

Cabinet



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Thursday 24th August 2023

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 4 September 2023 at 10.00 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 arrive at least 15 minutes before the start of the meeting so that the Chairman can re-order the agenda if necessary.

Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: emma.denny@north-norfolk.gov.uk. Please note that this meeting is livestreamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzq>

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

Emma Denny
Democratic Services Manager

To: Cllr W Fredericks, Cllr L Shires, Cllr T Adams, Cllr A Brown, Cllr H Blathwayt, Cllr P Heinrich, Cllr C Ringer, Cllr A Varley and Cllr L Withington

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
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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 10

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 29 June 2023.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. DECLARATIONS OF INTEREST

11 - 16

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

5. 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. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee for consideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules.

There were no recommendations made to Cabinet at the meeting of the Overview & Scrutiny Committee on 12th July.

8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

The following recommendations were made to Cabinet by the Planning Policy & Built Heritage Working Party:

Meeting of 10th July 2023:

Resolved to recommend to Cabinet:

Agenda Item 6 – Local Plan Update – Examination Process

That delegated authority be given to the Planning Policy Manager in consultation with the Planning Portfolio Holder and Chairman of the Planning Policy & Built Heritage Working Party to respond to the Inspectors questions prior to and during the Examination hearings.

Meeting of 7th August 2023:

Resolved to recommend to Cabinet:

Agenda Item 6: Holt Neighbourhood Plan

That having been subject to successful local referendum;

1a. The Holt Neighbourhood Plan be made (brought into force) as part of the statutory Development Plan for North Norfolk in accordance with section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended) on the 25th August 2023;

1b. The issuing of the Decision Statement required under Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended) in order to bring to the attention of the qualifying body, the people who live, work and or carry out business in the Neighbourhood Plan Area is delegated to the Assistant Director of Planning in conjunction with the Planning Policy Team Leader;

2. Acknowledge that the required consequential amendments to the adopted policies map and the required minor consequential changes to the referendum version of the neighbourhood plan through delegated powers to the Planning Policy Team Leader

Agenda Item 7: Horning Knackers Wood – updated Joint Position Statement

To authorise the Assistant Director of Planning (in consultation with the Planning Policy Team Leader) as signatory to the updated Joint Position Statement (JPS) and incorporation of any minor changes as a result of Environment Agency or other Local Planning Authority sign off process.

Agenda Item 8: Emerging Local Plan

That, as soon as reasonably practical, weight is given to the emerging Plan policies in line with para 48 of the NPPF as detailed in appendix 1 of the report to the committee.

Agenda Item 9: Adoption of Coastal Adaptation Supplementary Planning Document

1. That the Coastal Adaptation Supplementary Planning Document is adopted.
2. That the Planning Policy Manager, in consultation with the Portfolio Holder for Planning, is authorised to make any presentational or typographical amendments to the Coastal Adaptation Supplementary Planning Document prior to it being published.

Agenda Item 10: North Walsham Development Brief Public Consultation

That the draft version of the North Walsham West Development Brief be used as a basis for a period of public consultation.

9. DELEGATED DECISIONS

17 - 22

Executive Summary	This report details the decisions taken under delegated powers from March to August 2023.
Options considered	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
Consultation(s)	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
Recommendations	To receive and note the report and the register of decisions taken under delegated powers.
Reasons for recommendations	The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate) Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.
Background papers	Signed delegated decision forms.

Wards affected	All
Cabinet member(s)	Leader, Cllr T Adams
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk

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

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes – no exempt information is included.
Details of any previous decision(s) on this matter	Dates of any Cabinet decisions providing delegated authority are included in the attached appendix.

10. BUDGET MONITORING PERIOD 4 2023 – 2024

23 - 64

BUDGET MONITORING P4 2023/24	
Executive Summary	<p>This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of July 2023.</p> <p>The overall position at the end of July 2023 shows a £3,905,574 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £25,000.</p>
Options considered	Not applicable
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 budget monitoring position. <p>Recommend the following to Full Council:</p> <ol style="list-style-type: none"> 2) That a new capital budget of £0.050m is added to the capital programme to fund repair works to the Marrams Footpath, with funding coming from the Council's Capital Receipts. 3) That a new capital budget of £0.370m is added to the capital programme to demolish and rebuild the Public Conveniences at Albert Street, Holt with £0.120m to be funded from an insurance claim and £0.250m to be funded from the Council's Capital Receipts. 4) That a new capital budget of £1.040m is added to the capital programme in respect of the Local Authority Housing Fund.

	<p>5) That the current Provision of Temporary Accommodation Budget is increased by £0.178m to £0.983m for 2023/24 following receipt of the Local Authority Housing Fund grant.</p> <p>6) That a capital budget of £1.458m be added to the capital programme for the Rural England Prosperity Fund expenditure and £0.266m be added to the capital programme for the UK Shared Prosperity Fund expenditure as shown in paragraph 4.7 and note that this will be funded by external funding.</p> <p>7) That a capital budget of £14.610m be added to the capital programme as shown in paragraph 4.8 and note that the project will be funded by external funding.</p>
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	Finance system budget monitoring reports E:\Moderngov\Data\AgendaDocs\2\1\0\A00002012\\$\$Agenda.doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	s151 Tina Stanley, 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

DEBT RECOVERY REPORT 2022-23	
Executive Summary	<p>This is an annual report detailing the council's collection performance and debt management arrangements for 2022/23</p> <p>The report includes a:</p> <ul style="list-style-type: none"> ▪ A summary of debts written off in each debt area showing the reasons for write-off and values. ▪ Collection performance for Council Tax and Non-Domestic Rates. ▪ Level of arrears outstanding ▪ Level of provision for bad and doubtful debts
Options considered	To leave the write off limits as they currently are allowing team leaders to write off up to £2k and the Revenues Manger up to £10k or to increase these to a higher figure.
Consultation(s)	Your report must include details of any internal or external consultation processes undertaken. If consultation has not been necessary – state, why
Recommendations	<p>This is a recommendation to Full Council.</p> <ol style="list-style-type: none"> 1. To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection. 2. To approve the suggested changes to the delegated authority as shown in appendix 2 for write offs.
Reasons for recommendations	Recommendations to approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection and the suggested delegated authorisation changes to ensure the Council seeks best use of its staff resources and manages the finances to ensure best value for money.
Background papers	Corporate Debt Management and Recovery Policy Appendix 1, Debt Write Off Policy Appendix 2 and Enforcement Agent Code of Practice and Enforcement Agent Instructions Appendix 3.

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

Links to key documents:	
Corporate Plan:	List here which corporate plan priorities (if any) that your proposals are linked to
Medium Term Financial Strategy (MTFS)	Maximises Income of revenues.
Council Policies & Strategies	Corporate Debt Management and Recovery Policy and Debt Write Off Policy

Corporate Governance:	
Is this a key decision	Yes.
Has the public interest test been applied	Yes.
Details of any previous decision(s) on this matter	September 2022, 2021/22, Debt Report.

12. CROMER PHASE 2 AND MUNDESLEY COASTAL MANAGEMENT SCHEMES

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Executive Summary	<p>The detailed design for the Schemes is now completed, the consenting process and further funding is progressing. We are in the process of reviewing the Construction Phase Proposal.</p> <p>This report is to give an update on the Schemes as well as recommending next steps.</p>
Options considered	<p>Option 1 - Do not proceed: This option would cease all progression of work and inform funding bodies to reallocate funds to other priorities. The communities of Cromer and Mundesley would not benefit from the coastal protection afforded by the schemes. Such an option would not deliver the intent of the Shoreline Management Plan policies for these locations. Option Discounted.</p> <p>Option 2 - Seek protection measures further to the proposal: This option would seek to delay delivery in order to seek to raise further funds for additional protection measures. This could inadvertently lead to the loss of the government grant and damage to the localities in the intervening years of seeking to make further arrangements. Given the current economic environment, if we were to delay these schemes any further, the costs of supplies and materials will continue to increase requiring significantly more funding from the Environment Agency.</p>

	<p>Option Discounted.</p> <p>Option 3 - Continue with proposed scheme: This option would see the continuation of the scheme as proposed, seeking to maximise on protection to communities and assets. Funding for the proposed scheme is available now including some funding from the EA to cover inflation costs. Recommended Option.</p>
<p>Consultation(s)</p>	<p>In October 2018 both the Cromer Phase 2 and Mundesley Coastal Management Schemes went to Cabinet and were granted support for the schemes to go ahead:</p> <ul style="list-style-type: none"> - support the approach outlined in progressing the delivery of the Mundesley Coastal Management Scheme - endorse the approach outlined in progressing the delivery of the Cromer Coast Protection Scheme Phase 2. <p>In February 2022 both the schemes returned to Cabinet for the below approvals:</p> <ul style="list-style-type: none"> - Support the continued approach of the Mundesley and Cromer Phase 2 Coastal Management Schemes. - Support of the appointment of Mott MacDonald to complete detailed design and consenting via the Dynamic Purchasing System and additional scope identified to complete the supporting Environmental Impact Assessments. - Approve construction via the Local Authority SCAPE framework. - Approve the submission of applications for consents and licences - Delegate to Director of Place and Climate Change with Portfolio Holder consultation to approve quotations, tenders, funding applications, access agreements and contractual appointments/variations to allow for timely progression of the schemes. <p>A communication and publicity plan has been put in place for these schemes, which outlines the ongoing and future communications with stakeholders and communities.</p> <p>The communication plan includes all the following groups:</p> <ol style="list-style-type: none"> 1) Monthly officer working group meetings 2) Monthly Major Project Board meetings 3) Local Liaison Group meetings - key milestones 4) Town and Parish Council meetings - key milestones 5) Statutory Bodies and Public Consultation for Marine Management Organisation (MMO) and

	<p>Planning Licences – ongoing</p> <p>6) Public Drop-In sessions held (7th and 8th March 2023)</p> <p>7) Websites</p>
Recommendations	<p>It is recommended that Cabinet resolves to:</p> <ol style="list-style-type: none"> 1) Confirm its continued support for the approach being taken in the delivery of the Mundesley and Cromer Phase 2 Coastal Management Schemes; <p>And that Cabinet recommends to Council, that it</p> <ol style="list-style-type: none"> 2) Approves an increase to the value of the Cromer and Mundesley coastal protection schemes from the £14.1m secured (but only £6.476m within the approved Capital Programme) to £25m within the Capital Programme, subject to the additional £10.5m from the Environment Agency (EA) as per applications dated August 2023. 3) Delegates the authority to Director of Place and Climate Change, in consultation with the Coastal Portfolio Holder, to approve quotations, tenders, access agreements and contractual appointments/variations as the schemes move to the Construction phase. 4) Approves increases in the delegated financial authority for the Director of Place and Climate Change (up to £1 million), for the Assistant Director of Place and Climate Change (up to £500,000) and for the Project Manager (up to £100,000) for these two schemes only subject to the condition that there is agreement with the Coastal portfolio holder and the Finance and Assets portfolio holder and a signed delegation form completed. 5) If the full funding request for an additional £10.5m from the Environment Agency is not secured, agrees that the schemes are re-scoped to reflect the smaller scheme values.
Reasons for recommendations	<p>To enable continued and timely progression for the Mundesley and Cromer Phase 2 Coastal Management Schemes.</p> <p>An increase to the delegated financial authority is required as the payments made to contractors and suppliers will be of large value due to the size of the schemes. The increased authority levels will enable invoices to be paid promptly and in accordance with the contractual terms and conditions.</p> <p>Full Council need to approve all additions to the Capital Programme, in accordance with the Constitution. Whilst additional grant has been applied for from the EA, which if</p>

	<p>successful would bring the total value of the two schemes up to £25m, the Council may not be successful in securing the full amount of the additional funding now being sought. If this is the case then approval for the schemes to be re-scoped is sought in advance to reduce any delays in delivery of the two schemes.</p>
Background papers	<p>In order to write this report the following documents were used:</p> <ul style="list-style-type: none"> - Project Appraisal Report (PAR) for the Cromer Phase 2 Scheme - Outline Business Case (OBC) for the Mundesley Coastal Management Scheme - Cabinet Reports, 2013/14, 2018 and 2022 - Feasibility report from Balfour Beatty - Preconstruction Report from Balfour Beatty - The Communications Plan

Wards affected	Cromer and Mundesley
Cabinet member(s)	Cllr. Harry Blathwayt
Contact Officer	<p>Tamzen Pope, Coastal Engineering and Operations Manager, 01263516171, Tamzen.pope@north-norfolk.gov.uk</p> <p>Fiona Keenaghan, Assistant Coastal Engineer, 01263516272, Fiona.keenaghan@north-norfolk.gov.uk</p>

Links to key documents: Comms plan to be shared once updated	
Corporate Plan:	<p>The scheme will meet the following corporate objectives: Our greener future, our leading role in coastal adaptation.</p> <p>By reaching the above corporate objectives, the following should be achieved:</p> <ol style="list-style-type: none"> 1. A reduced risk of erosion along the Cromer frontage 2. Being able to maintain a suitable degree of protection against coastal erosion to the population and cliff-top properties and facilitate adaptation to the impacts of climate change 3. Being able to maintain a stable beach in front of the seawalls and a beach for as long as possible 4. Preservation of the amenity of the beach, including beach access 5. Being able to maintain the historic and visual character of the frontage

<p>Medium Term Financial Strategy (MTFS)</p>	<p>By undertaking the Schemes as soon as possible, the improved level of protection against coastal erosion should minimise the need to take any action and incur revenue expenditure over the medium term. So, whilst this will not result in revenue savings it will minimise the pressure on revenue budgets that might otherwise arise.</p>
<p>Council Policies & Strategies</p>	<p>These schemes contribute to the following Corporate Plan Objective:</p> <p>Protect and Transition our Coastal Environments</p> <ul style="list-style-type: none"> • Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses. • Implementing the Cromer and Mundesley Coast Protection Schemes. • Continuing our programme of investment in coastal and resort infrastructure and amenities, building upon the progress made in recent years

<p>Corporate Governance:</p>	
<p>Is this a key decision</p>	<p>Yes / No</p>
<p>Has the public interest test been applied</p>	<p>n/a</p>

<p>Details of any previous decision(s) on this matter</p>	<p>Cabinet:</p> <p>February 2014:</p> <p>Budget for the Mundesley Scheme discussed and £307,000 contribution from NNDC towards the Scheme</p> <p>October 2018:</p> <ul style="list-style-type: none"> - support the approach outlined in progressing the delivery of the Mundesley Coastal Management Scheme - endorse the approach outlined in progressing the delivery of the Cromer Coast Protection Scheme Phase 2. <p>February 2022:</p> <ul style="list-style-type: none"> - Support the continued approach of the Mundesley and Cromer Phase 2 Coastal Management Schemes. - Support of the appointment of Mott MacDonald to complete detailed design and consenting via the Dynamic Purchasing System and additional scope identified to complete the supporting Environmental Impact Assessments. - Approve construction via the Local Authority SCAPE framework. - Approve the submission of applications for consents and licences - Delegate to Director of Place and Climate Change with Portfolio Holder consultation to approve quotations, tenders, funding applications, access agreements and contractual appointments/variations to allow for timely progression of the schemes.
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13. NORTH NORFOLK SUSTAINABLE COMMUNITIES FUND ANNUAL REPORT 2022-2023 107 - 116

<p>Executive Summary</p>	<p>The current focus of the North Norfolk Sustainable Communities Fund (NNSCF) is to support priorities in the Corporate Plan 2019 – 2023 in relation to Quality of Life, Climate, Coast and the Environment</p> <p>This report provides an overview of the NNSCF in the last financial year 2022/23.</p> <p>The new Corporate Plan 2023 – 2027 identifies Developing Our Communities as a priority. There is a stated commitment within this priority to continue to deliver the Sustainable Communities Fund focussing on community activities for all.</p>
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	In order to ensure that the NNSCF is aligned to the priorities and commitment in the new Corporate Plan a review of the focus and funding of the NNSCF is required.
Options considered	<p>The overview of the NNSCF for the financial period 2022 – 2023 is for information only.</p> <p>The Corporate Plan 2023 – 2027 commits to continue to deliver the NNSCF. A review of the NNSCF is needed to ensure it achieves this commitment. This will include the identification of finance to support the fund.</p> <p>A commitment has been made to continue the NNSCF. To ensure the fund is appropriately financed and is focussed on meeting the current and emerging needs of communities a review of the NNSCF is essential.</p> <p>Following a review of the NNSCF a further report will be submitted to Cabinet. This will identify a range of options which could include:</p> <ul style="list-style-type: none"> • Not continuing with the NNSCF • Changing the focus of the NNSCF • Reducing total NNSCF budget • Reducing maximum grant
Consultation(s)	Initial discussion with Assistant Directors Karen Hill and Rob Young.
Recommendations	<p>Cabinet to receive the report and note the contribution that the NNSCF makes on Council priorities in respect of Quality of Life and Climate, Coast and Environment.</p> <p>To approve a review of the NNSCF to ensure the achievement of the focus identified in the Corporate Plan 2023 – 2027.</p>
Reasons for recommendations	To ensure the NNSCF reflects the Developing Communities priorities in the Corporate Plan 2023 – 2027. To ensure the fund is appropriately financed and is focussed on meeting the current and emerging needs of communities
Background papers	N/A

Wards affected	All wards
Cabinet member(s)	Cllr. Tim Adams
Contact Officer	Sonia Shuter Early Help & Prevention Manager

Links to key documents:	
Corporate Plan:	Developing Communities
Medium Term Financial Strategy (MTFS)	Unknown until review is carried out.

Council Policies & Strategies	Corporate Plan 2023 - 2027
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Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Exempt
Details of any previous decision(s) on this matter	Cabinet Report 2020 – Recommended renaming the fund from the Big Society Fund to the North Norfolk Sustainable Communities Fund. Refocussed to align with Corporate Plan Priorities 2019 – 2023.

14. CEDARS, NORTH WALSHAM - COMPLETION OF REFURBISHMENT UPDATE 117 - 124

Executive Summary	<p>The refurbishment of The Cedars building formed part of the Historic England North Walsham Heritage Action Zone programme and during the refurbishment phase marketing of the property was undertaken seeking lease proposals as outlined to Cabinet 03 October 2022.</p> <p>As refurbishment of The Cedars building is now complete, it is proposed to move forward with a mix of private and public sector lettings as detailed in the exempt Appendix. Officers will continue with the marketing of the remaining vacant space, through seeking to secure additional tenants.</p> <p>With The Cedars building refurbishment complete, a further review of the opportunities for other parts of the site continues and an options paper will be prepared once the outcome of Historic England’s Statutory List review, has been completed.</p>
Options considered	<ol style="list-style-type: none"> 1. Sale of the building – discounted due to grant conditions. 2. Lease of the whole building to a single occupier – no such interest received 3. Lease of individual rooms within The Cedars building to multiple occupiers – course of action being taken <p>A further paper outlining options for the balance of The Cedars site and adjoining land accessed from Hall Lane, to be prepared in due course following Historic England completing a review of the listing of The Cedars property.</p>

Consultation(s)	Consultation will be undertaken with respect to options for the balance of The Cedars site.
Recommendations	<p>It is recommended that Cabinet:-</p> <ol style="list-style-type: none"> 1. Notes the completion of the refurbishment works to The Cedars building as part of the North Walsham Heritage Action Zone programme. 2. Confirms the letting of rooms within The Cedars building as detailed in the exempt appendix, with authority delegated to the Asset Strategy Manager to complete the licence agreements, with details of tenants being made public once licences are complete. 3. Requests that the Asset Strategy Manager continues to advertise and seek tenants for the remaining space within the building with delegated authority to agree tenants in consultation with the finance and assets portfolio holder. 4. Receives a further report detailing options for the balance of The Cedars site and adjoining land off Hall Lane to the north once the outcome of the Historic England Statutory List review is known.
Reasons for recommendations	To advise Members of the completion of refurbishment works to The Cedars building as part of the North Walsham Heritage Action Zone Programme and in the sound management of the Council's property portfolio.
Background papers	Exempt Appendix

Wards affected	North Walsham Market Cross
Cabinet member(s)	Cllr L Shires, Cllr P Heinrich
Contact Officer	Renata Garfoot, Asset Strategy Manager. Renata.Garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<p>Our greener future</p> <p>Investing in our local economy and infrastructure</p> <p>A strong responsible and accountable Council</p>

Medium Term Financial Strategy (MTFS)	The letting of the property will generate rental income that will support the Council in delivery of services to the community. Additional income budgets and expenditure budgets to cover the repairs and maintenance of the property will need to be included in the MTFS going forwards.
Council Policies & Strategies	Asset Management Plan 2018 - 2022

Corporate Governance:	
Is this a key decision	No

15 ROCKET HOUSE BUILDING, CROMER - REPAIRS, MAINTENANCE AND ENERGY IMPROVEMENT WORKS 125 - 132

Rocket House Building, Cromer - repairs, maintenance and energy improvement works	
Executive Summary	<p>The Rocket House building is a multi-let property with community facilities on Cromer East Promenade that now requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.</p> <p>Officers have considered a range of options seeking to provide best value to the Council and to continue providing accommodation to the existing tenants, along with retention of the public toilets and lift.</p> <p>This public report places in the public domain the likely need for further investment in this building, but due to issues of commercial sensitivity relating to tenant leases, and the need to procure a programme of works in the building, much of the detail is included in an exempt appendix.</p>
Options considered	As listed in the exempt Appendix A
Consultation(s)	Coastal Team, Property Services/Car Parks, Eastlaw, Climate & Environmental Policy
Recommendations	<p>That Cabinet</p> <ol style="list-style-type: none"> 1. Considers the options detailed in the exempt appendix A and advises officers as to which is the preferred option, or priority of options and 2. Requests a further report to be presented in due course on the preferred option or options.

Reasons for recommendations	To respond to the need for essential repairs, maintenance and energy improvement works to the building.
Background papers	Background papers are exempt: Exempt Appendix

Wards affected	Cromer Town and Suffield Park
Cabinet member(s)	Cllr L Shires, Cllr H Blathwayt, Cllr A Varley, Cllr L Withington
Contact Officer	Renata Garfoot, Asset Strategy Manager Renata.garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Our greener future Developing our communities Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	A capital budget of £1,000,000 has been allocated as part of the annual budget setting process to address the maintenance issues of this asset.
Council Policies & Strategies	Asset Management Plan 2018 - 22

Corporate Governance:	
Is this a key decision	Yes

Has the public interest test been applied	<p>Exempt information – commercially sensitive data.</p> <p>This report and appendices are to be treated as exempt for the following reason:</p> <p>Information in this report and appendices involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>These paragraphs relate to:</p> <p style="padding-left: 40px;">3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>Paragraphs 3 The documents contain information relating to the business affairs of third parties and of the Council, and it is considered that those interests in withholding the information outweigh the public interest in disclosure.</p>
Details of any previous decision(s) on this matter	None

16. EXCLUSION OF PRESS AND PUBLIC

133 - 152

To pass the following resolution:

- a. That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 & 5 of Part I of Schedule 12A (as amended) to the Act.”
- b. That the public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

Agenda Item Numbers	Paragraphs of Part 1 Schedule 12A
14	3
15	3

Information relating to the financial or business affairs of any particular person (including the authority holding that information). The appended reports contain commercially confidential information.

17. PRIVATE BUSINESS

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CABINET

Minutes of the meeting of the Cabinet held on Thursday, 29 June 2023 at the Council Chamber - Council Offices at 11.30 am

Committee

Members Present:

Cllr W Fredericks (Deputy Chair)	Cllr L Shires
Cllr T Adams (Chair)	Cllr A Brown
Cllr H Blathwayt	Cllr A Varley
Cllr L Withington	

Members also attending:

Cllr C Cushing
Cllr J Boyle
Cllr N Dixon

Officers in Attendance:

Director for Place & Climate Change, Director for Communities, Assistant Director for Finance, Assets, Legal & Monitoring Officer, Health and Communities Team Leader, Housing Strategy & Community Support, Director for Resources / S151 Officer and Policy and Performance Management Officer

Apologies for Absence:

Cllr P Heinrich
Cllr C Ringer

15 MINUTES

The minutes of the meeting held on 5th June were approved as a correct record and signed by the Chairman.

16 PUBLIC QUESTIONS AND STATEMENTS

None received.

17 DECLARATIONS OF INTEREST

None received.

18 ITEMS OF URGENT BUSINESS

None received.

19 MEMBERS' QUESTIONS

The Chairman advised members that they could ask questions throughout the meeting as matters arose.

20 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, confirmed that

there were no recommendations made to Cabinet at the last meeting of the committee.

21 RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY

The Chairman invited Cllr A Brown, Portfolio Holder for Planning and Chairman of the Planning Policy & Built Heritage Working Party, to introduce this item.

Cllr Brown began by explaining that there was currently a Health Protocol in place but changes were required to bring it up to date in light of recent planning policies. The Working Party did have some concerns and it was agreed that there was further work to do.

It was proposed by Cllr A Brown, seconded by Cllr W Fredericks and

RESOLVED

To endorse the update to the Health Protocol (in so far as it relates to contact details, factual changes, and reference systems) but to not endorse the content of the protocol in its entirety.

To request that the Norfolk Strategic Planning Framework reconsiders the scope of the Protocol including mental health, dentistry and public health in the broader sense, and addresses the issues around practical implementation.

22 CORPORATE PLAN 2023 - 2027

The Chairman and Leader of the Council, Cllr T Adams, introduced this item. He began by thanking officers for their hard work and support in preparing the Corporate Plan 2023 – 2027. He said that many of the key issues campaigned for by the Administration during the District Council elections, were reflected as key themes in the Corporate Plan. An Annual Action Plan would be developed to cover the next two years and would outline those projects and interventions the Council would seek to implement to address the challenges faced by the District under each of the priority themes. Once the Action Plan was finalised, it would inform a revision of the Council's Medium Term Financial Strategy (MTFS) and the 2024/25 budget process.

The Chairman said that the Council would have to respond to a great deal of change in the next four years, including the impact of inflationary pressures on finances, the outcome of the standardisation of waste consultation and the potential agreement of County Deals.

He explained that the Corporate Plan had the following five key themes;

- Our greener future
- Developing our communities
- Meeting our local housing need
- Investing in our Local Economy and Infrastructure
- A strong, responsible and accountable council

He added that work would continue to support important work-streams, such as continued investment in public toilet facilities, the provision of temporary accommodation and addressing the challenges of the cost of living crisis.

Cllr A Brown welcomed the progress that had been made on developing the new Corporate Plan so quickly.

Cllr L Shires said that she welcomed the reduction in jargon and as Portfolio Holder for Finance she was looking forward to the challenge of achieving financial stability.

The Chairman thanked them for their comments and said there was still some detail to include such as additional information on affordable homes.

It was proposed by Cllr T Adams, seconded by Cllr W Fredericks and

RESOLVED:

1. To agree the content of the draft Corporate Plan 2023 – 2027 as a statement of the Council's intent and ambition for the term of this Council administration.
2. To authorise the Chief Executive, in consultation with the Leader of the Council, to agree any minor revisions and changes to the final draft of the Corporate Plan document and thereafter the format / design of the document for publication, following adoption by Full Council.
3. That Cabinet publishes a Delivery Plan detailing how the objectives detailed in the Corporate Plan will be delivered / achieved to its November 2023 meeting.

That Cabinet recommends to Full Council:-

4. That Full Council adopts the Corporate Plan 2023 – 2027.

Reason for the Decision:

The Corporate Plan details the Council's ambitions and intent for the next four years. It will provide the framework and context for the Council's service provision, project interventions and resource allocation (financial and staffing) for the period through to 2027.

The Plan will be subject to annual review to ensure that it continues to reflect the Council's priorities and objectives throughout the next four years in response to emerging trends, policy developments and legislation.

23 2022/2023 OUTTURN REPORT

Cllr L Shires, Portfolio Holder for Finance, Estates and Property Services, introduced this item. She began by saying that the Council's financial position was much better than anticipated and she thanked officers for their hard work in preparing the report. The surplus for the 2021/22 financial year was transferred to the General Reserve as there was a deficit forecast and the outturn position in November 2022 was forecast to be £900k. The forecast at period 10 was lower and this was to be welcomed. She concluded by saying that the Council's finances continued to be in a much stronger position than most local authorities and she thanked officers across the organisation for their help in achieving this.

The Director for Resources added that expenditure had been managed very carefully and acknowledged that the receipt of several grants had helped. There had been savings on capital costs due to delays in the capital programme, which had

been largely unavoidable. She explained that £500k had been allocated to a reserve for Net Zero, to support investment in reducing carbon emissions. Regarding temporary accommodation, two years capital budget would be brought forward to 2023/24 from 2024/25 and 2025/2026 so that properties could be purchase now rather than waiting two to three years.

The Chairman invited members to speak:

Cllr C Cushing said that he was surprised that Cllr Shires was satisfied with the report given that this was the first time that an overspend had been forecast at the outturn stage. However, he noted that this was based on provisional figures and sought clarification when the finalised position would be available and why was it not ready now. The Director for Resources replied that the 2020/2021 accounts were still outstanding and the auditors were currently assessing them and it was hoped that they would be signed off within the next two weeks. The 2021/2022 accounts would then be finalised. There was a knock-on effect that each year's accounts needed to be finalised before the balances could be brought forward into the next financial year. It was hoped that the 2021/22 accounts would be audited in late July / early August and the final balances for 2021/22 could then be carried forward as the opening balances for 2022/2023. She added that the final position with any required audit adjustments, could be signed off at the December meeting of the Governance, Risk & Audit Committee (GRAC).

The Director for Resources went onto say that the issue with not having completed the accounts which was affecting the outturn position for 2022/2023 and meant that the Council was not fully assured of the financial outturn, was due to an ongoing lack of resource in the Finance team. This was currently being addressed, with several posts out to recruitment. On top of this there was the national issue regarding lack of resource within external audit providers.

Cllr L Shires said that in response to Cllr Cushing's comment about her being pleased with the current financial position, it was because it was significantly lower than the anticipated amount. She referred back to the decision taken by Full Council in October 2022 to transfer £216k into the General Fund because a deficit was forecast due to financial volatility across the country. However, when the position was reassessed, she was pleased to see that the deficit had come down and that was why she was pleased with the current position.

Cllr Cushing thanked Cllr Shires for her response and said that he looked forward to hearing about the Administration's plans to close the budget gap in years to come. He then asked the Director for Resources about GRAC's request for a timeline for the publication of the Final Accounts and asked if this could be shared with any interested members. He then referred to the retained business rates which was currently showing a deficit of £0.5m. He asked about the risks that the numbers could move significantly. She replied that, on the basis of work that had been done on this, officers were happy with the projections. She added that there was nothing outstanding in terms of the collection fund for 2020/21. Volatility was mainly due to external factors such as businesses closing or applying for rate relief. There was also a retained business rates reserve which was set aside to deal with such fluctuations.

It was proposed by Cllr L Shires, seconded by Cllr T Adams and

RESOLVED

To recommend the following to Full Council:

- a) The provisional outturn position for the General Fund revenue account for 2022/23;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2023/24 budget;
- c) The deficit of £0.261m relating to service overspends be funded from the General Reserve;
- d) The deficit of £0.561m relating to retained business rates be funded from the Business Rates Reserve;
- e) The financing of the 2022/23 capital programme as detailed within the report and at Appendix D.
- f) The balance on the General Reserve of £2.649m;
- g) The updated capital programme for 2023/24 to 2025/26 and scheme financing as outlined within the report and detailed at Appendix E
- h) The roll-forward requests as outlined in Appendix F
- i) The transfer of £0.5m from the Delivery Plan Reserve to a new reserve – ‘Net Zero Initiatives’ set up specifically to fund projects, initiatives and works to achieve Net Zero.
- j) The provision of a Temporary Accommodation capital budget for 2024/25 and 2025/26 of £0.25m per year be moved into 2023/24 giving a total budget of £0.75m in 2023/24 and that this be funded by temporary borrowing until it can be replaced by preserved right to buy capital receipts.

Reasons for the decision:

To approve the draft outturn position on the revenue and capital accounts used to produce the statutory accounts for 2022/2023.

24 TREASURY MANAGEMENT ANNUAL REPORT 2022 - 2023

Cllr L Shires, Portfolio Holder for Finance, Estates & Property Services, introduced this item. She explained that it was an annual report which showed the Council's current treasury position against the cost of delivering the capital programme. She referred members to pages 106 – 107 which set out the impact of interest rates on the Council's investments.

The Director for Resources agreed with Cllr Shires observation that increases in interest rates were having a positive impact on the Council's investments but acknowledged that they had a negative effect on residents.

Cllr N Dixon

It was proposed by Cllr L Shires, seconded by Cllr T Adams and

RESOLVED

To recommend to Full Council that the Treasury Management Annual Report for 2022 – 2023 be approved.

Reason for the decision:

To ensure compliance with the CIPFA Treasury Management and Prudential Codes.

25 PURCHASE OF AFFORDABLE HOME - LAHF GRANT

The Portfolio Holder for Housing, Cllr W Fredericks, introduced this item. She explained that this followed on from Cabinet's agreement on 6th March 2023, to accept a grant from the Local Authority Housing Fund programme. It was proposed that the Council purchased a four bedroom property that would initially be used to meet the resettlement needs of Afghan households. In the longer term the home would be available to the Council to use to meet its statutory homeless duties.

Cllr C Cushing asked where the property was located. Cllr Fredericks replied that this could not be disclosed due to the sensitive nature of the circumstances. She said she could advise Cllr Cushing outside of the meeting.

It was proposed by Cllr W Fredericks, seconded by Cllr L Shires and

RESOLVED

To approve the purchase of a 4-bed home, partly supported by funding from the government's Local Authority Housing Fund grant

Reason for the decision:

To give authority for spend over £100k

26 COUNCIL LOAN TO HOMES FOR WELLS TO ENABLE PURCHASE OF TWO PROPERTIES

The Portfolio Holder for Housing, Cllr W Fredericks, introduced this item. She explained that this was an opportunity to support the delivery of two affordable homes in Wells and to support the work of a partner community-led housing organisation. The homes would be allocated to local, low-income households.

Cllr L Withington asked why a social housing rent and an affordable rent had been chosen rather than two social housing rents. The Housing Strategy and Delivery Manager (GC) replied that it was difficult for Homes for Wells to make both rents affordable rents, so they were proposing one social rent and one affordable. Both were significantly below the market rent level.

It was proposed by Cllr W Fredericks, seconded by Cllr L Shires and

RESOLVED

to approve a loan of £110,000 to Homes for Wells to help with the purchase of two properties.

Reason for the decision:

The two homes will provide affordable housing for low-income households from the Homes for Wells waiting list

27 DISCRETIONARY DISABLED FACILITIES GRANT POLICY

The Portfolio Holder for Housing, Cllr W Fredericks, introduced this item. She explained that demand for mandatory Disabled Facilities Grants (DFGs) was increasing due to an ageing population and the desire by many people with disabilities and long-term health conditions to remain in their own home rather than opt for residential or nursing care.

A discretionary DFG policy was needed to widen the scope and services available through the DFG process. It would offer an early intervention service and contribute to the resolution of cases that required work outside of the scope of the current DFG fund.

Cllr A Brown said that any scheme aimed at supporting people to stay in their own homes should be welcomed.

It was proposed by Cllr W Fredericks, seconded by Cllr A Brown and

RESOLVED

To adopt the Discretionary DFG Policy

Reasons for the decision:

To enhance and improve DFG provision with the aim of promoting independent living and wellbeing.

To increase the range of DFG Services that are available and to enhance the existing services offered to meet unmet need.

28 INFORMATION, ADVICE & ADVOCACY

Cllr W Fredericks, Portfolio Holder for Housing & Benefits, introduced this item. She explained that the Council gave a grant to the Citizen's Advice Bureau (CAB) supporting people in North Norfolk. Norfolk Citizens Advice (Norfolk CA) have worked in partnership with NNDC, the County Council and Town and Parish councils for at least ten years providing a range of generic and specialist IAA services across North Norfolk. They were also a government approved debt advisor organisation.

Cllr Fredericks informed members that over the last year, there had been a 22% increase in people approaching the CAB for support and assistance.

Cllr Shires said that she would like to see some additional data in future reports about face to face contact. The Early Help and Prevention Manager said that she would circulate additional, detailed information to members.

It was proposed by Cllr W Fredericks, seconded by Cllr T Adams and

RESOLVED

To award a grant of £66,323 to Norfolk CA towards for the provision of generic IAA services in North Norfolk and a Specialist Debt Relief Order Advisor to take direct referrals from NNDC and to be based at NNDC at least one day a week.

Reason for the decision:

To recognise and respond to the ongoing and increasing demand for generic and specialist IAA services in North Norfolk.

29 CROMER - MARRAM'S BOWLS CLUB, PROPOSED REDEVELOPMENT

Cllr L Shires, Portfolio Holder for Finance, Estates and Assets, introduced this item. She said that the report related to a much loved asset which was owned by the Council and currently leased and occupied by Marrams Bowls Club, Cromer. The external elements of the premises were in dis-repair and required major capital expenditure by NNDC to consolidate the building structure and ongoing revenue cost to then maintain. Cllr Shires said that she felt that more exploratory work could be undertaken regarding what could be achieved on the site.

The Estates and Asset Strategy Manager said that several options were possible and implementable, with the recommended option providing an opportunity to create a newly refurbished clubhouse and a new bespoke area for up to 3 separate income producing concessions. The proposals would also comply with the Council's Net Zero policy.

The Chairman said that he felt Cabinet would like to see more explanation regarding the reasons why a bigger, more profitable scheme was not being pursued and he asked whether there were any planning constraints preventing this. He also said that there was some anxiety around how footfall into the concessions would be captured and ensure that they were successful, thus mitigating any costs incurred by the Council. He felt that this additional information would be helpful in informing members ahead of reaching a decision.

Cllr A Varley, Portfolio Holder for Climate Change, said that the preferred scheme did have merit but he had concerns that the proposed redevelopment could have an impact on the reduction of the Council's carbon footprint. He said that he was supportive of Cllr Shire's suggestion that more exploratory work should be undertaken.

Cllr L Withington said that this was a significant site as well as a community asset and it was important that any work did not impact negatively on the Bowls Club. The Chairman added that there was a water supply issue that affected both sites and this needed to be considered. He said that it was hoped that a way forward that respected the importance of the site to the community, whilst maximising revenue could be found.

Cllr W Fredericks said that if the works were undertaken, then consideration should be given to other community groups having access to the facilities. The Chairman replied that there were a lot of community facilities in Cromer but it was possible that the Clubhouse could be used by other groups.

Cllr Shires said that she would like more information on the following;

- How the concessions would be promoted in terms of footfall and directing visitors to the site
- Assurance that revenue was being maximised on the site
- Clarification regarding planning constraints

On this basis, she said that she would propose deferral until the above information could be provided. Cllr L Withington seconded the proposal.

Cllr N Dixon referred to the recommendation on page 146 and the proposal to proceed with Option 4 in the report. He said that this option proposed a 'reduced scale of repairs such as roof and windows' and was discounted as not being compliant with Net Zero priorities. He asked how this could therefore be recommended as the preferred option. Cllr Shires agreed and said that it must be an error. Cllr Dixon replied that if something as straightforward as this was incorrect, then he had concerns about the rest of the report.

Cllr Dixon said that for a building that had been known to be in a poor condition for several years, he wondered what forward funding provisions had been made in the Property Services budget and maintenance plan. Cllr Adams said that the issues with this particular structure had been known for some time and work had been ongoing to address the various assets and concessions along the seafront. Some had been empty for some time and it had been challenging to find tenants. He added that the building was in a very exposed location.

Cllr Shires said that the Council's estate had largely been under-invested in prior to 2019. Repairs were prioritised according to need.

Cllr Dixon said that it was key to plan ahead and the report didn't seem to have the hallmarks of forward planning about it. It was about anticipating any issues so that requests for additional funding were not sprung on members at a late stage. He went on to say that he welcomed the build-up sheets that were included in the report. They were very informative and it would be helpful to have them included in future reports, adding that this level of detail would have been very helpful when the proposals relating to the North Walsham Heritage Action Zone came forward for consideration.

The Chairman said that he also welcomed the inclusion of the build up costs in the report. He went on to say that planning constraints on the site had been raised before but he would like to ensure that its full potential was explored.

Cllr Cushing said that he could not see any internal costs set out in the report – such as legal fees, planning charges etc. The Estates and Asset Manager replied that £50k had been allocated for planning and legal costs and £350k would cover the cost of the refurbishment.

Cllr Cushing said that the report mentioned a rent review for the Bowls Club and income streams from the concessions but there were no forecasts included. He asked for more information on this. The Chief Executive replied that this information was included in paragraphs 3 and 4 of the exempt appendix. This was because any concessions would be let on a commercial basis, following bids made to the Council. He added that many of the Council's seafront assets had limited commercial potential due to limited seasonality. In Cromer, Sheringham and Mundesley there was therefore a limit in terms of the rental income that could be generated which in turn had an impact on the amount of money that the Council could invest in refurbishment.

It was proposed by Cllr L Shires, seconded by Cllr L Withington to defer a decision pending the provision of further information on planning constraints and the ability to deliver sustainable concession opportunities on the site.

RESOLVED

To defer a decision pending the provision of further information on planning

constraints, footfall figures and potential concession opportunities

Reason for the decision

It was considered that more information was required before members felt able to reach a decision on the future of the site.

30 EXCLUSION OF PRESS AND PUBLIC

31 PRIVATE BUSINESS

The meeting ended at 12.37 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>

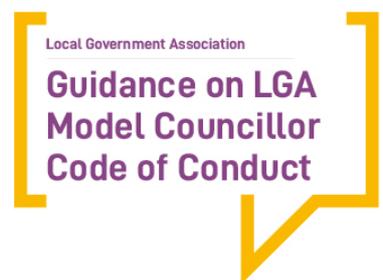
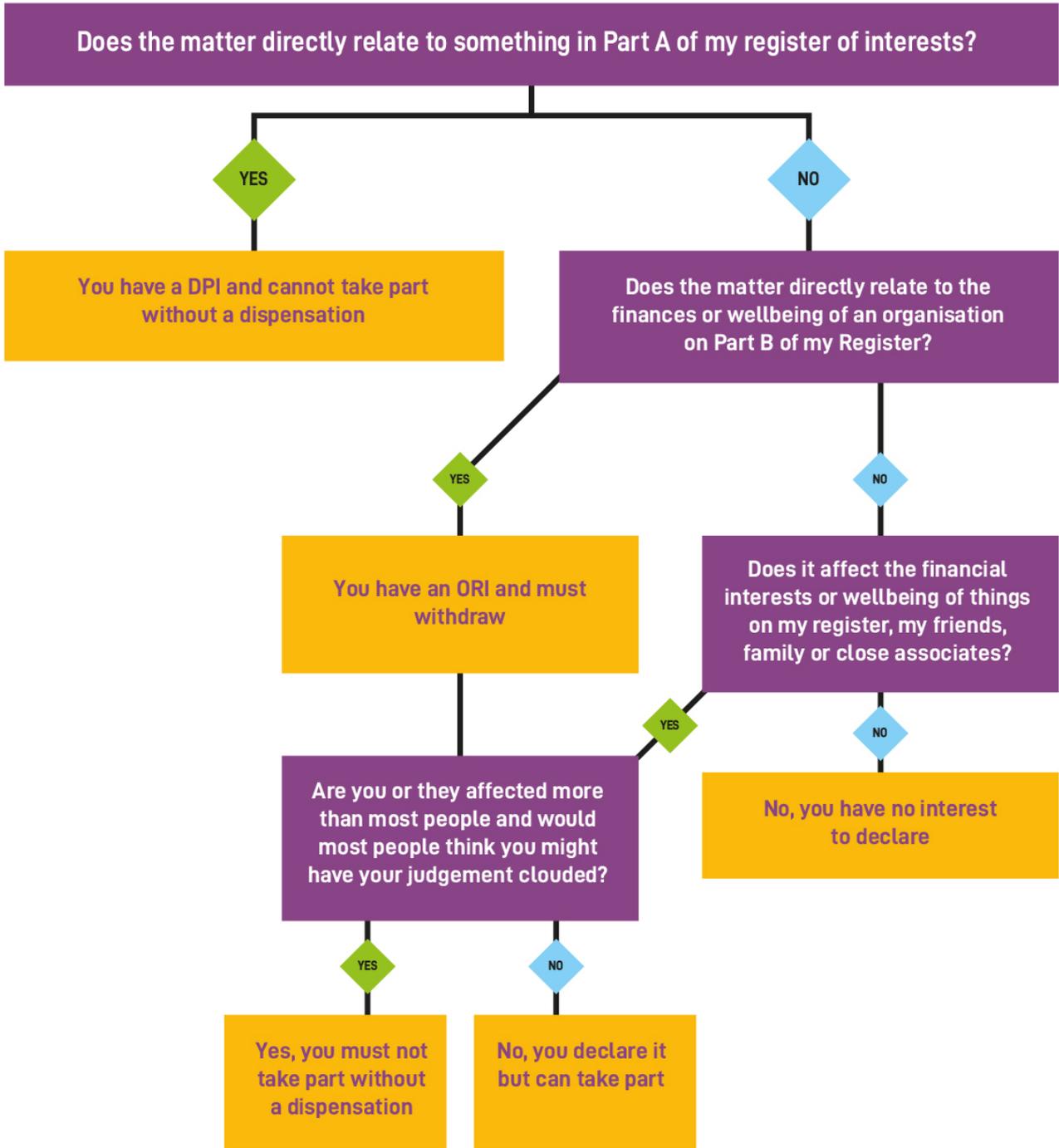
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* '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 authorityb) any body<ul style="list-style-type: none">(i) exercising functions of a public nature(ii) any body directed to charitable purposes or(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



Agenda Item 9

Delegated Decisions (March to August 2023)	
Executive Summary	This report details the decisions taken under delegated powers from March to August 2023.
Options considered	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
Consultation(s)	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
Recommendations	To receive and note the report and the register of decisions taken under delegated powers.
Reasons for recommendations	<p>The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)</p> <p>Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.</p>
Background papers	Signed delegated decision forms.

Wards affected	All
Cabinet member(s)	Leader, Cllr T Adams
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk

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

Corporate Governance:	
Is this a key decision	No

Has the public interest test been applied	Yes – no exempt information is included.
Details of any previous decision(s) on this matter	Dates of any Cabinet decisions providing delegated authority are included in the attached appendix.

1. Purpose of the report

- 1.1 This reports summarises any decisions taken under delegated powers since March 2023. Decisions are reported to cabinet and Overview & Scrutiny Committee on a quarterly basis.
- 1.2 Delegated decisions are available to the public through the website and are reported to Members via Cabinet and Overview & Scrutiny Committee. The process for reporting and consulting on these decisions is contained in the Constitution at Chapter 6, 2.1 (Conditional Delegation) and 5.1 and 5.2 (Full Delegation to Chief Officers) and the publication of these decisions is a legal requirement.
- 1.3 Historic lists are available on the Council's website.

2. Introduction & Background

- 2.1 The Constitution requires that for the exercise of any power or function of the Council in routine matters falling within established policies and existing budgets, where waiting until a meeting of the Council, a committee or working party would disadvantage the Council, an elector or a visitor to the District, then the officer exercising the power must consult with the Leader, the relevant portfolio holder and if it relates to a particular part of the District, the local member.
- 2.2 For the exercise of any power or function of the Council, which in law is capable of delegation, in an emergency threatening life, limb or substantial damage to property within the District, the senior officer shall consult with the Leader or the Deputy Leader.
- 2.3 Overview and Scrutiny Committee will receive the delegated decisions list at their meetings so they can fully understand why they were taken and assess the impact on the Council.

3. Proposals and Options

No alternative proposals and options are set out in this report as it is a factual report, for information only and provided to ensure compliance with statutory reporting requirements.

4. Financial and Resource Implications

The majority of decisions recorded have been delegated by Cabinet at a formal meeting and the financial implications have been set out clearly as part of the committee report. For any other decisions, financial implications are set out on the delegated decision form and summarised in Appendix A (attached)

Comments from the S151 Officer:

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

5. Legal Implications

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require that all decisions, including those taken by officers, must state:

- The decision taken and the date it was made
- The reasons for the decision
- Details of options considered and rejected and the reasons why they were rejected
- Declarations of interest and any dispensations granted in respect of interests

Officers taking a decision under delegation are required to complete a delegated decision form.

Comments from the Monitoring Officer

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

6. Risks

There is a reputational risk if the Council does not comply with the statutory requirements (set out in section 5 above)

Any risks relating to individual delegated decisions were set out as part of the initial committee report and/or included in the delegated authority form.

7. Net ZeroTarget

Not applicable. No decision is being taken, this report is for information only.

8. Equality, Diversity & Inclusion

Not applicable. No decision is being taken, this report is for information only.

9. Community Safety issues

10. Not applicable. No decision is being taken, this report is for information only.

11. Conclusion and Recommendations

Each decision has been recorded and a summary is provided at Appendix A

Recommendation:

Cabinet is asked to receive and note the register of decisions taken under delegation.

Record of Decisions taken under Delegated Authority (Appendix A)

Delegated Power being exercised; <i>*see footnote</i>	Key Decision y/n	Officer exercising Delegation	Details of decision made	Consultations undertaken	Date of decision	Date Reported to Cabinet
Section 5.1	No	Director of Place & Climate Change	Formal approval of Coastal Protection Project -Mundesley Coastal Management Scheme (as agreed at the meeting of Cabinet on 28 Feb 2022)	S 5.1 Portfolio Holder	01 Feb 2023	04 Sep 2023
Section 5.1	No	Director of Place & Climate Change	To extend the secondment from UEA to support ongoing coastal work to now cover support for the Coastal Transition Accelerator Programme (CTAP)	s 5.1 Portfolio Holder	March 2023	04 Sep 2023
Section 5.1	No	Director of Place & Climate Change	Approving the submission of the North Norfolk Coastal Transition Accelerator Programme Outline Business Case to the Environment Agency Large Project Review Group for consideration for approval. <i>Delegation for the above approved at the Cabinet meeting of 3rd January 2023.</i>	S 5.1 Portfolio Holder	29 March 2023	04 Sep 2023
Section 4.1(a&b) (Full delegation to Officers)	No	S151 Officer / Director of Finance	To incur expenditure of £23,500 to upgrade servers hosting eFinancials, where there is currently no budget for this. To fund the expenditure from the Delivery Plan Reserve – A Chief Finance Officer virement as allowed – see <i>the Constitution, Chapter 9 – Rules, Codes and Procedures, Part 1 – Financial Regulations, Paragraph 2.26</i>	S 5.1 Leader & Portfolio Holder	09 August 2023	04 Sep 2023
Section 5.1	No	Leader of the Council	- Holt Neighbourhood Plan to be brought into force following the referendum	S 5.1 Portfolio Holder	08 August 2023	04 Sep 2023

January 2023

* Chapter 6; Conditional delegation Section 2.1, Full delegation to Chief Officers Section 5.1 - Routine matters, Section 5.2 Emergency powers

Record of Decisions taken under Delegated Authority (Appendix A)

			<p style="text-align: center;">- Issuing of the Decision Statement under Reg 19</p> <p><i>Ratification required before statutory deadline of 25 August – so decision taken by the Leader, ahead of Cabinet indicating their support at the meeting on 4th September.</i></p>	<p><i>(See also Key Decisions – matters of urgency, Chapter 3, S7)</i></p>	
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BUDGET MONITORING P4 2023/24	
Executive Summary	<p>This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of July 2023.</p> <p>The overall position at the end of July 2023 shows a £3,905,574 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £25,000.</p>
Options considered	Not applicable
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 budget monitoring position. <p>Recommend the following to Full Council:</p> <ol style="list-style-type: none"> 2) That a new capital budget of £0.050m is added to the capital programme to fund repair works to the Marrams Footpath, with funding coming from the Council's Capital Receipts. 3) That a new capital budget of £0.370m is added to the capital programme to demolish and rebuild the Public Conveniences at Albert Street, Holt with £0.120m to be funded from an insurance claim and £0.250m to be funded from the Council's Capital Receipts. 4) That a new capital budget of £1.040m is added to the capital programme in respect of the Local Authority Housing Fund. 5) That the current Provision of Temporary Accommodation Budget is increased by £0.178m to £0.983m for 2023/24 following receipt of the Local Authority Housing Fund grant. 6) That a capital budget of £1.458m be added to the capital programme for the Rural England Prosperity Fund expenditure and £0.266m be added to the capital programme for the UK Shared Prosperity Fund expenditure as shown in paragraph 4.7 and note that this will be funded by external funding. 7) That a capital budget of £14.610m be added to the capital programme as shown in paragraph 4.8 and note that the project will be funded by external funding.

Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	Finance system budget monitoring reports \\fs\Accounts\Budget Monitoring\BUDGET MONITORING\2023-24\Period 4\Report\Final Report & Appendices\Budget Monitoring P4 2023-24.doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	s151 Tina Stanley, Tina.stankley@north-norfolk.gov.uk

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

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

1. Introduction

- 1.1 This report compares the actual expenditure and income position at the end of July 2023 to the Updated budget for 2023/24. The original Base Budget as agreed by Full Council in February 2023 has been updated to reflect approved budget virements.

2. Revenue

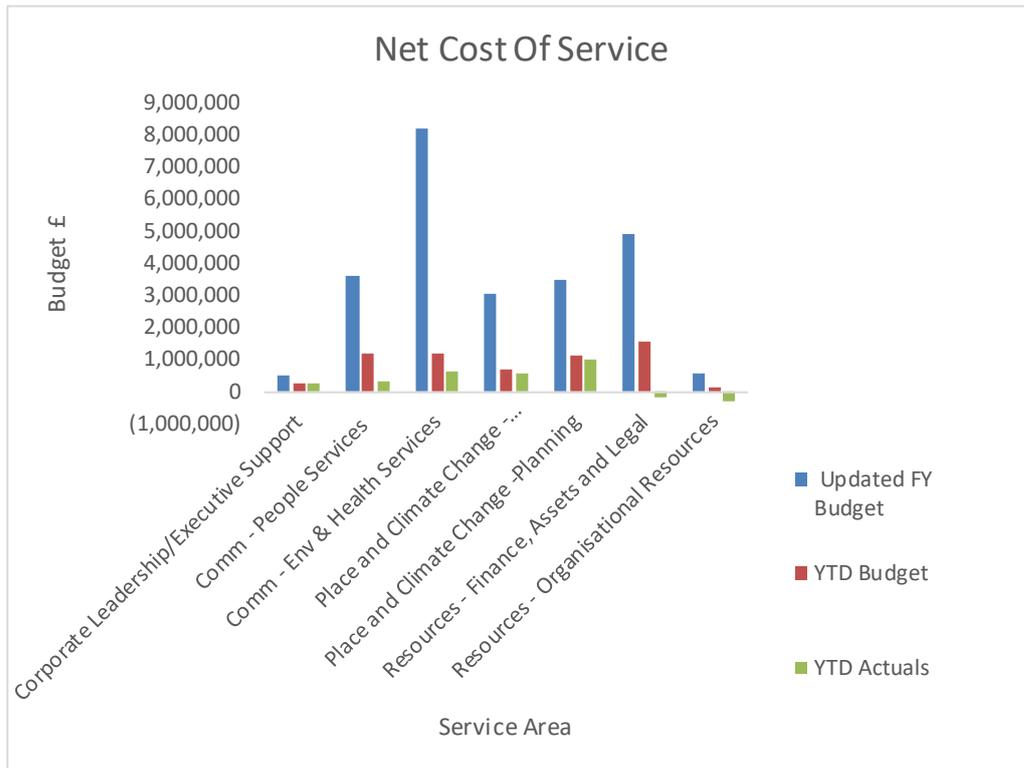
- 2.1 The General Fund Summary at Appendix A shows the high-level budget monitoring position as of 31 July 2023 and highlights a year-to-date variance of £3,905,574 underspend against the profiled updated budget. There is an under spend of £3,897,864 in relation to the service variances with the remainder relating to non-service specific budgets. At this point in the financial year the position is still impacted by a number of provisions made in relation to 2022/23 which have not been offset by invoices, these are highlighted within the detail below.

	Budget YTD £	Actuals YTD £	YTD Variance £	Estimated FYE £
Net Cost of Service	£6,323,100	£2,425,236	(£3,897,864)	£25,000

External interest – Received/Paid	(£510,946)	(£521,261)	(£10,315)	0
Income from Government Grant and Taxpayers	(£3,527,126)	(£3,524,671)	£2,455	0
Total FYE				£25,000

2.2 The Chart below illustrates these variances per service area and Appendix B provides further details of the individual service variances. Variances are reported against the updated budget in the Council’s General Fund summary as shown in Appendix A. There has been movement within the service areas between the base budget approved by Full Council and the current updated budget position. The management reporting structure has been amended to reflect the budget responsibility of Cromer Pier and Amenity Lighting transferring from Communities to Resources.

Variance by Service Area



2.3 Table 1 below shows the over/underspend to date for the more significant variances, this is compared to the updated budget. At this point in the financial year, it is still difficult to accurately predict the impact of Full year effects, however the Finance team will continue to liaise with budget managers and provide members with an updated position at period 6.

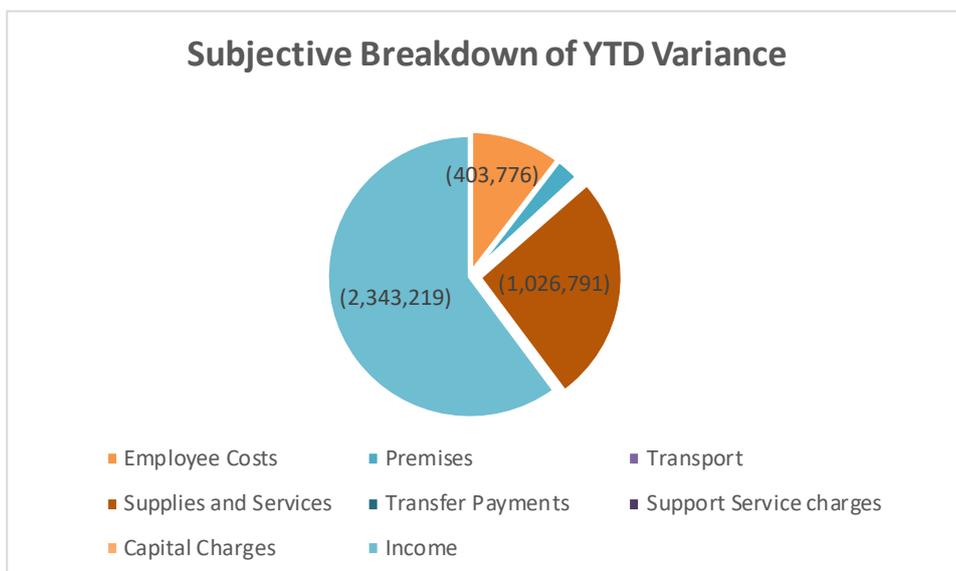
Table 1 – Service Variances	Over/(Under) spend to date against updated budget +/- £30,000 As per General Fund Summary £	Estimated Full Year Variance Against Updated Budget £
Communities – People Services		
Benefits Administration – (£39,863) Staff turnover from vacant posts. £29,463 Computer software costs offset by New Burdens grant funding of (£75,306).	(£85,262)	0
Homelessness – (£33,174) Temporary accommodation lower running expenses. £83,125 Higher Bed and breakfast costs offset by recoverable subsidy and client contributions. (£542,136) Additional grant income, Homeless Prevention, Rough Sleeper initiative.	(£491,026)	0
Housing Options – Staff turnover from vacant post. Target Hardening grant from Norfolk County Council.	(£44,016)	0
Community – Temporary staffing costs to be offset by grant funding, including Homes for Ukraine and Contain Outbreak Management Fund (COMF).	(£220,478)	0
Communities – Environmental Health and Leisure		
Internal Drainage Board Levies – Grant income from DLUHC to help ease the financial pressures in IDB levies inflation.	(£35,178)	0
Environmental Contracts – Staffing savings due to vacant posts and maternity leave.	(£35,464)	0
Parks and Open Spaces – £44,133 Serco grounds maintenance and cleansing costs. £5,729 Higher Repairs and Maintenance.	£49,046	0
Leisure Complexes – Accrual in relation to 2022/23 hall rentals not yet invoiced	(£90,313)	0
Other Sports – Net impact of Mammoth Marathon event which was cancelled.	(£28,453)	(£15,000)
Waste Collection and Disposal – (£411,000) Commercial waste disposal, invoices not yet received. (£68,113) Lower contract payments to Norfolk Environmental Waste service (NEWS). Debtor accruals brought forward for NEWS - £56,423 profit share and smoothing mechanism, £73,536	(£368,299)	0

returned gate fee.		
Cleansing – Variable billing invoices still outstanding from contractor.	(£60,140)	0
Place – Sustainable Growth		
Economic Growth – (£52,316) Go Digital Grant accrual for 2022/23 not yet offset by expenditure.	(£61,428)	0
Coast Protection – (£33,536) Employee turnover, which is being used to fund a contribution to the interim coastal manager. (£22,500) Grant Claim relating to a prior year.	(£59,117)	0
Place – Planning		
Conservation, Design & Landscape – (£30,985) Vacant posts offset by reduced reserve contribution. (£26,807) Ringfenced biodiversity grant to be offset by expenditure.	(£70,996)	0
Property Information - £46,318 Land Charge search fee down due to lower applications, this has been partially offset by reduced fees from Norfolk County Council. Any net surplus or Deficit will be met from the Land Charges earmarked reserve.	£28,776	0
Resources – Finance, Assets and Legal		
Revenue Services – (£31,090) Employee turnover savings. (£1,400,175) 2022/23 Accrual relating to unspent Omicron grant, reconciliation work has now been finalised and this will be repaid to Business, Energy and Industrial Strategy (BEIS) in August. (£90,021) New Burdens Funding in relation to energy grant schemes.	(£1,527,046)	0
Benefits Subsidy – £64,006 Hardship Support Schemes offset by grant. The Year-to-date variance is in relation to timing differences.	(£42,184)	0
Admin Buildings – The variance is largely in relation to a service charge accrual in relation to accommodation at Cromer and Fakenham not yet received.	£73,429	0
Corporate Finance – (£59,793) Employee costs relating to vacant posts. Included in this figure are two apprentice posts funded from earmarked reserves. The net underspend will be used to offset the cost of professional fees required for interim service provision. (£8,103) New Burdens Transparency grant.	(£70,319)	0

Investment Properties – £18,123 Additional repair and maintenance costs in relation to the Rocket House and other Lettings. £39,651 Income shortfall.	£63,410	0
Corporate and Democratic Core – The variance on this service is largely in relation to accrual in relation to prior year external audit fees which have not yet been offset by expenditure.	(£169,308)	0
Legal Services – (£49,386) Employee variances due to vacant posts - this is partially offset by the costs of Locum lawyer fees.	(£33,940)	0
Resources – Organisational Resources		
Car Parking – (£17,652) Grounds maintenance, (£42,879) Business Rates, (£223,962) 2022/23 Management fee not yet invoiced by contractor. (£60,438) Qtr. 1 2023/24 Management fee not invoiced by contractor. (£17,565) Unbudgeted Electric Vehicle Charging Point Income.	(£363,424)	0
IT Support Services – (£54,666) staff turnover from vacant posts. There is anticipated to be a full year overspend of £40,000 on IT software costs, this is due to higher than anticipated inflationary increases and additional service demand.	(£60,822)	£40,000
Public Conveniences – Higher Premises costs including £32,370 contract cleaning and £8,991 utilities. This increased expenditure has partially been offset by an insurance claim reimbursement.	£28,746	0
Customer Services – Staff turnover relating to vacant posts. Some of this current saving will be offset by a reduced contribution from earmarked reserves.	(£58,268)	0
Total Variances P4 2023/24	£3,732,074	£25,000

2.4 In line with the Chartered Institute of Public Finance and Accountancy (Cipfa) the Council's budgets are prepared using recommended subjective headings; these include, employees, premises, transport, supplies and services, third party payments, transfer payments, support services, capital charges and income. The pie chart below illustrates how the current (£3,897,864) variance is broken down. Further detailed analysis is provided within the service area appendices at appendix B.

Subjective Breakdown of YTD Variance



- **Employee Costs – (£403,776)** The 2023/24 pay award has not yet been approved; an inflationary full year increase of around £585,000 was added to the base budget. The current establishment has a number of vacant posts, some of which are funded from earmarked reserves. This has been partially offset by a number of temporary funded posts which have not yet been allocated to the budget.
- **Premises – (£104,846)** Grounds Maintenance invoices not received. Sports and Leisure; hall hire rental accruals for 2022/23 not offset by invoices.
- **Supplies and Services – (£1,026,791)** Fees and Services, Norfolk County Council trade waste disposal fee accrual for 2022/23 not yet offset by expenditure. External Audit Fees for prior year not yet offset.
- **Income – (£2,343,219)** The Majority of this variance is in relation to grant income, the largest of which is in relation to the balance of Omicron grant (£1,400,175) this is to be repaid to the Department for Business, Energy, and Industrial Strategy (BEIS) - reconciliation work has now been undertaken and the balance will be refunded before the period 6 monitoring statement is prepared. A number of other revenue grants have been received in this financial year which weren't included in the base budget. These include Homeless Prevention, Homes for Ukraine, and Hardship funding. These grants are ringfenced and will be offset by qualifying expenditure. Fee income in areas such as Planning and Building control is currently down against the profiled budget, this will continue to be monitored but no full year effect is currently anticipated.

3. Non-Service Variances to period 4 2023/24

Investment Interest

- 3.1 The interest budget for 2023/24 anticipates that a total of £1,533,436 will be earned from Treasury investments and loans made for service purposes. Overall, an average balance of £34,191m is assumed, at an average interest rate of 4.48%.
These assumptions were based on the Council's investment portfolio and interest rates as at December 2022, which have changed significantly since this date with the rapidly changing economic situation.

- 3.2 At the end of period 4, a total of £666,708.56 has been earned in interest by the Council, resulting in a favourable variance of £151,485 against the interest budget of £515,224. The average rate of interest achieved as at period 4 was 6.24% from an average balance available for investment of £31.874m. At the end of the year a favourable variance against the budget of £414,244 is forecast with total interest earned of £1,948m. This high variance has been caused by the constant base rate increases by the Monetary Policy Committee. A total of £22.581m is currently invested in pooled funds which have a fair value of £22.654m at the end of period 4. The high interest and low gain in capital value are both consequences of the increasing base rate following the economic events impacting England at the current time. These impacts are forecast to continue throughout the rest of the 2023/24 financial year with the MPC expected to review the economic situation again at the start of the 2024/25 financial year.
- 3.3 The Council has a balanced portfolio with a diverse range of funds to the sum of £32.031m. Currently the Council has £22.581m invested in long-term pooled funds comprised of; £1.011m in short-dated bond funds, £5m in strategic bond funds, £5.570m in equity income funds, £5m in property funds and £6m in multi-asset income funds. The Council also has £7.275m invested in short-term money market fund investments and a total of £2,175m invested in Housing Loans. Please see appendix E for a full breakdown of the Council's treasury investments. The Council can expect the valuation of its pooled investments to continue to be steady with minor changes in the capital values while the interest rates are high. This is in line with current forecasts by the Council's treasury advisors Link treasury Services. The risks inherent in the nature of these investments are mitigated as the Council intends to hold them for the long term. However, borrowing rates are currently outperforming interest rates, so if the Council finds itself in a large debt position the Treasury will take consideration on if it should change the Council's investment portfolio. Currently the amount of investments are deemed appropriate by the Treasury and advisors for the current financial situation of the Council.

Borrowing Interest

- 3.4 The budget for 2023/24 anticipates that £0 would be paid in interest for short-term borrowing for cash flow purposes.
- 3.5 At period 4, a total of £145,537 has been paid in borrowing interest resulting in an adverse variance against the budget. At the end of the year an adverse variance against the budget of £198,128.76 is anticipated. Borrowing interest rates are currently high at 6% This is following the aforementioned economic events above. Unfortunately the Council found itself requiring a sudden amount of cash in March 2023 following a request from central government to repay £6.2m of COVID grants. As all local authorities received similar requests, borrowing became extremely hard to procure in the March 23 period and this continued through to May 2023 when the borrowing scene became more readily available again. This resulted in the Council have to take two borrowing amount of £5m to fund the COVID grant repayment and finance its operations over the March period, a period when council income is always lower and expenditure is higher than throughout the rest of the year.
- 3.6 For the Council's current borrowing of £10m mentioned in point 3.5, a total amount of interest due will be £198,129 as at December 2023 when both loans will reach their stop date. This equates to £10m borrowed at an average interest rate of 4.5%. With the Council's current investments highlighted above this will not need to be renewed, or only a small amount will be renewed to finance the Council's operations. The authority does need to take due consideration when authorising any large value projects, excluding those

funded by grants or contributions, as this could lead to more borrowing being undertaken at a time when borrowing rates are high (currently 6% and expected to rise through to March 2023 along with interest rates).

- 3.7 At period 4, there had been no commitments to long-term borrowing for capital purposes. At end of the year, if long-term borrowing is not undertaken an adverse variance of £198,129 against the budget is forecast, although at the present time we are assuming that no more borrowing will be undertaken. This may change dependent on future cash inflows and the timing of the repayment of excess grant funding from central government. The decision to undertake short-term or long-term borrowing will be made in line with the Council's borrowing strategy.
- 3.8 The Council's borrowing cost as at period 4 of £145,537 mentioned in 3.5 is not a financial concern to the authority. As outlined in 3.2 the authority has earned a total of £151,485 extra interest income above budget, leaving a net favourable variance of £5,945. The Council's unbudgeted borrowing cost is financed by the extra interest earned above budget.
- 3.9 The interest budget is forecast to be £250k above budget on top of this as at the end of the 2023/24 financial year, this extra interest will continue to be used to finance any more short-term borrowing costs should they occur, with the excess being available to finance any overspends in the Council's budget.

Retained Business Rates

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

4. Capital

- 4.1 Total Capital expenditure amounted to £2,219,301 across all projects in the first four months of 2023/24.
- 4.2 A new capital budget has been included for the Environmental Health Noise Equipment. The current equipment has reached the end of its usable life and has begun to frequently malfunction or be unable to provide useful data. This equipment is used in legal disputes for noise complaints, this is an essential service that the Council is obliged to carry out as a public service. In consultation with the Assistant Director for EH, the Director of Resources/S151 has authorised £18,372 to be released from the Environmental Health Reserve (current balance £295k) which is in place to help fund such emergencies.
- 4.3 A new capital budget has been included to carry out net zero energy saving works to the Catfield Industrial Units owned by NNDC and leased out to various tenants. As a Council we have adopted a net zero target for 2030, to help achieve this the Estates team have carried out energy saving efficiencies at our Cornish Way Industrial Units alongside roofing repair works. These works at the Cornish Way site have been delivered under the original budget of £170,000. The Director of Resources/S151 has authorized for a budget virement of £30,000 to be transferred from the Cornish Way Industrial

units project to create a new capital budget for the same net zero works to be carried out at the Council's other industrial units at Catfield.

- 4.4 A new capital budget has been proposed to carry out repair works to the Marrams Footpath and Lighting for £50,000, this report is seeking approval for Full Council to add this to the Capital Programme.

The Property Services team have noted that the Marrams footpath area in Cromer has deteriorated significantly over the last 18 months. Weekly inspections have showed that the footpath is starting to become uneven along the cliff edge where the path is falling causing public hazards along the footpath. Sections have been completed under the general repair budgets, but a capital budget is required to finance the more costly repairs.

To fund this project, in 2022/23 there was several capital projects completed with unspent budget. There was sufficient underspend to finance this £50k budget request from the Council's capital receipts.

- 4.5 A new capital budget has been proposed to rebuild the Public Conveniences at Albert Street, Holt. On the 7th November 2022, the public conveniences located on the NNDC owned Albert Street Car Park in Holt was hit by a car causing major damage to the premises. This resulted in the front end of the toilet block being declared a dangerous structure and the block was closed, requiring demolishing. A temporary structure is currently in place to provide the toilet facilities, but this comes at a cost to the Council's budget.

By demolishing the whole facility and rebuilding we can also incorporate a changing places toilet facility and upgrade the facilities to be more efficient and with a more carbon neutral design, working towards the Council's net-zero strategy.

With current prices, the requested budget for this project is £370,000 for the demolition and rebuilding. An insurance claim is currently ongoing with the Council insurers Zurich Municipal, it is currently thought that monies of £120,000 will be offered by to the Council towards the rebuild instead of reinstating the facilities as it previously was. Therefore, this report is seeking approval from members to authorise a £370k budget into the capital programme to build the new toilet facilities, with £120k to be funded from the Council's insurers and £250k to be funded from the Council's capital receipts.

- 4.6 In the report to Cabinet on Monday 6th March 2023, and subsequently to full Council on Tuesday 28th March 2023 members were informed that North Norfolk District Council was awarded a total of £1.245m as Round 1 of the Local Authority Housing Fund (LAHF) scheme by DHLUC. This funding was to support the provision of temporary accommodation for refugees of which the Council was supportive.

The Capital Programme now needs to be updated to reflect the expenditure of £1.245m that will be incurred in delivering the temporary accommodation.

Of this £1.245m, £1.040 will be then paid over to Flagship housing as a grant to provide 10 homes for Ukrainian refugees in the North Norfolk District and then £0.178m will be added to the Council's Temporary Accommodation capital budget to purchase a one large 4+ bed home for Afghan households as flagship can't deliver a property of this size.

The remaining £28k will be used to fund temporary accommodation in accordance with grant restrictions.

Cabinet is asked to recommend to full Council that the capital programme be increased by £1.245m and note that the expenditure will be funded by external funding.

- 4.7 It was reported to Cabinet on Monday 6th March 2023, and subsequently to full Council to member on Tuesday 28th March 2023 that NNDC had been awarded a Rural England Prosperity Fund grant of £1.458m and a UK Shared Prosperity Fund grant of £1.238m (split £0.266m for capital and £0.972k for revenue) by DEFRA. This funding is to support business development and community support programs by administering grants through an application scheme.

Cabinet is asked to recommend to full Council that the capital programme be increased by £1.458m for Rural England Prosperity Fund expenditure and £0.266m for UK Shared Prosperity Fund expenditure and note that the expenditure will be funded by external funding. The breakdown of the funding to be included in the Capital Programme is shown below.

Capital	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
REPF	0	0.365	1.093	1.458
UKSPF	0	0.076	0.190	0.266
Revenue				
UKSPF	0.150	0.225	0.597	0.972

- 4.8 A report was presented to Cabinet on 3 January 2023 outlining the Coastal Transition Accelerator Programme (CTAP) and what it seeks to achieve. Cabinet approved the project governance alongside delegated authorities to so that an Outline Business Case (OBC) could be submitted to the Environment Agency for funding. NNDC has already received, £1.015m capital and £0.405m revenue funding from DEFRA during 2022/23 to begin the early phases of the programme. This has been carried forward into 2023/24. The Environment Agency has now approved the OBC and awarded a further £13.595m to fund the delivery of the wider programme. The total capital funding for the North Norfolk will be £1.015m and £13.595m totalling £14.610m. The project formerly known as CTAP has been renamed as Coastwise. The Capital Programme now needs to be updated to reflect the expenditure of £14.610m that will be incurred in delivering the project. Cabinet is asked to recommend to full Council that the capital programme be increased over the timeframe shown in the table below and note that the project will be funded by external funding.

	23/24 £m	24/25 £m	25/26 £m	26/27 £m	Total £m
Coastwise Income streams					
EA Grant in aid including contingency	0.572	5.981	4.647	2.395	13.595
DEFRA Contribution	1.015	0	0	0	1.015

5 Reserves

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

6 Corporate Priorities

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

7 Financial and Resource Implications

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

8 Legal Implications

None as a direct consequence of this report

9 Risks

9.1 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.

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

10 Net Zero Target

None as a direct consequence of this report

11 Equality and Diversity

None as a direct consequence of this report

12 Community Safety Issues

None as a direct consequence of this report

13 Conclusion and Recommendations

13.1 The revenue budget is showing an estimated full year overspend for the current financial year of £25,000. The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.

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

General Fund Summary P4 2023/24

	2023/24 Base Budget £	2023/24 Updated Budget £	2023/24 YTD Budget £	2023/24 YTD Actuals £	2023/24 YTD Variance £	Commitment s £	Remaining Budget £
Directorate							
Corporate Leadership/Executive Support	484,705	517,720	274,847	251,762	(23,085)	66,426	199,532
Communities	12,243,383	11,834,134	2,421,088	992,737	(1,428,351)	5,683,802	5,157,595
Place and Climate Change	6,509,032	6,546,856	1,853,783	1,615,648	(238,135)	396,056	4,535,152
Resources	5,108,854	5,518,103	1,773,382	(434,911)	(2,208,293)	1,417,836	4,535,178
Net Cost of Services	24,345,974	24,416,813	6,323,100	2,425,236	(3,897,864)	7,564,120	14,427,456
Parish Precepts	2,875,207	2,875,207	1,437,604	1,437,837	233	0	1,437,370
Capital Charges	(2,456,953)	(2,456,953)	(818,660)	(818,744)	(84)	0	(98,376)
Refcus	(1,677,167)	(1,677,167)	0	0	0	0	(1,677,167)
Interest Receivable	(1,533,436)	(1,533,436)	(510,946)	(666,798)	(155,852)	0	(866,638)
External Interest Paid	0	0	0	145,537	145,537	0	(145,537)
Revenue Financing for Capital:	710,000	710,000	0	0	0	0	710,000
MRP Waste Contract	330,000	330,000	0	0	0	0	330,000
IAS 19 Pension Adjustment	265,496	265,496	0	0	0	0	265,496
Net Operating Expenditure	22,859,121	22,929,960	6,431,098	2,523,069	(3,908,029)	7,564,120	14,382,604
Contribution to/(from) the Earmarked Reserves							
Capital Projects Reserve	(400,000)	(400,000)	0	0	0	0	(400,000)
Asset Management	0	0	0	0	0	0	0
Benefits	(111,305)	(111,305)	0	0	0	0	(111,305)
Building Control	(81,866)	(89,690)	0	0	0	0	(89,690)
Business Rates	(1,278,267)	(1,278,267)	0	0	0	0	(1,278,267)
Coast Protection	0	0	0	0	0	0	0
Communities	(275,000)	(275,000)	0	0	0	0	(275,000)
Delivery Plan	(1,289,412)	(1,289,412)	0	0	0	0	(1,289,412)
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)	(16,000)	0	0	0	0	(16,000)
Grants	0	0	0	0	0	0	0
Housing	(555,898)	(555,898)	0	0	0	0	(555,898)
Legal	(31,745)	(31,745)	0	0	0	0	(31,745)
Major Repairs Reserve	0	0	0	0	0	0	0
New Homes Bonus Reserve	(178,000)	(178,000)	0	0	0	0	(178,000)
Organisational Development	(42,742)	(42,742)	0	0	0	0	(42,742)
Planning Revenue	(148,965)	(178,965)	0	0	0	0	(178,965)
Restructuring/Invest to save	0	0	0	0	0	0	0
Treasury Reserve	0	0	0	0	0	0	0
Contribution to/(from) the General Reserve	(356,461)	(356,461)	0	0	0	0	(356,461)
Amount to be met from Government Grant and Local Taxpayers	17,948,660	17,948,660	6,431,098	2,523,069	(3,908,029)	7,564,120	9,401,304
Collection Fund – Parishes	(2,875,207)	(2,875,207)	(1,006,324)	(1,006,324)	0	0	(1,868,883)
Collection Fund – District	(6,738,797)	(6,738,797)	(2,358,577)	(2,358,577)	0	0	(4,380,220)
Retained Business Rates	(6,315,000)	(6,315,000)	604,309	604,309	0	0	(6,919,309)
Revenue Support Grant	(102,462)	(102,462)	(104,345)	(104,345)	0	0	1,883
3% funding Guarantee	(974,416)	(974,416)	(324,676)	(324,796)	(120)	0	(974,416)
Ctax Discount Grant	(50,074)	(50,074)	0	0	0	0	(50,074)
LCTS Admin Grant	(136,747)	(136,747)	0	0	0	0	(136,747)
New Homes bonus	(31,080)	(31,080)	(10,356)	(7,770)	2,586	0	(23,310)
Rural Services Delivery Grant	(567,386)	(567,386)	(283,693)	(283,693)	0	0	(283,693)
Business Rates Levy Surplus	(27,049)	(27,049)	0	0	0	0	(27,049)
Services Grant	(130,442)	(130,442)	(43,464)	(43,475)	(11)	0	(86,967)
Income from Government Grant and Taxpayers	(17,948,660)	(17,948,660)	(3,527,126)	(3,524,671)	2,455	0	(14,748,785)
(Surplus)/Deficit	0	0	2,903,972	(1,001,602)	(3,905,574)	7,564,120	(5,347,481)

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Service Area Summaries P4 2023/24

People Services

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation of Major Variances
Benefits Administration							
Employee Costs	1,161,688	387,083	347,220	(39,863)	0	814,468	Vacant posts.
Transport Related Expenditure	944	316	720	404	0	224	No Major Variances.
Supplies & Services	31,100	9,646	39,109	29,463	4,405	(12,414)	Civica Computer software - offset by New Burdens Funding.
Support Services	434,060	144,657	144,696	39	0	289,364	No Major Variances.
Capital Financing Costs	31,700	10,564	10,564	0	0	21,136	No Major Variances.
Income	(380,000)	(9,996)	(85,302)	(75,306)	0	(294,698)	Council Tax Support - New Burdens Funding.
	1,279,492	542,270	457,008	(85,262)	4,405	818,079	
Homelessness							
Premises	147,946	49,326	16,152	(33,174)	17,789	114,005	Lower R&M and utility costs.
Transport Related Expenditure	0	0	1,026	1,026	0	(1,026)	No Major Variances.
Supplies & Services	975,645	313,726	396,851	83,125	903,840	(325,047)	Higher B&B charges and Rent Deposits - offset by subsidy and client contributions.
Support Services	1,142,250	380,629	380,760	131	0	761,490	No Major Variances.
Capital Financing Costs	28,482	9,495	9,496	1	0	18,986	No Major Variances.
Income	(1,045,495)	(343,033)	(885,169)	(542,136)	0	(160,326)	See Note A Below.
	1,248,828	410,143	(80,883)	(491,026)	921,629	408,082	
Note A: Grant income: (£488,756) Homelessness Prevention Grant (HPG) and (£83,082) Rough Sleeper Initiative.							
Housing Options							
Employee Costs	705,570	235,104	212,847	(22,257)	200	492,523	Errors in coding - to be corrected.
Transport Related Expenditure	6,000	2,000	818	(1,182)	0	5,182	Lower mileage claims.
Supplies & Services	3,179	1,062	591	(471)	42	2,546	No Major Variances.
Support Services	(714,749)	(238,134)	(238,248)	(114)	0	(476,501)	No Major Variances.
Income	0	0	(19,992)	(19,992)	0	19,992	Contribution from Norfolk County Council for Target Hardening project.
	0	32	(43,984)	(44,016)	242	43,742	
Community							
Employee Costs	564,630	188,151	341,472	153,321	0	223,158	Salaries and oncosts - to be funded from various Community grants.
Premises	0	0	(16,518)	(16,518)	20,942	(4,424)	Accrual brought forward from 2022/23 - invoices not received.
Transport Related Expenditure	11,031	3,680	5,689	2,009	0	5,342	Higher travelling costs associated with the Community Connectors.
Supplies & Services	498,788	51,467	(6,330)	(57,797)	0	505,118	See Note A Below.
Support Services	68,750	22,966	22,936	(30)	0	45,814	No Major Variances.
Income	(36,964)	(12,318)	(313,780)	(301,462)	0	276,816	Homes for Ukraine grant income.
	1,106,235	253,946	33,468	(220,478)	20,942	1,051,825	
Note A: (£23,446) Accruals brought forward for the North Norfolk Sustainable Communities Fund (NNSCF). (£34,476) Professional Fees allocated to the Disabled Facility Grants not yet allocated - to be used for additional staffing costs.							
Ad People Services							
Employee Costs	86,175	28,720	28,816	96	0	57,359	No Major Variances.
Transport Related Expenditure	1,194	400	373	(27)	0	821	No Major Variances.
Supplies & Services	100	36	2	(35)	0	99	No Major Variances.
Support Services	(87,469)	(29,138)	(29,156)	(18)	0	(58,313)	No Major Variances.
	0	18	34	16	0	(34)	
Total People Services	3,634,555	1,206,409	365,644	(840,765)	947,218	2,321,693	

Service Area Summaries P4 2023/24

Environment & Leisure

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Commercial Services							
Employee Costs	23,085	7,692	7,692	0	0	15,393	No Major Variances.
Transport Related Expenditure	0	0	0	0	0	0	No Major Variances.
Supplies & Services	0	0	50	50	1,442	(1,492)	No Major Variances.
Support Services	193,170	64,399	64,400	1	0	128,770	No Major Variances.
Income	0	0	(506)	(506)	0	506	No Major Variances.
	216,255	72,091	71,635	(456)	1,442	143,177	
Internal Drainage Board Levies							
Premises	478,176	239,088	239,177	89	0	238,999	No Major Variances.
Support Services	300	102	100	(2)	0	200	No Major Variances.
Income	0	0	(35,265)	(35,265)	0	35,265	Grant income from DLUHC to help ease the financial pressures in Internal Drainage Board levies.
	478,476	239,190	204,012	(35,178)	0	274,464	
Travellers							
Premises	9,290	3,783	3,561	(222)	2,617	3,111	No Major Variances.
Supplies & Services	43,600	16,290	18,506	2,216	2,134	22,960	Higher operating lease costs.
Support Services	7,870	2,628	2,624	(4)	0	5,246	No Major Variances.
Capital Financing Costs	23,174	7,724	7,724	0	0	15,450	No Major Variances.
Income	(2,000)	(668)	(320)	348	0	(1,680)	No Major Variances.
	81,934	29,757	32,095	2,338	4,751	45,088	
Public Protection							
Employee Costs	502,700	167,515	174,802	7,287	330	327,568	Fixed term contracts - offset by savings within the department.
Transport Related Expenditure	13,997	4,670	5,130	460	0	8,867	No Major Variances.
Supplies & Services	88,680	14,366	15,683	1,317	26,260	46,737	No Major Variances.
Support Services	144,330	48,114	47,955	(159)	165	96,210	No Major Variances.
Income	(238,100)	(54,759)	(61,157)	(6,398)	0	(176,943)	Higher licencing fee income.
	511,607	179,906	182,412	2,506	26,755	302,440	
Street Signage							
Supplies & Services	12,000	3,500	3,576	76	0	8,425	No Major Variances.
Support Services	23,300	7,766	7,768	2	0	15,532	No Major Variances.
	35,300	11,266	11,344	78	0	23,957	
Environmental Protection							
Employee Costs	576,583	192,124	176,394	(15,730)	800	399,389	Revised staffing allocations - to be amended.
Premises	0	0	0	0	3,701	(3,701)	No Major Variances.
Transport Related Expenditure	22,189	7,403	5,563	(1,840)	542	16,085	Lower mileage claims.
Supplies & Services	65,650	23,565	11,834	(11,731)	13,995	39,821	Other professional fees (Stray dogs, Out of hours services, Assisted burials).
Support Services	251,400	83,793	83,812	19	0	167,588	No Major Variances.
Capital Financing Costs	52,962	17,651	17,652	1	0	35,310	No Major Variances.
Income	(13,000)	(5,484)	(2,531)	2,953	0	(10,469)	Fee income not invoiced for Local Air Pollution Prevention & Control (LAPPC).
	955,784	319,052	292,724	(26,328)	19,038	644,023	
Environmental Contracts							
Employee Costs	336,870	110,590	77,608	(32,982)	0	259,262	Vacant posts and maternity leave.
Transport Related Expenditure	12,444	4,155	2,013	(2,142)	167	10,264	Lower vehicle running costs.
Supplies & Services	1,275	760	483	(277)	0	792	No Major Variances.
Support Services	97,760	32,597	32,596	(1)	0	65,164	No Major Variances.
Capital Financing Costs	(448,349)	(149,390)	(149,452)	(62)	0	(298,897)	No Major Variances.
	0	(1,288)	(36,752)	(35,464)	167	36,585	
Corporate Health and Safety							
Employee Costs	71,626	23,868	23,510	(358)	0	48,116	No Major Variances.
Transport Related Expenditure	0	0	328	328	0	(328)	No Major Variances.
Supplies & Services	0	0	0	0	0	0	No Major Variances.
Support Services	(71,626)	(23,867)	(23,872)	(5)	0	(47,754)	No Major Variances.
	0	1	(35)	(36)	0	35	
Markets							
Employee Costs	16,896	5,634	2,695	(2,939)	0	14,201	Revised staffing allocations - to be amended.
Premises	35,246	15,222	11,062	(4,160)	0	24,184	Lower Business Rates.
Transport Related Expenditure	0	0	15	15	0	(15)	No Major Variances.
Supplies & Services	4,050	1,355	1,943	588	1,472	635	No Major Variances.
Support Services	42,160	14,057	14,056	(1)	0	28,104	No Major Variances.
Income	(40,000)	(33,200)	(33,682)	(482)	0	(6,318)	No Major Variances.
	58,352	3,068	(3,911)	(6,979)	1,472	60,791	

Environment & Leisure

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Parks & Open Spaces							
Premises	275,984	86,316	127,080	40,764	212,043	(63,139)	£5,729 Higher R&M costs; £38,087 Serco Grounds maintenance; (£2,173) Lower utility costs.
Supplies & Services	63,500	21,165	29,507	8,342	44,084	(10,091)	£6,046 Serco cleansing costs; £2,110 Consultancy costs - The Marrams, Cromer.
Support Services	138,000	46,009	46,004	(5)	0	91,996	No Major Variances.
Capital Financing Costs	16,206	5,402	5,404	2	0	10,802	No Major Variances.
Income	(8,500)	(168)	(225)	(57)	0	(8,275)	No Major Variances.
	485,190	158,724	207,770	49,046	256,127	21,293	
Foreshore							
Employee Costs	21,640	7,216	13,204	5,988	0	8,436	Revised staffing allocations - to be amended.
Premises	53,945	5,185	4,175	(1,010)	4,847	44,923	Lower R&M costs.
Transport Related Expenditure	700	236	59	(177)	0	641	No Major Variances.
Supplies & Services	5,300	1,768	0	(1,768)	0	5,300	Fewer equipment purchases.
Support Services	85,270	28,430	28,432	2	0	56,838	No Major Variances.
Capital Financing Costs	27,880	9,292	9,292	0	0	18,588	No Major Variances.
	194,735	52,127	55,162	3,035	4,847	134,726	
Leisure Complexes							
Employee Costs	0	0	(95)	(95)	0	95	No Major Variances.
Premises	139,569	46,897	(43,240)	(90,137)	18,239	164,570	Accrual brought forward from 2022/23 - invoices not yet received.
Support Services	103,090	34,399	34,356	(43)	0	68,734	No Major Variances.
Capital Financing Costs	492,459	164,092	164,096	4	0	328,363	No Major Variances.
Income	(44,105)	(14,706)	(14,748)	(42)	0	(29,357)	No Major Variances.
	691,013	230,682	140,369	(90,313)	18,239	532,405	
Other Sports							
Employee Costs	3,459	1,154	1,156	2	0	2,303	No Major Variances.
Premises	6,803	2,268	2,499	231	3,437	867	No Major Variances.
Supplies & Services	88,200	33,367	(5,703)	(39,070)	21,797	72,106	Accrual brought forward from 2022/23 in relation to the Mammoth Marathon - invoices not yet received.
Support Services	76,290	25,447	25,436	(11)	0	50,854	No Major Variances.
Income	(40,000)	(13,328)	(2,933)	10,395	0	(37,067)	Income relating to the Mammoth Marathon - event cancelled.
	134,752	48,908	20,455	(28,453)	25,235	89,063	
Recreation Grounds							
Premises	6,950	2,316	2,811	495	4,601	(461)	No Major Variances.
Supplies & Services	7,000	2,334	3,044	710	4,670	(715)	No Major Variances.
Support Services	3,860	1,291	1,284	(7)	0	2,576	No Major Variances.
Capital Financing Costs	5,632	1,878	1,880	2	0	3,752	No Major Variances.
Income	(1,000)	(336)	(565)	(229)	0	(435)	No Major Variances.
	22,442	7,483	8,454	971	9,271	4,717	
Pier Pavilion							
Premises	9,300	3,100	350	(2,750)	2,000	6,950	Electricity costs paid by tenant. Lower R&M costs to date.
Support Services	28,230	9,416	9,408	(8)	0	18,822	No Major Variances.
Capital Financing Costs	17,020	5,672	5,672	0	0	11,348	No Major Variances.
	54,550	18,188	15,430	(2,758)	2,000	37,120	
Beach Safety							
Premises	2,750	917	1,310	393	350	1,090	No Major Variances.
Supplies & Services	375,980	219,971	235,554	15,583	139,621	805	£21,281 - Serco cleansing costs; (£5,939) Saving against the RNLI Lifeguarding Service.
Support Services	78,900	26,302	26,300	(2)	0	52,600	No Major Variances.
Income	0	0	(656)	(656)	0	656	No Major Variances.
	457,630	247,190	262,509	15,319	139,971	55,151	
Woodlands Management							
Employee Costs	144,548	48,171	46,423	(1,748)	0	98,125	Vacant post.
Premises	56,126	19,304	23,118	3,814	8,017	24,991	Emergency tree works at Holt Country Park.
Transport Related Expenditure	21,182	7,067	4,341	(2,726)	726	16,115	Lower fuel costs for equipment.
Supplies & Services	12,450	4,159	3,791	(368)	4,228	4,431	No Major Variances.
Support Services	165,920	55,317	55,320	3	0	110,600	No Major Variances.
Capital Financing Costs	1,346	450	452	2	0	894	No Major Variances.
Income	(39,860)	(17,223)	(18,646)	(1,423)	0	(21,214)	Fee income from events at Holt Country Park.
	361,712	117,245	114,798	(2,447)	12,971	233,943	

Environment & Leisure

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Waste Collection And Disposal							
Employee Costs	0	0	1,634	1,634	0	(1,634)	No Major Variances.
Supplies & Services	5,603,220	1,575,286	1,079,229	(496,057)	3,359,204	1,164,788	See Note A below:
Support Services	514,840	171,571	171,620	49	0	343,220	No Major Variances.
Capital Financing Costs	459,571	153,134	153,136	2	0	306,435	No Major Variances.
Income	(4,423,210)	(2,881,248)	(2,755,174)	126,074	0	(1,668,036)	See Note B below:
	2,154,421	(981,257)	(1,349,556)	(368,299)	3,359,204	144,773	
Note A: Accruals brought forward - (£11,500) Sharps collections, (£2,000) Recycling credits payable, (£21,380) Contribution to the Norfolk Waste Partnership and (£411,000) Commercial waste disposal - invoices not received. (£68,113) Lower contract payments to Norfolk Environmental Waste Services Ltd. (NEWS) for recyclable materials; £24,026 Serco waste contract payments.							
Note B: (£9,266) Additional fee income; Debtor accruals brought forward - £3,618 for recycling credit income (sales of textiles); £7,796 for clinical waste disposal; £44,078 for the recovery of legal costs, £56,423 NEWS profit share (2021/22), and Smoothing mechanism, £73,536 returned gate fee. (£50,000) Serco - performance failure fee.							
Cleansing							
Supplies & Services	1,059,500	347,701	287,510	(60,191)	853,153	(81,163)	Variable billing invoices outstanding from contractor.
Support Services	51,840	17,279	17,280	1	0	34,560	No Major Variances.
Capital Financing Costs	85,500	28,490	28,492	2	0	57,008	No Major Variances.
Income	(66,000)	0	48	48	0	(66,048)	No Major Variances.
	1,130,840	393,470	333,330	(60,140)	853,153	(55,643)	
Leisure							
Employee Costs	159,066	53,009	53,060	51	0	106,006	No Major Variances.
Premises	0	0	0	0	300	(300)	No Major Variances.
Transport Related Expenditure	5,331	1,779	2,916	1,137	0	2,415	No Major Variances.
Supplies & Services	25,019	23,325	20,325	(3,000)	1,444	3,250	Savings against contribution to Active Norfolk - annual locality funding.
Support Services	(189,416)	(63,087)	(63,136)	(49)	0	(126,280)	No Major Variances.
	0	15,026	13,165	(1,861)	1,744	(14,909)	
Community Safety							
Employee Costs	9,198	3,070	2,874	(196)	0	6,324	No Major Variances.
Transport Related Expenditure	596	200	0	(200)	0	596	No Major Variances.
Supplies & Services	4,000	0	3	3	0	3,997	No Major Variances.
Support Services	23,320	7,788	7,772	(16)	0	15,548	No Major Variances.
	37,114	11,058	10,649	(409)	0	26,465	
Civil Contingencies							
Employee Costs	83,038	27,676	26,884	(792)	0	56,154	No Major Variances.
Transport Related Expenditure	1,044	352	321	(31)	0	723	No Major Variances.
Supplies & Services	12,390	1,056	468	(588)	196	11,726	No Major Variances.
Support Services	41,000	13,686	13,672	(14)	0	27,328	No Major Variances.
	137,472	42,770	41,345	(1,425)	196	95,931	
Ad Environmental & Leisure Svs							
Employee Costs	88,407	29,466	29,103	(363)	0	59,304	No Major Variances.
Transport Related Expenditure	1,744	584	654	70	0	1,090	No Major Variances.
Supplies & Services	100	36	14	(22)	0	86	No Major Variances.
Support Services	(90,251)	(30,064)	(30,080)	(16)	0	(60,171)	No Major Variances.
	0	22	(309)	(331)	0	309	
Total Environment & Leisure	8,199,579	1,214,679	627,094	(587,585)	4,736,584	2,835,901	
Total Communities	11,834,134	2,421,088	992,737	(1,428,351)	5,683,802	5,157,595	

Service Area Summaries P4 2023/24

Corporate Support

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£	£	£	£	
Human Resources & Payroll							
Employee Costs	386,490	123,966	120,919	(3,047)	15,594	249,977	No Major Variances.
Transport Related Expenditure	500	168	0	(168)	0	500	No Major Variances.
Supplies & Services	28,200	6,788	14,704	7,916	9,100	4,397	£7,970 Unplanned employment advise
Support Services	(414,190)	(138,075)	(138,100)	(25)	0	(276,090)	No Major Variances.
Income	(1,000)	(336)	(1,651)	(1,315)	0	651	No Major Variances.
	0	(7,489)	(4,128)	3,361	24,694	(20,565)	
Registration Services							
Employee Costs	146,000	48,662	45,356	(3,306)	450	100,194	No Major Variances.
Premises	24,050	22,684	22,811	127	0	1,239	No Major Variances.
Transport Related Expenditure	400	136	142	6	0	258	No Major Variances.
Supplies & Services	217,235	217,235	238,569	21,334	40,472	(61,806)	Election costs funded from additional income below together with grant roll forward from reserve yet to be transferred.
Support Services	182,030	60,708	60,692	(16)	0	121,338	No Major Variances.
Income	(51,995)	(50,995)	(61,274)	(10,279)	0	9,279	Additional new burdens funding increased in line with inflation.
	517,720	298,430	306,296	7,866	40,922	170,502	
Corporate Leadership Team							
Employee Costs	754,378	251,373	240,930	(10,443)	395	513,053	(£9,582) Vacant post
Transport Related Expenditure	10,575	3,529	1,999	(1,530)	0	8,576	No Major Variances.
Supplies & Services	17,580	3,028	586	(2,442)	0	16,994	No Major Variances.
Support Services	(782,533)	(260,732)	(260,904)	(172)	0	(521,629)	No Major Variances.
	0	(2,802)	(17,389)	(14,587)	395	16,994	
Communications							
Employee Costs	225,640	75,193	80,697	5,504	339	144,604	£7,172 Employee costs due to unplanned maternity cover.
Transport Related Expenditure	1,294	434	684	250	0	610	No Major Variances.
Supplies & Services	52,400	4,139	981	(3,158)	77	51,343	No Major Variances.
Support Services	43,290	14,451	14,440	(11)	0	28,850	No Major Variances.
Capital Financing Costs	(322,624)	(107,529)	(107,552)	(23)	0	(215,072)	No Major Variances.
Income	0	0	(1,680)	(1,680)	0	1,680	No Major Variances.
	0	(13,312)	(12,430)	882	416	12,015	
Corporate Delivery Unit							
Employee Costs	184,689	61,552	43,558	(17,994)	0	141,131	(£17,548) Employee costs due to vacant posts.
Transport Related Expenditure	1,200	400	0	(400)	0	1,200	No Major Variances.
Supplies & Services	6,540	2,184	0	(2,184)	0	6,540	No Major Variances.
Support Services	(192,429)	(64,116)	(64,144)	(28)	0	(128,285)	No Major Variances.
	0	20	(20,586)	(20,606)	0	20,586	
Total Corporate Support	517,720	274,847	251,762	(23,085)	66,426	199,531	

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Service Area Summaries P4 2023/24

Place And Climate Change

Sustainable Growth

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Economic Growth							
Employee Costs	12,482	4,167	0	(4,167)	0	12,482	(£3,499) Vacant post funded from capital income.
Premises	5,285	1,763	4,318	2,555	24	944	No Major Variances.
Transport Related Expenditure	125	44	0	(44)	0	125	No Major Variances.
Supplies & Services	92,600	25,370	(34,431)	(59,801)	138,984	(11,953)	(£52,316) Go digital grant accrual for 22/23, still awaiting invoice from Norfolk County Council (£6,043) Marketing.
Support Services	259,391	86,441	86,468	27	0	172,923	No Major Variances.
Capital Financing Costs	2,037	682	684	2	0	1,353	No Major Variances.
Income	(138,500)	0	0	0	0	(138,500)	No Major Variances.
	233,420	118,467	57,039	(61,428)	139,007	37,374	
Tourism							
Supplies & Services	77,050	4,020	885	(3,135)	0	76,165	No Major Variances.
Support Services	155,700	51,890	51,904	14	0	103,796	No Major Variances.
	232,750	55,910	52,789	(3,121)	0	179,961	
Coast Protection							
Employee Costs	0	0	21,392	21,392	0	(21,392)	Coastwise employee costs to be funded from grant in reserves.
Premises	156,000	62,000	61,321	(679)	83,877	10,802	Commitment contains duplications to be sorted shortly.
Transport Related Expenditure	0	0	364	364	0	(364)	No Major Variances.
Supplies & Services	111,450	1,500	198	(1,302)	7,935	103,317	No Major Variances.
Support Services	404,860	134,906	134,960	54	0	269,900	No Major Variances.
Capital Financing Costs	508,701	169,500	169,500	0	0	339,201	No Major Variances.
	1,181,011	367,906	387,734	19,828	91,812	701,465	
Business Growth Staffing							
Employee Costs	341,187	113,694	105,526	(8,168)	0	235,661	(£7,500) Employee savings partly funded from reserves.
Transport Related Expenditure	6,635	2,216	1,823	(393)	0	4,812	No Major Variances.
Supplies & Services	100	36	133	97	0	(33)	No Major Variances.
Support Services	(347,922)	(115,902)	(115,968)	(66)	0	(231,954)	No Major Variances.
	0	44	(8,486)	(8,530)	0	8,486	
Housing Strategy							
Employee Costs	182,700	60,899	53,538	(7,361)	0	129,162	Employee savings due to vacant post.
Transport Related Expenditure	2,144	720	380	(340)	0	1,764	No Major Variances.
Supplies & Services	22,200	20,740	1,730	(19,010)	0	20,470	(£10,000) Consultancy Fee's. (£8,945) Professional Fee's.
Support Services	101,502	33,877	33,836	(41)	0	67,666	No Major Variances.
Capital Financing Costs	777,167	0	0	0	0	777,167	No Major Variances.
	1,085,713	116,236	89,484	(26,752)	0	996,229	
Environmental Strategy							
Employee Costs	147,836	49,267	39,864	(9,403)	0	107,972	Employee savings due to vacant posts.
Premises	0	0	0	0	0	0	No Major Variances.
Transport Related Expenditure	2,298	771	551	(220)	0	1,747	No Major Variances.
Supplies & Services	130,020	8	2,200	2,192	5,000	122,820	No Major Variances.
Support Services	29,420	9,809	9,808	(1)	0	19,612	No Major Variances.
Income	0	0	(5,000)	(5,000)	0	5,000	Grant funds to cover Sports England consultancy commitment above.
	309,574	59,855	47,423	(12,432)	5,000	257,151	

Coastal Management

Employee Costs	382,021	127,300	92,096	(35,204)	0	289,925	(£33,536) Employee savings due to vacant posts. Part of saving to be used to fund contribution to interim coastal manager.
Premises	0	0	0	0	236	(236)	No Major Variances.
Transport Related Expenditure	9,719	3,245	2,845	(400)	0	6,874	No Major Variances.
Supplies & Services	4,620	1,548	101	(1,447)	9,408	(4,889)	No Major Variances.
Support Services	(329,860)	(109,886)	(109,984)	(98)	0	(219,876)	No Major Variances.
Income	(66,500)	(6,650)	(28,618)	(21,968)	0	(37,882)	(£22,500) Grant claim from 2020/21 not accrued for in the correct year.
	0	15,557	(43,560)	(59,117)	9,643	33,916	
Ad Sustainable Growth							
Employee Costs	88,817	29,600	29,702	102	0	59,115	No Major Variances.
Transport Related Expenditure	1,944	652	356	(296)	0	1,588	No Major Variances.
Supplies & Services	200	68	62	(6)	0	138	No Major Variances.
Support Services	(90,961)	(30,298)	(30,320)	(22)	0	(60,641)	No Major Variances.
	0	22	(200)	(222)	0	200	
Total Sustainable Growth	3,042,468	733,997	582,223	(151,774)	245,463	2,214,782	

Service Area Summaries P4 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	1,441,750	480,405	419,896	(60,509)	2,000	1,019,854	(£49,935) Employee savings due to vacant posts. (£6,340) Training costs. Other minor variances.
Transport Related Expenditure	32,086	10,695	8,195	(2,500)	0	23,891	No Major Variances.
Supplies & Services	87,005	54,824	59,211	4,387	1,700	26,094	£8,792 Agency staff costs covered by employee savings. (£8,730) Subscriptions. Balance made up of other minor variances.
Support Services	946,560	315,431	315,536	105	0	631,024	No Major Variances.
Capital Financing Costs	76,501	25,492	25,492	0	0	51,009	No Major Variances.
Income	(865,000)	(288,220)	(243,793)	44,427	0	(621,207)	£35,856 Planning applications & £25,971 Pre application advise due to lower applications. (£16,578) Section 111 (GIRAMS) income.
	1,718,902	598,627	584,536	(14,091)	3,699	1,130,666	
Planning Policy							
Employee Costs	468,348	156,066	134,580	(21,486)	0	333,768	(£19,982) Employee savings due to vacant posts.
Transport Related Expenditure	7,971	2,657	2,525	(132)	0	5,446	No Major Variances.
Supplies & Services	260,500	12,168	10,050	(2,118)	86,863	163,588	No Major Variances.
Support Services	196,150	65,386	65,392	6	0	130,758	No Major Variances.
Income	0	0	(42)	(42)	0	42	No Major Variances.
	932,969	236,277	212,505	(23,772)	86,863	633,601	
Conservation, Design & Landscape							
Employee Costs	365,064	121,653	90,300	(31,353)	0	274,764	(£30,985) Employee savings due to vacant posts, funded from reserves.
Transport Related Expenditure	8,852	2,954	2,208	(746)	0	6,644	No Major Variances.
Supplies & Services	66,450	17,478	5,397	(12,081)	0	61,053	(£14,925) Conservation area appraisals.
Support Services	95,290	31,773	31,764	(9)	0	63,526	No Major Variances.
Income	0	0	(26,807)	(26,807)	0	26,807	Biodiversity net gain grant.
	535,656	173,858	102,862	(70,996)	0	432,794	
Building Control							
Employee Costs	542,477	180,779	154,646	(26,133)	0	387,831	(£22,750) Employee savings due to vacant posts, funded from reserves. Other minor variances.
Transport Related Expenditure	22,562	7,524	5,429	(2,095)	0	17,133	No Major Variances.
Supplies & Services	21,314	12,331	85	(12,246)	8,611	12,618	(£9,104) Professional fee's. Balance made up of other minor variances.
Support Services	187,890	62,654	62,628	(26)	0	125,262	No Major Variances.
Income	(497,500)	(165,768)	(127,974)	37,794	0	(369,526)	£25,618 Regulation's Fee & £9,523 Plan's Fee income due to lower applications.
	276,743	97,520	94,813	(2,707)	8,611	173,319	
Combined Enforcement Team							
Employee Costs	224,770	74,905	71,224	(3,681)	1,250	152,296	No Major Variances.
Transport Related Expenditure	8,650	2,886	2,767	(119)	0	5,883	No Major Variances.
Supplies & Services	5,100	1,710	1,138	(572)	0	3,962	No Major Variances.
Support Services	(238,520)	(79,451)	(79,500)	(49)	0	(159,020)	No Major Variances.
	0	50	(4,371)	(4,421)	1,250	3,121	

Property Information

Employee Costs	122,952	40,984	38,318	(2,666)	0	84,634	No Major Variances.
Transport Related Expenditure	112	40	0	(40)	0	112	No Major Variances.
Supplies & Services	56,704	18,900	11,589	(7,311)	50,098	(4,983)	(£9,601) Search fee's due to lower applications.
Support Services	56,310	18,803	18,776	(27)	0	37,534	No Major Variances.
Income	(195,960)	(65,298)	(26,478)	38,820	0	(169,482)	See Note A below:
	40,118	13,429	42,205	28,776	50,098	(52,185)	

Note A: £46,318 Search fee income down due to lower applications. (£4,200) Contribution to cover additional costs for street name change (£3,300) Public Sector Geospatial Agreement Grant.

Ad Planning

Employee Costs	94,294	31,428	32,204	776	0	62,090	No Major Variances.
Transport Related Expenditure	1,225	412	321	(91)	0	904	No Major Variances.
Supplies & Services	100	36	221	185	72	(193)	No Major Variances.
Support Services	(95,619)	(31,851)	(31,872)	(21)	0	(63,747)	No Major Variances.
	0	25	874	849	72	(946)	

Total Planning	3,504,388	1,119,786	1,033,425	(86,361)	150,593	2,320,369	
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Total Place and Climate Change	6,546,856	1,853,783	1,615,648	(238,135)	396,056	4,535,152	
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Service Area Summaries P4 2023/24

Resources

Finance, Assets & Legal

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Industrial Estates							
Premises	45,755	15,267	4,642	(10,625)	4,582	36,531	See Note A .
Supplies & Services	0	0	399	399	0	(399)	No Major Variances.
Support Services	99,700	33,243	33,244	1	0	66,456	No Major Variances.
Capital Financing Costs	19,246	6,416	6,416	0	0	12,830	No Major Variances.
Income	(239,020)	(73,109)	(68,359)	4,750	0	(170,661)	See Note B .
	(74,319)	(18,183)	(23,658)	(5,475)	4,582	(55,243)	

Note A: (£5,245) Accrual from 22/23, awaiting invoice from supplier for payment. (£2,331) Insurance costs, waiting on final invoice. Other minor variances totalling (£3,049).

Note B: Vacant units for first quarter at North Walsham and Fakenham however there are companies/people interested in letting.

Surveyors Allotments

Premises	10,000	0	0	0	0	10,000	No Major Variances.
Support Services	20,750	6,920	6,920	0	0	13,830	No Major Variances.
Income	(100)	(36)	(50)	(14)	0	(50)	No Major Variances.
	30,650	6,884	6,870	(14)	0	23,780	

Parklands

Premises	0	0	626	626	0	(626)	No Major Variances.
	0	0	626	626	0	(626)	

Revenue Services

Employee Costs	928,588	309,426	278,337	(31,090)	125	650,127	Employee costs due to vacancies.
Transport Related Expenditure	900	300	137	(163)	0	763	No Major Variances.
Supplies & Services	112,778	21,745	16,425	(5,320)	3,738	92,615	No Major Variances.
Support Services	669,580	223,159	223,212	53	0	446,368	No Major Variances.
Capital Financing Costs	0	0	19	19	0	(19)	No Major Variances.
Income	(454,130)	0	(1,490,546)	(1,490,546)	0	1,036,416	See Note A .
	1,257,716	554,630	(972,416)	(1,527,046)	3,863	2,226,269	

Note A: (£1,400,175) 22/23 accrual in relation to Omicron Grant, reconciliation works complete and will be paid back to Business Energy & Industrial Strategy in August. (£90,021) New Burdens Grant Income.

Benefits Subsidy

Supplies & Services	0	0	64,006	64,006	0	(64,006)	See Note A .
Transfer Payments	16,930,262	0	0	0	0	16,930,262	No Major Variances.
Income	(16,930,262)	0	(106,190)	(106,190)	0	(16,824,072)	See Note B .
	0	0	(42,184)	(42,184)	0	42,184	

Note A: £54,045 Contribution to Post Office. £9,961 Discretionary Hardship Support Grant Payments.

Note B: (£98,000) Household Support Fund Allocation payment 4. (£8,190) Rent Allowance Support Payments.

Non Distributed Costs

Employee Costs	0	63,919	67,059	3,140	0	(67,059)	Superannuation Added Years.
	0	63,919	67,059	3,140	0	(67,059)	

Estates

Employee Costs	291,073	94,995	89,350	(5,645)	0	201,723	Fixed term post currently vacant, looking into options for restructure/recruitment.
Premises	5,990	1,996	2,020	24	553	3,417	No Major Variances.
Transport Related Expenditure	5,000	1,668	1,046	(622)	0	3,954	No Major Variances.
Supplies & Services	38,390	2,803	(8,405)	(11,208)	1,000	45,795	See Note A .
Support Services	(340,453)	(113,453)	(113,488)	(35)	0	(226,965)	No Major Variances.
Income	0	0	(2,420)	(2,420)	0	2,420	(£2,250) income moved to capital in August.
	0	(11,991)	(31,898)	(19,907)	1,553	30,345	

Note A: (£14,000) in relation to outstanding accrual for 22/23 currently chasing supplier for invoice. Offset by other minor variances totalling £2,792.

Admin Buildings

Premises	450,437	234,866	238,226	3,360	113,094	99,116	See Note A .
Supplies & Services	29,781	6,877	10,862	3,985	304	18,614	See Note B .
Transfer Payments	133,630	0	0	0	0	133,630	No Major Variances.
Support Services	(219,585)	(73,157)	(73,156)	1	0	(146,429)	No Major Variances.
Capital Financing Costs	43,174	14,392	14,392	0	0	28,782	No Major Variances.
Income	(372,101)	(33,791)	32,291	66,082	0	(404,392)	See Note C .
	65,336	149,187	222,616	73,429	113,399	(270,679)	

Note A: (£13,833) Accrual in relation to 21/22 and 22/23 rent for North Walsham Kings Arms street - Norfolk County Council have now sent invoices through for payment. £7,492 overspend in relation to Rafter's Cleaning. £3,412 Electricity costs higher than budgeted. £3,120 Gas costs higher than budgeted. (£3,136) variable billing invoices outstanding from contractor for refuse collection. Offset by other minor variances totalling £6,305.

Note B: £6,334 overspend in relation to Legionella surveys, offset by other minor variances totalling (£2,349).

Note C: £5,000 reduction in rental income due to North Walsham New Road being vacant. (£10,823) income in relation to North Walsham Kings Arms street that needs to be refunded as this has been paid to us in error. £69,193 Service Charge accrual in relation to Fakenham Connect and Cromer Office for 22/23 not yet received. Other minor variances totalling £2,712.

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Corporate Finance							
Employee Costs	584,228	194,684	134,891	(59,793)	0	449,337	Employee costs due to vacancies.
Transport Related Expenditure	1,044	352	0	(352)	0	1,044	No Major Variances.
Supplies & Services	100,895	47,426	45,424	(2,002)	32,667	22,804	See Note A .
Support Services	(699,798)	(233,224)	(233,292)	(68)	0	(466,506)	No Major Variances.
Capital Financing Costs	13,631	4,544	4,544	0	0	9,087	No Major Variances.
Income	0	0	(8,103)	(8,103)	0	8,103	(£8,103) New Burdens Grant Income - Transparency.
	0	13,782	(56,537)	(70,319)	32,667	23,870	
Note A: £4,307 Bip Solutions Procurement Software. (£3,755) Agency staffing. Other minor variances totalling (£2,554).							
Insurance & Risk Management							
Employee Costs	39,906	13,305	9,779	(3,526)	0	30,127	Waiting for final insurance invoices from Zurich.
Premises	274	92	67	(25)	0	207	No Major Variances.
Transport Related Expenditure	10,555	3,519	2,587	(932)	0	7,968	No Major Variances.
Supplies & Services	101,811	33,934	24,954	(8,980)	0	76,857	Waiting for final insurance invoices from Zurich.
Support Services	(152,546)	(50,853)	(50,860)	(7)	0	(101,686)	No Major Variances.
Income	0	0	(9)	(9)	0	9	No Major Variances.
	0	(3)	(13,482)	(13,479)	0	13,482	
Internal Audit							
Supplies & Services	84,000	0	(3,757)	(3,757)	76,936	10,821	Balance of 22/23 accrual as invoice was less than expected.
Support Services	(84,000)	(27,991)	(27,996)	(5)	0	(56,004)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	(27,991)	(31,753)	(3,762)	76,936	(45,183)	
Chalets/Beach Huts							
Premises	24,994	8,182	7,844	(338)	243	16,907	No Major Variances.
Supplies & Services	21,200	10,019	9,290	(729)	0	11,910	No Major Variances.
Support Services	113,390	37,807	37,800	(7)	0	75,590	No Major Variances.
Income	(263,770)	(87,889)	(84,356)	3,533	0	(179,414)	See Note A .
	(104,186)	(31,881)	(29,423)	2,458	243	(75,006)	
Note A: £5,322 Beach Hut income timing variance offset by (£3,630) Unbudgeted storage cost income and other minor variances totalling £1,841.							
Investment Properties							
Premises	167,122	61,869	87,060	25,191	92,424	(12,362)	See Note A .
Supplies & Services	4,719	1,579	136	(1,443)	0	4,583	No Major Variances.
Support Services	148,750	49,578	49,588	10	0	99,162	No Major Variances.
Capital Financing Costs	76,841	25,607	25,608	1	0	51,233	No Major Variances.
Income	(251,633)	(112,278)	(72,627)	39,651	0	(179,006)	See Note B .
	145,799	26,355	89,765	63,410	92,424	(36,390)	
Note A: £11,424 Repairs and maintenance overspend for installation of new doors, lift repairs, boiler works and Electrical Installation Condition Report at Rocket House. £6,699 Overspend on vinyl, water supply installation, making electricians safe and repairing brickwork and rails on Other Lettings. £3,633 Electricity overspend. £6,098 Other Lettings grounds maintenance costs. (£2,994) in relation to Insurance Premiums not yet paid.							
Note B: £6,794 Other Lettings, insurance premium recovery which will be recharged when we have paid Zurich in full. Rocket House, £12,024 Service Charge Income for 22/23 still outstanding and £16,999 Accrual 22/23 Other Recoverable costs still outstanding. Other minor variances totalling £3,834.							
Central Costs							
Employee Costs	38,913	12,970	13,169	199	0	25,744	No Major Variances.
Premises	0	0	42	42	0	(42)	No Major Variances.
Transport Related Expenditure	0	0	121	121	0	(121)	No Major Variances.
Supplies & Services	15,500	0	0	0	0	15,500	No Major Variances.
Support Services	(54,413)	(18,159)	(18,152)	7	0	(36,261)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	(5,189)	(4,820)	369	0	4,820	
Corporate & Democratic Core							
Transport Related Expenditure	100	36	0	(36)	0	100	No Major Variances.
Supplies & Services	415,478	118,833	(32,371)	(151,204)	7,523	440,327	(£153,333) 22/23 Audit Fee accrual outstanding. £2,535 Mandatory Participation Cabinet Office.
Support Services	1,615,410	538,276	538,472	196	0	1,076,938	No Major Variances.
Capital Financing Costs	900,000	0	0	0	0	900,000	No Major Variances.
Income	0	0	(18,264)	(18,264)	0	18,264	Unbudgeted income from Department for Levelling Up, Housing and Communities.
	2,930,988	657,145	487,837	(169,308)	7,523	2,435,629	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Immediate Commitments £	Remaining Budget £	Explanation for Major Variances.
Members Services							
Employee Costs	188,583	62,849	62,629	(220)	0	125,954	No Major Variances.
Transport Related Expenditure	17,610	5,874	2,170	(3,704)	0	15,440	New members have not been set up on MyView so have been unable to submit claims.
Supplies & Services	373,000	121,808	114,344	(7,464)	60	258,596	Reduced payments when elections were taking place.
Support Services	87,025	29,030	29,020	(10)	0	58,005	No Major Variances.
	666,218	219,561	208,162	(11,399)	60	457,996	
Legal Services							
Employee Costs	544,864	181,561	132,175	(49,386)	0	412,689	Employee costs due to vacancies.
Transport Related Expenditure	3,586	1,198	549	(649)	0	3,037	No Major Variances.
Supplies & Services	73,710	46,878	63,895	17,017	10	9,805	See Note A .
Support Services	(577,160)	(192,312)	(192,456)	(144)	0	(384,704)	No Major Variances.
Income	(45,000)	(25,200)	(25,978)	(778)	0	(19,022)	No Major Variances.
	0	12,125	(21,815)	(33,940)	10	21,806	
Note A: Overspends in relation to: £2,675 Books, £15,841 Other Professional Fees for Locum Lawyer, this is to be offset by employee cost underspend. Other minor variances totalling (£1,499).							
Ad Finance, Assets & Legal							
Employee Costs	91,814	30,600	31,307	707	375	60,132	No Major Variances.
Transport Related Expenditure	1,213	407	321	(86)	0	892	No Major Variances.
Supplies & Services	300	100	13	(87)	0	287	No Major Variances.
Support Services	(93,327)	(31,097)	(31,108)	(11)	0	(62,219)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	10	533	523	375	(908)	
Total Finance Assets & Legal	4,918,202	1,608,360	(144,517)	(1,752,877)	333,635	4,729,085	

Service Area Summaries P4 2023/24

Resources

Organisational Resources

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£		£	£	
Car Parking							
Premises	640,665	441,540	380,847	(60,693)	72,193	187,625	See Note A.
Supplies & Services	371,000	102,238	(180,854)	(283,092)	443,714	108,141	See Note B.
Support Services	187,090	69,017	69,036	19	0	118,054	No Major Variances.
Capital Financing Costs	75,820	25,264	25,264	0	0	50,556	No Major Variances.
Income	(3,032,799)	(1,062,046)	(1,081,703)	(19,657)	0	(1,951,096)	See Note C.
	(1,758,224)	(423,987)	(787,411)	(363,424)	515,907	(1,486,720)	
Note A: (£17,652) variable billing invoices outstanding from contractor in relation to Grounds Maintenance. (£42,875) Business rates underspend. £5,309 Electricity costs higher than budgeted. Other minor variances totalling (£5,475).							
Note B: (£223,962) 22/23 Management fee accrual not yet paid. (£60,438) Quarter 1 23/24 management fee not yet invoiced. £7,118 Contractor payments for cleansing contract. Other minor variances totalling (£5,810).							
Note C: (£17,565) Unbudgeted Electric Vehicle Charging Point income. (£7,213) Cash income. £5,000 22/23 accrual in relation to Management Fee for Millers Walk.							
It - Support Services							
Employee Costs	927,631	306,444	251,778	(54,666)	850	675,003	Employee costs due to vacancies.
Transport Related Expenditure	1,000	336	48	(288)	0	952	No Major Variances.
Supplies & Services	893,520	161,976	158,902	(3,074)	82,124	652,494	See Note A.
Support Services	(1,950,129)	(649,866)	(650,068)	(202)	0	(1,300,061)	No Major Variances.
Capital Financing Costs	127,978	42,644	42,644	0	0	85,334	No Major Variances.
Income	0	0	(2,592)	(2,592)	0	2,592	Sale of equipment.
	0	(138,466)	(199,288)	(60,822)	82,974	116,314	
Note A: (£3,789) accrual in relation to Adept Technology awaiting invoice. Although computer purchases do not have a YTD Variance we are expecting a full year effect of around £40,000 this is due to a number of software components being purchases by service areas without ICT being aware of the ongoing cost and commitment. Inflation costs have also been greater than predicted for some software.							
Poppyfields							
Premises	3,114	159	140	(19)	515	2,459	No Major Variances.
Supplies & Services	19,700	3,768	3,962	194	0	15,738	No Major Variances.
Support Services	22,770	7,593	7,592	(1)	0	15,178	No Major Variances.
	45,584	11,520	11,694	174	515	33,376	
Property Services							
Employee Costs	610,524	194,615	194,481	(134)	5,520	410,523	No Major Variances.
Premises	0	0	4,222	4,222	3,494	(7,716)	See Note A.
Transport Related Expenditure	29,431	6,469	6,804	335	0	22,627	No Major Variances.
Supplies & Services	25,085	3,216	6,928	3,712	45,125	(26,988)	Upgrading works to Concerto System.
Support Services	(712,795)	(237,478)	(237,588)	(110)	0	(475,207)	No Major Variances.
Capital Financing Costs	47,755	15,916	15,916	0	0	31,839	No Major Variances.
Income	0	0	1,308	1,308	0	(1,308)	22/23 Accrual outstanding from Cromer Town Council in relation to water leak at North Lodge Park.
	0	(17,262)	(7,930)	9,332	54,139	(46,209)	
Note A: Repairs and Maintenance spend that has no budget, mainly in relation to Skip Hire, Waste collection/Hire, NNDC Labour in relation to Elections and Support for 60's Weekend.							
Playgrounds							
Premises	29,135	9,711	18,923	9,212	24,149	(13,936)	See Note A.
Supplies & Services	63,500	24,125	24,038	(87)	33,649	5,813	No Major Variances.
Support Services	54,070	18,024	18,028	4	0	36,042	No Major Variances.
Income	0	0	(7,815)	(7,815)	0	7,815	Contribution towards installation of accessible roundabout Cromer Road, Sheringham.
	146,705	51,860	53,174	1,314	57,798	35,733	
Note A: Overspends in relation to: £6,606 Zip Line at Sadlers Wood Playground and £2,113 Higher contractor payments in relation to Grounds Maintenance.							
Amenity Lighting							
Premises	37,875	5,624	7,334	1,710	3,832	26,709	Electricity higher than budgeted.
Support Services	29,980	9,997	10,000	3	0	19,980	No Major Variances.
	67,855	15,621	17,334	1,713	3,832	46,689	
Community Centres							
Premises	10,520	1,642	1,230	(412)	241	9,050	No Major Variances.
Support Services	18,140	6,050	6,048	(2)	0	12,092	No Major Variances.
	28,660	7,692	7,278	(414)	241	21,142	
Tic'S							
Employee Costs	75,138	25,044	26,750	1,706	0	48,388	No Major Variances.
Premises	16,604	8,037	10,791	2,754	5,856	(43)	Heating repairs instructed by Property Services.
Transport Related Expenditure	85	29	0	(29)	0	85	No Major Variances.
Supplies & Services	18,370	6,135	3,003	(3,132)	6,297	9,071	No Major Variances.
Support Services	54,820	18,290	18,280	(10)	0	36,540	No Major Variances.
Capital Financing Costs	6,040	2,014	2,016	2	0	4,024	No Major Variances.
Income	(30,170)	(10,056)	(10,115)	(59)	0	(20,055)	No Major Variances.
	140,887	49,493	50,724	1,231	12,153	78,010	
Cromer Pier							
Premises	209,667	53,707	38,814	(14,893)	7,890	162,963	Waiting for final insurance invoices from Zurich.
Supplies & Services	4,000	1,335	0	(1,335)	0	4,000	No Major Variances.
Support Services	106,990	35,661	35,660	(1)	0	71,330	No Major Variances.
Capital Financing Costs	20,737	6,912	6,912	0	0	13,825	No Major Variances.
	341,394	97,615	81,386	(16,229)	7,890	252,118	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Immediate Commitments	Remaining Budget	Explanation for Major Variances.
	£	£	£		£	£	
Public Conveniences							
Premises	700,772	248,714	283,916	35,202	321,012	95,844	See Note A .
Supplies & Services	38,250	10,588	11,823	1,235	5,233	21,195	No Major Variances.
Transfer Payments	14,175	0	0	0	0	14,175	No Major Variances.
Support Services	214,450	71,467	71,484	17	0	142,966	No Major Variances.
Capital Financing Costs	82,028	27,332	27,332	0	0	54,696	No Major Variances.
Income	0	0	(7,707)	(7,707)	0	7,707	Insurance claim income.
	1,049,675	358,101	386,847	28,746	326,245	336,583	
Note A: £32,370 Higher contractor payments in relation to Contract Cleaning. £8,991 Electricity higher than budgeted. Other minor variances totalling (£6,159).							
IT Business Support							
Employee Costs	138,675	44,079	45,122	1,043	0	93,553	No Major Variances.
Support Services	398,690	132,868	132,908	40	0	265,782	No Major Variances.
	537,365	176,947	178,030	1,083	0	359,335	
Reprographics							
Employee Costs	46,853	15,618	15,441	(177)	0	31,412	No Major Variances.
Transport Related Expenditure	250	84	0	(84)	0	250	No Major Variances.
Supplies & Services	35,290	5,481	5,844	363	0	29,446	No Major Variances.
Support Services	(78,393)	(26,114)	(26,128)	(14)	0	(52,265)	No Major Variances.
Income	(4,000)	(1,335)	(1,366)	(31)	0	(2,634)	No Major Variances.
	0	(6,266)	(6,209)	57	0	6,209	
Customer Services - Corporate							
Employee Costs	951,854	317,175	277,119	(40,056)	0	674,735	Employee costs due to vacancies.
Transport Related Expenditure	2,300	768	920	152	0	1,380	No Major Variances.
Supplies & Services	74,867	10,570	(3,573)	(14,143)	22,508	55,932	(£10,710) 22/23 Accrual in relation to C3 Development. Other minor variances totalling (£3,433).
Support Services	(1,065,827)	(355,158)	(355,206)	(48)	0	(710,621)	No Major Variances.
Capital Financing Costs	54,056	18,012	18,012	0	0	36,044	No Major Variances.
Income	(17,250)	(9,226)	(13,399)	(4,173)	0	(3,851)	Service charge income higher than budgeted.
	0	(17,859)	(76,127)	(58,268)	22,508	53,619	
Ad Organisational Resources							
Employee Costs	87,950	29,308	29,522	214	0	58,428	No Major Variances.
Transport Related Expenditure	1,194	400	321	(79)	0	873	No Major Variances.
Supplies & Services	100	36	0	(36)	0	100	No Major Variances.
Support Services	(89,244)	(29,731)	(29,740)	(9)	0	(59,504)	No Major Variances.
Income	0	0	0	0	0	0	No Major Variances.
	0	13	103	90	0	(103)	
Total Organisational Resources	599,901	165,022	(290,394)	(455,416)	1,084,201	(193,906)	
Total Resources	5,518,103	1,773,382	(434,911)	(2,208,293)	1,417,836	4,535,179	

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Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£		2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Boosting Business Sustainability and Growth								
Rocket House	1,077,084	40,248	1,036,836	15,681	0	0	0	0
Collectors Cabin	30,000	5,760	24,240	0.00	0	0	0	0
Cornish Way Industrial Units	170,000	29,880	110,120	50,892	0	0	0	0
Fakenham Connect/Crinkle Crankle Wall	229,668	7,239	222,430	150,776	0	0	0	0
North Walsham Heritage Action Zone	3,120,000	2,745,878	374,122	224,894	0	0	0	0
Public Conveniences (Fakenham & Wells)	535,362	707,340	(171,978)	314,560	0	0	0	0
Public Conveniences Sheringham & North Walsham	500,000	79,058	420,942	39,167	0	0	0	0
Changing Places Toilets	300,000	0	300,000	0	0	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	55,000	0	0	0	0	0
Purchase of Property Services Vehicles	25,000	10,465	14,535	1,649	0	0	0	0
Fakenham Urban Extension	1,800,000	20,000	1,780,000	0	0	0	0	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£	£	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Property Acquisitions	710,000	5,216	704,784	0	0	0	0	0
Chalet Refurbishment	125,000	0	125,000	0	0	0	0	0
Marrams Repair	50,000	0	50,000	0	0	0	0	0
Red Lion Roof	30,000	0	30,000	0	0	0	0	0
Car Parks refurbishment	311,000	0	311,000	0	0	0	0	0
Cromer Office LED Lighting Programme	150,000	58,403	91,597	89	0	0	0	0
Marrams Footpath and Lighting	50,000	New	50,000	0	0	0	0	0
Public Conveniences - Albert Street, Holt	370,000	New	370,000	0	0	0	0	0
Catfield Industrial Units - Net Zero works	30,000	New	30,000	0	0	0	0	0
UK Shared Prosperity Fund	265,551	New	75,551	0	190,000	0	0	0
Rural England Prosperity Fund	1,457,851	New	364,463	0	1,093,388	0	0	0
			6,368,641	797,706	1,283,388	0	0	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£		2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
	£		£	£	£	£	£	£
Local Homes for Local Need								
Disabled Facilities Grants	1,357,527	Annual Programme	1,357,527	184,784	0	0	0	0
Compulsory Purchase of Long Term Empty Properties	630,000	195,706	434,294	0	0	0	0	0
Community Housing Fund	1,585,160	876,999	708,161	180,000	0	0	0	0
Provision of Temporary Accommodation	2,175,500	1,192,902	982,598	426,431	0	0	0	0
S106 Enabling	2,500,000	0	1,600,000	0	300,000	300,000	300,000	0
Loans to Housing Providers	600,000	150,000	300,000	0	150,000	0	0	0
Local Authority Housing Fund	1,040,000	New	1,040,000	0	0	0	0	0
			6,422,580	791,215	450,000	300,000	300,000	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£	£	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Climate, Coast and the Environment								
Cromer Coast Protection Scheme	8,822,001	5,505,065	3,316,936	11,290	0	0	0	0
Coastal Erosion Assistance	90,000	58,009	31,991	0	0	0	0	0
Coastal Adaptations	247,493	2,503	244,990	0	0	0	0	0
Mundesley - Refurbishment of Coastal Defences	3,221,000	460,073	2,760,927	20,146	0	0	0	0
Sea Palling Ramp	10,000	350	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	0	0	0	0
Countryside Machinery	38,465	7,249	31,216	28,139	0	0	0	0
Coastal Management Fund	950,000	103,000	147,000	0	200,000	250,000	250,000	0
Coastwise	1,015,000	55,042	959,958	0	0	0	0	0
			7,548,168	59,575	200,000	250,000	250,000	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£	£	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Quality of Life								
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,378,549	802,462	576,087	265,119	0	0	0	0
3G Facility at North Walsham/Fakenham	860,000	12,430	847,570	0	0	0	0	0
Cromer 3G Football Facility	1,000,000	0	1,000,000	0	0	0	0	0
The Reef Leisure Centre	12,861,000	12,560,273	300,727	5,790	0	0	0	0
Sheringham Enabling Land	110,000	31,323	78,677	0	0	0	0	0
Green Road Football Facility	60,000	9,780	50,220	0	0	0	0	0
Holt Country Park	150,000	0	150,000	0	0	0	0	0
			3,003,281	270,909	0	0	0	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£	£	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Customer Focus and Financial Sustainability								
Administrative Buildings	250,570	241,702	8,868	0	0	0	0	0
Purchase of Bins	100,000	Annual Programme	100,000	54,615	20,000	20,000	20,000	0
User IT Hardware Refresh	60,000	Annual Programme	60,602	300	60,000	60,000	60,000	0
Storage Hardware	60,000	42,430	17,570	0	0	0	0	0
Members IT	90,000	63,451	26,549	1,032	0	0	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	0	0	0	0
Waste Vehicles	4,734,000	4,049,954	684,046	0	0	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	0	0	0	0
Fire Wall Replacements	36,000	32,490	3,510	0	0	0	0	0
Refurbishment of IT Training Room	15,000	0	15,000	0	0	0	0	0
Financial Management System	230,000	226,966	3,034	0	0	0	0	0
The Reef Solar Carport	596,000	17,551	578,449	243,949	0	0	0	0
Recruitment Software	35,050	0	35,050	0	0	0	0	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
	£	£	2023/24 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Printer Replacement	48,000	45,497	2,503	0	0	0	0	0
Network Hardware Replacement	100,000	91,119	8,881	0	0	0	0	0
Server Replacement	100,000	0	100,000	0	0	0	0	0
Folding Machine Laminator	24,500	1,620	22,880	0	0	0	0	0
Fire Sensors/Modern Alarm system in Cromer Offices	150,000	0	150,000	0	0	0	0	0
Digital Mailroom Scanners	20,000	4,383	15,617	0	0	0	0	0
Environmental Health Noise Equipment	18,372	0	18,372	0	0	0	0	0
			1,898,250	299,895	80,000	80,000	80,000	0
			25,240,919	2,219,301	2,013,388	630,000	630,000	0

Capital Programme - Budget Monitoring 2023/24 - Period 4

<u>Scheme</u>	Scheme Total Approval	Pre 2023/24 Actual Expenditure	Updated Budget	Expenditure (Actuals) to P4	Budget	Budget	Budget	Budget
			2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£	£	£
Capital Programme Financing			2023/24		2024/25	2025/26	2026/27	2027/28
Grants			10,838,362		1,283,388	0	0	0
Other Contributions			2,620,000		300,000	300,000	300,000	0
Asset Management Reserve			133,523		0	0	0	0
Major Repairs Reserve			222,430		0	0	0	0
Invest to Save Reserve			0		0	0	0	0
Delivery Plan Reserve			1,458,449		0	0	0	0
Capital Projects Reserve			916,004		0	0	0	0
Housing Reserve			764,186		0	0	0	0
Benefit Reserve			0		0	0	0	0
Grants Reserve			0		0	0	0	0
Environmental Health Reserve			18,372					
Revenue Contribution to Capital (RCCO)			50,000		0	0	0	0
Capital Receipts			7,884,593		430,000	330,000	140,000	80,000
Internal / External Borrowing			335,000		0	0	190,000	(80,000)
TOTAL FINANCING			25,240,919		2,013,388	630,000	630,000	0

Reserves Statement 2023/24 Monitoring

Reserve	Purpose and Use of Reserve	Balance 01/04/22	Outturn Movement 2022/23	Balance 01/04/23	Updated Budget Movement 2023/24	Balance 01/04/24	Budgeted Movement 2024/25	Balance 01/04/25	Budgeted Movement 2025/26	Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £2.1 million.	2,945,866	(296,445)	2,649,421	(356,461)	2,292,960	(9,298)	2,283,662	0	2,283,662	0	2,283,662
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets.	555,618	0	555,618	(400,000)	155,618	0	155,618	0	155,618	0	155,618
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	882,030	(35,923)	846,107	0	846,107	0	846,107	0	846,107	0	846,107
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	749,248	(23,426)	725,822	(111,305)	614,517	0	614,517	0	614,517	0	614,517
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	224,115	0	224,115	(89,690)	134,425	(53,529)	80,896	(53,529)	27,367	0	27,367
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	4,256,294	(594,997)	3,661,297	(1,278,268)	2,383,029	(18,000)	2,365,029	(18,000)	2,347,029	(18,000)	2,329,029
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	299,889	202,543	502,432	0	502,432	0	502,432	0	502,432	0	502,432
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	569,776	(163,226)	406,550	(275,000)	131,550	0	131,550	0	131,550	0	131,550
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	4,326,421	(1,202,392)	3,124,029	(1,289,413)	1,834,616	(424,860)	1,409,756	(10,000)	1,399,756	(10,000)	1,389,756
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	197,621	34,800	232,421	(44,800)	187,621	(10,000)	177,621	(10,000)	167,621	0	167,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	103,000	83,015	186,015	(133,015)	53,000	50,000	103,000	50,000	153,000	50,000	203,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	90,125	(29,635)	60,490	0	60,490	0	60,490	0	60,490	0	60,490
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	311,193	183,283	494,476	(16,000)	478,476	0	478,476	0	478,476	0	478,476
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

Reserves Statement 2023/24 Monitoring

Reserve	Purpose and Use of Reserve	Balance 01/04/22	Outturn Movement 2022/23	Balance 01/04/23	Updated Budget Movement 2023/24	Balance 01/04/24	Budgeted Movement 2024/25	Balance 01/04/25	Budgeted Movement 2025/26	Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27
		£	£	£	£	£	£	£	£	£	£	£
Grants	Revenue Grants received and due to timing issues not used in the year.	2,357,656	262,700	2,620,356	0	2,620,356	0	2,620,356	0	2,620,356	0	2,620,356
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,107,358	166,678	2,274,036	(555,899)	1,718,137	(189,179)	1,528,958	(52,897)	1,476,061	(54,046)	1,422,015
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	339,152	0	339,152	0	339,152	0	339,152	0	339,152
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	124,323	(30,871)	93,452	(31,745)	61,707	(31,745)	29,962	0	29,962	0	29,962
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	329,207	258,772	587,979	0	587,979	0	587,979	0	587,979	0	587,979
Net Zero Initiatives	to support the Councils Net Zero programme	0	500,000	500,000	0	500,000	0	500,000	0	500,000	0	500,000
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	0	222,543	(178,000)	44,543	0	44,543	30	44,573	(18,000)	26,573
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	173,097	(17,873)	155,224	(42,742)	112,482	(7,860)	104,622	0	104,622	0	104,622
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	89,566	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	217,926	198,965	416,891	(178,965)	237,926	50,000	287,926	50,000	337,926	50,000	387,926
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	898,995	(234,987)	664,008	0	664,008	0	664,008	0	664,008	0	664,008
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	500,000	0	500,000	0	500,000	0	500,000	0	500,000	0	500,000
Total Reserves		23,021,019	(739,019)	22,282,000	(4,981,303)	17,300,697	(644,471)	16,656,226	(44,396)	16,611,830	(46)	16,611,784

INVESTMENT RETURN 2023/24

Period 4

	Average Amount Invested	Interest Receivable	Rate
Term Deposits & Bonds	8,372,500	123,570	4.42
Pooled Funds	22,581,271	497,482	6.59
Non-Treasury (Housing Loans)	2,243,457	43,621	5.82
Total	33,197,228	664,673	5.99

Term Deposits (Inc MMFs)	7,275,000	123,570.18	5.08
Pooled Funds	22,581,271	497,481.90	6.59
Non-Treasury (BHA)	2,019,235	40,923.00	3.80
Non-Treasury (Homes for Wells 1)	155,283	2,698.00	3.00
Total Non-Treasury	2,174,518	43,621.00	6.00
	32,030,789	664,673.08	6.21

Short-Term Investments	123,570.18
Long-Term Investments	541,102.90
	664,673.08

Full Year Budget		
10,000,000	382,300	3.82%
22,000,000	1,069,200	4.86%
2,190,880	81,936	3.74%
34,190,880	1,533,436	4.48

	Principle	Interest	Rate of Return
Treasury Investments Breakdown			
Cash plus funds	0	0	0.00
Short-dated bond funds	1,011,511	8,670	2.56
Strategic bond funds	5,000,000	74,433	4.45
Equity income funds	5,569,760	159,299	8.56
Property funds	5,000,000	143,374	8.58
Multi asset income funds	6,000,000	111,706	5.57
Total Pooled Fund Investments	22,581,271	497,482	6.59
Money Market Funds	7,275,000	123,570	5.08
Total Treasury Investments	29,856,271	621,052	6.22

	Principle	Interest	Rate of Return
Loans for Service Investments Breakdown			
Loan to BHA	2,019,235	40,923.00	3.80
Loan to Homes for Wells	155,283	2,698.00	3.00
Total Loans	2,174,518	43,621	6.00

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DEBT RECOVERY REPORT 2022-23	
Executive Summary	<p>This is an annual report detailing the council's collection performance and debt management arrangements for 2022/23</p> <p>The report includes a:</p> <ul style="list-style-type: none"> ▪ A summary of debts written off in each debt area showing the reasons for write-off and values. ▪ Collection performance for Council Tax and Non-Domestic Rates. ▪ Level of arrears outstanding ▪ Level of provision for bad and doubtful debts
Options considered	To leave the write off limits as they currently are allowing team leaders to write off up to £2k and the Revenues Manger up to £10k or to increase these to a higher figure.
Consultation(s)	Your report must include details of any internal or external consultation processes undertaken. If consultation has not been necessary – state, why
Recommendations	<p>This is a recommendation to Full Council.</p> <ol style="list-style-type: none"> 1. To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection. 2. To approve the suggested changes to the delegated authority as shown in appendix 2 for write offs.
Reasons for recommendations	Recommendations to approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection and the suggested delegated authorisation changes to ensure the Council seeks best use of its staff resources and manages the finances to ensure best value for money.
Background papers	Corporate Debt Management and Recovery Policy Appendix 1, Debt Write Off Policy Appendix 2 and Enforcement Agent Code of Practice and Enforcement Agent Instructions Appendix 3.

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

Links to key documents:	
Corporate Plan:	List here which corporate plan priorities (if any) that your proposals are linked to

Medium Term Financial Strategy (MTFS)	Maximises Income of revenues.
Council Policies & Strategies	Corporate Debt Management and Recovery Policy and Debt Write Off Policy

Corporate Governance:	
Is this a key decision	Yes.
Has the public interest test been applied	Yes.
Details of any previous decision(s) on this matter	September 2022, 2021/22, Debt Report.

1. Purpose of the report

This is an annual report detailing the council's collection performance and debt management arrangements for 2022/23.

The report includes a:

- A summary of debts written off in each debt area showing the reasons for write-off and values.
- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

2. Introduction & Background

Introduction

The Corporate Debt Management annual report is one of the performance managements measures to provide members with outturn figures for 2021/22 for the following:

- A summary of debts written off in each debt area showing the reasons for write off and values.
- Collection performance for Council Tax and Non - Domestic Rates (NNDR).
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

Background

Writing off bad debts is a necessary function of any organisation collecting money. The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all the debt and will need to be considered for write off. The Council views such cases very much as exceptions and this report identify those debts.

3. Proposals and Options

Performance

Below are a summary of the Council's three main income streams and the level of debt associated with each, for the last four financial years.

Table 1

Income Area	Year/Date	Total Arrears on 31 st March All Years (after write offs) * (£)	Current Years Arrears Included (After write – offs) ** (£)	% Of Current Arrears v Net Debit	Provision for Bad/Doubtful Debt for all years (£)
Council Tax	2019/20	2,599,769	1,192,173	1.60%	863,985
	2020/21	3,451,400	1,610,836	2.10%	1,155,777
	2021/22	3,654,527	1,548,794	1.90%	1,272,071
	2022/23	4,115,165	1,546,928	1.68%	249,985

Table 2

Income Area	Year/Date	Total Arrears on 31 st March All Years (after write offs) * (£)	Current Years Arrears Included (After write – offs) ** (£)	% Of Current Arrears v Net Debit	Provision for Bad/Doubtful Debt for all years (£)
NDR	2019/20	1,655,968	724,063	2.60%	958,258
	2020/21	410,374	179,520	1.40%	243,423
	2021/22	393,786	106,462	0.56%	254,611
	2022/23	329,183	201,357	0.82%	1,988

*This is the cumulative arrears (excludes costs) for all years.

** This is the arrears figure as at 31/3/2023. Collection of the 2022/23 debt is ongoing and £437k council tax and £156k NDR has been collected since 7 August 2023 against the previous 2022/23 year's arrears.

The table below shows the level of sundry debt outstanding at the year-end. For 2022/23, this will exclude the residue of Housing Benefit Overpayments, which is shown separately.

Table 3

Income Area	Year	Total Arrears on 31st March All Years (after write offs) (£)	Net Debit Raised End of Year (£)	% Outstanding against debit at year end	Provision for Bad/Debt for all years (£)
Sundry Income	2019/20	610,999	22,839,235	2.68%	78,407
	2020/21	1,111,194	5,585,812	19.89%	210,170
	2021/22	643,957	7,085,105	9.09%	189,373
	2022/23	1,059,575	7,470,570	14.20%	254,248

Figures previously included overpayments being recovered through weekly reclaim against ongoing Housing Benefit. The value of overpayments shown above from 2019/20 onwards are not treated as a corporate debt as they have not been invoiced. The value of these debts is recorded against the subsidy claim.

The table below shows the breakdown of 2022/23 residual housing benefit overpayments in finance and the level of housing benefit overpayments in Benefits outstanding at the year-end.

Table 4

Income Area	Year	Total Arrears on 31st March All Years (after write offs) (£)	Net Debit Raised End of Year (£)	% Outstanding against debit at year end	Provision for Bad/Debt for all years (£)
Sundry Income Residual Housing Benefit Overpayments (in Finance)	2020/21	75,581	0.00	100%	72,926
	2021/22	67,028	0.00	100%	64,810
	2022/23	43,295	0.00	100%	19,115
Housing Benefit Overpayments (put to invoice in the Benefits Service)	2020/21	769,139	147,641	88.06%	549,075
	2021/22	670,571	135,492	74.21%	711,593
	2022/23	658,130	256,716	70.87%	395,822

During 2021/22, as part of the ongoing recovery from the pandemic, we continued to offer a payment break or a payment plan for those who were suffering financial hardship.

During the pandemic we saw a significant shift from the number of people claiming Housing Benefit moving across to claim their Housing Costs through Universal Credit instead. This has made recovery of Housing Benefit more difficult and time consuming as we are not allowed to recover directly from Universal Credit.

Table 5

Income Area	Year/Date	Net Collectable Debit (£)	Number of Accounts	Average Amount per Account (after adjustments) (£)	Total of all Years Arrears (£)
Council Tax	2019/20	74,697,433	55,169	1,354	2,599,769
	2020/21	77,133,527	55,463	1,391	3,451,400
	2021/22	81,511,373	55,825	1,460	3,654,527
	2022/23	91,952,456	55,804	1,648	4,037,735
NDR	2019/20	27,870,878	7,652	3,642	1,655,968
	2020/21	12,809,134	7,879	1,626	410,374
	2021/22	19,105,144	8,158	2,342	393,786
	2022/23	24,700,970	8,327	2,966	329,183
Sundry Income	2019/20	5,585,812	5,364	1,041	1,111,194
	2020/20	5,585,812	5,364	1,041	1,111,194
	2021/22	7,085,105	5,637	1,257	657,258
	2022/23	7,470,570	5,733	1,303	1,059,575

The above figures previously included Housing Benefit Overpayments being recovered through weekly reclaim against the ongoing Housing Benefit. The value of overpayments from 2019/20 onwards does not treat these as a corporate debt as they have not been invoiced. The value of these debts is recorded against the subsidy claim.

The Provision for Bad/Debt for Sundry Income for all years is £414,937 which includes (£19,115 + £395,822 see table 4) for housing benefit overpayments. £658,130 is the level of housing benefit overpayments in the Benefit Service and £43,295 is the residual housing benefit overpayments in the Finance.

The table below shows the breakdown of 2022/23 residual housing benefit overpayments in finance and the level of housing benefit overpayments in Benefits outstanding at the year-end.

Table 6

Income Area	Year/Date	Net Collectable Debit (£)	Number of Accounts	Average Amount per Account (after adjustments) (£)	Total of all Years Arrears (£)
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Sundry Income (residual Housing Benefit overpayments in finance).	2020/21	58,486	12	4,874	58,486
	2021/22	53,727	12	4,477	53,727
	2022/23	43,295	11	3,936	43,295
Housing Benefit overpayments put to invoice in the Benefits Service.	2020/21	873,380	538	1,623	769,139
	2021/22	768,149	483	1,590	670,571
	2022/23	674,481	352	1,916	658,130

Table 7

Income Area	2018/19	2019/20	2020/21	2021/22	2022/23	Target 2022/23
Council Tax	98.72%	98.51%	98.01%	98.1	98.27	98.20%
NNDR	99.15%	97.32%	98.41%	99.24	99.25	99.20%

There have been several changes over the past few years that have affected council tax charges. From April 2013, support for council tax was localised. The Government reduced the level of funding that it had previously provided to cover the cost of the support (council tax benefit). All those of working age who had previously been on 100% benefit had to pay a minimum of 8.5%. In addition, some people on benefits were also affected by other welfare reform changes – e.g., under occupation of properties in the social sector, the benefit cap, and Universal Credit, putting additional pressure on incomes. In addition to the welfare, changes there were several technical changes to council tax. These included an increase in the charge for empty properties with additional premiums for those empty for more than two, five and ten years, a reduction in the second homes discounts and those properties undergoing structural repair and alteration. These changes affected the level of council tax to be collected and the ability of some residents to pay. The target for council tax collection continues to be challenging given the above.

There are no longer national indicators for the collection of Council Tax and Non-Domestic (Business) Rates. The performance indicator (PI) is retained as a local PI and continues to be monitored monthly. An important part of debt management is to ensure that bills are sent out accurately and timely and that council tax and business ratepayers are aware of any appropriate discounts, exemptions, reliefs, and benefit entitlement they may apply. Information is sent with the annual bills and is shown on our web site with service information being provided on these. The ongoing promotion of Direct Debit also forms an important part of debt management where 77% of council taxpayers are paying by direct debit and 29% of NNDR customers pay by direct debit.

The Government has made the Small Business Rate Relief (SBRR) scheme more generous from 1 April 2017. Small businesses with a Rateable Value below £12,001 are now entitled to receive 100% relief (increase funded by Government). Small businesses with a Rateable Value between £12,000 and £15,001 may now be entitled to receive a percentage reduction in their rates bill. There have been several new relief schemes to help small businesses with Non-Domestic Rates over the past few years.

The Government's NDR Retail Discount Scheme was implemented from 2019/20 to award retail businesses with a third off their net rates bill. This was increased to 50% from 2020/21 and then changed to the 100% NDR Expanded Discount Scheme. A Nursery Discount Scheme for 100% was also implemented alongside the Business Grant Schemes.

Since March 2020 because of the pandemic and the effect of this on customers' ability to pay, we took the unprecedented step to stop all council tax and Non-Domestic Rates recovery work. Customers were given the opportunity to defer or delay paying us whilst they sort out their personal and business finances. We started sending out soft reminders from August 2020 with court attendances starting again later in the same year. This has impacted on the collection performance.

Non-Domestic Rates had the introduction of the Covid Additional Relief Fund (CARF) for 2021/22.

The 100% NDR Retail Discount was reduced from 1 July 2022 to 66% and then from 1 April 2022 to 50%.

3.1 Write-Offs

The table below shows in summary the amounts of debts that have been written off over the last four years. Since 2019/20 Sundry Income is illustrated separately to the residual Housing Benefit overpayments.

Table 8

Income Area	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)
Council Tax	165,133	65,638	133,790	159,938.92
NNDR	45,671	94,863	3,957	49,223.64
Sundry Income only	9,248	9,962	12,595	35,077
Sundry Income (residual Housing Benefit overpayments in finance).	12,497	1,382	2,536	0
Housing Benefit overpayments put to invoice in the Benefits Service.	20,556	40,391	61,398	10,501.67

The table below details the category of debts that have been written off over the year 2022/23 (includes costs) for all years.

Table 9

Category	Council Tax (£)	NNDR (£)	Sundry Income (£)	Sundry Income (£) (residual Housing Benefit overpayments in finance)	Housing Benefit overpayments put to invoice in the Benefits Service (£)
Unable to collect Uneconomic/ bailiff unable to collect	-47	-8	0.	0.	2,658.79
Debtor deceased	11,269	0	0	0	3,334.94
Debtor absconded	94,548	10,278	0	0	2,893.68
Debtor in bankruptcy Or liquidation or other Insolvency proceedings	42,980	38,743	35,077	0	181.88
Disputed Liability Debt cannot be proved (conflict of evidence)	3,748	210	0	0	0.00
Ill health & no means	3,860	0	0	0	1,349.23
Undue hardship	52	0	0	0	83.15
Debt remitted by the Court	0	0	0	0	0.00
Irrecoverable	2,743	0	0	0	0.00
Detained/Prison	-246	0	0	0	0.00
Other	1,031	0	0	0	0.00
Totals	159,938	49,223	35,077	0	10,501.67

The level of Council Tax and Non-Domestic (Business) Rates debts written off has increased since last year. The Council Tax and Non-Domestic (Business) Rates debts that have been written off are principally debts from insolvency and people absconding. Whilst every effort is made to trace debtors there is several debtors that cannot be traced, and the debt must be written off.

4. Corporate Priorities

This report is linked to the Corporate Plan under A Strong, Responsible and Accountable Council.

We will ensure the Council maintains a financially sound position, seeking to make best use of its staff resources, effective partnership working and maximising the opportunities of external funding and income.

We aim to provide effective and efficient delivery of the Revenues Service. Managing our finances to ensure best value for money, continuing a service improvement programme to ensure our services are delivered efficiently, providing services that are value for money and meet the needs of our residents, ensuring that strong governance is at the heart of all we do, creating a culture that empowers and fosters an ambitious, motivated workforce and exploring opportunities to work further with stakeholders and partner organisations.

5. Financial and Resource Implications

There are no resource implications here.

Comments from the S151 Officer:

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

6. Legal Implications

There are no legal implications here.

Comments from the Monitoring Officer

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

7. Risks

The Council is already required to make provision for bad and doubtful debts. The additional information gained from this report will help improve monitoring and our ability to consider the appropriateness of the provisions in a more accurate way.

8. Net Zero Target

This report does not raise any issues relating to the Net Zero target.

9. Equality, Diversity & Inclusion

The Debt Management & Recovery Policy takes account of the impact that getting into debt can have on people and their families, so it also encourages people to pay, and aims to provide reasonable facilities and assistance for them to do so.

Before writing off debt, the Council will satisfy itself that all reasonable steps have been considered to collect it and that no further recovery action is possible or practicable. It will consider the age, size, and types of

debt, together with any other factors that it feels are relevant to the individual case. All write-offs are dealt with in the same fair and consistent way in line with equality and diversity issues.

While you can be sent to prison for up to 3 months if the court decides you don't have a good reason to not pay your Council Tax and you refuse to do so it is not our Council's policy to take such action where there is an inability to pay and there is a range of support which the Council offers in order to avoid this.

10. Community Safety issues

This report does not raise any issues relating to the community safety issues.

11. Conclusion and Recommendations

This is an annual report detailing the council's collection performance and debt management arrangements for 2022/23

The report includes a:

- A summary of debts written off in each debt area showing the reasons for write-off and values.
- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

This is a recommendation to Full Council.

To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.

To approve the suggested changes to the delegated authority as shown in appendix 2 for write offs.

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CORPORATE DEBT MANAGEMENT AND RECOVERY POLICY

INTRODUCTION

Effective debt management is crucial to the success of any organisation. It is essential that this authority has clear policies and strategies to help prevent debt in the first instance and then manage the recovery of debt where prevention has failed. If the Council is to achieve its aim of first class resource management, then it must seek to recover all debts due and sustain collection rates. It also has a key role in the prevention of debt, and in providing advice and assistance to clients where there is genuine hardship.

This policy has therefore been designed to address these concerns. Its implementation aims to deliver measurable service improvement and adherence to recognised good practice. Members need to be confident that debt is being managed within the parameters set by this document.

The following policies have been prepared within this framework:

Debt Write -Off policy as shown in Appendix 2.

POLICY AIMS

The key aims of this policy are as follows:

- ◆ To identify debtors as early as possible, and consider fully the debtors circumstances and ability to pay, and so distinguish from the outset between the debtor who won't pay, and the debtor who genuinely can't pay.
- ◆ To work with the client to clear the debt as soon as possible. To ensure a professional, consistent and timely approach to recovery action across all of the Council's functions.
- ◆ To cost effectively pursue all debts owed to the Council, seeking to maintain and improve on the levels of income collected by the authority.
- ◆ To promote a co-ordinated approach towards sharing debtor information and managing multiple debts owed to the Council. To actively work alongside approved advice agencies to seek early identification of clients who are failing to meet multiple debt liabilities.
- ◆ To only write debt off once all avenues have been exhausted for the recovery of debt. This is in accordance with the Council's write-off policy.
- ◆ To treat individuals consistently and fairly regardless of age, sex, gender, disability, ethnicity, race or sexual orientation, and to ensure that individual's rights under General Data Protection Regulations (GDPR) and Human Rights legislation are protected.

SUPPORTING THE COUNCIL'S CORPORATE PRIORITIES

This Policy supports the Council's drive towards continuous improvement whilst recognising equality and diversity issues. It is reflective of the values and standards adopted by this Council within the Corporate Plan and contribute towards the following priorities:

First Class Resource Management – To manage the Council's resources efficiently and effectively and to make sensible choices in setting priority led service budgets which do not burden council tax payers with unnecessary or unjustifiable costs.

Better Access to Council Services – To improve customer service through all access channels, and to move towards a fully integrated front office with multi-agency enquiry-handling capacity.

The Policy also supports the wider aim of improving service provision through partnership working by seeking to maximise the benefits of external debt advisory agencies.

DEBTS COVERED BY THIS POLICY

The main section involved in debt recovery is Finance.

The debts involved are primarily:

- Council Tax
- National Non Domestic Rates
- Overpaid Housing Benefit
- Sundry Income

The policy will apply to all sections of the Council and focus on collecting the charge set rather than how the charge is arrived at. Ability to pay is a paramount concern when considering debt recovery. For Council Tax a discretionary scheme (Council Tax Support) is provided on application, which is designed to offset the effects of low income on ability to pay.

Charging policy, statutory or discretionary will never completely remove the problems of people and families on low incomes. The approach to recovery must therefore be sensitive to individual circumstances and take into account multiple debts owed to ensure that arrangements are manageable. The primary aim remains the recovery of debt and improved data sharing will support this aim.

THE LEGAL AND POLICY FRAMEWORK FOR RECOVERY

The Council has a legal duty to ensure cost-effective billing, collection and recovery of all sums due to the Council. This policy is in addition to existing legislation and will provide a framework for procedures to be developed and improved.

This debt recovery policy is concerned primarily with the recovery of debts prior to legal action being taken, but the principles should still be applied wherever appropriate even if litigation has commenced.

Local Taxation

Council Tax recovery procedures are laid down by statute in The Council Tax (Administration and Enforcement) Regulations 1992 and subsequent amendments.

National Non-Domestic Rates recovery procedures are laid down by statute in The Local Government Finance Act 1988 and subsequent regulations and amendments.

The Council appoints Enforcement Agents to recover local taxation arrears in accordance with an enforcement protocol. Changes to legislation came in from April 2014 under The Taking Control of Goods (Fees) Regulations 2014 nationally standardising fees and charges and an enforcement protocol for bailiffs. Since this date, bailiffs became known as Enforcement Agents. The changes to the legislation are to ensure that the rates and charges added by the Enforcement Agents are transparent and nationally set making it easier for debtors to understand the consequences of non-compliance and the powers available to Enforcement Agents. The Enforcement Agent Code of Practice & Enforcement Agent Instructions with the statutory fees recoverable is shown in Appendix 3.

Housing Benefits

Housing Benefit overpayments are reclaimed in accordance with Regulations 98-105 of The Housing Benefit (General) Regulations 1987 (as amended) And Sections 105 & 106 of the Welfare Reform Act 2012 and Social Security Overpayment and Recovery) Regulations 2013. The Benefit Overpayment Policy sets out the basis under which these debts are recovered and is shown in Appendix 4.

Miscellaneous Income

Sundry Debt arrears are collected within a well-established framework, but written guidelines are required. On certain debts, interest may be charged for late payment. The debtor will be made aware of any additional costs in advance so that they have the opportunity to avoid this wherever possible. Customers will also be made aware of legal fees and costs that will be incurred for non-payment.

THE POLICY

- Full names, contact address, email address and a phone number will be established wherever possible prior to service provision or invoicing/billing.
- All Council bills and invoices will be raised as soon as practicable on a daily basis and will include clear, relevant and full information as to:
 - What the bill is for;
 - When payment is due;
 - How to pay;
 - How to contact us if there is a query in relation to the bill or in relation to making payment.
- All letters and reminders will:
 - Be written in plain English;
 - Explain fully what has been agreed and the consequences of non-payment;
 - Include appropriate contact details.
- Debtors will be encouraged to make prompt contact if they disagree with a bill or have difficulty in making payment on time. Contact can be made by:
 - Website
 - Email
 - Telephone
 - Letter
 - In person at the Council Offices.

- Problems and bill discrepancies raised will be resolved as quickly as possible to prevent unnecessary delays in payment and incorrect debits.
- All debtors seeking help due to financial difficulties will:
 - Be given the opportunity to have their ability to pay assessed by the relevant collection unit;
 - Be invited to provide details of their means by listing their income and expenditure. (Evidence to confirm the accuracy of the means statement will be requested if necessary);
 - Be invited to use the money and debt advice services available from the Citizens Advice Bureau (CAB) and other similar organisations;
 - Be asked if they have other debts owing to the Council that they also wish to be considered;
 - Be given access to the Council's interpreter service if required.
- If legal proceedings have already commenced, consideration will be given to whether the debt can firstly be attached to earnings or benefits, the priority of the debts owed and the level of repayments currently being made.
- If a specific recovery action has already commenced e.g. attachment of earnings or the debt has been passed to an Enforcement Agency, the action taken will usually continue. However, any arrears not included in the action will be considered in line with existing arrangements and this policy.
- If it is found that the debtor has the ability to pay, but refuses to pay, then recovery action will continue promptly within the existing arrangements for the type of debt.
- If it is found that the debtor is suffering severe hardship or has difficulty managing their own affairs, the following will be considered:
 - Can we reduce the debt? Are they entitled to take up relevant benefits, discounts, exemptions, reliefs or any other reductions to minimise the potential for debt accrual?
 - Does the debtor owe money to other Council services? If so the debtor will be advised that, with their consent, all their Council debts may be taken into consideration when deciding on an arrangement. The advantage to the debtor in making a common arrangement is that they may save time and costs. However, it is for the debtor to decide if this is an option they want to pursue.
- If a debtor takes up the offer to deal with all Council debts collectively, the various services will communicate the debtor's details confidentially between themselves and will endeavour to take a holistic approach to collection without prejudice to their own service. An officer will be identified as a single point of contact for the debtor and will act as a liaison between services.
- Where there is no continuous liability a special long-term arrangement may be made according to the ability to pay and the existing recovery provisions such as an attachment of earnings.
- Where liability is continuous e.g. Council Tax, NNDR any arrangement made will normally require payments over and above the on-going monthly liability. Future instalments must be paid when due as a condition of the arrangement.

Longer term arrangements for older arrears will be strictly monitored and reviewed. If there is no improvement by the review date and if the amount payable cannot be reduced (by awarding Council Tax Support or other reliefs, discounts, exemptions etc.), the Council will reserve the right to continue with legal action, and in the case of Local Taxation, obtain a Liability Order from the Magistrates' Court. This is to protect the Council's interests and prevent the debt from becoming statute barred and irrecoverable. Nevertheless regular contact with the debtor will be made and part payments will be accepted to reduce the overall debt. Furthermore it is not in the debtor's best interest to have a long term arrangement when liability is continuous, since the level of debt will increase as time goes by and the debtor's situation deteriorate rather than improve.

- If a debtor is receiving Income Support or Job Seekers Allowance, this will usually limit the ability to pay to no more than the amount that can be paid directly to creditors by the Department of Work and Pensions (DWP). Where appropriate, a separate agreement will be made for additional debts and Liability Orders depending on the individual's circumstances.
- Debtors given time to pay will be advised to contact the Council immediately should they experience a change of circumstances affecting their ability to pay. This is to discuss the options available to prevent recovery action and additional costs.

If a debtor fails to co-operate by:

- Refusing to provide details of their means, and/or
- Not consenting to multiple debts being dealt with together, and/or
- Failing to pay a special arrangement on time without contact, then recovery action will be taken promptly in the normal way.

- If there are council tax arrears on properties of over £1,000, then we are able to apply for a charging order. This basically means we register our interest against a property and when it is sold, we receive the payment out of the proceeds of sale. Some customers ask us to use this method where they have no or low income and are in the process of selling their property. This method is also used where other recovery action has not been successful and the property is empty or a second home. This helps bring the property back into use. Where the property is occupied and there is very large debt because of repeated non-payment, then this method will be considered on a case by case basis with the portfolio member.

LIMITATIONS ON DEBT RECOVERY

All Enforcement Agents appointed will work to an agreed Enforcement Agent Code of Practice & Enforcement Agent Instructions as shown in Appendix 3.

PROCEDURES AND TRAINING

This policy will be made available to all staff dealing with income collection and recovery. This will be reinforced with training and management supervision of all staff involved in collecting debt.

MONITORING

Each section will be responsible for ensuring that this policy is adhered to and effective. Management information will be required for each debt stream on a monthly basis.

Revised
10 August 2023.

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DEBT WRITE OFF POLICY

1. This forms part of the Council's Corporate Debt Management and Recovery policy (Appendix 2).
2. The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off. The Council views such cases very much as exceptions and this document provides the framework within which procedures must be documented and followed.
3. The Debt Management and Recovery policy takes account of the impact that getting into debt can have on people and their families, so it also encourages people to pay, and aims to provide all reasonable facilities and assistance for them to do so. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and types of debt, together with any other factors that it feels are relevant to the individual case.
4. The Council will only consider write off in the following circumstances:

Category	Requirement	Action
De-minimus / Uneconomic to collect	Debts less than £25.00 would not be cost effective to pursue. Sundry Income Debts of £100 plus which have been returned from tracing agents and where legal costs will exceed the debt.	Submit for Write Off
Debtor deceased – No Estate	Insufficient funds in estate to discharge debt.	Submit for Write Off
Debtor absconded / Unable to Trace / Detained or Imprisonment *	All attempts to trace debtor have failed. Including tracing agent for debts over £25.00. Including long-term imprisonment (12 months) or more.	Submit for Write Off
Debtor in bankruptcy or liquidation or other insolvency proceedings including Debt Relief Orders**	A claim against the debtor has been lodged with the administrators. No dividend is to be paid or the balance after the dividend is submitted.	Submit for Write Off
Debt cannot be proved (conflict of evidence)	An explanation should be given as to why recovery cannot be made.	Submit for Write Off
Ill Health & no means	Written evidence of one of the following criteria: 1. Terminal illness and limited means 2. Where payment would cause further ill health 3. Old age and frailty and no financial	Submit for Write Off

Appendix 2

	assistance 4. Severely mentally impaired and no financial assistance 5. Long term hospitalisation or residential care and no means to pay	
Undue hardship and debt remaining following negotiated settlement.	Where the debtor can provide written evidence of genuine financial difficulty, showing evidence of inability to pay even small instalments, or that such payment will cause undue hardship.	Submit for Write Off
Debt remitted by the Court	Action in the Magistrates Court has resulted in the Magistrates remitting the debt, leaving the Council with no alternative but to write off the amount.	Submit for Write Off
Irrecoverable / Out of Jurisdiction***	The debtor has moved out of legal jurisdiction or the debt has been returned nulla bona and all other recovery avenues have failed.	Submit for Write Off

** If a debtor's whereabouts become known after the write-off has been approved, then the debt should be written back on.*

*** If a dividend is subsequently paid, then the debt should be written back on.*

**** If the debtor subsequently moves back into legal jurisdiction, then the debt should be written back on.*

5. Debts will normally only be considered for write off where the account is "closed" (i.e. no recurring debt). Only in exceptional circumstances will amounts on "live" (i.e. ongoing accruing debt) accounts be considered for write off. Such cases must demonstrate that further recovery action will not achieve collection of the debt.
6. The Director for Resources will be accountable to Cabinet Committee for the effective management of debt write offs and will ensure that appropriate performance management arrangements are introduced across all Council service and debt areas.
7. Decisions on the write off of individual debts will be taken in accordance with the Council's Scheme of Delegation. They must also comply with all relevant statutory requirements and those of the Director for Resources or designated representative(s).
8. Cabinet Committee will receive an annual report from the Director for Resources summarising performance on debt write offs during the previous year.
9. Each Service Head will be responsible for the initial recovery of debt within their service. Where the debt is collected through Sundry Income the Director for Resources will be responsible. Once recovery action is required, this must be passed to the recovery section who will then take ownership of the debt.
10. The Heads of Service will be responsible for the regular review of debts and will consider the need for write off of individual debts within their jurisdiction, monthly.

11. Negotiated settlements generally result in the need for a write off. Any negotiation of a settlement at court will be the responsibility of the Court Officer, as such, situations cannot be planned and we need to respond immediately. Any other negotiated settlement will require approval according to the Scheme of Delegation i.e. the write off amount is the sum being remitted through negotiation.
12. Prior to write off being proposed, the debt will be reviewed to ensure that no further recovery action is possible or practicable.
13. Following the appropriate investigation, those debts still considered irrecoverable will be proposed for write off. The following information needs to be provided for each debt to the officer who authorises the write offs:
 - Debtors name
 - Debtors address
 - Description of debt
 - Period of debt and / or date of invoice
 - Amount to be written off
 - Reason for write offSupporting documentation must be retained and available that shows:
 - Evidence to support write off
 - Recovery history
 - Details of tracing and enquiries carried outIn considering a debt for write-off, the following conditions will apply:
 - Each case will be considered on its merits
 - Each request will be supported by relevant documentation
 - Each case will receive authorisation from the appropriate authorised officer.
14. Appropriate records of all authorised write offs will be maintained and reviewed periodically against live caseload. This will enable any trends to be identified and will support the review of the Policy every 12 months.
15. Authorisation levels are reflected in the Scheme of Delegation within the following parameter.

Section Manager / Team Leader	up to £4,000
Head of Service / Revenues Manager	up to £20,000
Section 151 Officer or Deputy Section 151 Officer	up to £30,000
Director for Resources or Chief Executive in consultation with the Portfolio Member	over £30,000
16. The revenues manager will record all write-off decisions, and provide a summary to the Director for Resources. This will be available for further Scrutiny, for Audit purposes and for reporting to Cabinet.
17. The Director for Resources will submit an annual report to Cabinet identifying the following:
 - A summary of debts written off in each debt area showing reason for write-off, values and number of cases.
 - Collection performance for each service area
 - Level of arrears outstanding
 - Level of provision for bad and doubtful debts

Appendix 2

Reviewed 11 August 2023.

Enforcement Agent Code of Practice

Any Enforcement Agent engaged by this Council shall adhere strictly to the provisions contained in the appropriate legislation relevant to taking control of goods and any other instructions laid down by this Council as may be in force at the relevant time.

The Enforcement Agent will not raise or charge any costs or fees in excess of the costs and fees allowed under the regulations in force as shown in the table below:-

Schedule of Enforcement Fees (other than under a High Court Writ)

Fee Stage	Fixed Fee	Percentage fee (regulation 7): percentage of sum to be recovered exceeding £1500
Compliance Stage	£75.00	0%
Enforcement Stage	£235.00	7.5%
Sale or disposal stage	£110.00	7.5%

The above figures are not including VAT.

The Enforcement Agent shall not represent himself as an employee or representative of the Council, unless directly employed by the Council.

- The Enforcement Agent shall not follow any irregular practices with regard to taking control of goods or attempting to take control of goods, or in the execution of warrants and shall not cause nuisance or trespass in the execution of his duties.
- The Enforcement Agent may conduct his business out of normal office hours, (8:30 - 5:00) but shall at all times consider the reasonableness of the time and the debtor’s personal and business movements.

- The Enforcement Agent shall not discriminate against or in favour of a debtor on the grounds of ethnic origin, sex, religion, status, race, colour, creed or disability.
 - No removal of goods is to be undertaken without prior authorisation, preferably in writing, by the Client, against the long term sick, the disabled (either mental or physical) those in hospital, those recently bereaved, those on Income Support, or those where in the opinion of the attending Enforcement Agent to do so would cause the Council unwarranted publicity.
 - All Enforcement Agents are required to be Certificated Enforcement Agents of the County Court and either corporate or individual members of CIVEA or working towards it and shall not have, nor permit any of his personnel to have, any criminal convictions or disqualification including those under the Rehabilitation of Offenders Act 1974 and shall sign a declaration to that effect.
 - Debtors are to be given a minimum 14 days notice before enforcement visits commence.
 - The Enforcement Agent shall indemnify the Council against any and all actions arising from any act or omission not occasioned by the Council and those where the Enforcement Agent was aware that there was an act or omission prior to the action taking place.
 - Cases where the taking control of and removal of “Tools of the Trade” over the statutory £1350 limit is being sought shall be referred on a case by case basis to the Revenues Team Leaders/Revenues Manager. No such removal shall take place without this referral having been made.
 - Whilst permitted in legislation, visits are not to be made on Sundays.
- **Enforcement Agent Instructions**



1. General

1.1 It is the Council's policy to be firm yet fair when dealing with our taxpayers.

1.2 Although the Council's preferred method of recovery is Attachment of Earnings or Benefits the Council's Policy is that the most appropriate method shall be used from information available to recover the sums due.

1.3 No method of recovery shall be used which is either not in the Council's best interests or which may bring the Council into disrepute. At all times an attempt should be made to minimise the detrimental effect on the family of the taxpayer whilst ensuring the debt is paid. Special care shall be taken when dealing with vulnerable groups i.e. the elderly, the long term sick, the disabled (either mental or physical) those in hospital, those recently bereaved, or those on Income Support/Job Seekers Allowance Income Based.

1.4 If there is a genuine inability to pay and the debt is small the Enforcement Agent should pass the information and circumstances to the office so that an informed decision as to the appropriate action can be made.

2. ENFORCEMENT AGENT WORKING PRACTICES.

2.1 The Contractor shall not sub-contract the provision of the service or any parts thereof to any person.

2.2 Work shall be issued to the Enforcement Agent electronically.

2.3 The Enforcement Agent shall conduct his/her affairs in accordance with statutory requirements and comply with the [North Norfolk District Councils Code of Conduct for Enforcement Agents](#), Enforcement Agent Guidelines, Enforcement Agents Code of Practice, and any nationally approved Code of Practice.

2.4 All visits shall be carried out in accordance with legislation.

2.5 The Enforcement Agent shall commence processing all cases issued to him within 3 days of instruction unless otherwise agreed by the Council.

2.7 The Enforcement Agent shall, on each visit to a debtors premises, present his identification without being requested to do so once it has been confirmed that he is speaking to the debtor.

2.8 The Enforcement Agent shall thoroughly and accurately complete the appropriate visiting documentation provided to him by his employer.

2.11 The Enforcement Agent shall seek completion of signed controlled goods agreements where required.

2.12 The Enforcement Agent shall have regard to the Council's [Special Arrangement Policy](#) when considering entering into Controlled goods agreements with the debtor.

2.13 Goods taken into control shall be detailed on the appropriate Enforcement Agency documentation. In the case of electrical goods, serial numbers shall be listed on the inventory.

2.14 In exceptional circumstances, i.e. where the Council or the Enforcement Agent is aware of a debtors imminent intention to move away or another Enforcement Agents' imminent involvement in one of our cases, the normal process will be by-passed and immediate action to take control of/remove goods to secure the Councils' position shall take place.

2.17 The Enforcement Agent shall provide sufficient and accurate evidence, including a nulla bona certificate, in cases where required.

2.18 The Enforcement Agent shall obtain authorisation from the Revenues Manager or Revenues Team Leader prior to the removal of goods taken control of.

2.19 The Enforcement Agent shall attend Court to act as witness if so required.

2.20 The Enforcement Agent shall immediately inform the Revenues Manager or Revenues Team Leader of any cases of physical or verbal abuse or where any action could lead to an official complaint or legal challenge being directed at the Council.

2.21 The Enforcement Agent shall be notified by the Council within five working days of the posting to an individual's account of payments received or amendments made which alter the balance of any Liability Order currently being processed by him/her.

COUNCIL'S SPECIAL ARRANGEMENT POLICY

- When making special payment arrangements the Enforcement Agent shall endeavour to ensure the arrangement ends within the same financial year, or

does not exceed a period of 12 months, having sought approval from a member of the Revenues Team.

- Debtors can be offered the option of weekly or fortnightly instalments instead of monthly.
- If the debtor requests that the instalment profile is extended over a year end or twelve month period written or verbal authorisation shall be sought from a member of the Revenues Team
- Remember when making these arrangements to notify the Debtor that the new year's instalments will need to be paid when due.
- All arrangements shall be made subject to the debtor signing a controlled goods agreement.
- Any failure by the debtor to maintain the special arrangement shall result in further recovery action being taken.

Revised 10 August 2023

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Cromer Phase 2 and Mundesley Coastal Management Schemes	
Executive Summary	<p>The detailed design for the Schemes is now completed, the consenting process and further funding is progressing. We are in the process of reviewing the Construction Phase Proposal.</p> <p>This report is to give an update on the Schemes as well as recommending next steps.</p>
Options considered	<p>Option 1 - Do not proceed: This option would cease all progression of work and inform funding bodies to reallocate funds to other priorities. The communities of Cromer and Mundesley would not benefit from the coastal protection afforded by the schemes. Such an option would not deliver the intent of the Shoreline Management Plan policies for these locations. Option Discounted.</p> <p>Option 2 - Seek protection measures further to the proposal: This option would seek to delay delivery in order to seek to raise further funds for additional protection measures. This could inadvertently lead to the loss of the government grant and damage to the localities in the intervening years of seeking to make further arrangements. Given the current economic environment, if we were to delay these schemes any further, the costs of supplies and materials will continue to increase requiring significantly more funding from the Environment Agency. Option Discounted.</p> <p>Option 3 - Continue with proposed scheme: This option would see the continuation of the scheme as proposed, seeking to maximise on protection to communities and assets. Funding for the proposed scheme is available now including some funding from the EA to cover inflation costs. Recommended Option.</p>
Consultation(s)	<p>In October 2018 both the Cromer Phase 2 and Mundesley Coastal Management Schemes went to Cabinet and were granted support for the schemes to go ahead:</p> <ul style="list-style-type: none"> - support the approach outlined in progressing the delivery of the Mundesley Coastal Management Scheme - endorse the approach outlined in progressing the delivery of the Cromer Coast Protection Scheme Phase 2. <p>In February 2022 both the schemes returned to Cabinet for the below approvals:</p> <ul style="list-style-type: none"> - Support the continued approach of the Mundesley and Cromer Phase 2 Coastal Management Schemes. - Support of the appointment of Mott MacDonald to complete detailed design and consenting via the Dynamic Purchasing System and additional scope

	<p>identified to complete the supporting Environmental Impact Assessments.</p> <ul style="list-style-type: none"> - Approve construction via the Local Authority SCAPE framework. - Approve the submission of applications for consents and licences - Delegate to Director of Place and Climate Change with Portfolio Holder consultation to approve quotations, tenders, funding applications, access agreements and contractual appointments/variations to allow for timely progression of the schemes. <p>A communication and publicity plan has been put in place for these schemes, which outlines the ongoing and future communications with stakeholders and communities.</p> <p>The communication plan includes all the following groups:</p> <ol style="list-style-type: none"> 1) Monthly officer working group meetings 2) Monthly Major Project Board meetings 3) Local Liaison Group meetings - key milestones 4) Town and Parish Council meetings - key milestones 5) Statutory Bodies and Public Consultation for Marine Management Organisation (MMO) and Planning Licences – ongoing 6) Public Drop-In sessions held (7th and 8th March 2023) 7) Websites
Recommendations	<p>It is recommended that Cabinet resolves to:</p> <ol style="list-style-type: none"> 1) Confirm its continued support for the approach being taken in the delivery of the Mundesley and Cromer Phase 2 Coastal Management Schemes; <p>And that Cabinet recommends to Council, that it</p> <ol style="list-style-type: none"> 2) Approves an increase to the value of the Cromer and Mundesley coastal protection schemes from the £14.1m secured (but only £6.476m within the approved Capital Programme) to £25m within the Capital Programme, subject to the additional £10.5m from the Environment Agency (EA) as per applications dated August 2023. 3) Delegates the authority to Director of Place and Climate Change, in consultation with the Coastal Portfolio Holder, to approve quotations, tenders, access agreements and contractual appointments/variations as the schemes move to the Construction phase. 4) Approves increases in the delegated financial authority for the Director of Place and Climate Change (up to £1 million), for the Assistant Director of Place and Climate Change (up to £500,000) and for the Project Manager (up to £100,000) for these two schemes only subject to the condition that there is agreement with the Coastal portfolio holder and

	<p>the Finance and Assets portfolio holder and a signed delegation form completed.</p> <p>5) If the full funding request for an additional £10.5m from the Environment Agency is not secured, agrees that the schemes are re-scoped to reflect the smaller scheme values.</p>
Reasons for recommendations	<p>To enable continued and timely progression for the Mundesley and Cromer Phase 2 Coastal Management Schemes.</p> <p>An increase to the delegated financial authority is required as the payments made to contractors and suppliers will be of large value due to the size of the schemes. The increased authority levels will enable invoices to be paid promptly and in accordance with the contractual terms and conditions.</p> <p>Full Council need to approve all additions to the Capital Programme, in accordance with the Constitution. Whilst additional grant has been applied for from the EA, which if successful would bring the total value of the two schemes up to £25m, the Council may not be successful in securing the full amount of the additional funding now being sought. If this is the case then approval for the schemes to be re-scoped is sought in advance to reduce any delays in delivery of the two schemes.</p>
Background papers	<p>In order to write this report the following documents were used:</p> <ul style="list-style-type: none"> - Project Appraisal Report (PAR) for the Cromer Phase 2 Scheme - Outline Business Case (OBC) for the Mundesley Coastal Management Scheme - Cabinet Reports, 2013/14, 2018 and 2022 - Feasibility report from Balfour Beatty - Preconstruction Report from Balfour Beatty - The Communications Plan

Wards affected	Cromer and Mundesley
Cabinet member(s)	Cllr. Harry Blathwayt
Contact Officer	<p>Tamzen Pope, Coastal Engineering and Operations Manager, 01263516171, Tamzen.pope@north-norfolk.gov.uk</p> <p>Fiona Keenaghan, Assistant Coastal Engineer, 01263516272, Fiona.keenaghan@north-norfolk.gov.uk</p>

Links to key documents: Comms plan to be shared once updated

Corporate Plan:	<p>The scheme will meet the following corporate objectives: Our greener future, our leading role in coastal adaptation.</p> <p>By reaching the above corporate objectives, the following should be achieved:</p> <ol style="list-style-type: none"> 1. A reduced risk of erosion along the Cromer frontage 2. Being able to maintain a suitable degree of protection against coastal erosion to the population and cliff-top properties and facilitate adaptation to the impacts of climate change 3. Being able to maintain a stable beach in front of the seawalls and a beach for as long as possible 4. Preservation of the amenity of the beach, including beach access 5. Being able to maintain the historic and visual character of the frontage
Medium Term Financial Strategy (MTFS)	<p>By undertaking the Schemes as soon as possible, the improved level of protection against coastal erosion should minimise the need to take any action and incur revenue expenditure over the medium term. So, whilst this will not result in revenue savings it will minimise the pressure on revenue budgets that might otherwise arise.</p>
Council Policies & Strategies	<p>These schemes contribute to the following Corporate Plan Objective:</p> <p>Protect and Transition our Coastal Environments</p> <ul style="list-style-type: none"> • Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses. • Implementing the Cromer and Mundesley Coast Protection Schemes. • Continuing our programme of investment in coastal and resort infrastructure and amenities, building upon the progress made in recent years

Corporate Governance:	
Is this a key decision	Yes / No
Has the public interest test been applied	n/a

<p>Details of any previous decision(s) on this matter</p>	<p>Cabinet:</p> <p>February 2014:</p> <p>Budget for the Mundesley Scheme discussed and £307,000 contribution from NNDC towards the Scheme</p> <p>October 2018:</p> <ul style="list-style-type: none"> - support the approach outlined in progressing the delivery of the Mundesley Coastal Management Scheme - endorse the approach outlined in progressing the delivery of the Cromer Coast Protection Scheme Phase 2. <p>February 2022:</p> <ul style="list-style-type: none"> - Support the continued approach of the Mundesley and Cromer Phase 2 Coastal Management Schemes. - Support of the appointment of Mott MacDonald to complete detailed design and consenting via the Dynamic Purchasing System and additional scope identified to complete the supporting Environmental Impact Assessments. - Approve construction via the Local Authority SCAPE framework. - Approve the submission of applications for consents and licences - Delegate to Director of Place and Climate Change with Portfolio Holder consultation to approve quotations, tenders, funding applications, access agreements and contractual appointments/variations to allow for timely progression of the schemes.
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1. Purpose of the report

- 1.1 The detailed design phase for the Cromer and Mundesley Schemes has now been completed. We have entered the Technical Contract with Mott MacDonald for the Construction Phase to deal with all Technical Queries which may arise throughout construction. Pre-construction Phase is nearing the end with Balfour Beatty. We have received their project proposal for the Construction Phase. Legal, Procurement and the Coastal Management Team are currently reviewing the proposal. Cabinet agreed at its meeting on February 2022 Cabinet that we can enter into this Framework Agreement with Balfour Beatty for the Construction Phase.
- 1.2 The Planning and Marine Applications were submitted April 2023. We have completed the consultation period with the Statutory Bodies and are working through their responses.
- 1.3 To date the Environment Agency funding that has been secured is £6.206m (allocated against the spend included in the 2023/24 capital scheme) and a further £7.894m combined for the two schemes, thus totalling £14.100m. A further £10.500m is now being sought from the Environment Agency in relation to increased costs and inflation. The Environment Agency have

acknowledged these costs and have indicated that they may be able to cover these costs and a revised proposal has recently been submitted to the Agency. The total expenditure and funding sources for the two schemes are shown in the table below.

Scheme	Capital Budget 2023/24 £'m	Additional EA funding secured £'m	Additional EA funding applied for £'m	Total for the Schemes £'m
Expenditure:				
Cromer Coast Protection Scheme	3.516			
Mundesley - Refurbishment of Coastal Defences	2.960			
Total Expenditure	6.476	7.894	10.500	24.870
Funded by:				
Environment Agency	6.206	7.894	10.500	24.600
Mundesley Parish Council	0.020			0.020
Anglian Water	0.250			0.250
Total Funding	6.476	7.894	10.500	24.870

N.B. NNDC's contribution of £307k used to fund the capital expenditure on the Mundesley scheme in 2021/22.

- 1.4 Whilst additional funding of £7.894m has previously been secured from the Environment Agency, to take funding of the projects secured to date to a total of £14.370m, this figure has not as yet been included within the Council's agreed Capital Programme. Therefore Cabinet would need to agree to this adjustment to the Capital Programme and note the further application now made to the EA for a further £10.500m to reflect the current estimated cost of the two schemes which now totals £25m. If the Environment Agency are not able to contribute the full amount of the additional £10.500m that has been applied for then the scheme will be re-scoped to ensure that expenditure does not exceed budget. Following confirmation of additional EA funding it will be necessary to further update the Capital Programme to reflect the project cost and funding sources.
- 1.5 Due to the size of these schemes, there will be a need to make large payments during the life of the projects and therefore it is requested that an increase in the limits that can be approved by certain officers is recommended by Cabinet for approval by Full Council.
- to the Director of Place and Climate Change (up to £1million),
 - the Assistant Director of Place and Climate Change (up to £500,000)
 - and the Project Manager (up to £100,000).
- 1.6 This will be a temporary arrangement just for the purposes of paying large invoices only for these schemes – particularly around contract variations or compensation events which may need a timely response. This delegated authority is conditional upon agreement with the Coastal portfolio holder and the Finance and Assets portfolio holder and a signed delegation form being completed at the time of the decision.

2. Introduction & Background

- 2.1 The Mundesley and Cromer Phase 2 Coastal Management Schemes seek to deliver the current and adopted 'Hold the Line' Shoreline Management Plan Policies. The implementation of the schemes will seek to continue to reduce

the erosion risk to properties, land and infrastructure whilst also seeking to begin to make the locations more resilient to storms and climate change.

- 2.2 The detailed Design Phase for both schemes has now been completed and the consents have been submitted and are currently in the review phase. We have received all responses from Statutory Bodies for both the Planning and Marine Applications and working through discharging their comments.
- 2.3 Both elements are being jointly delivered to maximise on efficiencies in the pre-construction and the construction phases.
- 2.4 This report provides an update as to progress, seeks to reaffirm the approach set out in the October 2018 and February 2022 Cabinet reports, ratify decisions made to date and to delegate authorities to enable timely and expedient progression to construction subject to the additional funding now sought from the EA being approved and/or the schemes being re-scoped within the funding envelope approved.
- 2.5 The soft cliffs and beaches of the north Norfolk coast have been susceptible to coastal change for thousands of years. Over the past 150 years coast protection measures have sought to reduce erosion and protect assets. Periodically defences require investment to maintain condition and to counter changes to the conditions on the coast, two key variables are described below and need to be considered for the coastal management at Cromer and Mundesley now and into the future.
- 2.6 Beaches provide the primary defence to our coastline and the level (height and steepness) of the beaches naturally fluctuate between seasons and years. However, the ongoing trend is that the levels of our beaches are reducing, thus the protection they provide is also reducing. This observation is common across the soft cliffs and beaches of the east coast, particularly in areas where there are defences such as Cromer and Mundesley. Falling beach levels increase the depth of water closer inshore and does not allow for the energy of the waves to be dissipated. This leads to larger, more powerful waves breaking onto the beaches, defences and cliffs which increases day to day wear and creates direct damage alongside overtopping of the defences.
- 2.7 Overtopping of defences can also carry debris from the beach onto the promenades as can be demonstrated during recent storms, but also in larger events can lead to erosion of the cliffs behind the defences, such as in 2013. As beach levels lower, there is more turbulence in the water adjacent to the sea wall, this creates additional scour and leads to further and ongoing beach lowering. As such, coastal protection schemes need to consider how they can seek to slow beach loss and dissipate wave energy against defences.
- 2.8 In addition to the lowering of beaches, due to climate change and isostatic adjustment, the sea levels on our coast are rising. This has been measured and on average sea levels are over 5cm higher now than they were in 1990. This trend is expected to continue (and potentially increase) according to the Government's independent body, the Committee on Climate Change. Over time sea level rise will increase erosion and the pressure on protection measures.

- 2.9 As such the coast protection measures proposed seek to minimise the continued loss of beach, dissipate wave energy, protect locations where beach levels are very low and protect against damage where protection measures are overtopped during major storms.

3. Proposals and Options

- 3.1 The Mundesley and Cromer Phase 2 Coastal Management Schemes seek to deliver the current and adopted 'Hold the Line' Shoreline Management Policies. The implementation of the schemes will seek to continue to reduce erosion risk to properties, land and infrastructure whilst also seeking to begin to make the locations more resilient to storms and climate change.
- 3.2 Both Cromer and Mundesley have benefited from a number of phases of coastal protection measures for over 150 years. Defences have been maintained but require periodic investments to complete major repairs and improvements. These schemes seek to ensure the defences continue to provide a level of protection for the coming years in light of the condition of the current defences, the levels of the beaches and future sea level rise. Consideration should continue to be given to future sea level rise, even after the proposed schemes, to ensure both communities plan for the future.
- 3.3 The Cromer Coastal Protection Scheme was granted 100% funding approval by the Environment Agency in 2012 and Phase 1 was completed between 2013 to 2014. The first phase also incorporated repairs following the 2013 Storm Surge. Phase 2 was included in the original approval. The phase 1 and 2 of the scheme seeks to better protect from erosion risk 758 residential properties.
- 3.4 Subject to consenting and final costs, Cromer phase two scheme will seek to refurbish the timber groynes, install steel sheet piling and concrete foundation apron to a section historic flint defences in the east of the town, place rock armour on the western end of defences to assist with managing outflanking, construct a rock revetment in front of the sea wall to the west of the pier and install scour protection to the cliffs behind the sea wall between the pier and Melbourne Slope.
- 3.5 The Mundesley Coastal Management Scheme was granted technical 2018 and funding approval in 2022. Funding for this scheme is under the more recent Partnership Funding and therefore it includes Environment Agency Funds, North Norfolk District Council capital allocation alongside contributions from Anglian Water and Mundesley Parish Council. The scheme seeks to better protect from erosion risk 510 residential properties.
- 3.6 Subject to consenting and final costs, the Mundesley Scheme will seek to refurbish timber groynes, reface a section of sea wall, improve access between the beach café and the old lifeboat ramp, install scour protection on the cliff behind the sea wall at the main access slope, install rock protection for the lifeboat and Anglian Water pumping station, bolster the concrete block revetment in the west below the church (and properties) with rock armour and provide a stockpile of rock which can be later redeployed to assist with managing the timber revetments to the west of the village.
- 3.7 Both schemes are being jointly delivered to maximise on efficiencies in the pre-construction and the construction phases

- 3.8 The Pre-construction Phase is nearing completion with Balfour Beatty. NNDC have received the proposal for the Construction Phase from the Contractor which states increased costs for the Schemes.
- 3.9 As a result of the increased costs a draft application has been submitted to the Environment Agency for further funding which includes inflationary increases. We are working with the Environment Agency to ensure there is no funding gap for either of the Schemes. We are hoping to receive a further £10.5 million combined from the Environment Agency, if this is not possible elements of the projects will be re-scoped to ensure that there is no funding gap. At present a contingency has been included at a combined cost of £3.595m for Optimism Bias and Risk.

4. Corporate Priorities

Under the new 2023-2027 Corporate Plan, the Cromer Phase 2 and Mundesley Coastal Management Schemes will be delivered under the following themes and objectives:

Our Greener Future

Protect and Transition our Coastal Environments

- Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses.
- Implementing the Cromer and Mundesley Coast Protection Schemes.
- Continuing our programme of investment in coastal and resort infrastructure and amenities, building upon the progress made in recent years

5. Financial and Resource Implications

Funding:

£6.476m initial funding approved and included in the NNDC Capital Programme

Additional £ 7.894m secured, but not currently reflected in approved Capital Programme. The Capital Programme requires amending to show the schemes value and funding as being £14.1m

Further applications have been submitted to Environment Agency (August 2023) to account for inflationary and cost increases.

Contributions:

Anglian Water £250,000

Mundesley Parish Council £20,000

The Cromer Coastal Management Scheme has 100% Environment Agency Grant in Aid Funding to a value of £3.934m for phase 2. During the delivery of Phase 1 the 2013 storm surge caused additional damage and therefore the repairs were incorporated into this phase of works. It was understood at the time that these additional costs should not form part of the grant in aid but as separate emergency funding as per other locations on the coast. As such there is the potential for a case to be made for additional funds.

The Mundesley Coastal Management Scheme was technically approved by the Environment Agency and £2.905m Flood and Coastal Erosion Risk Management Funds were granted alongside Partnership Funding from Mundesley Parish Council (£20,000) and Anglian Water (£250,000).

Since the Environment Agency approvals of both schemes, construction costs across the industry have increased. This is due to a number of factors including inflation, BREXIT, COVID, and wider market forces. Coupled with additional needs in the scope of work at Cromer, estimated construction costs are currently higher than the allocated budgets. This is no reason to slow progression of design or consenting as there are opportunities to complete 'value engineering' to minimize on cost as far as possible. This will be supported by reassessing the cost:benefit ratios for the schemes to see if there is any potential for additional funding under the current Environment Agency partnership funding calculator.

Resources:

The project will be resourced within the existing NNDC coastal management team and the wider Coastal Partnership East (CPE) team.

6. Legal Implications

The intertidal zones where some protection assets are located and where deliveries of rock armour will be placed via sea transport are owned by The Crown Estate (TCE). NNDC has an existing lease with the TCE which allows for coastal protection works and contact will be made prior to starting work for information and courtesy.

The works will be completed as far as possible with minimal disturbance to the locality, however ongoing liaison with communities and businesses (including the fishing fraternity) will continue.

Contracts entered into are being completed through adopted tendering processes and/or frameworks which comply with the relevant requirements for Local Government.

There may be a need to enter into agreements such as those for access or storage compounds.

NNDC holds the legal requirement for the repair and maintenance and upkeep of the Aids to Navigation from Weybourne to Cart Gap. Every year we have an inspection with Trinity House to ensure our Aids to Navigation are to the legal standards to ensure the safety of all seafarers. As part of the Schemes the Aids to Navigations in both Cromer and Mundesley will be updated to meet the legal requirement. Without these essential maintenance works our Aid to Navigations will fail their inspections in the coming years.

Delivering these works will improve public Health & Safety on some of our most popular beaches. The schemes will repair existing sea defences, such as encasement of the aprons, to increase the life of the asset and to minimise injury on the sheet piles due to lowering beach levels. The inclusion of the rock revetment in Cromer will significantly reduce overtopping along the west promenade, limiting the likelihood of flint being propelled onto the Promenade. In Mundesley there will be significant repair works to a section of promenade to allow ease of access for all members of the public and to address the irregular surface along this section which can be a trip hazard.

7. Risks

<i>Risk detail (design phase <u>only</u>)</i>	<i>Impact 1-5</i>	<i>Likelihood 1-5</i>	<i>Proximity 1-5</i>
<i>No float in programme for delays</i>	3	4	5
<i>Change in design due to the PAR and OBC being 'out of date'</i>	2	2	2
<i>Delay/complications in receiving the various consents</i>	4	3	5
<i>Additional surveys being needed to complete the detailed design phase</i>	2	2	3
<i>Increase in costs</i>	5	5	5
<i>Need for additional funding</i>	5	5	5
<i>Significant increase in material costs and lead in times</i>	5	5	5

8. Net Zero Target

Carbon calculations are now becoming part of how coastal management construction schemes are assessed. These will be the first schemes delivered by NNDC where carbon calculations are being completed. Through the delivery of the scheme there will be opportunities to seek to reduce carbon emissions. This will begin to benchmark how we manage and measure carbon in our operations and will assist with driving forward carbon reductions.

The coast will come under increasing pressure from climate change, through sea level rise, increased storminess and increased rainfall. There will be an increasing need as time progresses to invest more in coastal protection where the coastline is to be held. This in turn will necessitate changes to how the coast may look and be used in the future. Where the coast continues to be 'hold the line', there will be impacts on wider areas of the coast where there is reduced or no protection. As such, moving forwards there is a need to also facilitate transition of these locations to enable adaptation and ultimately increased resilience for individuals, communities, infrastructure and the natural environment.

9. Equality, Diversity & Inclusion

The Mundesley scheme provides opportunities to improve access along a stretch of promenade and also in one location from the sea wall onto the beach. This in turn will improve an alternative access for the adopted England coast path.

Opportunities to provide educational learning and placements will be explored with the construction contractors through Social Value opportunities.

Social value makes up over 30% of the Scape Performance Indicators and 25% of the commitments made by Balfour Beatty on the Framework.

Balfour Beatty will work with North Norfolk District Council and local organisations to develop a plan for achieving these. This will include early engagement with schools and colleges, charities, and organisations responsible for delivering community projects. We will develop a strategy to save car miles and reduce carbon emissions on the project from our on-site initiatives.

PI / Commitment	Agreed Target	Project Approach
Local Labour Days	20% from within 10 miles 40% from within 20 miles 75% from within 40 miles	We will prioritise the use of local labour wherever practical and include this requirement down into our supply chain. Opportunities for local suppliers along with education of the supply chain on the importance of utilising local labour will enhance the performance of the project against these targets. All directly employed positions such as security, cleaner, gate attendant, distribution gang etc. will comprise 100% local labour.
Local Spend		The package recommendation reports highlight where local subcontractors and SMEs (Small/Medium Enterprise) have the required capability is available.
SMEs	85% of orders with local supply chain (by number) 85% of spend with local supply chain (by value)	Work packages have been broken down into smaller packages wherever practical, so as not to discourage SMEs from bidding for work.
Social Enterprise Engagement	1 Social Enterprise to be engaged	On this project we will work with at least one Social Enterprise that works within the Cromer & Mundesley area.
Waste Diverted from Landfill	95% total non-hazardous waste to be diverted from landfill.	A Waste Management Plan (forming part of the Project Management Plan) has been produced which identifies waste management strategies, reporting procedures and personnel responsible for implementation
Delivery of Project Commitments	Provision of Biodiversity Net Gain Options Report	Biodiversity net gain is when our projects leave biodiversity in a better state than before works started. For this project we have provided a report, see Appendix H , outlining some of the options a customer has for achieving improved biodiversity on completion of the project.
	Ensure Social Value legacy post construction	During construction we will work with Coastal Partnership East & North Norfolk District Council and their stakeholders to identify opportunities to provide a lasting social value legacy through enhancing an existing provision, skills and third sector organisation or working together to support existing social enterprises.

PI / Commitment	Agreed Target	Project Approach	
	Achievement of the targets agreed with the Customer for up to five Social Value National TOMs.	During discussions about social value on the project, we have identified and agreed specific targets for the National Themes, Outcomes & Measures with the customer.	
National TOMs	NT8	No. of staff hours spent on local school and college visits supporting pupils e.g., delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)	20 hours
	NT10	No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	100 weeks
	NT19	Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)	£2.1 million
	NT29	No. of hours volunteering time provided to support local community projects	50 hours
	NT32	Car miles saved on the project because of a green transport programme or equivalent (e.g., cycle to work programmes, public transport, or car-pooling programmes, etc.)	50,000 miles

10. Community Safety issues

Not relevant.

11. Conclusion and Recommendations

There is a need to move forward expediently with the delivery of the Mundesley and Cromer Phase 2 Coastal Management Schemes to deliver continued and enhanced protection to communities in the timeframes the funding is available.

Design is completed and consenting is ongoing with construction anticipated to start in, Autumn 2023 subject to consents and budget.

Due to widespread increases in construction costs, there is a need to continue to minimise cost and maximise funding to enable the delivery of the most beneficial schemes possible.

It is recommended that Cabinet resolves to:

- 1) Confirm its continued support for the approach being taken in the delivery of the Mundesley and Cromer Phase 2 Coastal Management Schemes;

And that Cabinet recommends to Council, that it

- 2) Approves an increase to the value of the Cromer and Mundesley coastal protection schemes from the £14.1m secured (but only £6.476m within the approved Capital Programme) to £25m within the Capital Programme, subject to the additional £10.5m from the Environment Agency (EA) as per applications dated August 2023.

- 3) Delegates the authority to Director of Place and Climate Change, in consultation with the Coastal Portfolio Holder, to approve quotations, tenders, access agreements and contractual appointments/variations as the schemes move to the Construction phase.
- 4) Approves increases in the delegated financial authority for the Director of Place and Climate Change (up to £1 million), for the Assistant Director of Place and Climate Change (up to £500,000) and for the Project Manager (up to £100,000) for these two schemes only subject to the condition that there is agreement with the Coastal portfolio holder and the Finance and Assets portfolio holder and a signed delegation form completed.
- 5) If the full funding request for an additional £10.5m from the Environment Agency is not secured, agrees that the schemes are re-scoped to reflect the smaller scheme values.

North Norfolk Sustainable Communities Fund	
Executive Summary	<p>The current focus of the North Norfolk Sustainable Communities Fund (NNSCF) is to support priorities in the Corporate Plan 2019 – 2023 in relation to Quality of Life, Climate, Coast and the Environment</p> <p>This report provides an overview of the NNSCF in the last financial year 2022/23.</p> <p>The new Corporate Plan 2023 – 2027 identifies Developing Our Communities as a priority. There is a stated commitment within this priority to continue to deliver the Sustainable Communities Fund focussing on community activities for all.</p> <p>In order to ensure that the NNSCF is aligned to the priorities and commitment in the new Corporate Plan a review of the focus and funding of the NNSCF is required.</p>
Options considered	<p>The overview of the NNSCF for the financial period 2022 – 2023 is for information only.</p> <p>The Corporate Plan 2023 – 2027 commits to continue to deliver the NNSCF. A review of the NNSCF is needed to ensure it achieves this commitment. This will include the identification of finance to support the fund.</p> <p>A commitment has been made to continue the NNSCF. To ensure the fund is appropriately financed and is focussed on meeting the current and emerging needs of communities a review of the NNSCF is essential.</p> <p>Following a review of the NNSCF a further report will be submitted to Cabinet. This will identify a range of options which could include:</p> <ul style="list-style-type: none"> • Not continuing with the NNSCF • Changing the focus of the NNSCF • Reducing total NNSCF budget • Reducing maximum grant
Consultation(s)	Initial discussion with Assistant Directors Karen Hill and Rob Young.
Recommendations	<p>Cabinet to receive the report and note the contribution that the NNSCF makes on Council priorities in respect of Quality of Life and Climate, Coast and Environment.</p> <p>To approve a review of the NNSCF to ensure the achievement of the focus identified in the Corporate Plan 2023 – 2027.</p>
Reasons for recommendations	<p>To ensure the NNSCF reflects the Developing Communities priorities in the Corporate Plan 2023 – 2027.</p> <p>To ensure the fund is appropriately financed and is focussed on meeting the current and emerging needs of communities</p>
Background papers	N/A

Wards affected	All wards
Cabinet member(s)	Cllr. Tim Adams
Contact Officer	Sonia Shuter Early Help & Prevention Manager

Links to key documents:	
Corporate Plan:	Developing Communities
Medium Term Financial Strategy (MTFS)	Unknown until review is carried out.
Council Policies & Strategies	Corporate Plan 2023 - 2027

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Exempt
Details of any previous decision(s) on this matter	Cabinet Report 2020 – Recommended renaming the fund from the Big Society Fund to the North Norfolk Sustainable Communities Fund. Refocussed to align with Corporate Plan Priorities 2019 – 2023.

1. Purpose of the report

To provide an overview of the North Norfolk Sustainable Communities Fund (NNSCF) during the financial year 2022/23.

The report includes pie charts with the following information:

- Total number of organisations applying to the NNSCF
- Number of grants awarded by amount, organisational type and Corporate Plan 2019-2023 priority.

The Corporate Plan 2023 – 2027 confirms the Council's intention to continue to deliver the NNSCF with a focus on community activities for all.

The rationale for a review of the fund including future finance is to align the NNSCF, its structure and focus to achieve Corporate Priorities and ensure the fund meets community need, delivers community benefit and is an effective and efficient use of Council resources.

2. Introduction & Background

- 2.1 The North Norfolk Sustainable Communities Fund (NNSCF) was launched in June 2020. Sustainable Communities are places in which people want to live and work, now and in the future. They should meet the diverse needs of existing and future residents, are sensitive to the environment, and contribute to a high quality of life.

- 2.2 The aim of the NNSCF fund, which had environmental and community sustainability at its heart, is to help build strong and sustainable communities and ensure the long-term future and wellbeing of communities in North Norfolk.

The fund helps communities to develop new and innovative projects which will improve the environment as well as the health and social wellbeing.

- 2.3 Funding to support the NNSCF is taken from accrued community reserves. In the last financial year funding of £77,960 from the UK Shared Prosperity Fund (UKSP) was used to fund eligible NNSCF thus reducing the amount taken from community reserves. Total funding available for the financial period 2022/23 was £302,960, being £225,000 planned use of the reserves plus the UK Shared Prosperity funding of £77,960. Any unspent budget during the year will be carried forward.

3. North Norfolk Sustainable Communities Fund (NNSCF) 2022/2023

- 3.1 The NNSCF Panel is politically balanced and consists of seven members of NNDC appointed by NNDC's Cabinet

The Panel meets quarterly in June, September, December and March to consider grant applications over £1,000 and up to a maximum limit of £15,000. The Panel recommends that grant applications are either approved, not approved or deferred. Decisions on grants recommended for approval will identify the amount of funding to be awarded and any conditions that should be applied to the grant award. Recommendations made by the Panel will be submitted to the Leader of the Council, as the Senior Executive Member for approval and authorisation within one week of the Panel meeting.

The Chair, Vice Chair of the Panel or a substitute Panel Member meet monthly to consider any received grant applications under £1,000. The Chair and or Vice Chair of the Panel recommends that grant applications under £1,000 are approved, not approved or deferred. Decisions on grants recommended for approval will identify the amount of funding to be awarded and any conditions that should be applied to the grant award. Recommendations are submitted to the Leader of the Council as the Senior Executive Member for approval and authorisation within one week of the recommendation being made.

- 3.2 NNSCF Applications

During the last financial year twenty-nine organisations in total submitted grant applications to the NNSCF requesting funding of £248,128.42

Of the twenty-nine applications, one was subsequently withdrawn by the applicant. Twenty-three applications were awarded a grant and five applications were not approved.

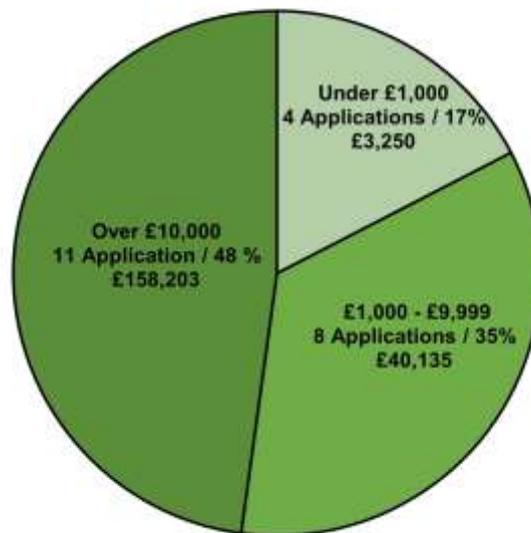
Applications are only submitted to the Panel for consideration if they are eligible and meet the purpose of the NNSCF. The Panel recommend whether a grant is approved and the amount of funding to be awarded.

The main reason grants are not approved includes the applying body having sufficient reserves to deliver the project without a grant from the NNSCF,

insufficient evidence of need, and lack of community engagement or the demonstration of sustainable community benefit.

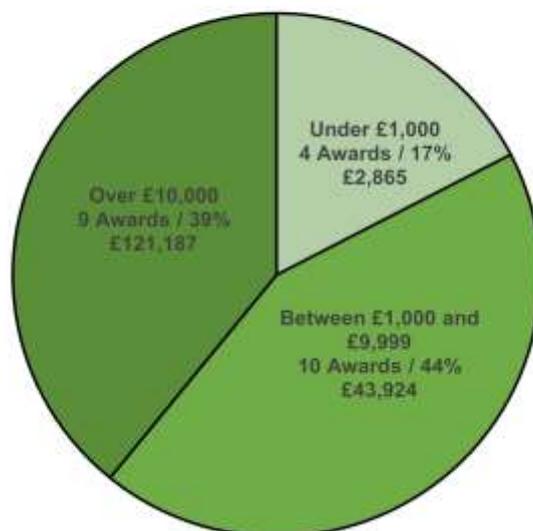
3.3 Successful applicants are not always awarded all of the funding they request due to e.g. level of reserves the applicants have available to them. The total amount requested by the twenty-three organisations awarded a grant was £201,588, but not all of this was awarded.

**North Norfolk Sustainable Communities Fund
Breakdown of Grants Requested
2022-2023**



3.4 The total amount awarded to the twenty-three organisations was £167,976.

**North Norfolk Sustainable Communities Fund
Breakdown of Awards Made
2022-2023**



3.5 The projects for which the twenty-three grants were awarded included:

- Environmental improvements to outside community areas
- Installation of energy efficient heating, lighting and insulation in community buildings
- New and improved sports and play facilities
- Projects to increase accessibility including toilet facilities
- Community equipment such as Defibrillators

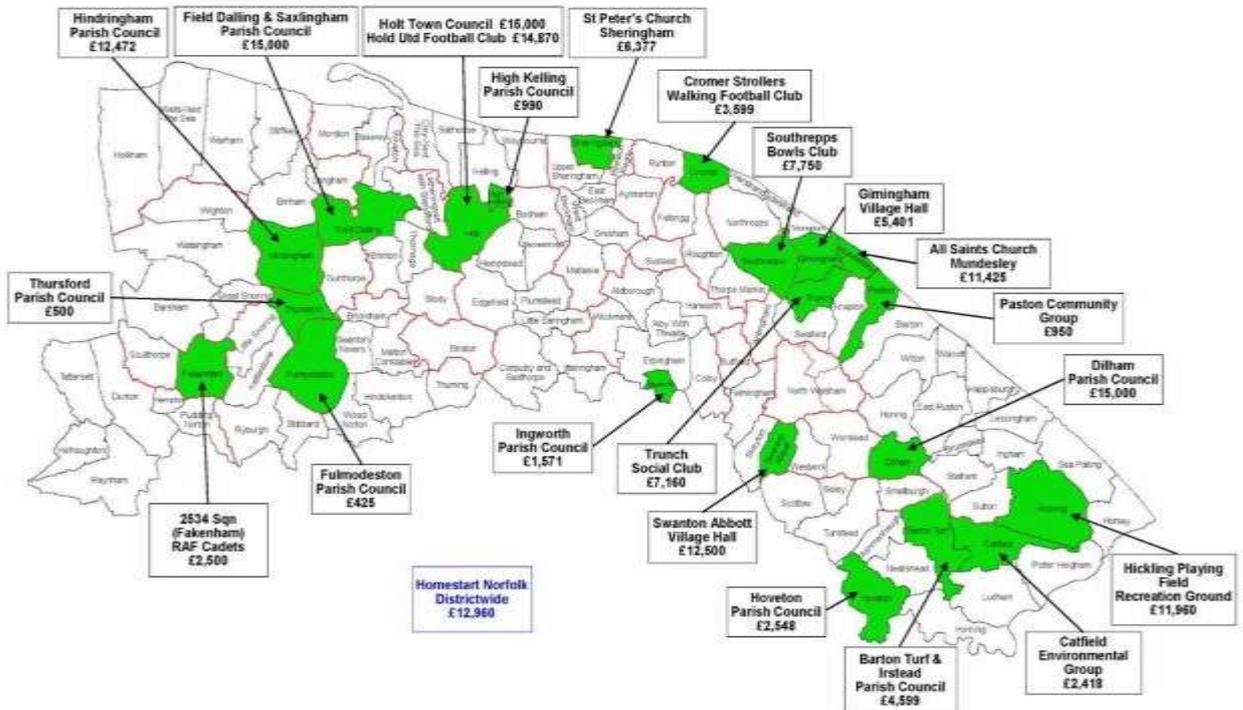
3.6 The majority of the projects awarded funding are for improvement works to assets. There is however, an increasing number of enquiries for revenue projects, predominantly those that deliver a service to vulnerable groups.

3.7 The application form requires applicant organisations to evidence the need and demonstrate community support for the project. Whilst a community may support e.g. improvements to a community building to make it more accessible or energy efficient, the request for support for the project is from the organisation requiring the funding.

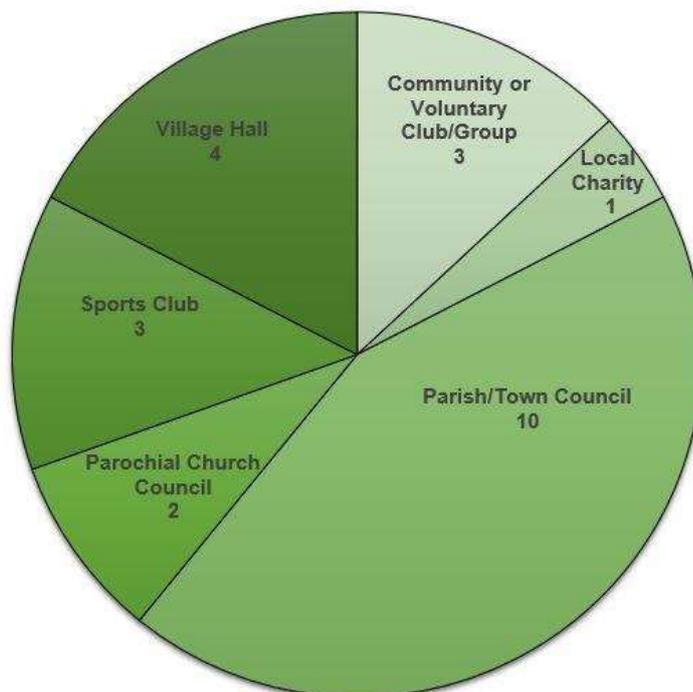
3.8 If communities were asked about the priorities, changes and improvements they would like to see in their local area, the response may be different. Therefore, it is suggested that currently applications for funding from the NNSCF are predominantly led and influenced by the organisations applying to the fund rather than by the community itself.

Parishes awarded a North Norfolk Sustainable Communities Fund grant

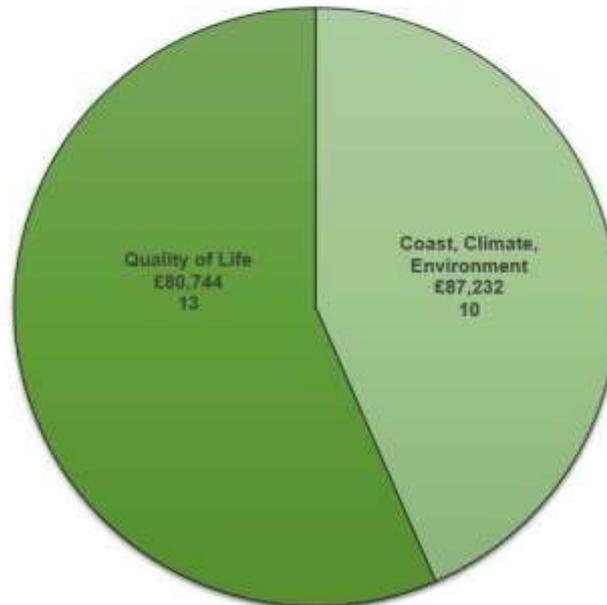
North Norfolk Sustainable Communities Fund
Grant Awards 2022-2023



Organisations Applying to the North Norfolk Sustainable Communities Fund
2022-2023



North Norfolk Sustainable Communities Fund
Grants Awarded By Corporate Plan Area
2022-23



4 Corporate Priorities

The proposal to review the existing NNSCF is predominantly in response to the priorities in relation to the NNSCF identified in the Corporate Plan 2023 – 2027.

Clarification is required as to what is meant in the Corporate Plan in relation to the NNSCF focusing on Community Activities for All.

A review is also considered appropriate to ensure the fund responds to community need and supports projects that make a real difference to communities particularly in response to the challenges of the past three years, e.g. increased enquiries for ongoing revenue funding which in its current format the NNSCF can't support.

The NNSCF budget for 2023/24 is £225,000 plus any contribution from the UK Shared Prosperity Fund. There is currently no planned allocation to the fund after 2023/24.

The current community reserve for the NNSCF and Community Transport grants are taken as of 1/4/2023 is £406,550, subject to any adjustment if required as final accounts for previous years are audited and signed off.

Once the full allocated budget for the NNSCF and Community Transport is fully used the NNSCF will cease to operate. A review will need to identify options for funding of the NNSCF for it to continue.

It is suggested that the review of the purpose of the NNSCF could form part of the Workshops taking place in September 2023 to consider the Corporate Plans second year Action Plan in relation to Developing Our Communities.

5 Financial and Resource Implications

The NNSCF is currently administered as part of the role of the Early Help & Prevention Business Support Officer and the Early Help & Prevention Manger. No additional resources are required to administer the fund in its current format.

The non-recurring funding in the Community Reserves which supports the NNSCF based on current budget allocation will be spent by within the next one to two years.

A view will need to be taken as to how much, if any, funding can be set aside to continue funding this scheme. This will depend on the financial position of the Council going forwards. Members will need to decide where to allocate funding if resources are limited.

6 Legal Implications

There are not considered to be any legal implications.

7 Risks

The review of the NNSCF for the period 2022/23 is for information only.

The recommendation that a review of the NNSCF is carried out will ensure it contributes to the Developing Communities priority in the Corporate Plan 2023 – 2027.

There is a need to identify future funding for the NNSCF. The identified grant budget for the current and next financial year if fully allocated will utilise all of the remaining community reserves.

There is a reputational risk to the Council in terms of its stated intention in the Corporate Plan for the NNSCF to continue if ongoing funding is not identified.

8 Net ZeroTarget

Eligibility criteria to the NNSCF includes projects that support the environment and biodiversity as well as those that reduce carbon footprint. The NNSCF contributes towards Net Zero targets.

9 Equality, Diversity & Inclusion

Considered but no issues identified

10 Community Safety issues

Considered but no issues identified

11 Conclusion and Recommendations

The North Norfolk Sustainable Communities Fund and its predecessor the Big Society Fund have awarded grants to support sustainable community projects since 2012.

The overview of the last year financial year of the NNSCF is for information only.

The recommendation to review the NNSCF is to ensure that its remit enables funding to be directed to projects that respond to current and emerging community need and on achieving commitments in relation to the NNSCF identified in the Corporate Plan 2023 – 2027.

The review of the purpose of the NNSCF could form part of the Workshops taking place in September 2023 to consider the Corporate Plans second year Action Plan in relation to Developing Our Communities.

Following the review of the NNSCF, a further report will be presented to Cabinet, which will identify a range of options and recommendations for the future of the NNSCF.

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The Cedars Building, North Walsham - completion of refurbishment and letting update.	
Executive Summary	<p>The refurbishment of The Cedars building formed part of the Historic England North Walsham Heritage Action Zone programme and during the refurbishment phase marketing of the property was undertaken seeking lease proposals as outlined to Cabinet 03 October 2022.</p> <p>As refurbishment of The Cedars building is now complete, it is proposed to move forward with a mix of private and public sector lettings as detailed in the exempt Appendix. Officers will continue with the marketing of the remaining vacant space, through seeking to secure additional tenants.</p> <p>With The Cedars building refurbishment complete, a further review of the opportunities for other parts of the site continues and an options paper will be prepared once the outcome of Historic England's Statutory List review, has been completed.</p>
Options considered	<ol style="list-style-type: none"> 1. Sale of the building – discounted due to grant conditions. 2. Lease of the whole building to a single occupier – no such interest received 3. Lease of individual rooms within The Cedars building to multiple occupiers – course of action being taken <p>A further paper outlining options for the balance of The Cedars site and adjoining land accessed from Hall Lane, to be prepared in due course following Historic England completing a review of the listing of The Cedars property.</p>
Consultation(s)	<p>Consultation will be undertaken with respect to options for the balance of The Cedars site.</p>
Recommendations	<p>It is recommended that Cabinet:-</p> <ol style="list-style-type: none"> 1. Notes the completion of the refurbishment works to The Cedars building as part of the North Walsham Heritage Action Zone programme. 2. Confirms the letting of rooms within The Cedars building as detailed in the exempt appendix, with authority delegated to the Asset Strategy Manager to complete the licence agreements, with details of tenants being made public once licences are complete. 3. Requests that the Asset Strategy Manager continues to advertise and seek tenants for the remaining space within the building with delegated authority to agree tenants in consultation with the finance and assets portfolio holder. 4. Receives a further report detailing options for the balance of The Cedars site and adjoining land off

	Hall Lane to the north once the outcome of the Historic England Statutory List review is known.
Reasons for recommendations	To advise Members of the completion of refurbishment works to The Cedars building as part of the North Walsham Heritage Action Zone Programme and in the sound management of the Council's property portfolio.
Background papers	Exempt Appendix

Wards affected	North Walsham Market Cross
Cabinet member(s)	Cllr L Shires, Cllr P Heinrich
Contact Officer	Renata Garfoot, Asset Strategy Manager. Renata.Garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Our greener future Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	The letting of the property will generate rental income that will support the Council in delivery of services to the community. Additional income budgets and expenditure budgets to cover the repairs and maintenance of the property will need to be included in the MTFS going forwards.
Council Policies & Strategies	Asset Management Plan 2018 - 2022

Corporate Governance:	
Is this a key decision	No

<p>Has the public interest test been applied</p>	<p>Exempt Appendix – Commercially sensitive information</p> <p>This report and appendices are to be treated as exempt for the following reasons:</p> <p>Information in this report and appendices involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>This paragraph relates to:</p> <p>Paragraph</p> <p style="padding-left: 40px;">3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>Paragraph 3: The exempt appendix contains information relating to the business affairs of third parties and of the Council, including commercially sensitive financial data, and it is considered that the interest in withholding the information outweighs the public interest in disclosure.</p>
<p>Details of any previous decision(s) on this matter</p>	<p>03 October 2022 Cabinet report. Future Letting of The Cedars, North Walsham (minute 59)</p>

1. Purpose of the report

- 1.1 The purpose of this report is to update Cabinet on the completion of the refurbishment works to The Cedars building as part of the North Walsham Heritage Action Zone programme and to provide an update regarding letting of space within the building.

2. Introduction & Background

- 2.1 The Council owns the freehold title of The Cedars office building, adjacent parking area and outbuildings on New Road, North Walsham, which has been vacant since September 2016 in anticipation of an intended sale of the property for a commercial redevelopment.
- 2.2 Previous key decisions regarding the property:
- 4th November 2014 – Approval to sell the property to a national pub chain.
 - 30th March 2020 – Report identifying a number of opportunities for the future of the building as the sale to the national pub chain had become protracted. Approval was given to continue with the existing prospective purchaser on the basis that the revised terms represented best value and supported the Council’s objectives at that time.

- Historic England High Street Heritage Action Zone (“HSHAZ”) Grant funding – the successful HAZ funding application dated March 2020 included a project to refurbish and restore The Cedars building and subsequently a programme of works for its restoration was developed, jointly funded by NNDC/HE (with a budget of circa £375,000).
- 5th July 2021 – The disposal to the national pub chain had not completed and the trading conditions at that time suggested that the proposed investment from this chain was unlikely to proceed. As the funding opportunity available from Historic England (HE) as part of the North Walsham High Street Heritage Action Zone project for repairs to the main building was unlikely to be available to a private sector investor, the Council had to take a decision as to whether to continue to waiting for the sale, or to develop an alternative proposal allowing the authority to draw down the grant funding. Following a condition survey, cost plan and feasibility study being prepared, Cabinet agreed that the Council should withdraw from the sale, and that, instead, the building would be retained and refurbished for lease.
- 3rd October 2022 – report to Cabinet. Following marketing of The Cedars building four proposals were received expressing interest in occupying parts of the building from private and public sector organisations. However, none of the proposals would have meant the building being fully let to a single occupier, involving the Council in ongoing facilities management costs the details of which were not understood at that time. It was therefore agreed that officers should explore alternative delivery models which would see the continued provision of community services from the building. Negotiations with the public sector organisations interested in taking space were therefore pursued.

- 2.3 In addition to Historic England providing £150,000 of grant funding towards the refurbishment of The Cedars building, the organisation has also funded an extensive research paper on the history of the building, which was completed in 2022.
- 2.4 More recently (June 23), Historic England advised that they were prepared to review the Statutory List for The Cedars building and wider site, outbuildings and boundary walls (the majority of the latter having been demolished in the 1980s). There is no indication at present of the timeline for a decision on the review, but it is anticipated that the Listing of the main Cedars building would remain (especially in light of the grant-funded restoration work) but that the other structures to which the Listing applies, could be removed from the List. Whilst The Cedars property would remain within the Conservation Area, a delisting of the wider curtilage of the property would be advantageous to the Council in considering future opportunities for the balance of the site.
- 2.5 The renovation of The Cedars building has taken longer than originally envisaged, following the initial contractor going into administration in September 2022. Thereafter, the programme of works, which were managed through the Council’s Property Services team have been completed by the Council’s measured term contractor, Malcolm Abbs.

- 2.6 Now the works to The Cedars building are complete, interest has been confirmed for the three ground floor lettable rooms, with the large meeting room being retained as a community asset available for sessional hire. Further, North Walsham Town Council has agreed terms to occupy two large rooms on the first floor of the building meaning that a further large office and two smaller offices remain available for lease within the building. Shared use of a kitchen and toilet facilities are available to all tenants. Details of the occupiers of the ground floor rooms and the space to be occupied by North Walsham Town Council are provided in the exempt appendix with details of the occupiers being made public once the licences are complete.

3 Proposals and Options

- 3.1 With The Cedars building refurbishment now complete and with Historic England undertaking a review of the Listing of the Asset, consideration will be given to the future marketing of the balance of the site as soon as the outcome of the listing process is known.
- 3.2 In the meantime, the Asset Strategy Team will continue to market the vacant spaces within The Cedars building for lease.

4 Corporate Priorities

- 4.1 The completion of the refurbishment works to The Cedars building and the lease of space within the building for community and commercial purposes align with the following Corporate Plan priorities:
- Our greener future – with improvements to the building where possible to reduce its carbon emissions
 - Investing in our local economy and infrastructure – providing affordable office accommodation to support the local economy
 - A strong responsible and accountable Council – Improving the condition of a property asset and increasing the rates of occupation on all Council's commercial properties

5 Financial and Resource Implications

- 5.1 The refurbishment works are estimated to be approximately £500K. This is subject to payment of final invoices with an element of the additional costs being met by Net Zero budgets.
- 5.2 The Assets Strategy and Property Services Teams will be actively managing the letting of The Cedars and undertaking repairs and maintenance in accordance with the service charge and landlord obligations. The service charge relating to any vacant space will be funded by the Council until the space is occupied. A budget has already been allocated through the annual budget setting process and this will be reviewed and adjusted annually, as necessary.
- 5.2 Resource support from other teams (Finance and Eastlaw) will also be required.

Comments from the S151 Officer:

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

The budget for this project was £465k and the costs are estimated to be £500k. This is an OVERSPEND. Funding will need to be identified to fund this overspend which will subsequently reduce the funding available for other capital projects. Alternatively if any of the site is subsequently sold then I recommend that the capital receipt be used to fund the overspend.

6 Legal Implications

- 6.1. Eastlaw are involved with the letting of the property and providing advice as required.

Comments from the Monitoring Officer

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

Reviewed - No additional comments at this time.

7 Risks

- 7.1 Typical asset management risks apply in relation to leasing premises, such as rent arrears, voids, and dilapidations.
- 7.2 As the recommendation is to review the remainder of the site once the outcome of the Historic England Statutory List review has been completed, there are no significant risks with holding the remaining land.

8 Net Zero Target

- 8.1 The refurbishment of The Cedars property has allowed improvements to be made which have increased the energy performance of the building through the provision of insulation within the roof space and installation of an electric heating system reducing carbon emissions. Due to the listed status of the property it has not been possible to introduce some further environmental improvements, e.g. double glazed windows, as it is considered that they would unacceptably alter the historic character of the property.

9 Equality, Diversity & Inclusion

- 9.1 Officers have had regard to the Council's Equality, Diversity & Inclusion Strategy in relation to the completion of the project and agreed lettings.

10 Community Safety issues

- 10.1 Bringing back into use a long term vacant building is considered likely to reduce incidences of anti-social behaviour associated with empty properties.

11 Conclusion and Recommendations

- 11.1 The refurbishment of The Cedars building formed part of the Historic England North Walsham Heritage Action Zone programme and during the refurbishment phase marketing of the property was undertaken seeking lease proposals as outlined to Cabinet 03 October 2022.
- 11.2 As refurbishment of The Cedars building is now complete, it is proposed to move forward with a mix of private and public sector lettings as detailed in the exempt Appendix. Officers will continue with the marketing of the remaining vacant space, through seeking to secure additional tenants.
- 11.3 With The Cedars building refurbishment complete, a further review of the opportunities for other parts of the site continues and an options paper will be prepared once the outcome of Historic England's Statutory List review, is known.
- 11.4 It is recommended that Cabinet:
1. Notes the completion of the refurbishment works to The Cedars building as part of the North Walsham Heritage Action Zone programme.
 2. Confirms the letting of rooms within The Cedars building as detailed in the exempt appendix, with authority delegated to the Asset Strategy Manager, with details of tenants being made public once licences are complete.
 3. Requests that the Asset Strategy Manager continues to advertise and seek tenants for the remaining space within the building with delegated authority to agree tenants in consultation with the finance and assets portfolio holder.
 4. Receives a further report detailing options for the balance of The Cedars site and adjoining land off Hall Lane to the north be prepared once the outcome of the Historic England Statutory List review is known.

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Rocket House Building, Cromer - repairs, maintenance and energy improvement works	
Executive Summary	<p>The Rocket House building is a multi-let property with community facilities on Cromer East Promenade that now requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.</p> <p>Officers have considered a range of options seeking to provide best value to the Council and to continue providing accommodation to the existing tenants, along with retention of the public toilets and lift.</p> <p>This public report places in the public domain the likely need for further investment in this building, but due to issues of commercial sensitivity relating to tenant leases, and the need to procure a programme of works in the building, much of the detail is included in an exempt appendix.</p>
Options considered	As listed in the exempt Appendix A
Consultation(s)	Coastal Team, Property Services/Car Parks, Eastlaw, Climate & Environmental Policy
Recommendations	<p>That Cabinet</p> <ol style="list-style-type: none"> 1. Considers the options detailed in the exempt appendix A and advises officers as to which is the preferred option, or priority of options and 2. Requests a further report to be presented in due course on the preferred option or options.
Reasons for recommendations	To respond to the need for essential repairs, maintenance and energy improvement works to the building.
Background papers	Background papers are exempt: Exempt Appendix

Wards affected	Cromer Town and Suffield Park
Cabinet member(s)	Cllr L Shires, Cllr H Blathwayt, Cllr A Varley, Cllr L Withington
Contact Officer	Renata Garfoot, Asset Strategy Manager Renata.garfoot@north-norfolk.gov.uk

Links to key documents:

Corporate Plan:	Our greener future Developing our communities Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	A capital budget of £1,000,000 has been allocated as part of the annual budget setting process to address the maintenance issues of this asset.
Council Policies & Strategies	Asset Management Plan 2018 - 22

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Exempt information – commercially sensitive data. This report and appendices are to be treated as exempt for the following reason: Information in this report and appendices involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972. These paragraphs relate to: 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information) The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons: Paragraphs 3 The documents contain information relating to the business affairs of third parties and of the Council, and it is considered that those interests in withholding the information outweigh the public interest in disclosure.
Details of any previous decision(s) on this matter	None

1. Purpose of the report

- 1.1 The purpose of the report is to consider options for the Council in relation to the future asset management of the Rocket House Building, Cromer. This property which is located in an exposed location on the Cromer promenade requires significant investment in relation to repairs, maintenance and energy improvement works to ensure there is a sustainable future for the property and its occupiers.

2. Introduction & Background

- 2.1 The Rocket House Building, Cromer is a mixed-use property with museum, café, public toilets and lift, which is situated on the East promenade. The

building which was constructed in 2005/6 is partially built into the cliff. A plan can be found in the Appendix.

- 2.2 The property is now approximately 16 years old has been subject to two storm surges with sea flooding in 2007 and 2013. It has been suffering with damp to the museum area and due to its age and its exposed location it has a number of other maintenance issues and key services that now need replacing, along with works to improve its energy performance to ensure the continued use of the building.
- 2.3 The building is occupied by The RNLI Museum and Rocket House Café both under leases. The Council provides public conveniences and a public lift that enables visitors easier access to the prom which would otherwise be accessed via steep ramps.
- 2.4 Under the lease arrangements, the Council is responsible for repairs and maintenance of the building and can recover some elements of this through the service charge.
- 2.5 Due to its exposed location on the promenade the building is vulnerable to higher levels of repairs and maintenance and is also suffering from damp/water ingress to the lower-level floors which is having an adverse effect on the building fabric and also the tenants own items and museum artefacts. The building is constructed using a galvanised steel frame and surveys have indicated that the parts of this frame that are accessible to inspect, are heavily corroding along with other metallic fittings within the building.
- 2.6 The Council has previously considered making a claim from the principal construction contractor over the damp defects, however, this has not been successful.
- 2.7 Alongside the damp issues there are a number of other maintenance issues:
 - The gas boilers are in need of replacement being at the end of their economic life and parts have been discontinued. There is opportunity to replace the boilers with an improved energy efficient heating system, in accordance with the Council's Net Zero objectives.
 - Radiators and associated pipe work which is encased in concrete are corroding, causing leaks and damage to other parts of the building. This may also be contributing to the damp.
 - Windows require replacement. Aluminium doors in the café area have recently been replaced at a cost of approximately £20K due to complete failure of frames and hinges. Urgent works have been undertaken to replace some to the café as they posed a Health and Safety risk.
 - The public lift is at the end of its economic life and requires replacement and some elements of redesigning to minimise the risk from day to day damage.
 - Balcony supports are corroding and the decking has gulleys that continues to become blocked requiring regular maintenance.

Arrangements for works to replace some decking boards are in progress.

- Additional works are required to improve the energy efficiency of the building and to reduce carbon emissions as much as possible, again in accordance with the Council's Net Zero objectives.

3. Proposals and Options

- 3.1 Officers have begun to assess the options open to the authority in seeking to address the issues detailed at section 2, above, the details of which are explored in the exempt appendix A.

4. Corporate Plan Priorities

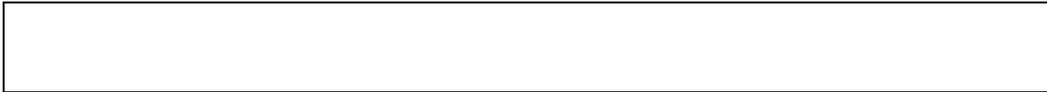
- 4.1 The Council's Corporate Plan priorities that relate to this building are:
- 4.2 Our Greener Future - Continuing to invest in the Council's property portfolio to reduce carbon impact. Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years.
- 4.3 A Strong, Responsible and Accountable Council - Investing in projects and assets which deliver financial returns and/or contribute to our wider objectives around Net Zero, business and jobs, community facilities and infrastructure.
- 4.4 The Council's Medium Term Financial Strategy includes the Capital Programme. A budget of a £1,000,000 capital fund towards this project was agreed during the 2023/24 budget setting process to address the maintenance issues of the Rocket House building asset.

5. Financial and Resource Implications

- 5.1 Please refer to the exempt appendices providing information on the options open to the Council.
- 5.2 Officer resources from a number of teams are involved in the management of the Rocket House building and adjoining areas of the East Prom.
- 5.3 Opportunities will be explored as to whether there are any sources of external funding open to the Council in considering options for the future repair and maintenance of the building.

Comments from the S151 Officer:

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



6. Legal Implications

- 6.1 The legal implications vary for each option and further legal advice is being sought.

Comments from the Monitoring Officer

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

Depending on which option is chosen, and in addition to any legal information within the report/papers there may be legal considerations where additional legal advice may be sought and provided.

7. Risks

- 7.1 The Rocket House building is impacted from its exposed coastal location which results in the need for increased repairs and maintenance and facilities it offers. Even with a comprehensive repair programme the life cycle of the building components are likely to be shorter due to this vulnerable coastal location.
- 7.2 Whatever option is pursued, this building will continue to be at risk from tidal surges and adverse weather conditions and any on-going maintenance budgets will need to reflect this.
- 7.3 Each option considered in the exempt Appendix A has its own specific risks which have been identified under each option.

8. Net Zero Target

- 8.1 The Council's Net Zero Strategy and Action Plan requires that the Authority's property assets are designed to be Net Zero by 2030 and this has been considered in each of the options.
- 8.2 The building's current energy performance would be improved through a refurbishment as it would enable building fabric and systems to be installed which could reduce carbon emissions and improve energy performance.

9. Equality, Diversity & Inclusion

- 9.1 The Rocket House building was designed to include a public lift to improve access for all between North Lodge Park and the East Promenade/ beach and due consideration would need to be given to the retention of this facility, along with public toilets, in the future options considered for the building in line with the Council's Equality, Diversity & Inclusion Strategy.

10. Community Safety issues

- 10.1 The Rocket House building has experienced some issues of anti-social behaviour particularly inappropriate use of the lift and public toilets and any

programme of future investment in the building should seek to minimise or mitigate against such behaviour in the future.

11. Conclusion and Recommendations

- 11.1 The Rocket House building is a multi-let property with community facilities that requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.
- 11.2 Officers have considered a range of options seeking to provide best value to the Council and to continue providing accommodation to the existing tenants, along with retention of the public toilets and lift.
- 11.3 Having assessed each option, Officers recommend that Cabinet:
 1. Considers the options detailed in the exempt appendix A and advises officers as to which is the preferred option, or priority of options and
 2. Requests a further report to be presented in due course on the preferred option or options.

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