural assets and/or benefit local communities, for example new tree cover). The carbon benefits of the Council's existing natural assets are not currently included in the overall footprint calculation.

The report covers eight emission areas that contribute to the Council's overall carbon footprint: scope 1 being direct emissions that the Council has complete control over; scope 2, being (indirect) emissions arising elsewhere as a result of the Council's energy consumption (which it can influence but not completely control); while scope 3 emissions arise from the Council's supply chain and are much harder to control.

The principal emissions sources are as follows.

- Gas and other heating fuels (Scope 1)
- Fleet emissions (Scope 1)
- Electricity (Scope 2)
- Business related staff travel (Scope 3)
- Leased buildings (Scope 3)
- Water (Scope 3)
- Council contracts (Scope 3)
- Council's own waste (Scope 3)

Overall emissions

22/23 Emissions:
3,494 tCO₂e

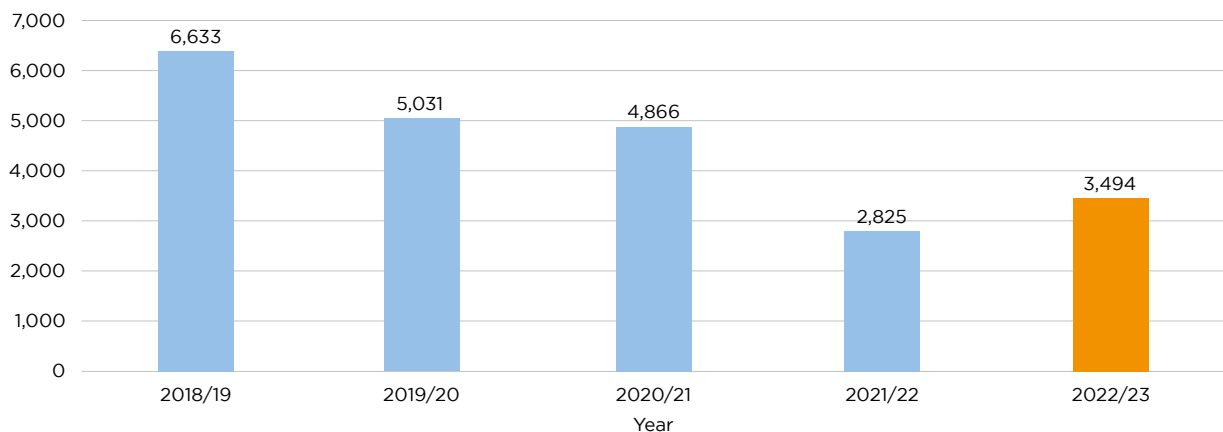


669 tCO₂e on
previous year



3,139 tCO₂e on
18/19 baseline

Overall emissions - tCO₂e

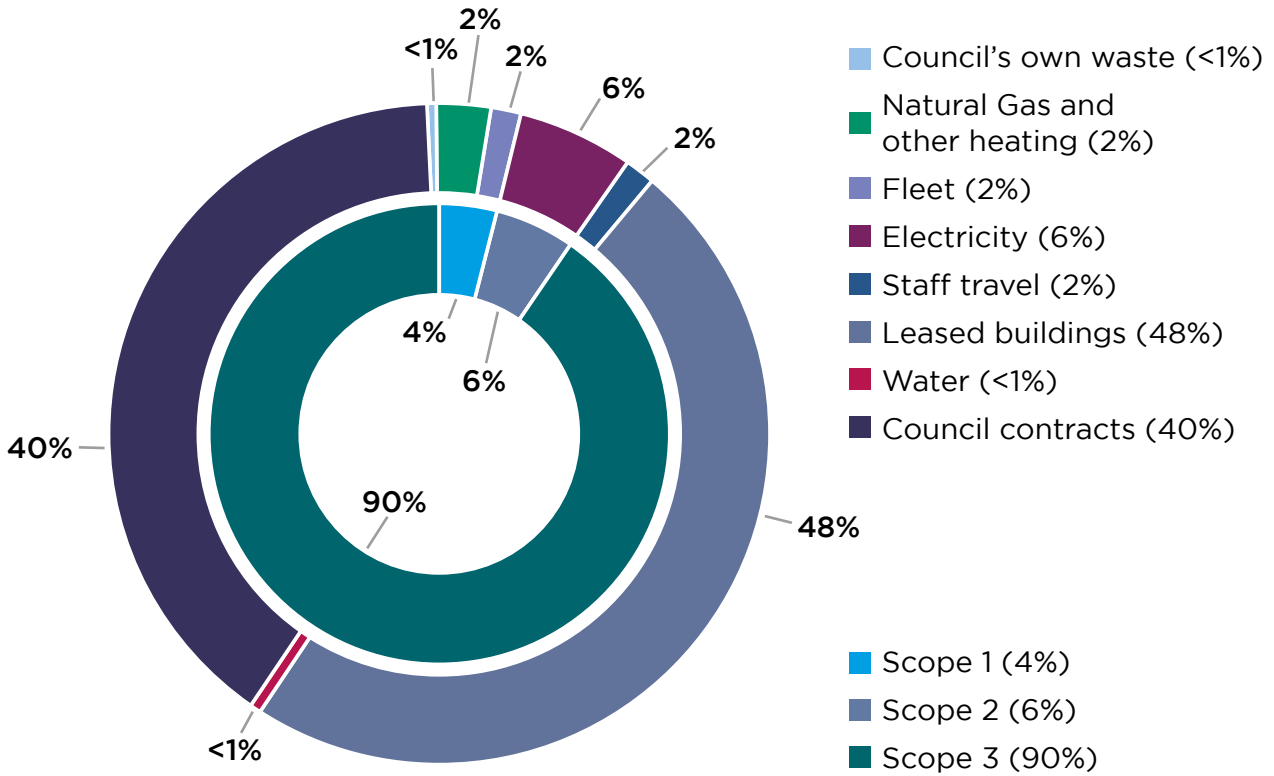


The 2022/2023 carbon footprint for North Norfolk District Council is 3,494 tCO₂e. This includes our scope 1, 2 and 3 emissions. This is an increase on the previous year's footprint, but a reduction from our 2018/9 baseline and still following the expected profile of a downward trajectory.

The most significant increases this year are accounted for by:

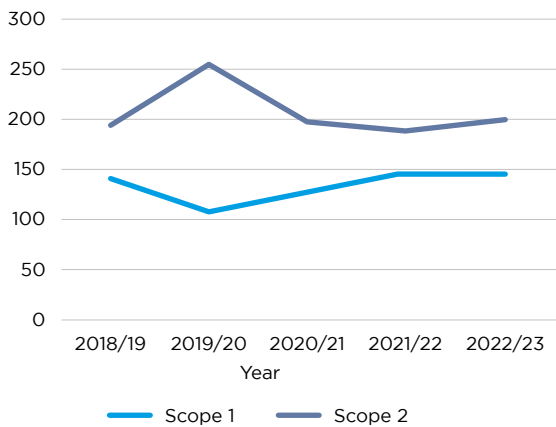
- The Reef leisure centre, the largest single emitting building within the Council's estate, being fully operational in this period, compared to only four months in the previous year;
- The addition of new emission sources, such as the Council's recently purchased temporary accommodation stock; and
- More accurate analysis and a better understanding of our assets and related data sources including better data from our operational partners.

NNDC's emissions by area and scope, 2022/23

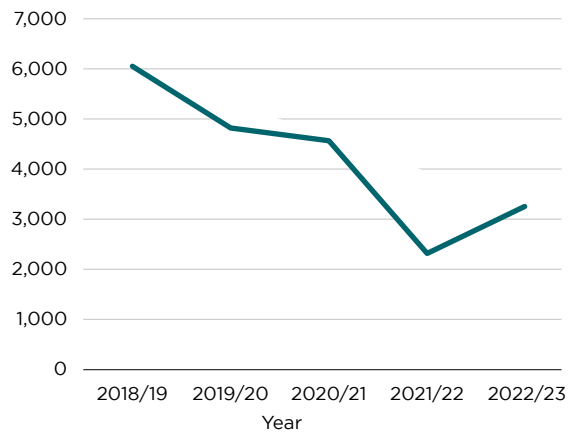


The Council's Scope 1 (Natural gas and Fleet) and Scope 2 (purchased electricity) emissions have remained reasonably steady throughout the 5 years of reporting. The Council's Scope 3 emissions have increased this year but remain significantly below the baseline.

Scope 1 & 2 progress - tCO₂e



Scope 3 progress - tCO₂e



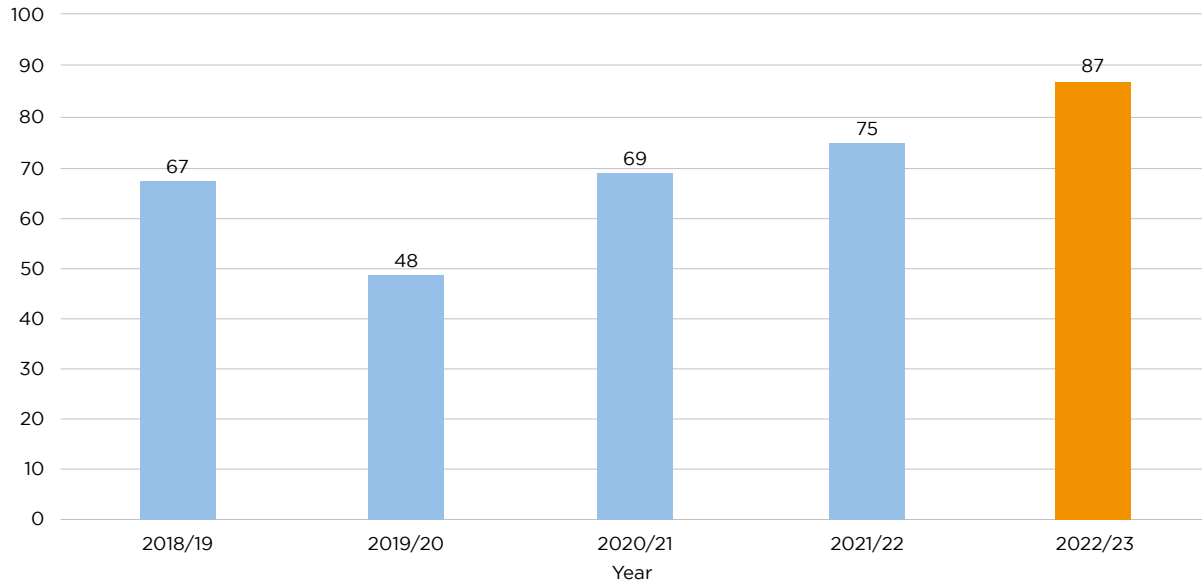
3.1. Scope 1 - Natural Gas and other heating

22/23 Emissions:
87 tCO₂e

↑ 12 tCO₂e on
previous year

↑ 20 tCO₂e on
18/19 baseline

Gas consumption emissions - tCO₂e



These emissions are produced by the natural gas and heating oil that is burned in boilers to heat our offices and buildings. The biggest gas-using buildings the Council owns and occupies are the offices at Cromer and Fakenham, which have seen an increase in use due to a return towards pre-pandemic working practices. These emissions are recorded in Scope 1.

What we have done:

- Continued to investigate low carbon technologies and energy saving measures across our estate.
- Pursued government funding for decarbonisation technology, although to-date grant applications have been unsuccessful.



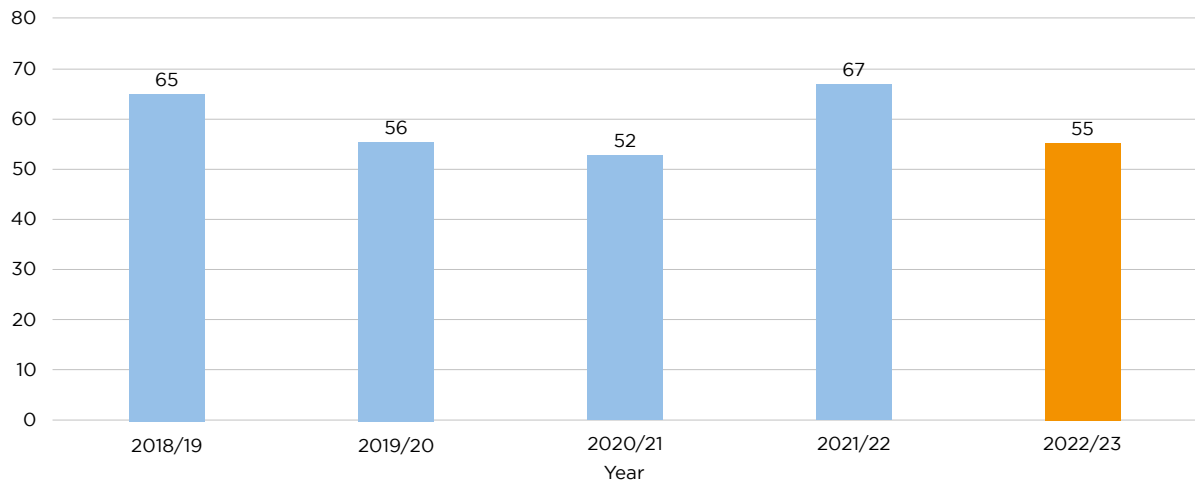
3.2. Scope 1 - Fleet

22/23 Emissions:
55 tCO₂e

↓ 12 tCO₂e on
previous year

↓ 10 tCO₂e on
18/19 baseline

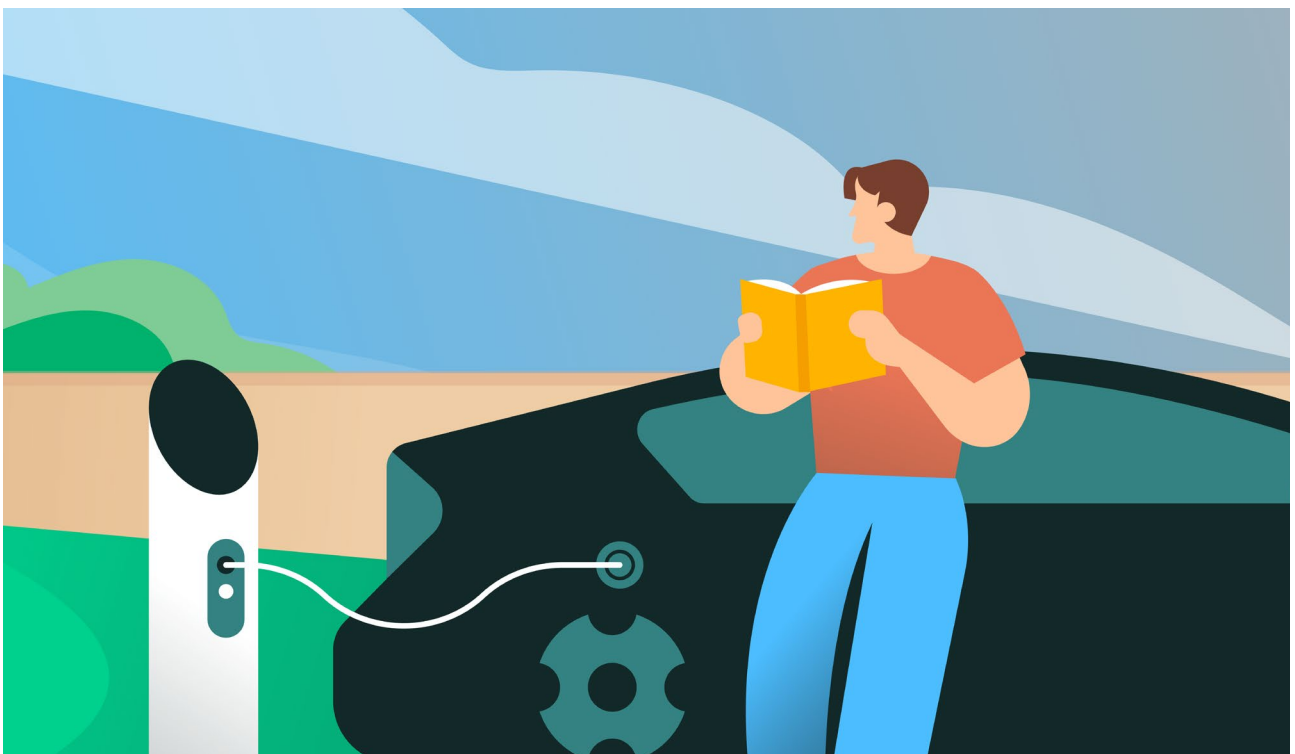
Fleet emissions - tCO₂e



Fleet emissions include those from the vehicles owned or leased by the Council to carry out its services and operations. These emissions are included in Scope 1.

What we have done:

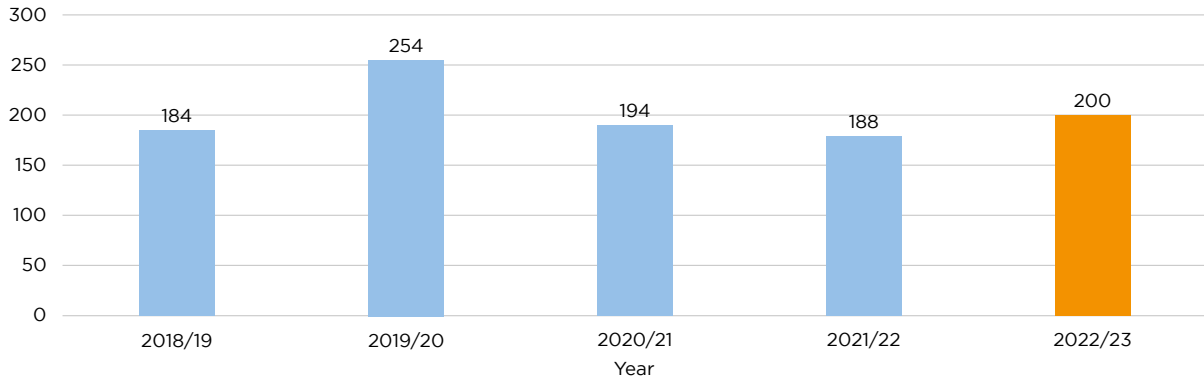
- Leased an electric van which the property services team uses, this is charged at the charging point at our Cromer office, which utilises any available electricity generated by the building's roof-mounted photovoltaic panels.



3.3. Scope 2 - Electricity

22/23 Emissions: 200 tCO₂e ↑ 12 tCO₂e on previous year ↑ 16 tCO₂e on 18/19 baseline

Electricity emissions - tCO₂e



This comprises emissions produced through the generation of electricity (from the national grid). The CO₂e conversion factor used to calculate the emissions figure is for the general UK energy mix as a whole (sometimes referred to as ‘the dirty grid’) and is irrespective of the 100% renewable tariff the Council has. Any national increase in renewable energy generation helps to decarbonise (‘clean’) the grid as a whole, which helps to reduce the Carbon footprint for all electricity users in an appropriate proportion. Feeding electricity from renewable sources into the grid and purchasing electricity from a 100% renewable tariff help to accelerate/incentivise this. These emissions are included in Scope 2.

What we have done:

- The Cromer office photovoltaic (PV) panels produced 90,976 kWh of electricity during this period, saving 18 tCO₂e from being released into the atmosphere.
- Supplied 151,927kWh of green electricity to residents, visitors, staff members and partner organisations to charge their electric vehicles and travel 43,407 low emission miles.
- Started a conversion of the Cromer office lighting and public convenience lighting to LED. These lights should save at least £4,000 a year in running costs and 4,000 kg CO₂e from our carbon footprint.



3.4. Scope 3 - Business related staff Travel

22/23 Emissions:
54 tCO₂e

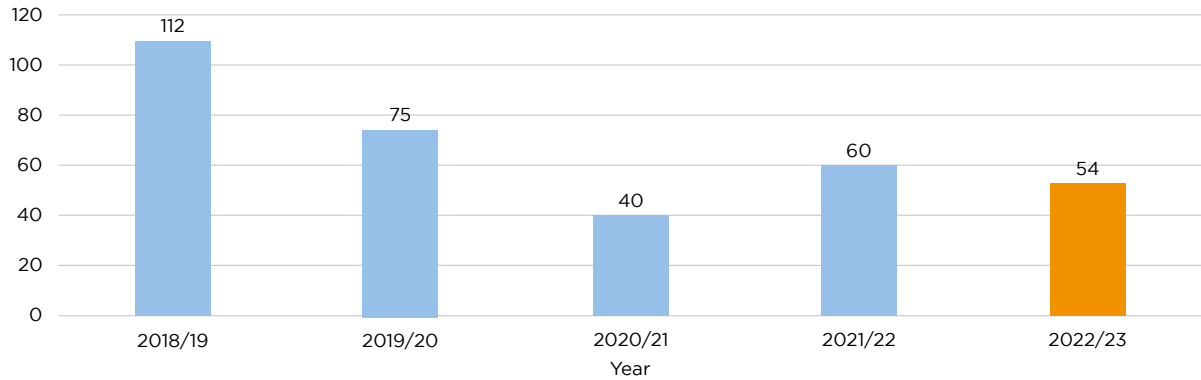


6 tCO₂e on
previous year



58 tCO₂e on
18/19 baseline

Staff travel emissions - tCO₂e



These emissions include all those produced by staff travelling in their own vehicles on Council business. The vast majority of vehicles are either small petrol or medium diesel cars.

What we have done

- Introduced a salary sacrifice scheme to encourage staff to purchase an electric car.
- Carried out a staff travel survey to understand the barriers to lower carbon work related travel.
- Launched an intranet site to promote hybrid working, encourage alternative transport options and use of tools such as Microsoft Teams to reduce the need to travel.



3.5 Scope 3 - Leased buildings

22/23 Emissions:
1,647 tCO₂e

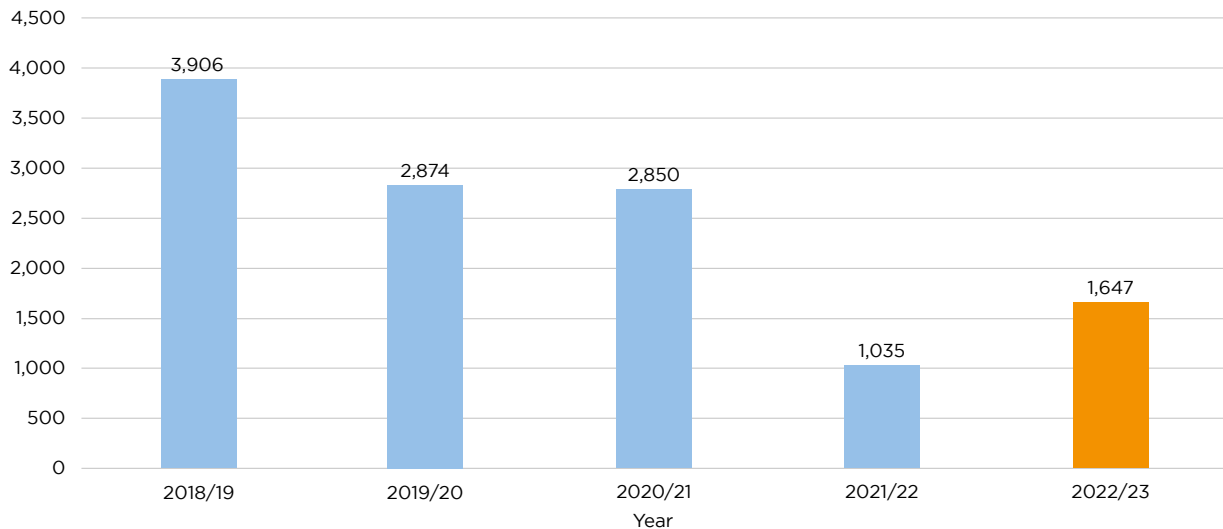


612 tCO₂e on
previous year



2,259 tCO₂e on
18/19 baseline

Leased buildings - tCO₂e



The Council owns a number of properties that are leased to third parties either to run services on behalf of the Council or as a third party landlord. This includes Cromer Pier, leisure centres, theatres and museums. The Council's carbon budget includes the scope 1 and 2 emissions of those organisations operating services on behalf of the Council.

The Reef leisure centre has been fully operational in this period, compared to only 4 months in the previous year, and accounts for the majority of the increase in emissions from our leased buildings. The remainder of the additional emissions result mostly from improved data from our partners.

What we have done

- Managed a refurbishment of Sheringham Little Theatre, introducing energy saving measures such as energy efficient lights, timers and presence detectors and improved insulation.
- Provided energy efficiency advice to our partners and tenants including OpenWide (Cromer Pier) and Cromer Tennis Club.
- Carried out a high level review of the energy efficiency of all our temporary accommodation.

3.6. Scope 3 - Water

22/23 Emissions:
14 tCO₂e

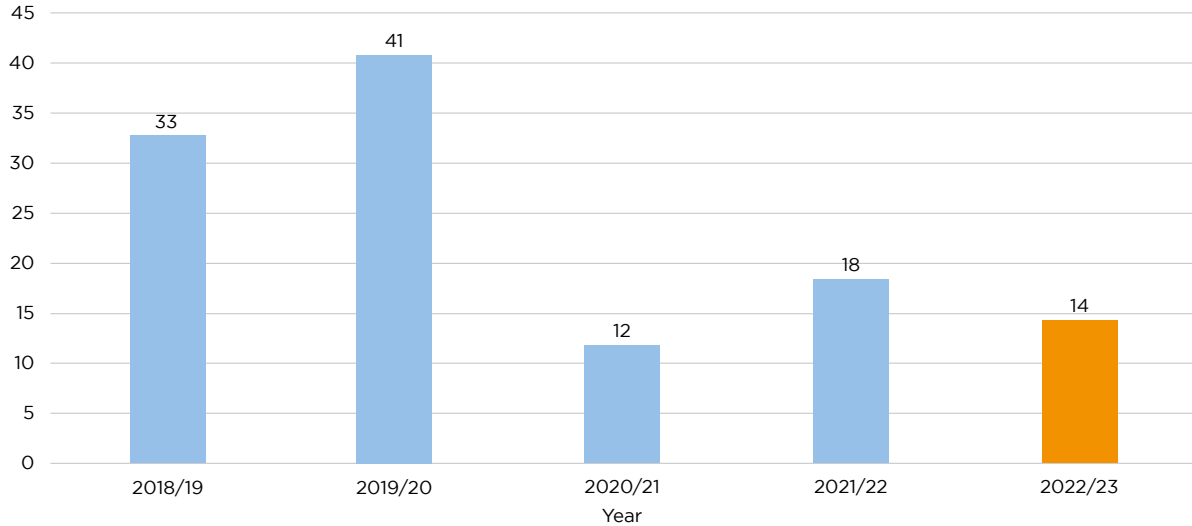


4 tCO₂e on
previous year



19 tCO₂e on
18/19 baseline

Water usage emissions - tCO₂e



This includes emissions from the processing, pumping and cleaning of water used by the Council for its services and operations (including the Council's offices and public conveniences). These emissions are included in Scope 3.

What we have done:

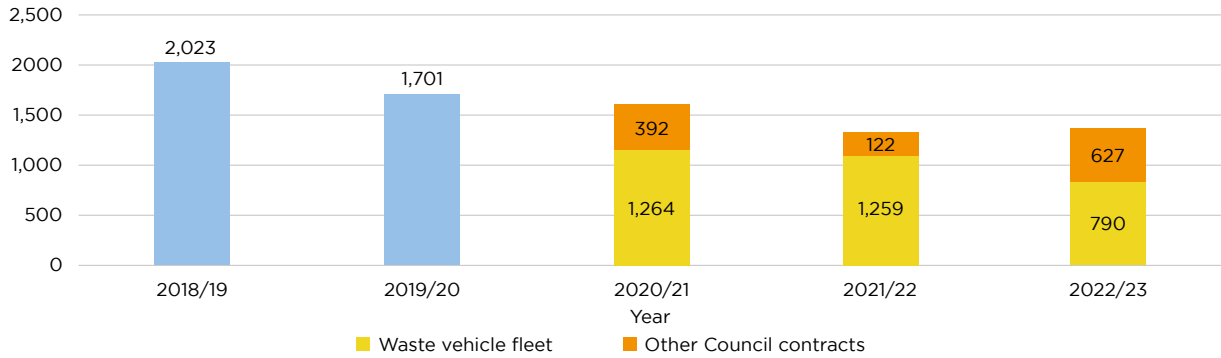
- Implemented water saving devices in some our public conveniences.
- Upgraded the water meters across our estates to improve data quality and allow better response to water leaks and faulty equipment.



3.7. Scope 3 - Council contracts

22/23 Emissions: 1,417 tCO₂e ↑ 36 tCO₂e on previous year ↓ 607 tCO₂e on 18/19 baseline

Water usage emissions - tCO₂e



The most significant Council contract as a source of emissions is the waste collection contract. Others include such things as the Council’s IT systems and external consultants. These emissions are included in the Council’s Scope 3 emissions.

What we have done:

- Worked with our contractors to improve data collection – it should be noted that this has identified new emissions sources that were not previously included in the footprint calculation.
- Worked with our waste contractor to optimise the refuse collection routes. This has saved 469 tCO₂e compared to the previous year. This included introducing separate collections for batteries and small electrical goods to increase the amount of waste recycled.



3.8. Scope 3 - Council's own waste

22/23 Emissions:
1.38 tCO₂e

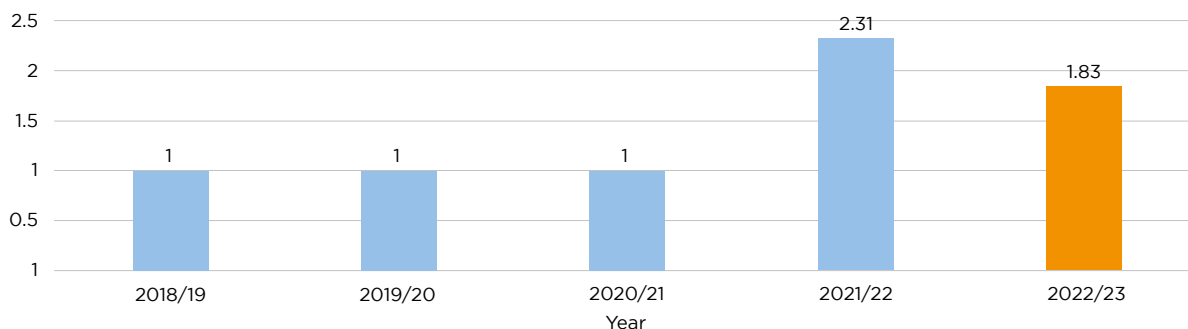


0.48 tCO₂e on
previous year



0.83 tCO₂e on
18/19 baseline

Council's own waste - tCO₂e



This includes waste generated in Council owned offices and buildings and general building waste put into skips.

What we have done:

- Continued to make best use of our equipment – reusing and repurposing our equipment wherever possible and only sending items for recycling or landfill when no other option is possible



4. Wider District Emissions

Alongside the work to reduce our council emissions, we have continued to work on reducing carbon emissions and supporting and influencing others in the North Norfolk District. This is part of our wider commitment to work alongside residents, businesses, schools and community groups to influence positive change and help reduce the District's (community's) carbon footprint to Net Zero by 2045.

This year's activities have included:

- A series of Greenbuild online events engaging the community and local business
- Continuing our work with colleagues and neighbouring authorities as part of the Norfolk Climate Change Partnership.
- Awarding more than £170,185 through the Council's sustainable communities fund to North Norfolk groups and organisations, supporting a wide range of projects.

Conclusions and Next Steps

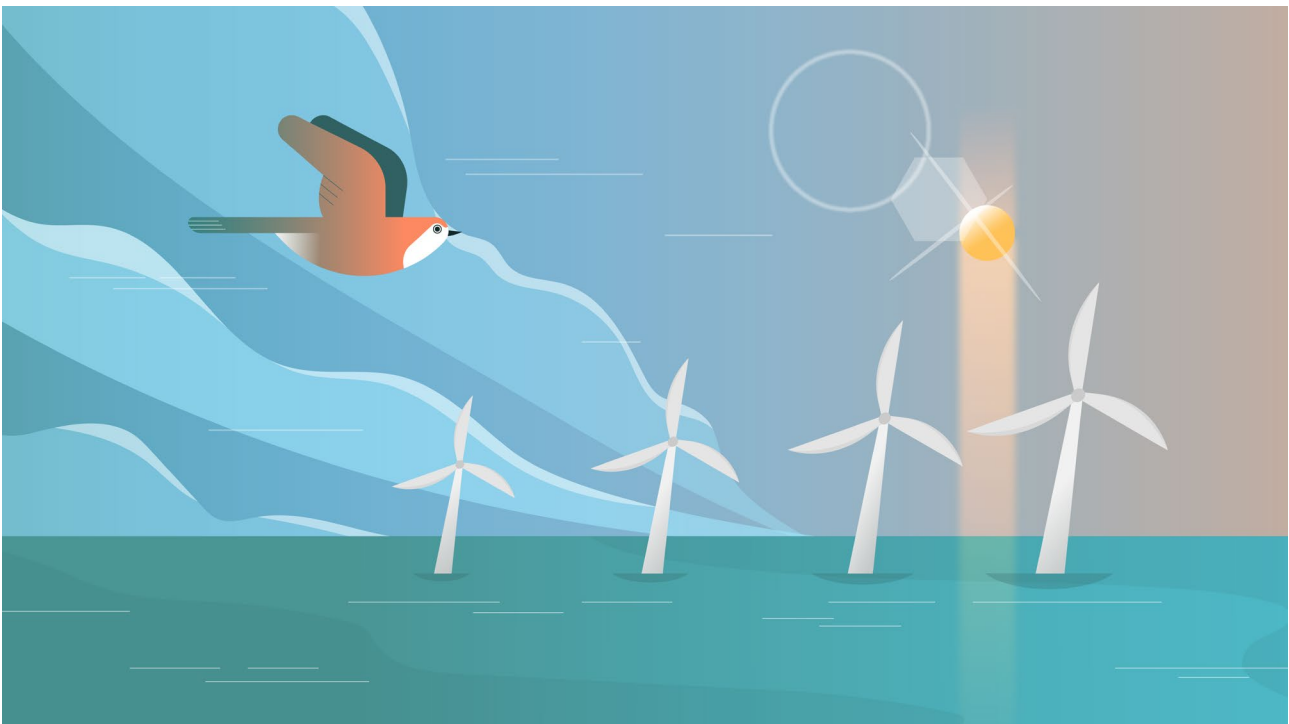
The annual calculation of the Council's carbon footprint allows the monitoring of progress against the Council's journey to Net Zero by 2030.

The 2022/23 footprint shows a decrease of 47% in the Council's overall footprint from the 2018/19 baseline but an increase in emissions since the last year.

This increase in the carbon footprint demonstrates the challenges that the Council faces in meeting its Net Zero target, whilst at the same time seeking to address other challenges, such as housing need, developing communities, supporting the local economy, delivering infrastructure and maintaining a financially sound position.

Our Corporate Plan for 2023-2027 renews the Council's commitment to Net Zero and 'our greener future' and recognises the need to embed carbon literacy at the core of the Council's decision making.

In 2023/24 the Council will continue to conduct projects detailed in the Corporate and Net Zero Action Plans and find the most effective ways of delivering carbon emission reductions. The Council will also continue to monitor the methodology for calculating its carbon footprint and revise its processes to match best practice.



OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME

March				
Topic	Purpose	Type	Cabinet Member	Decision Maker
Budget Monitoring P10	To review the budget monitoring position	Periodic	Cllr L Shires	Cabinet
Net Zero Strategy	To look at progress made on the action plan	Progress	Cllr A Varley	Scrutiny
Car Park Usage Monitoring	Annual review of the usage and revenue of the Council's public car parks	Annual	Cllr L Shires	Scrutiny
April				
Topic	Purpose	Type	Cabinet Member	Decision Maker
Beach Huts & Chalets Monitoring	To monitor the occupancy, condition and revenue of NNDC owned beach huts and chalets.	<i>Moved from Jan</i>	Cllr L Shires	Scrutiny
Performance Benchmarking	To review performance benchmarking data comparatively with similar authorities	Quarterly		Scrutiny
Performance Monitoring Q3	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly	Cllr T Adams	Cabinet
Contextual Performance Measures Report	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly	Cllr T Adams	Scrutiny
Review of Housing Allocations Policy			Cllr W Fredericks	Cabinet
Planning Service Improvement Plan – Monitoring/Overview	To review the implementation of the PSIP	Committee Request	Cllr A Brown	Scrutiny
Public Convenience Strategy Follow-up	To review progress made with			Scrutiny
Levelling Up Fund – update report	Report going to full council		Cllr T Adams	Cabinet
Planning Service Improvement Plan – Monitoring	To monitor the progress of implementation of the PSIP	July 24	Martyn Fulcher Cllr A Brown	Scrutiny
East of England Local Government Association Water summit	Report back			

OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME

	Potential Items			
Topic	Purpose	Type	Cabinet Member	Decision Maker
Crime & Disorder Update	To invite the PCC following the election on their plans in North Norfolk	Annual		Scrutiny
NWNSHAZ End of Project Report	To review the project post-completion		Cllr P Heinrich	Scrutiny
Ambulance Response Times Data Monitoring	To monitor ambulance response times data across the District	Some issues		Scrutiny
Review of Anglian Water’s 5-year Plan	At request of Anglia Water	June 2024		
Anglian Water – monitoring of sewage outflows	Annual review	Dec 24		
Performance Management Software		TBC		
Peer Review Action Plan		June/July		
Waste Update	Progress made in planning, implementing, and embedding the round reorganisation on a regular basis		Cllr C Ringer	Scrutiny
Waste Update	Only when performance has dropped to a level that is of significant concern or that progress on the gap analysis items is not adequate	When triggered	Cllr C Ringer	Scrutiny
MTFS	Further work be undertaken by the committee on what the Council’s Medium Term Financial Strategy could look like in the future.			
Training 25 March 2024				
Homelessness Task and Finish Group	To report back when its work is complete			