

Council



Please contact: Democratic Services

Please email: Democratic.Services@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

17 September 2024

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 25 September 2024 at 6.00 pm.**

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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:Democratic.Services@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so 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. This meeting is livestreamed: [NNDC eDemocracy - YouTube](#)

Emma Denny
Democratic Services Manager

To: Cllr T Adams, Cllr P Bailey, Cllr M Batey, Cllr K Bayes, Cllr D Birch, Cllr H Blathwayt, Cllr J Boyle, Cllr A Brown, Cllr S Bütikofer, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr A Fletcher, Cllr W Fredericks, Cllr M Gray, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr K Leith, Cllr R Macdonald, Cllr G Mancini-Boyle, Cllr P Neatherway, Cllr L Paterson, Cllr S Penfold, Cllr P Porter, Cllr J Punchard, Cllr C Ringer, Cllr L Shires, Cllr E Spagnola, Cllr M Taylor, Cllr J Toye, Cllr K Toye, Cllr E Vardy, Cllr A Varley, Cllr L Vickers and Cllr L Withington

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



**If you have any special requirements in order
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

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

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 8

To confirm the minutes of the meeting of the Council held on 24th July 2024.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

9 - 14

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

4. ITEMS OF URGENT BUSINESS

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

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader.

7. PUBLIC QUESTIONS AND STATEMENTS

To consider any questions or statements received from members of the public.

8. PORTFOLIO REPORTS

15 - 60

To receive reports from Cabinet Members on their portfolios.

Cllr T Adams - Executive Support & Legal Services

Cllr H Blathwayt – Coast

Cllr A Brown – Planning & Enforcement

Cllr W Fredericks – Housing and People Services

Cllr C Ringer – IT, Environmental & Waste Services

Cllr L Shires – Finance, Estates & Assets

Cllr J Toye – Sustainable Growth

Cllr A Varley – Climate Change & Net Zero

Cllr L Withington – Community, Leisure & Outreach (Including Health & Wellbeing)

Members are reminded that they may ask questions of the Cabinet

Member on their reports and portfolio areas but should note that it is not a debate.

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

9. REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS 61 - 66

Executive Summary	Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.
Options considered	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
Consultation(s)	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.
Recommendations	<ol style="list-style-type: none"> 1. That Council approves the revised political balance calculation as per section 2.6 of this report, noting the removal of an independent non-aligned member from the calculation. 2. That Council approves the allocation of seats to political groups as shown at Appendix A, noting that there is no change to the previous allocation agreed at the meeting of 24 July 2024

Wards affected	All
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk ,

10. RECOMMENDATIONS FROM CABINET 09 SEPTEMBER 2024

67 - 96

To approve the following recommendations made by Cabinet at the meeting held on 9th September 2024:

Cabinet Agenda Item 11: Budget Monitoring P4 2024 – 2025

RESOLVED to

- 1) Seek approval of full Council to include a budget of £300k for borrowing costs in 2024/25 and that this be funded by using the Treasury Management Reserve (as explained in paragraph 4.8).
- 2) Seek approval of full Council to include an addition to the capital programme in 2024/25 for the extension to the Meadow car park in Cromer and that this is funded from revenue (car park income) (as explained in paragraph 5.6).

Cabinet Agenda Item 12: Savings Public Conveniences

RESOLVED to recommend that Full Council approves:

Option 1 - Full and winter closures is progressed by officers, for the least well used and most aged sites in terms of management or maintenance, to include discussions with town and parish councils and other interested parties, regarding possible transfer of sites, where there is a particular context for doing so.

11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 17 JULY & 20 SEPTEMBER 2024

The following recommendations were made by the Overview & Scrutiny Committee at the meeting held on 17 July 2024 and reported to the Cabinet meeting on 9th September.

The Chairman will provide an oral update at the meeting regarding any recommendations made at the meeting held on 20th September.

1. East of England Ambulance Service NHS Trust

Recommended that the Council –

(A) Request the East of England Ambulance Trust to provide

(1) the mapping of CFRs in North Norfolk to establish where any gaps in the numbers of volunteers are

(2) communication materials for members of the council to use when talking to their respective Parish and Town Councils about the co-responding and the role of CFRs

(B) the Council

(1) works with the Norfolk Ambulance Trust to help promote its Campaign on Community First Responders and co responding by signposting members of the public towards the Ambulance Trust's Community First Responders <https://www.eastamb.nhs.uk/join-the-team/volunteering-and-volunteers/community-first-responders>

(2) encourages the members of the council to talk to their respective

Parish and Town Councils on the importance of the work being done by Community First Responders with the aim of increasing the understanding of these roles and seeking to achieve more volunteers to apply for these roles

2. North Walsham High Street Heritage Action Zone

‘To update the Overview & Scrutiny Committee in 12 months’ time on the impact of the North Walsham High Street Heritage Action Zone initiative and learning from this, to establish a set of evaluation criteria, including baselines, that can then be used for similar projects in other towns in North Norfolk.’

12. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 17 SEPTEMBER 2024 97 - 126

The Constitution Working Party considered the following report at the meeting held on 17th September 2024:

Updates and amendments to the Council’s Contract Procedure Rules.

The Working Party made the following recommendations to Full Council:

RESOLVED

That Full Council

- (i) Approve all the proposed changes to the Contract Procedural Rules, namely by approving the newly drafted Contract Procedure Rules, at appendix A, in their entirety.
- (ii) Approve delegation to the Monitoring Officer to make any further necessary changes to the Contract Procedure Rules if required to comply with subsequent Government guidance, policy and updated legislation.

13. QUESTIONS RECEIVED FROM MEMBERS

None Received.

14. OPPOSITION BUSINESS

Please note that there is a maximum time limit of 30 minutes for this item.

The following item of Opposition Business has been received:

Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty

Proposed by: Cllr C Cushing Seconded by: Cllr N Dixon

This Council Notes:

- The Labour Government’s recent decision to restrict the Winter Fuel Payment to only pensioners in receipt of means-tested benefits like

- Pension Credit, as announced by Chancellor Rachel Reeves.
- Age UK estimate that 2 million pensioners who badly need the money to stay warm this winter will not receive it. According to a recent EDP article, a total of 25,796 people in North Norfolk could potentially forfeit the payment, giving the district the fourth-highest number of people who could lose it in the UK.
- Energy bills are set to rise by 10 per cent after regulator Ofgem announced it was increasing the price cap for gas and electricity bills. The regulator announced it is hiking its price cap from the current £1,568 for a typical household in England, Scotland and Wales to £1,717, adding around £12 a month to an average bill.
- The significant role that Winter Fuel Payments play in helping older residents of North Norfolk and across the UK afford heating during the coldest months, thereby preventing 'heat or eat' dilemmas and safeguarding health.
- The criticism from Age UK, the Countryside Alliance and other charities, highlighting the social injustice and potential health risks posed by this sudden policy change.
- The additional strain this decision will place on vulnerable pensioners, many of whom do not claim Pension Credit despite being eligible, further exacerbating their financial hardship. This is particularly relevant in North Norfolk which has the oldest demographic of any local authority area in the UK.

•

This Council believes:

- That the Winter Fuel Payment has been a lifeline for many older people across the UK and that restricting its availability solely to those on Pension Credit risks leaving many pensioners in financial hardship.
- While some pensioners currently in receipt of the Winter Fuel Payment may not require it, many thousands across North Norfolk sit just above the cut-off for Pension Credit and will now lose their allowance. Despite publicity to do so, many pensioners who may be eligible for Pension Credit do not claim it and will be particularly badly hit, a real concern in districts such as North Norfolk with its high percentage of pensioners and this has to be addressed.
- The decision to means-test Winter Fuel Payments, especially with such short notice and without adequate compensatory measures, is deeply unfair and will disproportionately affect the health and well-being of our poorest older residents.
- The government's approach fails to consider the administrative barriers and stigma that prevent eligible pensioners from claiming Pension Credit, leaving many without the support they desperately need.

This Council resolves to:

- To ensure a Council-led local awareness campaign is robust to alert those eligible of Pension Credit which in some respects will help access to the Winter Fuel Payment for those most in need. This should be done using the local press, town and parish magazines and in particular highlighting in the next edition of the NNDC Outlook magazine what help is available and encourages people to claim all benefits to which they are entitled.
- Request that the Leader of the Council, the Members of Parliament for North Norfolk and the Broadland and Fakenham constituencies

- write to the Chancellor of the Exchequer, urging a review of the decision to means-test the Winter Fuel Payment and asking the government to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty.
- Commit the Council to signing the 'Save the Winter Fuel Payment for Struggling Pensioners' petition being run by Age UK and write to all members offering them the opportunity to sign the petition themselves. 'Save the Winter Fuel Payment for Struggling Pensioners' petition: <https://chnng.it/xwVN4SHdHj>
 - Encourage local efforts to promote Pension Credit uptake through council services and partnerships with local charities and community organisations to ensure that all eligible pensioners in North Norfolk are supported in claiming their entitlement.

15. NOTICE(S) OF MOTION

*Please note that there is a maximum time limit of 30 minutes in **total** for this agenda item.*

The following Notices of Motion have been received:

1. Temporary Accommodation costs and budget pressures

Proposed by Cllr Wendy Fredericks, seconded by Cllr Lucy Shires

This motion is asking for a letter to be sent by NNDC and our two MPs to the Deputy Prime Minister Angela Rayner.

This letter seeks clarity over the funding support to Councils regarding exponential rising nightly paid temporary accommodation costs. The building of more homes is of course incredibly welcome. However, it is the short-term funding crisis that needs addressing while these new affordable homes are built out. It is putting unprecedented pressure on NNDC and councils up and down the country. This means that costs have to be found by cutting other services leaving residents lacking in support.

This echoes the findings from the District Councils Network that this is a National issue and they are calling on the Government for support. <https://www.districtcouncils.info/record-temporary-accommodation-figures-action-demanded-to-tackle-crisis/>

The second part of the letter requests a return visit from the Ministry Housing, Communities and Local Government (previously DHLUC). The Council were grateful to meet with the department at NNDC Council offices earlier this year. Action points were taken by the Officials. We would like to know the progress under the new Government Regime.

Recommendation: The letter will be drafted by the Chief Executive and Leader of the Council and asked to be signed by both of our MPs.

2. Motion on Winter Fuel Allowance Announcement

Proposed by Cllr Liz Withington, seconded by Cllr Wendy Fredericks

Fuel poverty is a pressing issue, with 16.1% of households in North Norfolk affected, compared to the national average of 13.1%.

- (1) The region's housing energy efficiency is subpar, with over 60% of properties off the gas grid, relying on expensive heating alternatives. This disproportionately affects older residents, many of whom live in cold homes and are vulnerable to fuel poverty.
- (2) Norfolk has a significant elderly population, particularly in North Norfolk, where 33% of residents are aged 65 or older. This demographic is more susceptible to cold-related health issues, contributing to high excess winter deaths.

NNDC stresses that failure to address this issue will push more elderly people into fuel poverty, exacerbating health risks and impacting the well-being of North Norfolk's aging population.

NNDC is proactively reaching out to residents with our teams using our data to encourage those eligible to apply for Pension Credit and help fill in appropriate forms. Anyone concerned about this please give NNDC a call and our teams will help you.

Recommendation:

- **We ask NNDC to submit a letter to the Chancellor of the Exchequer urging a review of the winter fuel allowance means test, particularly considering pensioners with incomes below the national living wage.**
- **This Council calls upon our two local MPs in particular the North Norfolk MP to continue to lobby the Government for this review, emphasizing the potential negative impact on elderly residents in North Norfolk:**

References

- (1) [JSNA Housing Briefing Paper March 2024.pdf](#)
(norfolkinsight.org.uk)
- (2) (2)Source: Non-gas map (nongasmap.org.uk)
- (3) [Save the Winter Fuel Payment | Age UK](#)

16. **EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

17. **PRIVATE BUSINESS**

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 24 July 2024 in the Council Chamber - Council Offices at 6.00 pm

Members Present:

Cllr T Adams	Cllr M Batey
Cllr K Bayes	Cllr D Birch
Cllr H Blathwayt	Cllr J Boyle
Cllr A Brown	Cllr C Cushing
Cllr N Dixon	Cllr P Fisher
Cllr A Fitch-Tillett	Cllr T FitzPatrick
Cllr A Fletcher	Cllr W Fredericks
Cllr M Hankins	Cllr C Heinink
Cllr P Heinrich	Cllr V Holliday
Cllr R Macdonald	Cllr G Mancini-Boyle
Cllr P Neatherway	Cllr P Porter
Cllr C Ringer	Cllr L Shires
Cllr E Spagnola	Cllr M Taylor
Cllr J Toye	Cllr K Toye
Cllr E Vardy	Cllr A Varley
Cllr L Vickers	Cllr L Withington

Also in attendance: The Chief Executive, the Director for Resources, The Monitoring Officer, the Democratic Services Officer (Regulatory)

18 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Bailey, S Butikofer, N Housden, L Paterson, S Penfold, J Punchard and R Sims.

19 MINUTES

20 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

21 ITEMS OF URGENT BUSINESS

None received.

22 CHAIRMAN'S COMMUNICATIONS

The Chairman informed Members of recent civic events that they had attended:

6th June – D Day commemoration and Beacon Lighting in Stalham
9th June – Civic service and inauguration of the Mayor of Kings Lynn
16th June – High Sheriff of Norfolk Summer Reception, East Winch Hall
29th June – Armed Forces Day, Northrepps
29th June – Cromer Pier Show

23 LEADER'S ANNOUNCEMENTS

The Leader, Cllr T Adams, began by welcoming Cllr K Leith to the Council following

her recent election. He then thanked the Electoral Services team and supporting staff for their hard work at the General Election. The count had gone extremely well and there had been a lot of positive feedback.

The Leader said that he was pleased to inform members that the Council had retained its Green Flags at Holt Country Park, Pretty Corner and Sadlers Wood. He then spoke about the Pier of the Year award, which had been formally received on the opening night of the Cromer Pier Show. He thanked the Council's Leisure partner, Openwide and the NNDC Property Services team for their hard work in maintaining the pier.

He then spoke about the recent Healthwatch meeting on the future of Benjamin Court in Cromer. The representations by the Council had been welcomed by care providers, former patients and campaigners. The Council had also written to the Secretary of State for Health and Social Care, Wes Streeting MP, to highlight the opportunities that the Benjamin Court site presented regarding the provision of beds to relieve the impact of delayed discharging of patients from hospitals. The Council's response to the Healthwatch consultation would be published on the NNDC website in due course.

The Leader said that the Council had been in contact with the new Government, making the case for opportunities in North Norfolk and would continue to do so in the coming weeks. In conclusion, the Leader encouraged all members to take a break over the summer and enjoy everything that the district had to offer.

24 PUBLIC QUESTIONS AND STATEMENTS

None received.

25 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, PANELS, FORUMS AND OUTSIDE BODIES

The Leader, Cllr T Adams advised Council of the following changes:

- Cllr J Toye to be appointed as the Council's representative on the Norfolk Community Safety Scrutiny Sub-panel, with Cllr S Butikofer as substitute.
- Overview & Scrutiny Committee – Cllr P Heinrich to replace Cllr R MacDonald, with Cllr MacDonald becoming a substitute.
- Integrated Care Partnership – Cllr W Fredericks to replace Cllr J Boyle as the substitute.

The following appointment was a Full Council decision and Cllr Adams proposed the following appointment, seconded by Cllr L Shires. It was put to the vote and

RESOLVED that

Cllr L Withington would replace Cllr S Penfold on the Norfolk Records Committee

26 PORTFOLIO REPORTS

Cllr T FitzPatrick asked the Leader, Cllr T Adams, about the ongoing problem of the long-term scaffolding in Norwich Street, Fakenham. He said he was receiving complaints from residents on a continual basis. He said that it was dangerous as people had to step onto the road to get past and it also looked a mess. People on mobility scooters found it particularly dangerous. He concluded by asking why this

listed building was still being left neglected after 5 years. He referenced the publication 'Stopping the Rot' by Historic England, which provided guidance for local authorities on managing buildings that were falling into disrepair and questioned whether there was an intention to compulsorily purchase the property before it collapsed.

Cllr Adams replied that he appreciated the concerns that had been raised regarding this property but reminded members that it did not belong to the Council and options to address the issues were limited. However, there had been an agreement regarding the scaffolding and the access would be improved soon. Regarding a compulsory purchase, he said that he wished it was a straightforward process and despite a brief reference to it in the King's Speech, it was not yet clear whether it would be simplified and made less costly for local authorities. As it currently stood, the process was lengthy and complex. He concluded by saying that discussions were ongoing with the owner of the property and all options would be considered in the future. Cllr FitzPatrick asked whether a dangerous building notice had been served and whether the Leader could confirm that all the required processes had been followed to date. Cllr Adams replied that any immediate danger posed by the property had been addressed several years ago. Adding that dialogue continued with the owner of the property and local members were welcome to participate in this if they wished.

Cllr L Vickers said that she also wanted to comment on this issue. She said that there was no reason why the matter should proceed at a glacial pace. Several months ago she had requested that officers take independent advice regarding the rights and responsibilities of the owners and the options for the Council. However, when Cllr Vickers had asked to see this advice, none had been received. She asked if Cllr Adams would commit to officers receiving independent legal advice so they could proceed with addressing the issues as a matter of urgency. Cllr Adams said that the Council had pushed back firmly regarding the rights and obligations of the leaseholders and the Chamber wasn't an appropriate setting to discuss this matter. There was no decision to be made immediately, however, where any resources were needed to deal with the issue, then Cabinet would consider them favourably. He said that the Council was doing everything it could to address the problems but it was not straightforward. Regarding legal advice, Cllr Adams said that when it was needed it would be sought. The Council had an in-house legal team and they had provided advice on other similar properties. He concluded by saying that members could request an update from officers on any matter in their ward at any time.

Cllr K Toye asked Cllr W Fredericks, Portfolio Holder for Housing, about the increase in early interventions. She sought clarification as to whether this was linked to the improvement in the temporary accommodation figure/reduction and if so, would there be further funding to extend this work, particularly external funding. Cllr Fredericks replied that early intervention was increasing and a prevention team was working with local hostels and shelters to encourage people to contact them as soon as possible if they were facing homelessness so that all of the options available could be discussed. She added that officers also worked with domestic abuse victims and survivors to ensure that their homes were safe so they could stay in their residence if they wanted to. In addition, the Council's Housing Allocation Policy was being reviewed and officers were working with partners, including registered housing providers to ensure that the needs of vulnerable residents were being met. Regarding funding, this came from outside agencies and the Government and the Council had no control over this, which meant that officers had to work from year to year with the allocated funding. She concluded by thanking all of the officers, including the Benefits Team, who worked so hard to support residents.

Cllr E Vardy asked Cllr L Shires, Portfolio Holder for Finance, about the setting of the Budget for 2024/25. He said it was only balanced because it included savings of £1.25m, of which £250k was still to be found. He asked Cllr Shires to confirm whether these savings had been identified and if she could provide more information. Cllr Shires replied that the Overview & Scrutiny Committee had worked with her to monitor the savings and an update would be provided as part of the next Budget Monitoring report, which would be presented to Members in September. She said that she would take any further questions following that update.

Cllr G Mancini-Boyle asked Cllr A Varley, Portfolio Holder for Climate Change & Net Zero for an update on costings and timelines for the Council's net zero targets. Cllr Varley said that he did not understand the question. Cllr G Mancini-Boyle said that he had not seen any costings for the Council building or any other council-owned properties such as Cromer pier. Cllr Varley replied that it was a complex question. He said that there was an ongoing consultation regarding the Council offices and he hoped to be able to share costings relating to this project soon. Once this information was available, a decision could be taken as to whether to use the £500k funding which had been allocated towards achieving carbon neutrality. There was also the possibility of accessing external funding too. Cllr Mancini-Boyle asked for clarification as to whether the work to assess Council-owned properties had already been undertaken. Cllr Varley replied that the assessment of the Council Offices was currently in progress and the report would be shared with members in due course. Regarding the wider estate, he said some of this had been completed and he was happy to share this with members.

Cllr P Heinrich asked Cllr A Brown, Portfolio Holder for Planning & Enforcement, about the recent letter received from the Planning Inspector. He asked if Cllr Brown was able to share any key issues that had been identified. Cllr Brown replied that the letter from the Planning Inspector regarding the Local Plan had been received earlier that week. It had been delayed due to the General Election. The Planning Policy team were working through the details set out in the 14 page letter and an update would be provided to the next meeting of the Development Committee and the letter would be made available on the Council's website. He then outlined the key points – more work was needed before the local plan could be adopted but overall it was positive in that there were clear options suggested by the Planning Inspector to address the issues. The Inspector was happy with the 'Duty to Cooperate' arrangements and the technical and legal support that was in place. In summary there were four main areas –

1. Housing need – it was likely that the housing target would need to be increased, and in so doing the methodology to achieve this would need to be clarified.
2. The strategy – the Inspector was concerned that the Council needed to deliver more housing, particularly in the next 5 years.
3. Questions around the 'Growth to Small Villages' policy. The Inspector came up with some helpful suggestions for this.
4. The housing assessment process for gypsies and travellers needs to be improved.

Cllr Brown said that specialist advice would be needed regarding the latter. He would work with the Planning Policy team regarding the wider feedback and provide a further update to members outlining the findings and options as soon as possible. He added that some processes were already fixed so it could take some time, however, he remained fully committed to getting the Local Plan adopted on schedule and he would not allow changes to Government policy to derail it.

Cllr C Cushing asked Cllr Brown about the Fakenham urban extension and if he could outline what progress was being made to mitigate the impact of nutrient neutrality so that the housing development could commence. He asked for details of the proposed schemes and the cost implications. Cllr Brown replied that it was not yet known how successful the work that had been done with Norfolk County Council, Natural England and Anglian Water to ensure that funding was obtained from the right quarters to unlock the roundabout cost had been. The roundabout issues had contributed to the delay of the wider project. He said that the new Government had indicated that the previous Government's approach to resolving nutrient neutrality issues before planning permission was granted had not worked and it looked as though a different approach would be taken going forward. He concluded by offering to provide any more information if required. Cllr Cushing asked when it was likely that there would be more clarity around this issue. Cllr Brown said that this would only be possible if he received an update from the Government.

Cllr J Boyle asked Cllr H Blathwayt, Portfolio Holder for Coast, if he intended to give the Happisburgh petition due consideration, even though it didn't meet the criteria for consideration by the Overview & Scrutiny Committee. Cllr Blathwayt said that he intended to consider the petition, even though it didn't meet the threshold. He said that Coastwise and Coastal Partnership East (CPE) had been made aware and were considering the matters raised. He added that the petition conflated the protection of the Norfolk Broads with sedimentary transfer from Happisburgh which wasn't entirely accurate.

27 REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

The Chairman asked the Leader, Cllr Adams, if he wanted to speak to this item. He said that it was a statutory report for information only following any changes to the political make-up of the Council.

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

RESOLVED

1. That Council approves the revised political balance calculation as per section 2.6 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A, noting that there is no change to the previous allocation agreed at the AGM on 15th May 2024.

28 RECOMMENDATIONS FROM CABINET 08 JULY 2024

The Chairman asked members if they wished to take the recommendations en bloc or consider them separately. Cllr Adams said that he was supportive of the recommendations being taken en bloc. Cllr L Shires, Portfolio Holder for Finance, agreed and said she welcomed any comments from members.

Cllr C Cushing referred to page 82 of the report, it stated that the income for Serco performance failures was £572k. He asked Cllr Shires if this figure surprised her and said he hoped she would confirm that it was not being relied on to balance the budget going forward. He also asked about the Innovation Fund and what this would be used for. Cllr Ringer, Portfolio Holder for Environment & Waste, replied that the fund was there to hold income generated by performance failures relating to the

waste contract and the money was ring-fenced for spending on innovations to improve the delivery of the contract. He gave the example of introducing measures to improve carbon reduction or cleaning services.

Cllr Cushing asked if the income raised due to performance failures on the waste contract was likely to be lower in this financial year. Cllr Ringer replied that it was too early to say but he was hopeful that it would be lower, however it did depend on performance across the three councils involved in the shared contract.

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

RESOLVED

1. Outturn Report 2023 – 2024

RESOLVED to approve

- a) The provisional outturn position for the General Fund revenue account for 2023/24 (as shown in Appendix A);
- b) The transfers to and from reserves as detailed within the report (and Appendix C) along with the corresponding updates to the 2024/25 budget;
- c) The deficit of £0.937m relating to service overspends be funded from the General Reserve (£0.737m) and the Treasury Management Reserve (£0.200m);
- d) The balance on the General Reserve of £2.148m
- e) The surplus of £2.1m relating to retained business rates be transferred to the Business Rates Reserve;
- f) The financing of the 2023/24 capital programme as detailed within the report and at Appendix D.
- g) The updated capital programme for 2024/25 to 2026/27 and scheme financing as outlined within the report and detailed at Appendix E;
- h) The roll-forward requests as shown in paragraph 5.5.
- i) Approval of additional funding to cover capital project overspends of £0.429k as detailed in paragraph 6.7.

2. Treasury Outturn Report 2023 – 2024

RESOLVED to approve the Treasury Outturn Position (subject to amendment following clarification of figures in Table 1 and Table 2 in Appendix A)

3. Debt Recovery 2023 – 2024

RESOLVED to

- 1. approve the annual report which details the Council's write-offs, in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.
- 2. approve the suggested change to the delegated authority as shown in appendix 2 for write offs (increase team leaders' authorisation levels from £4k to £5k which is line with other authorisations).
- 4. Housing Benefit Debt Recovery Report – 1st April 2023 to 31st March 2024

RESOLVED to approve the annual report detailing Housing Benefit

Overpayment debt recovery in accordance with the Council's Debt Recovery Policy, Write-off Policy and Housing Benefit Overpayment Recovery Policy.

29 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 17 JULY 2024

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, informed members that the recommendations from the last meeting of the Committee had not yet been finalised and he proposed that they came to the next Full Council meeting for consideration.

30 RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE 26TH MARCH 2024

In the absence of the Chairman, Vice-Chairman of GRAC, Cllr J Boyle, introduced this item. She said that the reports had been fully considered by the Committee and Cabinet and she proposed the recommendations.

It was proposed by Cllr J Toye, seconded by Cllr J Boye and

RESOLVED to approve

1. The anti-money laundering policy.
2. The Counter-fraud, Corruption and Bribery Policy, as amended.

31 QUESTIONS RECEIVED FROM MEMBERS

None received.

32 OPPOSITION BUSINESS

None received.

33 NOTICE(S) OF MOTION

None received.

34 EXCLUSION OF PRESS AND PUBLIC

35 PRIVATE BUSINESS

The meeting ended at 6.48 pm.

Chairman

This page is intentionally left blank

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.
--	---

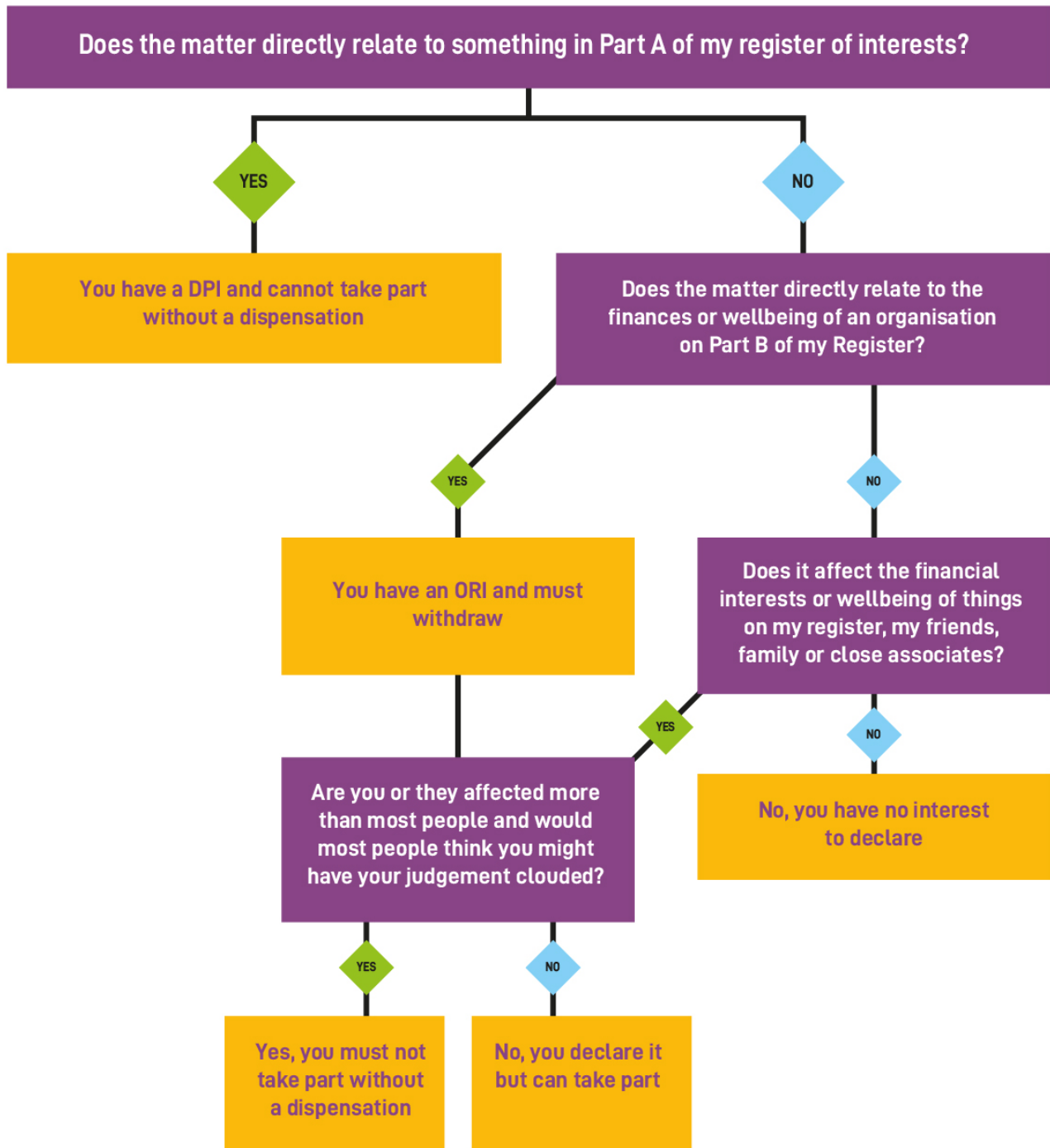
* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



CABINET MEMBERS REPORT TO COUNCIL

25 SEPTEMBER 2024

COUNCILLOR ADAMS - CABINET MEMBER FOR STRATEGY, COUNTYWIDE WORKING AND EXTERNAL PARTNERSHIPS, PERFORMANCE, COMMUNICATIONS, HR AND LEGAL SERVICES

For the period July to September 2024

1 Progress on Portfolio Matters.

Electoral Services

Following the successful planning and delivery of the Parliamentary Election in July, the Elections team have been carrying out important post poll jobs which require actioning following all large elections.

The Annual Canvass has been started and a good number of responses have already been received. This programme will run up until publication of the Revised Register on 1st December 2024 which will include the new County Council Divisions on which next year's election to Norfolk County Council will be held.

The team have also commenced a periodic review into the polling districts and polling places within the administrative boundary. This involves two periods of consultation before the proposals of the Acting Returning Officer go to Full Council in November.

Successful delivery of North Walsham Market Cross by-election on 12th September.

Human Resources

A number of policies are due to be renewed following the change of government and some anticipated changes to legislation in the coming months.

A first draft of the People Strategy has been completed and is due to be subject of consultation with internal stakeholders. The Learning and Development Strategy has been drafted and agreed and will be implemented alongside the People Strategy.

Work is ongoing to review the new staff induction process to provide a more up to date introduction to the organisation and complement the electronic recruitment process that was introduced a couple of years ago.

Legal Services

General

Recruitment:

Eastlaw have successfully recruited into two fixed term contracts:

- an experienced Environmental Lawyer into the Climate Change and Coastal Erosion Transition (CCCET) Lawyer post, who, in addition to providing legal assistance to the Council and other organisations as part of the eastlaw team, will be instrumental in furthering the Council's coastwise project.
- an experienced Local Government Lawyer.

The CCCET Lawyer has started already, and the Local Government Lawyer should start later in September.

Expanding expertise:

Eastlaw continue to expand its areas of legal provision, including providing employment law advice and assistance to the Council and will now fully support the Coastwise project with the new CCCET lawyer post.

Freedom of Information

FOI request figures show that the Council's current performance to responding to requests within the statutory twenty working days is at 97%. After the FOI audit that was concluded in December 2023, eastlaw has worked to follow the recommendation to increase the performance target to 95% - which is in line with the ICO's best practice guidance.

Data Protection

We have just had the Data Protection Audit and am pleased to say that we achieved substantial assurance, making a hat-trick with the substantial assurances we achieved with the Legal Audit and Freedom Of Information Audit.

Eastlaw have successfully represented the Council in a matter before the ICO in relation a requested under the Environmental Information Regulations 2004.

Eastlaw have negotiated and signed up to Information Sharing Agreements with Local Authorities across the region to promote compliant and effective sharing of information.

Litigation

Focus recently has been on targeting some of the larger, longer standing debtors, via insolvency/bankruptcy proceedings and seeking orders for sale.

As part of this process, it has already seen payments in the region of £274,000, made up from just three debtors:

£223,133.55 (unpaid Council tax) (insolvency action)

£41,690 (unpaid council tax) (bankruptcy action)

£9,511.66 (unpaid Council tax) (recovered from deceased's estate)

A further £16,727.31 (plus £6000 costs) has been secured by way of a bankruptcy order, payment of which will be made to the Council once the trustees have released funds from the individual's assets.

There are five other such matters that are at various stages of being progressed which should see further payments to the Council in the region of £205,000, made up of the following approximate amounts:

- £60,000 (including unpaid Council tax and monies from works in default) (bankruptcy action)
- £25,000 (unpaid council tax) (insolvency action)
- £50,000 (insolvency action)
- £50,000 (unpaid council tax) (insolvency action)
- £20,000 (unpaid council tax) (order for sale)

This is over and above multiple charging orders which secure outstanding debts.

Property matters

Eastlaw are facilitating the release of covenants on two separate matters which will secure payments to the Council of £21,666.67 and £20,000 (approx.) respectively.

Eastlaw has now completed the purchase of a property in North Walsham, with completion on another anticipated next week, both of which will be used for temporary accommodation as part of the Council's homelessness functions.

ACV matters

Eastlaw have considered a number of ACV listings (either at first instance or upon review), with the following deemed successful:

- Wells Town Tennis Courts, Wells
- Blue Boar Inn, Great Ryburgh
- The New Inn, Roughton
- Wells Congregational Church, Wells

There are another two currently under consideration.

Planning matters

Eastlaw have worked closely with both planning and environmental health to resolve the complex issues relating to planning consents and caravan licensing at the former Council mobile home site in Fakenham, so that proper regulation of the site may be put in place.

Commercial/contract matters

Significant work has been undertaken in reviewing and rewriting the Contract Procedural Rules in pursuance of significant changes in law from the Procurement Act 2023, which come into force in October. These will be put before full Council in September to ratify.

Eastlaw have successfully negotiated and completed on a number of contentious agreements (both funding and planning agreements) relating to the proposed Fakenham roundabout ahead of the funding deadline.

Eastlaw have negotiated and completed a number of other commercial contracts, including the RNLI lifeguard provision, and work on other large projects continues, including the Council's Leisure Contracts.

Code of Conduct matters

Most matters have not warranted investigation, with words of advice being provided as part of the initial assessment process. There is one matter which is currently under investigation and may progress to a hearing before the Standards Committee.

2 Forthcoming Activities and Developments.

Corporate Peer Challenge – Progress Review:

- The LGA Corporate Peer Progress Review planned for the 30th July was postponed until Thursday, 12th December due to one of the Peer Team becoming unwell immediately prior to the visit. The LGA Peer Team will monitor how the Council is progressing against our Peer Review Action Plan.

3 Meetings attended

Attended:

- Transport East Forum
- Business Planning
- Networking event with new MPs at County Hall
- FLASH Steering Group – Observed.
- Visit to Sheringham YESU

Meetings:

- EELGA
- Norfolk Museum Service
- O&S Committee for Homelessness Task & Finish Group
- Norfolk District Council leaders
- Anglian Water
- Business representatives and various officer level meetings

To occur:

- Meetings with Leaders of Kings Lynn & Great Yarmouth
- Norfolk PCC
- National Gas
- Public Sector Leaders Board
- Transport East Forum.

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

COUNCILLOR HARRY BLATHWAYT – CABINET MEMBER FOR COAST

For the period July to September 2024

1 Progress on Portfolio Matters

Cllr Blathwayt has been appointed Chair of Coastal Partnership East and of The Broads Authority.

Coast protection works

The major Cromer and Mundesley (phase 2) Coastal Management Scheme programme has been progressing throughout the summer, including:

- Rock delivery and placement at Cromer and Mundesley
- Completion of Cromer western access ramp
- Ongoing concreting works in front of Mundesley lifeboat station.

Repairs and Maintenance

The following minor works can be reported:

- Steps to the beach in front of the Crown in Sheringham closed due to poor state of repair
- trip hazard on Sheringham East promenade repaired
- Beacons painted in Overstrand, Bacton, Trimingham, West Runton.
- Bacton to Ostend sea wall repairs
- East Runton ramp painted with anti-slip paint.

Coastal adaptation

The Coastwise initiative is progressing through the following activities:

- Results of the recent survey data are currently being analysed
- Second round of 'Coastwise Cafes' took place between 8th-18th July - report currently being written up
- Continued dialogue with key organisations in areas facing erosion risk, including Trimingham Parish Council Coastal Subcommittee and Happisburgh Research and Liaison Group, around coastal transition issues and options.

2 Forthcoming Activities and Developments.

Cromer and Mundesley Coastal Management Scheme

- Concreting works to western end of Mundesley promenade
- Continued rock placement in both locations

- Cromer site office will begin to be dismantled as the main Cromer work nears completion.

Coastwise

- Next phase of 'Coastwise Cafes' to be planned for November
- Members drop in to take place on 25th September from 15:00 - 17:00
- Happisburgh Car Park relocation - professional services tender awarded and pre-construction activities underway.

Repairs and Maintenance

- Post-season inspections
- Beeston sea wall concreting works
- Happisburgh car park preparation for rollback and stockpiling.

3 Meetings attended

June 26th – Coastwise Board meeting
 26th – Wash, North Norfolk Marine Partnership
July 2nd – Cromer and Mundesley Scheme Board
 2nd – Coastwise Transitional Planning
 8th – Cabinet and Business Planning
 9th – Norfolk Coastal Partnership Briefing
 9th – Broads Authority Chairs Meeting
 11th – Broads Authority Site Visits
 10th – Coastwise Board
 10th – B.A. Statement of accounts training
 10th – Cromer Liaison Group Meeting
 17th – LGA Coastal SIG
 17th – Mundesley Liaison group Meeting
 18th – Coastal Forum Field Trip
 18th – LGA Water Quality SIG
 18th – LGA IDB Funding SIG
 18th – BA Chairs Group Briefing
 19th – BA Planning Committee
 19th – Coastal Issue Arising meeting
 24th – Full Council
 25th – Norfolk Coastal Partnership.
 26th – Broads Authority Members Board
 29th – Business Planning.
 30th – Norfolk Coastal Partnership Group Meeting
 31st – BA Chair briefing.
August – 1st Norfolk Strategic Flood Alliance
 5th – Cromer Asset Viewing
 6th – Cromer and Mundesley Board
 8th – BA CEO Briefing
 12th – NCP Chairs Catch Up
 14th – Cromer Beach Access Meeting
 16th – BA Planning Committee
 19th – Mundesley Work meeting

22nd – BA CEO Catch up
27th – Cabinet Pre-Agenda and Business Planning
29th – BA CEO Catch up
29th – Norfolk Coastal Partnership CMG Meeting
30th – MAG 002 Broad's Flooding

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

September 2024

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR PEOPLE SERVICES

For the period up to 31 August 2024

1 Progress on Portfolio Matters.

Benefits

Financial Inclusion

We are continuing to reach out to our communities and support the most vulnerable through income maximisation. During the period 1st April 2024 to 29th August 2024, we have identified over £900k per annum of missed benefits and income for residents, of which the residents are now receiving. A breakdown is represented below:

Type of Support	Value of Support Provided
Welfare Benefits	£898,961.96
Council Tax Support/Council Tax Discount (Severely Mentally Impaired)	£73,155.37
Discretionary Housing Payments/ Grants/Vouchers	£6,447.07
Total financial support provided	£978,564.40

In addition, we have undertaken a Council Tax Support Campaign and invited 216 households who potentially are eligible to Council Tax Support but not currently receiving this.

We have also undertaken a Pension Credit Campaign and identified and invited 145 residents who potentially are eligible to Pension Credit, which could maximise their income further. If entitled, they would be able to receive their winter fuel payments too. Alongside this the Department for Work and Pensions are undertaking a national Pension Credit Week of Action during 2nd September to 8th September 2024. We are trying to reach out to as many residents as we possibly can to see if they are entitled to claim Pension Credit and maximise their income and benefits.

Discretionary Housing Payments

We continue to administer Discretionary Housing Payments (DHP) to support tenancy sustainment, homelessness, and to support people to stay within the community. Cases are worked on as a panel which includes officers from the Benefits Team and Housing Options.

For 2024/25, North Norfolk has been allocated funding of £103,037.00, and up to 31st August 2024 we have spent 48% of our allocation across 60 households. A further total of 103 applications (across 99 households) have been refused as the circumstances of the household are outside the scope of the scheme. Where we have not been able to provide support through the DHP scheme, the team will consider other funding options and signpost the customer accordingly.

A breakdown of how the expenditure has been allocated across the 60 households can be seen below.

Single Working Age Households	
Number of successful applications	39
Rent Arrears	£2,508.22
Rent Deposit/Moving Costs	£400.00
Ongoing Rent Shortfall	£22,109.69
Sub Total Expenditure	£25,017.91
Single Pension Age Households	
Number of successful applications	3
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£3,100.34
Sub Total Expenditure	£3,100.34
Couple Working Age Households	
Number of successful applications	3
Rent Arrears	£2,034.73
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£318.37
Sub Total Expenditure	£2,353.10
Couple Pension Age Households	
Number of successful applications	1
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£2,154.00
Ongoing Rent Shortfall	£0.00
Sub Total Expenditure	£2,154.00
Family Working Age Households	
Number of successful applications	14
Rent Arrears	£2,527.26
Rent Deposit/Moving Costs	£1,502.00
Ongoing Rent Shortfall	£13,109.77
Sub Total Expenditure	£17,139.03

Family Pension Age Households	
Number of successful applications	0
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£0.00
Sub Total Expenditure	£0.00
Total Expenditure	£49,764.38

Housing Options and Homelessness Prevention

Your Choice Your Home

As at the 31 August 2024 there were 2369 households on the housing list with 488 (20%) being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs.

The tables below highlight the makeup of housing need and the size property that is required by applicants on the housing list . Although the greatest demand for housing is those with a 1-bedroom need, there are significantly fewer larger properties allocated with a current demand for 4 bed+ properties being 242 with only 1 four bedroom house being let between 01 April to 31 August 2024.

Housing List by Bedroom Need					Homes Let by Property size (Bedrooms)			
	Housing Register	Housing Options	Transfer	Total	Housing Register	Housing Options	Transfer	Total
1 Bed	200	922	193	1315	49	1	4	54
2 Bed	103	363	100	566	57	6	3	66
3 Bed	91	112	43	246	12	1	2	15
4 Bed	85	91	36	212	1	0	0	1
5 Bed +	9	12	9	30	0	0	0	0
Total	488	1500	381	2369	119	8	9	136

Households Assessed and Duty Owed

Our Housing Options Service offers advice to anyone who has a housing problem, and offers support and assistance if someone is homeless, or threatened with homelessness, within the next 56 days.

Approaches to the service remain high and between 01 April 2024 to 31 August 2024 we have opened 510 new cases. Each case represents a household who has contacted us as they have some sort of housing need, and we are still seeing an increase in homeless households (relief cases).

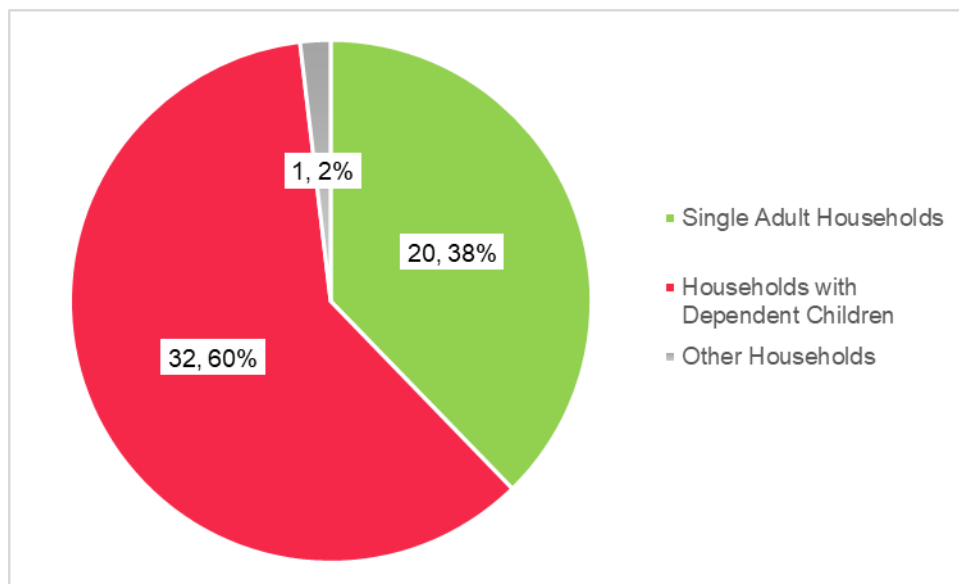
As at the 31 August 2024 there were 215 open homeless cases. Of which 138 households were initially assessed as threatened with homelessness (70 - prevention Duty) or were homeless (68 Relief Duty), of these 60 households included (131) dependent children.

The three most common triggers of homelessness were:

- End of Private Tenancy
- Family/Friends no longer/willing to accommodate
- Domestic Abuse

Temporary Accommodation

As at the 31 August 2024 there were 53 households in Temporary Accommodation. This is an overall decrease of 22% from the same date last year (31 August 2023). Included in the 32 Family Households there are 73 children.



Rough Sleeping

During the month of August (at various points in time) 7 people were reported/verified as sleeping rough in North Norfolk, this includes 1 person with entrenched experience of rough sleeping, 5 people who have previously slept rough in the district and 1 person who was new rough sleeping in the District.

Housing Strategy

New Affordable Homes

We have a healthy affordable housing scheme pipeline, many of which are 'rural exception' housing sites at various points in the development process. There are over twenty developments which will, subject to approvals, yield more than 350 new affordable homes in the next few years. In common with most of Norfolk, 'Nutrient neutrality' is a delaying factor for many sites within the district.

In 2024/25 we expect Housing Associations to provide 68 new affordable homes in the district. So far in 2024/25 16 new homes have been provided. Recently Planning has been approved for a site of 47 affordable homes in Bacton.

The exception scheme in Northrepps recently completed and was officially opened in July, the exception scheme in Hindringham was also officially opened in August.

Development of affordable homes in Sheringham (Westwood), Warham, Salthouse and West Beckham are also on site, as well as affordable homes as part of a market site at Beresford Road, Holt.

North Norfolk have been asked to give a presentation on our success in delivering affordable homes through rural exception schemes at a national Rural Services Network event.

Temporary Accommodation

The Council currently holds 25 units of Temporary or other homeless accommodation (including five units on move on accommodation for ex-rough sleepers). Some of these units have been partly funded using government grant, including Local Authority Housing Fund grant (which has also helped to fund Flagship Housing to purchase 10 affordable homes).

We are in the process of purchasing the 26th home, which should complete in the next two months.

Social Prescribing

The focus in August has been progressing and closing long standing complex cases, as overall referrals have been lower over the summer months. Across the team, officers have undertaken reviewing processes for the collection of data as well as creating an improved version of the Social Prescribing referral form.

August 2024:

Referrals received into SP = **34**

Total number of issues/concerns supported by SP = 102

Total number of referrals discussed at North Norfolk Help Hub = **16**

YTD:

Referrals received into SP = 516

Total number of issues/concerns supported by SP = 924

Total number of referrals discussed at North Norfolk Help Hub = 165

Note: All cases raised at the North Norfolk Health Hub meeting are complex cases with multiagency working practices in place

Community Hub

A third meeting is planned for Thursday 12th September Agenda Includes:

- Alzheimer's Society Presentation
- MIND Presentation on Supporting clients with Complex Mental Health
- Winter Cost of Living Advice & Guidance

IHAT

The team are continuing to promote IHAT and discretionary grant available throughout 2024-25 in addition to undertaking DFG Core adaptations. Some examples include:

Key objectives

- Key focus at present on preparing vulnerable residents for winter, this involves:
- Identifying faulty heating systems with existing client and undertaking repairs / replacement heating systems.
- Supporting existing clients to apply for household support fund where necessary.

- Identifying any necessary repairs on properties that will be detrimental over the winter months to our vulnerable clients e.g. leaking roofs / windows etc and undertaking essential repairs.

The table below shows the number of DFG referrals and current expenditure (excluding discretionary grants).

Figures 2024-25 – Disabled Facilities Grant

Total new contacts for period	94
YTD New contacts	220
Total Completed cases YTD	43
Total approval value YTD	£445,861.81
Total spend Value YTD	£596,926.24

2 Forthcoming Activities and Developments.

September

Anglian Water Workshop
 Visit to Water Lane Mundesley re improvements
 Cabinet and Comms meeting
 Mundesley Golf Club Meeting regarding Net Zero discussion
 LGA MP Parliamentary Reception Whitehall
 Ripple Catchup
 Planning Briefing
 LGA Transformation Refresher
 Cabinet
 Business Planning
 Meeting with Solo Housing Association
 Victory Housing Meeting
 Meeting with Rentplus
 Patient Reference Group
 LGA comms Training
 Rural Fair Funding and Economy Webinar
 Southern Hill Hospital Meeting
 Rural Affordable Housing Webinar
 Data Support Catch-up
 Overview and Scrutiny
 MPC Housing Meeting
 Rural Health and Care Webinar
 Beam Meeting
 Holt Land Discussion
 Norfolk Wind offshore event
 MPC Full Council

3 Meetings attended

August

BBC Radio interview

Cabinet

Cromer Visit

PH Housing Catchup

SNAP Meeting

Housing Allocation Drop in

Ripple Meeting

EELGA Meeting

Task and Finish Group OandS

Rent fair

Completion of Hindringham Development Celebration

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

COUNCILLOR RINGER - CABINET MEMBER FOR IT, Environmental & Waste Services

For the period July to September 2024

1 Progress on Portfolio Matters.

Environmental Services

The replacement of 3 compacting bins with wooden effect wrap has occurred on the quay side at Wells next the Sea. A survey is planned to review the provision and condition of the other units across the district over the autumn months.

The team continue to monitor the Council's contract with Serco and are still dealing with some of the issues arising from the re-route which occurred in April 2024. These issues mainly relate to trade waste customers.

A review is underway into the maintenance regime of our open spaces with the objective of increasing carbon efficiency and encouraging areas of increased biodiversity including the ongoing review of wild areas and potential to increase these.

30 street signs have been replaced and installed across the district

Environmental Protection

North Norfolk District Council has again won a GOLD [RSPCA Pawprint award](#), for stray dog services. [Animal Warden Services](#) deliver the Council's stray dog service and work together with the Council as a key partner to help reunite owners and their dogs. The RSPCA's PawPrint Award scheme celebrates and rewards local authorities and organisations for going above and beyond to deliver the highest quality animal welfare services. The Council was also one of only 13 organisations across England and Wales, who were awarded a gold award in the RSPCA's new category for Kennelling.

The team continue to investigate a high volume of Statutory Nuisance Complaints. They have had to prioritise cases over the summer months in line with available resources including 2 vacant senior posts and 1 long term absence.

Public Protection

The team have been working with the Food Standards Agency to develop an inspection programme for food businesses over the coming two years. This will allow NNDC to allocate resources on a risk basis. By April 2025 the team will need to inspect 5 Category A premises, 35 Category B premises, 115 Category C premises and 235 Category D premises, giving a total of 390 inspections to achieve the targets set by the Food Standards Agency.

The team have in recent weeks filled a vacancy, given the national shortage of competent food safety EHO's this is a very positive step for the team and will help with delivery of the inspection programme.

Civil Contingencies

100% of business continuity plans have been reviewed and updated over this period. Satisfying the requirements of the recent audit recommendations.

Further to the site meeting in July, the Environment Agency is to produce, install and maintain some A1-size aluminium flood risk info boards at a couple of locations on Cley marshes by the end of the year (to explain the natural and manmade flood defences - and specifically the automatic gate closure and show walkers which way to go).

The Senior Flood Warden Liaison Group meeting is planned for 23rd September.

IT Infrastructure Team

- We have replaced an amp in the Council Chamber to improve the sound quality. This appeared to make little difference when Members were joining meetings remotely so we installed some sound boosting software on the pc which appears to have made a difference, but we will monitor the situation.
- The BIA and BC Plan have been updated for the Infrastructure Team.
- All of the vulnerabilities found as a result of the PSN Health Check have been remediated and we are ready to submit the necessary documentation to renew our PSN compliance.
- The scoping document has been written for the Cyber assessment framework which could result in a grant of £15k for the Council.
- Evidence & documents have been submitted to the DWP for an audit on our security

IT Web Team

- Progressing on building bespoke stand-alone (zero ongoing cost) online forms system
 - o Proof of concept forms successfully completed –
 - ☐ Bin day look up
 - ☐ Contact Us
 - ☐ Noise and Nuisance
 - ☐ Now working with Customer Services to identify workflow solutions
- Solution to bringing in house the collection of Direct Debit info for council tax customers now undergoing testing
- Updates to the Pre-application form completed and in test to support process change in Planning Dept
- Updates to the Taxi Licencing process to support Licencing team
- Implemented cross data referencing from UNIFORM to Assure to aid the service with time saving
- Website updates for
 - o Coastwise
 - o Wells neighbourhood plan
 - o Planning landing pages
 - o Business Rates
- Work ongoing on replacing NNDC website
- Work to contribute to IT Service Review

ICT Applications Support Team

- Project ongoing to migrate land registry data to national database.
- Upgrade of Civica Financials TEST software completed Jun. Service testing underway before proceeding to LIVE.
- Conversion of Pay360 payment software to sCloud now complete.
- Upgrade to UNIMAPWEB mapping software completed.
- Service desk call numbers now remain at a constant level following cleanse.
- EH annual commercial waste charging completed.
- Applications rationalisation exercise underway by EELGA.

- Planning Apache Tomcat software updated to plug PSN vulnerability.

2 Forthcoming Activities and Developments.

IT Infrastructure Team

- Take part in the NRF exercise in September.
- Re-release a revised version of IT Security Policy.
- Review our usage of Microsoft products.
- Storage replacement project

IT Web Team

- Primarily will be development of our own forms platform and in house developed website – both will represent zero ongoing cost for the authority once complete.

ICT Applications Support Team

- Civica Revs & Bens software require series of updates across four environments.
- Upgrade to Planning Public Access and Land Charges software imminent.
- Exercise to obtain business justification from service managers relating to cost/benefit of additional software components

Environmental Services

- Preparations are underway for the rollout of food waste collections for trade customers which is due to commence in 2025
- New signage for community litter picks is being acquired and should be available soon

3 Meetings attended

Norfolk Waste Partnership
Joint Contract Development and Review Board

Regular meetings with officers related to portfolio matters

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

September 2024

COUNCILLOR SHIRES - CABINET MEMBER FOR FINANCE, ASSETS AND PROPERTY SERVICES

For the period July 2024 to September 2024

1 Progress on Portfolio Matters.

Finance

Statement of Accounts

- The draft 2021/21 Statement of Accounts has been published on our website and the public inspection period has opened.
- The 2022/23 draft Statement of Accounts is almost complete, and it is hoped that this will be published in October.

Budgets

- The first budget monitoring report for 2024/25 has been prepared. The outlines the position for revenue and capital as at period 4 (July). The current full year forecast is a deficit of £1.3m, this is largely made up of additional borrowing costs and investment interest and housing benefit shortfalls.
- A budget timetable has been sent to Budget holders and Assistant Directors outlining key dates for providing information for the 2025/26 Budget process. Detailed savings bids and Fees and Charges have also be circulated.

Revenues

Collection for 2024/25 as of 27 August 2024.

- The Council Tax collection was £44.1M which was 46.18% against the 31 August 2024 target of 46.35%.
- The NDR collection was £13.6M which was 51.11% against the 31 August 2024 target of 51.80%.
- There has been excellent progress on some complex debt cases that have included old debts which we have been successful in collecting. Once case saw over £200k paid in council tax!

Estates

Disposal

- Enabling land at Sheringham, option agreement was extended for a period of 4 months to enable the purchaser time to respond to a purchase condition and proposal from them has been presented with report to Cabinet outline options.

- Sale of Station Approach putting greens to the Town Council in Sheringham continues to progress.
- Disposal of Highfield Road car park, Fakenham to local housing association is progressing.
- Mundesley Gun Emplacement disposal continues to progress and further area of land to Parish Council.

Acquisition

- Acquisition of 1 additional property for Housing Team is progressing.
- Supporting Coastwise/Coastal Team in acquiring 2 areas of land in Happisburgh and a further 2 residential properties are progressing with solicitors instructed.

Vacant property

- Cornish way letting – one unit vacant pending letting once tenants reorganised. Letting on units 5 and 7 is in progress.
- The Cedars Barns are being advertised with little interest. Vacant Annex to be advertised.
- North Lodge Park hard standing is vacant.
- Small Storage kiosk at Sheringham is let.
- Fakenham Connect first floor offices continue to be marketed to let.

Leases

- Lease negotiations for the RNLI and Rocket House Café at the Rocket House are progressing subject to governance approvals. Repair project at the building has commenced and RNLI are due to vacate during September.
- Short term agreement for car parking at Gold Park negotiation continues with solicitors instructed to formalise arrangements.
- Fakenham large industrial unit lease renewal with solicitors instructed.
- Rent review increase and lease renewals for approx. 350 chalet and beach huts are nearing completion with over 70% returned. This included a rent increase. Some tenants have relinquished their leases, and these are being offered to customers on the waiting list.
- Solicitors progressing with the lease renewal to North Walsham Football Club in consultation with funding body.
- Awaiting tenant confirmation on funding to contribute to repairs at Marrams Bowls Club, and Suffield Park negotiations continues regarding lease renewals.
- Cabbell Park, Cromer car park lease terms and for the football ground have been agreed and progressing.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases continue.
- Gas Governor lease, Sheringham renewal in negotiation.
- Donkey shelter – Building redevelopment by community organisation being considered.
- Cromer Council office first floor lease due for renewal with short term lease being proposed and longer-term lease for a smaller area being negotiated. The first-floor office may come vacant and be available for letting.
- Lease negotiations to facilitate the FLASH project are progressing.
- Approx 350 lease renewals completed for beach hut and chalet leases. Review of opportunities for weekly let and leased sites undertaken for O & S meeting October.

Property Services

The Leas

- Repair works to the bridge structure at the Leas are complete and the bridge is back open to the public.
- Repairs to the Leas public convenience (left hand side) post water ingress due to bridge failure are complete and back open to the public.
- Works to refurbish the right-hand side of the Leas at Sheringham are now underway with completion expected in October. This will include a changing places facility.
- Finalising designs with the local member and leader for the play area refurbishment at the Leas Sheringham.
- Working with the local member to develop a programme of works for general improvements to the amenity area to the west of the Leas public conveniences.

Collaborative Working

- Collaborative working with Estates to deliver the Chalet roof repair works. This includes the Art Deco building and Red Lion tenanted units at Cromer and chalet roof repairs at Sheringham.
- Collaborative working with Estates at The Rocket House, The Reef, Watch House and Marrams Bowls Club.

Offices

- Working with Kate Rawlings for energy efficiency and improvement works to Holt Road offices to include improvements to existing roof PV's, electric vehicle charging points and new boilers.
- Works to upgrade / replace fire doors at Holt Road offices is now complete.
- Cromer offices final phase LED lighting project is due to commence September and complete by November.

Public Conveniences

- Looking at ideas for remote accessing to public conveniences as part of existing capital programme.
- Works at Albert Street Holt public conveniences demolition and rebuild are now underway.

Capital Programme

- Working with Countryside and Leisure to deliver an electrical supply and new workshop and office areas (modular builds) at Holt Country Park.
- Works to reposition the lighting columns and footpath at the Marrams footpath Cromer has been halted, deferred post summer holidays due to heavy footfall.
- Current programme of pier are substructure works are complete.
- Pier sub structure survey has been commissioned and will commence in October.
- Working with Leisure Services and Openwide on the Pier backstage refurbishment works planned for January 2025.
-

Car Parks

- Discussions around the current car park enforcement service level agreement with Borough Council West Norfolk Kings Lynn which expires early next year.
- Car park income slightly up from same summer season last year.

Housing

- Collaborative working with Housing Options on the target hardening scheme for vulnerable persons.
- Continue to work with Housing Options on inspecting and maintaining temporary accommodation and refugee accommodation

2 Forthcoming Activities and Developments.

Finance

Budget

- Detailed budget working papers are being prepared and will be circulated to budget holders in mid-September.
- Period six (September) budget monitoring report will be prepared for members to provide an update on the Councils forecast outturn position for 2024/25.

Statement of Accounts

- Work will continue to complete the Councils outstanding Accounts for financial years 2022/23 and 2023/24. It was originally hoped that a full audit would be undertaken for the 2023/24 accounts. Central government as part of the national plan to address local government audit backlogs has issued new guidance, this has brought backstop dates forward for the completion of outstanding audits, meaning that our external auditors, Ernst Young (EY) have had to prioritise resources. NNDC will now likely have a Disclaimed Audit opinion for its Statement of Accounts up to and including 2023/24.

Finance

- Providing that no issues are discovered during the testing phase the new Civica software release will be loaded onto the live system with an aim to go live towards the end of October.

Training

- During September Members of the Finance and Revenues teams will undertake detailed training on collection fund accounting. Council Tax and Business rates budgets and reporting are key areas within the Council, this training is to address a skills gap in the organisation.

Revenues

Second Homes Work

- North Norfolk District Council has voted to implement the premium charge from April 2025 and is in discussions with Norfolk County Council as to how a proportion of the additional Council Tax receipts generated from the premium

in North Norfolk can be used to address the acute housing pressures which exist in the district – through investing in new social housing developments with Housing Association partners.

Business Improvement District (BIDs)

- The Holt BID has updated us that key members have resigned, and they are looking for others to take their place. It has been agreed that the start date of 1 April 2025 would no longer be feasible with the earliest suggested start date being 1 April 2026 which has the advantage of reducing some of the costs associated.

System Procurement

- The Civica Openrevenues system will expire for Revenues and Benefits on 1 October 2025 and work has started on a procurement exercise.

Service Improvements

- Online forms - reviewing and improving the most used customer paper forms is continuing including the Non-Domestic (Business) Rates Change of Address form.
- We have also started work on the Second Homes Review form which we will roll out to customers ahead of annual billing. This is hoped to be send via email, text and then paper for those customers who do not have the other methods and is hoped to save approx. £5k in costs.
- The Long-term empty property review forms as part of our Business Process Review of the current process has been completed and is now live with updated webpages.
- Reviewing and implementing service improvements suggested by staff including a direct debit online form to hopefully save NNDC paying capita for the current form provided on our webpages.

OPEN Revenues Workflow Disk Space discussion

- Revenues and Benefit services in conjunction with IT and System Teams are reviewing the amount of disc space being used with a view to the size reducing.

Estates

Beach Huts and Chalets

- Beach hut and chalet Annual review to be presented to Overview and Scrutiny October.

Insurance

- Insurance recharges to tenants.

Property Services

Capital Programme

- Working on capital works programme proposals for financial year 2025 / 2026
- Working up tender for car park repairs from current capital fund.

Budget

- Working on tangible budget saving proposals for financial year 2025 / 2026

Property

- Working with EELGA on options for temporary housing solution.
- Project planning has commenced with Fakenham Sports Centre.

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

COUNCILLOR JOHN TOYE - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period July to September 2024

1 Progress on Portfolio Matters.

Funding & Programmes

The Council is nearing the end of Qtr. 2 of the final year of both the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programmes. All programmes are on track for full defrayal of the funding allocation by March 2025.

UK Shared Prosperity Fund

The Council's programme for the UKSPFs final year allocation supports five schemes, which include the following:

- 'Go Digital' programme to support business digitalisation (in partnership with Norfolk County Council)
- Business support and advice programme via the Growth Hub plus a programme of business support workshops (in partnership with Norfolk County Council)
- Support for business decarbonisation (in partnership with Groundworks East)
- Future Skills Now employment skills programme, which supports businesses seeking to address recruitment and training issues (in partnership with Norfolk County Council Skill's team)
- Support for energy efficiency retrofit works for households experiencing fuel poverty in North Norfolk (in partnership with Norfolk Warm Homes)

Some of these programmes include a grant scheme element. To date, these schemes have leveraged in additional investment amounting to **£498,095** in private match.

Rural England Prosperity Fund

The Rural Business and Community Grant scheme (funded by REPF and launched on 3rd July 2023) is a capital-only grant scheme supporting both business and community projects.

There has been a high level of take-up of both the Community and Business strands, which has resulted in the scheme being closed to further applications. As the

remaining funding is limited the remaining applications in the project pipeline will be equitably assessed.

Grants (business and community) amounting to **£1,283,490** have been offered, with a total project value of **£2,693,761** (leveraging **£1,600,275** of private investment in match funding).

The following is a case study of a community group supported by this funding:

Community Case Study New Stages

New Stages is a CIC not for profit community organisation, based in North Walsham. It is run by Joseph Ballard and an army of community volunteers

What does this organisation do?

New Stages is a Community Interest Company, meaning a not-for-profit organisation with a social enterprise approach to all of their work. New Stages runs North Norfolk Youth Theatre, North Walsham People's Theatre, North Walsham People's Choir and most recently The Black Swan Pub and Theatre.

What are the challenges?

The challenges are time, money and resources. New Stages have tapped in to a market in North Walsham and have a strong demand for the activities and events they are offering. Notably the people's choir, which runs weekly has over 90 members, with 70 regularly attending rehearsals. The pub is busy and the theatre space booked out for classes and groups.

Why North Norfolk?

Joseph was educated in North Walsham and lives locally. He is driven by passion to provide services for his local community and to expand what is on offer in a rural community and market town.

What next?

Key to the growth of this organisation is the infrastructure to offer increased number of activities, events and services to the local community. recently NS has had a Rural England Prosperity Fund grant to develop the theatre space, new kitchen, toilets and lighting and heating as well as the development of the stage area.



2 Forthcoming Activities and Developments.

North Norfolk Employers Afternoon Tea Networking

Thursday 10 October 2024 from 1.30pm to 3.30pm

Venue: Kelling Heath, Weybourne Road, Holt, NR25 7HW

Organised by Norfolk Chambers of Commerce

North Norfolk Co.nnect Netwalk

Thursday 10 October 2024 from 10am to 12pm

Venue: National Trust Sheringham Park, Wood Farm, Sheringham, NR26 8TL

Organised by Norfolk Chambers of Commerce

Women Talk Business

Friday 11 October 2024 from 11am to 1pm

Venue: Stalham Library, High Street, Stalham, NR12 9AN
Organised by BIPC Norfolk

Cybersecurity for Business Workshop (Cromer)

Tuesday 15 October 2024 from 10am to 12.30pm

Venue: Cromer Library, Prince of Wales Road, Cromer, NR27 9HS

Organised by BIPC Norfolk

1:1 Business Accounting Advice with Larking Gowen

Tuesday 15 October 2024 from 11am to 12pm or 12pm to 1pm

Venue: Cromer Library, Prince of Wales Road, Cromer, NR27 9HS

Organised by BIPC Norfolk

North Norfolk Business Power-Up

Tuesday 15 October 2024 from 2pm to 3.30pm

Venue: Cromer Library, Prince of Wales Road, Cromer, NR27 9HS

Organised by BIPC Norfolk

1:1 Business Accounting Advice with Larking Gowen

Wednesday 23 October 2024 from 11am to 12pm

Venue: Wells-next-the-Sea Library, Station Road, Wells-next-the-Sea, NR23 1EA

Organised by BIPC Norfolk

Women Talk Business

Friday 25 October 2024 from 10.30am to 12.30pm

Venue: Fakenham Library, Oak Street, Fakenham, NR21 9DY

Organised by BIPC Norfolk

3 Meetings attended

With officers from the economic growth team and local members I have visited 5 key accounts, within the district. These visits ensure we are engaged with the larger organisations and working together to sustain growth.

I have visited REPF/UKSPF sites that are either completed or planned. This helps ensure projects are of the right type and outcomes are delivered.

I have had meetings with employment services providers, so we understand the service offered and where they can help our smaller businesses.

Strategy meeting with county council to help develop a Norfolk Energy plan.

A workshop with Anglian water.

I have had events to attend in my armed forces champion role. For example, merchant navy day at Beaston Regis. Talking to Cadet groups.

I have had various meetings in my role as vice chair of the police and crime panel and have taken the opportunity whilst at county hall to meet with the county Council business portfolio holder.

There are meetings that are held with businesses that are planning for their future in North Norfolk. These are commercially sensitive and confidential. I mention them because there is an interest in the potential for growth in North Norfolk.

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

COUNCILLOR ADAM VARLEY- CABINET MEMBER FOR CLIMATE CHANGE & NET ZERO

For the period July to September 2024

1 Progress on Portfolio Matters.

Victory Swim and Fitness Centre - solar photo voltaic (PV) panels

The tender opportunity to install PV panels on the roof at Victory received a lot of interest. The tenders have now been evaluated and the project has moved to preferred bidder status. The Contract should be able to be awarded shortly, following which, this fully (Swim England) grant aided project will commence. It is expected that this will meet approximately one third of the leisure centre's electricity demand each year. This will save the Council an estimated 30 tonnes CO₂e each year.

Work Experience

The Climate and Environment Team hosted a Year 11 student from Cromer Academy on work experience. As well as learning about retrofit and the new EV pool cars, the student carried out a survey of the wildflower meadow outside the Council Offices. The survey identified over 30 species in flower at the time and observed a notable difference between the shorter mown paths and patches left to grow longer.



Electric Vehicle Pool Cars

The cars have now been available for staff and members to use for four months and have completed 179 trips on official business. These 5704 miles have reduced transport emissions for the year by 6% so far and saved the Council one tonne of CO₂e. Officers are currently considering next steps and how the use of EVs can be expanded.

Energy saving and decarbonisation advice to local businesses and community groups

The Climate and Economic Growth teams have been promoting low energy initiatives and various low carbon grant schemes to local businesses and community groups.

Cromer Office Decarbonisation Plan

A full audit has now been undertaken of the Cromer Office building fabric and energy requirements. A set of recommended actions has now been prepared. The Council is now considering what external funding is available to assist with implementing carbon reduction measures at the office.

Net Zero Communities Project – Stalham

The team supported Stalham Town Council to showcase their newly re-furbished low-carbon Town Hall providing advice on home energy saving and grants available with colleagues from the Norfolk Climate Change Partnership and Norfolk Warm Homes.



Norfolk Energy Plan

The team hosted a workshop with Norfolk County Council to kick off a project to help develop an energy plan for Norfolk. This document will help plan future energy requirements and generation opportunities to help secure supply for homes and businesses across the County.

Decarbonisation Board

The Council has set up its new Decarbonisation Board in response to a recommendation by the Corporate Peer Review Team.

2 Forthcoming Activities and Developments.

RSN National Rural conference 2024

3 Meetings attended
Ripple project discussion with NCC MAG 002: The Broads UK100 Countryside Climate Network – Q3 meeting Meeting with Mundesley Golf Club – eco & environmental measures Stalham Town Council environmental event

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

COUNCILLOR L WITHINGTON - CABINET MEMBER FOR CUSTOMER SERVICES (COMMUNITY OUTREACH)

For the period July to September 2024

1 Progress on Portfolio Matters.

Over the summer, the Customer Services team has experienced an increase in customer contacts due to various communications sent to residents regarding Trade Waste invoices and reviews related to:

- Empty Properties
- Council Tax Exemptions
- Council Tax Disregards
- Housing Benefit (HB) Entitlements

The Housing Benefit reviews targeted local pensioners, advising them to contact the Council or risk having their benefits suspended. This led to a high volume of calls from affected and concerned residents. Additionally, we have seen an increase in trade waste enquiries, with customers contacting us regarding their annual invoices and bin collection services.

As a result of this surge in enquiries, we've observed longer call wait times over the summer. In August, the average wait time was 10 minutes and 48 seconds, and we recorded the following customer satisfaction figures for the month:

- 72.4% of customers were satisfied with their ability to contact the Council.
- 92.7% of customer were satisfied with the customer services advisor who dealt with their enquiry.
- 88.7% of customers were satisfied with the advice they were given when they contacted the Council.
- 84.6% of customers expressed overall satisfaction with their experience.

The high satisfaction with advisors and the advice provided suggests that the quality of service remains strong, but the longer wait times are affecting how customers feel about their ability to contact and their overall experience of the

Council.

We continuously review our operations to improve performance. As current service levels are falling short of the expectations set out in our customer charter and standards. To ease pressure on our phone lines and provide a better experience for all, we are reinforcing several existing initiatives.

Given our limited resources, we are focusing on working smarter and more efficiently. As part of this, we are placing greater emphasis on encouraging and educating our residents to use our online services and to contact the Council through more cost-effective methods. This also aligns with our 'Greener Future' objective by reducing unnecessary travel and paper use.

For example, instead of visiting the office to make payments, customers can set up direct debits, use our automated payments line or pay at a local and more accessible Pay Point location.

These options have always been available, but we are now working to highlight them more clearly to ensure that all residents can take advantage of these convenient alternatives.

This will allow us to shift more of our advisors away from face-to-face enquiries, and to focus on call handling. This should help reduce wait times, though we will monitor any impact on in-person services and continue to ensure vulnerable customers will be seen in a timely manner when required.

Additionally, we are reviewing the reasons why customers contact us and evaluating our working practices to improve efficiency. By ensuring that outbound correspondence from various services is aligned and promotes self-service options where possible, we aim to reduce unnecessary pressure on the Customer Service Team. Our goal is to avoid sending communications that unintentionally increase customer queries, especially when multiple departments are contacting customers at the same time. However, this requires input and support from the back-office departments, which is crucial to the success of these efforts.

2 Forthcoming Activities and Developments.

The annual canvass will be keeping our advisors very busy in addition to the normal call volumes they deal with. Our colleagues in Electoral Services will be working with us to ensure our residents are able to speak to someone with any issues they may have.

We have identified several opportunities to improve efficiency by implementing self-service forms, and we are actively working with IT and various departments to bring these to fruition. For instance, our collaboration with IT and Building Control led to the development of an online inspection booking form, which has already resulted in nearly a 20% reduction in phone

calls for bookings.

Other planned initiatives include:

- An online Revenue Services contact form that will streamline and automate the processing of enquiries.
- Online Licensing application forms that allow customers to submit identification electronically, reducing the need for office visits.
- Improvements to the process for issuing car parking permits to make it more efficient.

Additionally, we are working with our contact centre developers to implement updates that will enable text messaging and enhance workflow management. These advancements are expected to further improve the efficiency and quality of the service we provide to our residents.

3 Meetings attended

Please note the list of meetings below covers all areas of Cllr Withington's portfolio not just customer services:

RCRP workshop (Right care for the right person)
Carers Voice Norfolk and Waveney Partnership
Transport East – Rural mobility and the Regions Rail
Sheringham Little theatre
Norfolk joint Museums Committee
Creative Sheringham
FLASH Steering Group meetings
Culture and Tourism Feasibility Study
NN Health and Well being Partnership Meeting (Team)
Experience Sheringham Network Event
Early Years Museum Project in North Norfolk – Norfolk Museums Service
ARC culture and Heritage Conference UEA
Health and Wellbeing Board and integrated Care Partnership
Planning Service Improvement Plan – Briefing
Active Environments Strategy Meeting
North Norfolk Health and Wellbeing Partnership Meeting
Victory Home Briefing
Employability fair
North Norfolk Dementia Working Group
Early Help Hun – community Hub
Rural Support Network RSN Conference Economic Regeneration
NN Health and Wellbeing Partnership NNHWP – Quarterly Partnership chairs Meeting
Rural Support Network RSN Conference Affordable Housing
Rural Support Network RSN Conference – Rural Connectivity
Dementia Support Positivitea

CAN North Norfolk Referrers Meeting
NNHWP Older Peoples Working Group
Rural Support Network RSN Conference – Rural Services and Community
Services

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

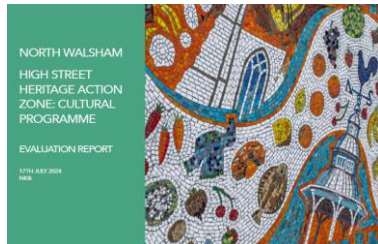
COUNCILLOR LIZ WITHINGTON - CABINET MEMBER FOR CULTURE

For the period July to September 2024

1 Progress on Portfolio Matters.

North Walsham High Street HAZ Cultural Programme

NNDC has received the independent final evaluation of the HSHAZ Cultural programme on behalf of the Cultural Board. This report will be posted on the HSHAZ legacy page on NNDC website.



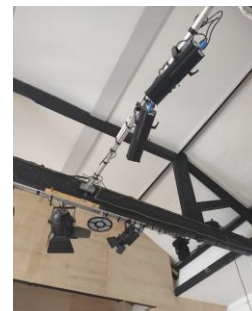
Some of the recent grants supporting the community in North Norfolk through the Rural England Prosperity Fund (REPF) include

Sheringham Museum: REPF grant funding to support the creation of a community space for community and educational activities.

North Walsham and Dilham Canal: funding for pontoons to help clear the waterways, encouraging increased use of kayaks, paddleboarding and wild swimming.

North Norfolk Community Transport: funding towards purchase of an electric minibus, supporting dial-a-rides and community transport services.

New Stages: grant to help support the community theatre with upgrading the stage, lighting, kitchen and toilets. Enabling more activities to happen and for the group to become more sustainable.



Tourism

Visit North Norfolk (VNN) continues to promote collateral that is available to

support members with their marketing and to promote North Norfolk more widely. VNN continues to provide up-to-date, appropriate marketing campaigns, the most recent ones being the new [Deep History Coast video](#) looking at the archaeology of the coast and promoting a different aspect of what North Norfolk has to offer. Another recent VNN campaign video (Heritage and Arts) can be seen [here](#).

2 Forthcoming Activities and Developments.

The annual VNN 2024 conference will take place at Fakenham Racecourse on November 14th with business updates, networking opportunities and featuring Simon Caulder as the keynote speaker.

3 Meetings attended

Friends of Cromer Museum
North Norfolk Community Transport
Cromer Tennis Club
Suffield Park Bowls Club
Pensthorpe Conservation Trust

CABINET MEMBERS REPORT TO COUNCIL

25 September 2024

COUNCILLOR WITHINGTON - CABINET MEMBER FOR COMMUNITY, LEISURE AND OUTREACH.

For the period July to September 2024

1 Progress on Portfolio Matters.

Leisure Contract

EA returned strong participation figures across the 5 leisure facilities in recent months – 46681 in July and 46428 in August. These were slightly down on July 2023 but up by around 4000 on August 2023.

Countryside

Six events were delivered across two sites over the summer holidays. Increasing numbers of participants in getting active activities.

All three Green Flag Sites were awarded Green Flag Status for another year -Holt Country Park, Pretty Corner Woods and Sadlers Wood. If successful, next year will see Holt achieve this for 25 consecutive years.

The team have been successful in winning a funding bid to deliver a project at our countryside sites for young people in North Norfolk in association with The Youth Advisory Board. This will see a number of sessions, workshops, activities and events delivered free of charge to eligible children and young people throughout 2025. Full details to be confirmed in October.

Beaches/RNLI

The lifeguard season has now finished across all sites and early feedback from the RNLI is that it was a fairly 'low key' season in terms of rescues and incidents. The team will carry out the usual end of season de-brief and start to plan for next year shortly. NNDC work in partnership with the RNLI to provide this important service across the district supporting water safety and our tourism industry. The Council funding 60% the salaries of the lifeguards.

Water Safety Days also took place on three occasions on our seafronts at Sheringham West Runton and Cromer

Markets

Both Sheringham Markets have enjoyed a good summer with traders increasing and feedback positive. A Food and Makers 'bolt on' market will take place on 21st

September, as part of the successful 40s weekend. Events such as these have an important role to support the extension of the traditional high season across the district

Physical Activity Development

BNHF- 20 providers across the district over the summer holidays. 12 provisions were audited and found to be a good standard. The Christmas holiday coming up is set to be the last holiday for this scheme.

North Walsham and Stalham Library- Worked with the library to submit an application to the SE Movement fund which will focus on Tai-chi, walk and talk and seated exercise classes at the library. We should hear the outcome of this in 3-6 weeks.

Junior Park Run- the team met with East Park Run ambassador who is looking to expand junior park run provisions. Meeting with Stalham High school about the potential to deliver one on their site. There is potential to develop these across the district.

All to Play For- Everyone Active have taken on the delivery of this project in Sheringham and will work with us to promote and expand the sessions

Fore Get Me Not Golf- A Meeting has been arranged with Sarah Wickes to discuss the potential of bringing the dementia project to North Norfolk

Pier Pavilion Theatre

At the time of writing the summer show was a few weeks away from its final performance (sept 28th). Attendance has remained strong and is set to meet the target figure.

Pier visitors have been bolstered by the Sunset on the Pier events.

A short run of concerts will take place between the end of the summer show and the start of the Xmas show on November 16th.

Planning has been granted for the backstage works, which are due to be completed in the first quarter of 2025.

The theatre has recently featured on The One Show and Anglia News.

Most recently the Pier has taken part in the Heritage Open Days Scheme along with a number of other North Norfolk venues including St. Benet's Abbey, The museum of the Broads, Walsingham and Sheringham Park. Reflecting the importance culture, arts and heritage play in our local economy. Visitors to the Pier enjoyed the opportunity to watch films relating to the Cromer Pier and Cromer and Sheringham Brass Band entertained visitors in the sunshine, reminiscent of times gone by.

2	Forthcoming Activities and Developments.
3	Meetings attended

This page is intentionally left blank

REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS	
Executive Summary	Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.
Options considered	This is a statutory report and Full Council is required to approve any change to the political balance. Alternative options are therefore not presented.
Consultation(s)	Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.
Recommendations	<ol style="list-style-type: none"> 1. That Council approves the revised political balance calculation as per section 2.6 of this report, noting the removal of an independent non-aligned member from the calculation. 2. That Council approves the allocation of seats to political groups as shown at Appendix A, noting that there is no change to the previous allocation agreed at the meeting of 24 July 2024

Wards affected	All
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk ,

1. Introduction

- 1.1 Since the last review of the political balance of the Council in July 2024, there has been a change to the political make-up of the Council. As a result of this change, it is necessary to review the political balance again and determine the allocation of seats on committees to ensure that they reflect the revised balance.
- 1.2 Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, reflecting the overall political composition. It affects all formally constituted committees, sub-committees, working parties and panels which discharge functions on behalf of the authority.

2. Background

- 2.1 On 12th September 2024, a by-election was held in the North Walsham Market Cross ward following the resignation of the independent non-aligned member. A member of the Liberal Democrat Group was duly elected, resulting in the following change to the composition of the council: Liberal Democrats (25 members), Conservatives (13 members) Independent Group (2 members).
- 2.2 The Local Government (Committees and Political Groups) Regulations 1990 (SI 1990/1553) states that ungrouped members are not entitled to committee seats and any seats given would have to be at the discretion of the majority group. As there are no longer any independent non-aligned members, this no longer applies.
- 2.4 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:
- at, or as soon as practicable after the Annual Meeting of the Council or,
 - where notice is received of a change in the composition of political groups
- 2.5 The Head of Paid Service has a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.
- 2.6 Political Composition

The political composition of the Council is outlined below:
(As referenced at section 2.2, the non-aligned member is removed from the calculations)

Group	No. of members	%
Liberal Democrat	25	62.5
Conservative	13	32.5
Independent	2	5
Total	40	100 %

- 2.4 The Council needs to approve the allocation of seats to the political groups on those committees which are required by law to be politically balanced.
- 2.5 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups and does not require that a vacant seat is represented.
- 2.6 In carrying out any review, the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':
- a) That not all seats on the Council are allocated to the same political group
 - b) That the majority of the seats on the Council are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership

- c) Subject to the above, that the number of seats on ordinary committees of the Council which are allocated to each political group, have the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority and
- d) Subject to a) and c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.
- e) It was agreed at the Annual meeting of Full Council on 15th May 2024 that delegation should be given to the Group Leaders to make any changes required to appointments to committees, sub-committees, working parties and panels as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes and Members will be informed via the Members' Bulletin. In addition, and to ensure they changes are recorded formally, an update will be provided to future next meeting of Full Council. It is proposed that this convention is continued to allow appointments to be filled without waiting for approval from Council.

3. Entitlement to Places

- 3.1. The table at Appendix A shows those Committees that are required to be politically balanced. Generally, the approach taken has been to round up percentages where they are above 0.5% or close to 0.5. It should be noted that political balance does not require that all the groups are represented across all of the committees but that their overall share of seats is reflected in the allocation. This tends to mean that the smallest group (the Independent Group) automatically has seats on the larger committees but that there is not always an allocation on the smaller ones. Changes to the allocation of committee seats (but not the overall number) can be agreed between the Group Leaders and on occasion, may mean that a larger group offers to 'give up' a seat on a committee to allow a smaller group member to take a seat.
- 3.2. According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)
- 3.3. The Employment & Appeals Committee acts as the Councils Disciplinary Panel for Chief Officers and this is required to be fully politically balanced, with representation from across the Groups. As it is legally required to be politically balanced, it is proposed that the Independent Group will be allocated a seat. It is also suggested that one of their allocated seats is on the Standards Committee as it is preferable that this committee has representatives from across the groups to ensure impartiality when assessing complaints.
- 3.4. Overall the percentages have reverted to the same as at May 2024 and are as follows:

The Liberal Democrat Group 62.5% of seats available (60 seats)

The Conservative Group has increased very slightly 32.5% of committee seats available (32 seats)

The Independent Group has changed very slightly to 5 % of seats allocated (5 seats)

- 3.5 The allocations at Appendix A are suggested by the Democratic Services Manager. Group Leaders can agree to alternative arrangements as long as the overall political balance is not affected.

3 Corporate Priorities

This is a statutory report.

4 Financial and Resource Implications

This is statutory report and there are no financial or resource implications.

5 Legal Implications

Full Council is required to approve any change to the political balance of the Council. A failure to do would be a breach of the statutory requirements.

6 Risks

As highlighted above, a failure to approve a change in the political balance of the Council would be a breach of the statutory requirements.

7 Net ZeroTarget

N/A

8 Equality, Diversity & Inclusion

N/A

Conclusion and Recommendations

Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels. Overall, the impact has no change and it is suggested that there are no changes to the committee seat allocations.

Recommendations:

- 9 That Council approves the revised political balance calculation as per section 2.6 of this report.**
- 10 That Council approves the allocation of seats to political groups as shown at Appendix A, noting that there is no change to the previous allocation agreed at the AGM on 15th May 2024 and 24th July 2024.**

			Liberal Democrat		Conservative		Independent		TOTAL
Members			25		13		2		40
Expressed as %			62.5%		32.5%		5%		100%
Committee	No. of Seats Currently		Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee	15		9.375	9	4.875	5	0.75	1	15
Development Committee	14		8.75	9	4.55	5	0.7	0	14
Overview & Scrutiny	12		7.5	7	3.9	4	0.6	1	12
Planning Policy & Built Heritage WP	12		7.5	8	3.9	4	0.6	1	12
Standards Committee	7		4.375	4	2.27	2	0.35	1	7
EAC	5		3.125	3	1.62	1	0.275	1	5
*Member Development Group	6		3.75	4	1.95	2	0.3	0	6
Governance, Risk & Audit Committee	6		3.75	4	1.95	2	0.3	0	6
Constitution Working Party	5		3.125	3	1.62	2	0.375	0	5
Joint Staff Consultative Committee	5		3.125	3	1.62	2	0.375	0	5
Cabinet WP for Projects	5		3.125	3	1.62	2	0.375	0	5
* Council Tax Support Working Party	5		3.125	3	1.62	2	0.375	0	5
TOTAL	97		60.62	60	31.5	32	4.85	5	97

**Please note that all of the above are politically balanced. This can only be waived with the agreement of the Group Leaders (see accompanying report)*

This page is intentionally left blank

BUDGET MONITORING P4 2024/25	
Executive Summary	<p>This report provides an update on the Council's financial performance and projected full year outturn position for 2024/25 for the revenue account, capital programme and reserves statement as at the end of July 2024.</p> <p>As at 31 July 2024, the General Fund projected deficit is £1.325m (£1.017m on Net Operating Expenditure) for the full year 2024/25. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current forecast year end position. 2) Note that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25. 3) Seek approval of full Council to include a budget of £300k for borrowing costs in 2024/25 and that this be funded by using the Treasury Management Reserve (as explained in paragraph 4.8). 4) Seek approval of full Council to include an addition to the capital programme in 2024/25 for the extension to the Meadow car park in Cromer and that this is funded from revenue (car park income) (as explained in paragraph 5.6).
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	\\fs\Accounts\Budget Monitoring\BUDGET MONITORING\2024-25\Period 4\Report\Draft Budget Monitoring P4 2024-25.doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

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

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

1. Introduction and Executive Summary

- 1.1 This report sets out the General Fund Revenue Budget and Capital Programme forecast full year out turn position against the budget for 2024/25 as at 31 July 2024.
- 1.2 It should be noted that the presentation of this report (and future budget monitoring reports) has been changed. The focus will now be to concentrate on forecasting a year end position rather than looking at the actual position at a point in time. This new approach gives us a better understanding of where our pressures are and what the likely outturn position will be at the year end.
- 1.3

2. Revenue

- 2.1 The Council has an approved General Fund revised revenue budget of £22.162 million (Including Parish Precepts). This report provides a forecast of spending and income against budget for 2024/25.
- 2.2 The overall revenue budget forecast performance for the year as at 31 July is £23.179m against the budget of £22.162m which is a projected overspend of £1.017m on Net Operating Expenditure as shown in Table 1
- 2.3 The Base Budget which was approved by Full Council on 21 February 2024 has been updated to reflect approved budget movements and changes in the reporting structure where Customer Services has moved from the Resources Directorate to Corporate Leadership and Executive Support.
- 2.4 Where there are predicted savings related to expenditure items that are being funded from Reserves, the reserve position has been updated to reflect this.

2.5 Table 1: General Fund Summary

General Fund Summary Period 4 2024/25

Service Area	2024/25 Base Budget £000	2024/25 Revised Budget £000	2024/25 Full Year Forecast Period 4 £000	Period 4 Variance £000
Corporate Leadership/ Executive Support	576	576	497	(80)
Communities	11,530	11,387	11,371	(16)
Place and Climate Change	7,121	7,117	6,734	(383)
Resources	4,538	4,573	5,614	1,041
Savings to be Identified	(250)	(38)	(38)	0
Net Cost of Services	23,516	23,616	24,179	563
Parish Precepts	3,129	3,129	3,129	0
Capital Charges	(2,962)	(2,962)	(2,962)	0
Refcus	(762)	(762)	(762)	0
Interest Receivable	(1,865)	(1,865)	(1,663)	202
External Interest Paid	40	40	293	253
Revenue Financing for Capital:	210	210	210	0
Minimum Revenue Provision	488	488	488	0
IAS 19 Pension Adjustment	268	268	268	0
Net Operating Expenditure	22,062	22,162	23,179	1,017
Funded By				
Parish Precepts	(3,129)	(3,129)	(3,129)	0
Council Tax	(7,069)	(7,069)	(7,069)	0
Collection Fund Surplus	(108)	(108)	(108)	0
Retained Business Rates	(7,683)	(7,683)	(7,683)	0
New Homes bonus	(6)	(6)	(6)	0
Revenue Support Grant	(309)	(309)	(309)	0
3% Funding Guarantee	(1,231)	(1,231)	(1,231)	0
Rural Services Delivery Grant	(657)	(657)	(657)	0
Ctax Discount Grant	(52)	(52)	(52)	0
Services Grant	(23)	(23)	(23)	0
Income from Government Grant and Taxpayers	(20,266)	(20,266)	(20,266)	0
(Surplus)/Deficit	1,796	1,896	2,914	1,017
Contribution To/(From) Reserves	(1,796)	(1,896)	(1,589)	307
(Suplus)/Deficit Position	0	0	1,325	1,325

Forecast variance explanations

2.6 The forecast net overspends are £563k at Cost-of-Service level along with a reduction in the level of interest received of £202k, because of the predicted fall in interest rates, and an increase in external interest paid on borrowing of £253k. Significant variances in forecast by service area are explained in paragraphs 2.7 to 2.10.

2.7 **Corporate Leadership/Executive Support** - £80k underspend. The main reasons are outlined below: -

- i. Employee costs underspend of £58k relating to reductions in contracted hours.
- ii. Savings of £22k across printing and training budgets.

2.8 **Place and Climate Change** - £383k underspend because of: -

- i. **Employee Costs** - £350k underspend. £128k of which is reserve funded.
 - Reduction in contracted hours and unable to recruit to 2 vacant fixed term post in Environmental Strategy (£60k).
 - There are several vacant posts in development Management some of which are reserve funded (£131k)
 - Vacant posts in Conservation, Design & Landscape which are reserve funded (£95k).
 - Reduced contracted hours and savings for vacant post in Planning Policy (£70k).
- ii. **Supplies and Services** - £147k underspend
 - Reduction in expenditure on Professional Fees due to the slippage in The Local Plan. This is budgeted to be funded from earmarked reserves and will not result in a bottom-line year-end saving (£88k).
 - Underspend on climate project within Environmental Sustainability which is reserve funded (£50k).
- iii. **Income** - £125k shortfall
 - Planning Fee income is forecast to be £100k below target, this is due to fewer major applications being received to date. With the new plan not expected to be adopted until at least May 2025, the pipeline of new major housing sites is reducing and will be reliant on applications for schemes ahead of the Local Plan being adopted. With a new government and new methodology for calculating housing land supply now in the public domain, the expectation is that housing numbers will increase, and this may increase speculative applications for which predicting fee income becomes more challenging.
 - Building control fee income is expected to be £25k below the revised budget due to the knock-on impact of reduced major schemes.

2.9 **Resources** - £1,041k overspend due to: -

- i. **Premises** - £44k overspend.
 - Public Conveniences costs of £31k relating to hire of Woo Loo facility. There are additional utility costs which are partially offset by a reduction in Business Rates.
- ii. **Supplies and Services** - £194k overspend
 - Increased cost on Agency Fees of £183k which have been necessary to cover vacant posts.
- iii. **Income** - £791k shortfall.
 - Based on the 2024/25 initial Housing Benefit subsidy claim submitted to the Department for Works and Pensions (DWP) the forecast shortfall in non-HRA subsidy is £0.65m for the year. This relates to the subsidy the Council can claim to cover the cost of temporary accommodation. For our own Temporary Accommodation (TA) properties the full housing costs can be reclaimed. However for bed and breakfast accommodation the amount that can be reclaimed is capped at a maximum of £98.08 per week, but it may be less than

this. The actual average cost of a placement is significantly higher than this and the Council must bear this cost.

- The Meadows Car Park extension - a proposal to generate additional income was accepted and included in the approved budget for 2024/25. However it was not possible to undertake the project to extend the car park before the busy summer period and so it has been planned to do this work during the autumn and winter ready for the start of the new financial year 2025/26. A request for the approval of a capital budget to do this has been included in this report. As a result of this work not taking place the saving (additional income) of £70k will not be achieved for 2024/25.
- Whilst the work at the Rocket House takes place and the RNLI move out for the duration of this work the Council will not receive any contribution for service charges from the RNLI. This amounts to £32k loss in income.
- It is unlikely that the original budgeted income for donations and advertising income on Pier and Car Parks will be achieved during the year and the expectation is that there will be a shortfall in income of £20k.

3. Performance against savings targets

3.1 To set a balanced budget for 2024/25 £0.975m of savings were identified and approved by Members in February 2024. Service Managers and Assistant Directors have provided an update on the progress being made in achieving these savings. Table 2 below summarises the forecast achievement of these savings at the year-end. A more detailed breakdown can be found in appendix A.

3.2 Table 2: Performance against £975k Savings Target

Directorate	Assistant Director	Base Budget Savings £'000s	Period 4 - full year forecast £'000s	Variance £'000s
Corporate	Corporate	49	49	0
Communities	Environment & Leisure	148	143	(5)
	People	235	235	0
Place & Climate Change	Sustainable Growth	43	43	0
	Planning	182	181	(1)
Resources	Legal and Governance	85	82	(3)
	Finance, Assets & Revenues	234	128	(106)
Total		976	861	(115)

The forecast is largely positive with all but £115k being achieved. The two main areas where the savings will not be achieved are for the income generated (£79k) with the extension to the Meadow car park where the project has not yet been started and for the advertising income on Pier and Car Parks (£20k) as this has not progressed as planned.

3.3 In addition to the identified savings of £975k included in the balanced budget a further £250k of unidentified savings was also included. Currently £212k of

this target has already been reached. It is expected that the remaining balance of £38k will be achieved during the remainder of the year. Table 3 below provides members with an update of savings identified against the £250k target set in February 2024. Appendix B accompanying this report outlines in more detail how the savings to date have been achieved. It should be noted that £87k of these savings are recurring and so will help bridge the gap in future years.

3.4 Table 3: Progress against £250k Unidentified Savings Target

Assistant Director	Base Budget Savings £'000s	Period 4 - savings identified £'000s	Savings yet to be identified £'000s
Savings to be identified	(250)		
Breakdown of savings achieved			
Environment & Leisure		(87)	
People		(56)	
Sustainable Growth		(5)	
Legal and Governance		(32)	
Finance, Assets & Revenues		(32)	
Total	(250)	(212)	(38)

4. Non-Service Income and Expenditure

Investment Interest

- 4.1 The 2024/25 investment interest budget is £1.866m. This budget was calculated based economic position in November 2023 (6% interest rates and a cash balances of £33.8m). Since then the Monetary Policy Committee (of the Bank of England) has bought interest back down again slightly as it has felt that the higher interest rates have achieved their purpose in bringing inflation back under control. This has had an adverse impact on the investment income the Council is achieving.
- 4.2 At period 4, the Council earned £639k in interest, slightly exceeding the budget by £17k, with an average rate of 6.45% on £29.6m. However, a year-end shortfall of £202k is expected, with anticipated earnings of £1.663m.
- 4.3 This shortfall is due to:
- Lower interest rates, which peaked at 5.25% instead of the forecasted 6.00%, and are currently at 5%. Rates are expected to average between 4.50% and 5.00% for the upcoming year.
 - Lower than anticipated cash balances to invest, averaging £29.63m instead of the budgeted £33.80m, which is due to the delays in receiving grants from the Environment Agency for the Cromer & Mundesley Coastal Schemes and the still as yet unconfirmed funding from MHCLG (formerly DLUHC) for the Fakenham Leisure Centre and Sports Hub (FLASH) have reduced the available funds for investment.

- 4.4 The Council's portfolio includes £20m in long-term pooled funds and an average of £7.63m in short-term investments. The capital values of our pooled funds are stable with expected modest capital growth as inflation settles. The Council plans to hold these investments long-term to reduce risks, but may reassess its strategy if borrowing rates, currently higher than interest rates, become a concern. The current investment strategy is deemed suitable for the Council's financial situation.

Borrowing Interest

- 4.5 The Council has previously approved borrowing to fund some of its capital projects, most notably the Reef (c.£5m) and Refuse Freighters (c.£3m). However up until recently it has been able to 'internally borrow' for these projects thus saving borrowing costs, but at the expense of investment income. It is prudent to do this as borrowing interest rates are always higher than investment interest rates.
- 4.6 So what this actually means is that the Council has spent its cash to build the Reef and purchase the Refuse Freighters (c.£8m for both) which has reduced the Council's cash levels it has to invest. This is known as 'internally borrowing'. Because the Council approved that the capital expenditure would be funded by borrowing (c.£8m) the cash spent on the Reef and Refuse Freighters will at some point have to be replaced to bring the cash back up to the level that it should be. This is the point at which external borrowing is taken.
- 4.7 During 2023/24 there was an increased requirement to borrow short-term to meet cashflow shortfalls which indicated that longer term borrowing was required to replenish cash balances. Therefore a 13 month £5m loan at an interest rate of 5.39% was taken from the PWLB March 2024.
- 4.8 There was a budget of £40k for borrowing interest for 2024/25 included in the balanced budget which was expected to cover interest payable for short-term borrowing for cash flow purposes. However there was no budget included for long-term borrowing when the budget was prepared in November. It is therefore proposed that the Treasury Management Reserve be used to establish a budget of £300k to cover long-term borrowing costs for 2024/25 which will be £293k for the year. A budget will need to be included for borrowing costs in future years' budget to cover the cost of borrowing that the Council will incur.

5. Capital

- 5.1 This section of the report presents the capital programme 2024/25 position, together with an updated capital programme for the financial years 2025/26 to 2029/30. Appendix C provides the details of the current position.
- 5.2 Total capital expenditure for 2024/25 as at period 4 was £6.82m compared to an updated full year capital budget of £43.59m. This gives a remaining 2024/25 capital budget of £36.77m. Progress on schemes is expected to be in line with the budget and as at P4 there is no forecast year end variance against the total capital budget for the year.
- 5.3 The large amount of remaining budget is due to the Council having multiple high-value projects in its capital programme in the current financial year.

These are primarily funded by external grants and so this variance is not a concern to the Council's own internal financing of the capital programme.

5.4 Projects of significant expenditure (over £200k) are highlighted below; however it is worth noting these are all primarily funded by external grant:

- Cromer Coast Protection Scheme (£3.42m)
- Mundesley Coastal Management Scheme (£1.46m)
- Disabled Facilities Grants (£397k).
- Local Authority Housing Fund (£312k)

5.5 The following changes have been made to the capital programme as at period 4 since the 2024/25 opening capital programme position. These changes have all been reflected in Appendix C.

5.5.1 A new budget for the Cabbell Park Clubhouse was approved for £0.237m at the Full Council meeting on the 24th of July 2024.

5.5.2 The Disabled Facilities Grants (DFG) budget has been increased by £400k for 2024/25, from an original budget of £1.48m to a new budget of £1.88m in May 2024 following a decision between the Director of Resources/S151 and Assistant Director of People Services. The Council currently holds £1.88m of prior year unspent grant income from central government for the DFG scheme. This must be spent on the project and cannot be used to fund other capital projects; therefore, it has been forecasted that the Housing Adaptations team could deliver £400k of extra grants to support disabled people in the North Norfolk District in 2024/25.

5.5.3 The Cromer Pier – Steelworks and Improvements to the Pavilion Theatre budget for 2024/25 has been increased. It was identified that the total scheme budget approval figure quoted at the outturn position was not the correct and should have been £1.13m. This gives the project and updated budget of £276k in 2024/25.

5.5.4 The Coastwise budget for 2024/25 has been lowered following a revised cash flow forecast from the project team. Less opportunities for expenditure have been identified as planned at the 2023/24 outturn position. The revised budget is now £2.70m for 2024/25 and the deallocated budget has been moved to 2026/27 as this project is fully grant funded and so the budget will still only be used on the Coastwise scheme.

5.5.5 The Cromer Coast Protection Scheme budget for 2024/25 has been lowered by £144k following a revised cash flow forecast from the project team. This budget amount has been moved in 2025/26 to reflect that the project will not complete this financial year.

5.5.6 The Mundesley Coastal Management Scheme budget for 2024/25 has been lowered by £163k following a revised cash flow forecast from the project team. This budget amount has been moved to 2025/26 to reflect that the project will not complete this financial year.

5.6 There is one addition to the capital programme requiring approval from Full Council. This is for a new capital budget of £75k to be added to the capital programme in 2024/25. The capital project is to carry out the extension work at the Meadow car park in Cromer. A budget for this was not included along with the increased income proposal that was accepted by Full Council in February 2024. It is proposed that this budget is funded from revenue (car

park income) as the work will create extra capacity and it is projected that the income from this will exceed the cost of the work in less than one year. This is not reflected in the figures presented in this report. If approved the adjustment will be made following approval.

6 Reserves

- 6.1 The Council's current reserve position is shown at appendix D. This position has been updated as part of preparing the forecast for 2024/25. Where base budgets funded from reserves are underspent it has been anticipated that this saving will remain in the earmarked reserve and reallocated in the future. An adjustment of £307k has been made to earmarked reserves which offsets savings in the net cost of services.
- 6.2 It is proposed that the Treasury Management Reserve is used to establish a budget for borrowing costs in 2024/25. This is not reflected in the figures presented in this report. If approved the adjustment will be made following approval.

7 Corporate Priorities

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

8 Financial and Resource Implications

Comments from the S151 Officer:

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

9 Legal Implications

None as a direct consequence of this report

Comments from the Monitoring Officer

In accordance with our financial governance arrangements this report is the first of the quarterly reports to members of our forecast outturn position.

10 Risks

- 10.1 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.
- 10.2 The estimated outturn will continue to be monitored during the year.

11 Net Zero Target

None as a direct consequence of this report

12 Equality and Diversity

None as a direct consequence of this report

13 Community Safety Issues

None as a direct consequence of this report

14 Conclusion and Recommendations

- 14.1 The revenue budget is showing an estimated full year overspend for the current financial year of £1.325m. The overall financial position continues to be closely monitored.
- 14.2 The Council will continue to take steps to reduce the forecast deficit for the year by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding, which is not sustainable in the medium term. The Council will need to use other reserves to meet any in year deficit and to balance the budget.
- 14.3 There are 2 recommendations seeking full Council approval. The first is to include a budget of £300k for borrowing costs in 2024/25 and that this be funded by using the Treasury Management Reserve (as explained in paragraph 4.8).
- 14.4 The second recommendation is to include an addition to the capital programme in 2024/25 for the extension to the Meadow car park in Cromer and that this be funded from revenue (car park income) (as explained in paragraph 5.6).

Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	2024/25 Savings /Income	July Full Year Forecast 2024/25	Explanation
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS 2024/25 BUDGET PROCESS						
COMMUNITIES						
People Services	People Services - Housing Options	Temporary Accommodation additional Income	Increase in temporary accommodation rental income due to rent increases from 1 January 2024 and 1 April 2024.	70,000	70,000	This income relates to rent on our own TA accommodation which would qualify for full subsidy.
People Services	People Services - Early Help and Prevention	Sustainable Communities Fund	Cease payment of Grant	131,550	131,550	Savings met - £0 budget in 2024/25
People Services	People Services - Early Help and Prevention	Arts and Cultural Grant	Cease payment of Grant	33,260	33,260	Savings met - £0 budget in 2024/25
Environment and Leisure	Environment and Safety Services	Savings from provision of street signs.	Fewer signs need replacing as more robust signs are now used resulting in a savings in expenditure.	2,000	2,000	On target to achieve
Environment and Leisure	Environment and Safety Services	Income from further promotion of garden bins.	Further active promotion of the garden waste collection service could generate additional income from 1,000 additional subscribers.	50,000	50,000	Income budget increased for 2024/25
Environment and Leisure	Environment and Safety Services	Income from health and safety training.	Opportunity for NNDC to act as a training provider to 3rd parties and charge for this service. Expanding additional service to increase income.	20,000	15,000	Income budget created for 2024/25 ; however no income received to date due to lack of resources. H&S manager covering for ES Manager.
Environment and Leisure	Environment and Safety Services	Reduction in spend on recycling initiatives.	Budgets exist for the promotion of recycling initiatives both internally and in conjunction with the Norfolk Waste Partnership. These budgets have not fully been spent in recent years and as such, a saving can be offered for both aspects.	10,000	10,000	On target to achieve
Environment and Leisure	Leisure & Locality Services	Pier Pavilion Theatre changes to budget	Remove budget allocated to electricity at the Pier Pavilion Theatre as this is no longer required.	5,000	5,000	On target to achieve
Environment and Leisure	Leisure & Locality Services	Holt Country Park Car Parking	Increase the budget for car parking income to better reflect the actual income received which has increased in recent years. Also to increase parking by 20p per visit to increase income received. Increasing the cost of parking at HCP to £2.50 is still seen as very good value.	18,500	18,500	On target to achieve
Environment and Leisure	Leisure & Locality Services	HCP Events and Sale of goods	Increased income from events and sale of goods.	4,000	4,000	On target to achieve
Environment and Leisure	Leisure & Locality Services	Pier Contract Profit Share	The Pier Pavilion Theatre has enjoyed a strong year and it is predicted that the Council will receive a profit share from the contract for the first time this year.	10,000	10,000	Income budget created for 2024/25
Environment and Leisure	Leisure & Locality Services	Reduce R&M on Foreshores	R&M of promenades and foreshores. By its very nature this can fluctuate form year to year depending on weather and other factors and this saving is reflective of activity.	15,000	15,000	On target to achieve
Environment and Leisure	Leisure & Locality Services	Memorial Seats/Benches	Review of repair & maintenance responsibilities.	13,700	13,300	Budget reduced for 2024/25 - £400 spent to 24/07/24
TOTAL COMMUNITIES				383,010	377,610	
CORPORATE						
Corporate	Human Resources	HR & Common Training Budget Review	Review of HR & Common training budgets realising savings across Equipment Purchases, First Aid Purchases, Subscriptions, Other Fees & Charges and Health & Safety.	3,270	3,270	On target to achieve

Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	2024/25 Savings /Income	July Full Year Forecast 2024/25	Explanation
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS 2024/25 BUDGET PROCESS						
Corporate	Customer Services	DM/Reprographics Restructure	Deletion of vacant post	45,456	45,456	On target to achieve
TOTAL CORPORATE				48,726	48,726	
PLACE						
Planning	Development Management	Fee Income	Reduction in 2024/25 reflects the under recovery in 2023/24 influenced by the state of the national economy and age of the Local Plan. This is partially offset by the recently announced Government increases in fee levels. It is estimated that the adoption of the Local Plan should increase the number of applications received (but that will probably take effect in the 2nd half of 2025/26).	(50,000)	(50,000)	On target to achieve
Planning	Planning	Various Minor Savings	Minor reductions to a number of services.	10,225	9,200	DM subscriptions saving of £1,025 cannot be met due to overspend.
Planning	Planning Policy	Planning Policy Savings	The Local Plan is expected be adopted in the summer of 2024 and a review of resource needs to coincide at that point is considered appropriate. It is considered that a lower staffing level would be appropriate and it is estimated that this could be introduced in-year at no direct cost to the Council.	45,000	45,000	On target to achieve
Planning	Planning	Use of Planning Reserve	The Local Plan Examination is expected to be completed by the end of March 2024. Some further expenditure above normal budget levels might be required prior to adoption (although these could possibly be funded from within existing resources) . The production of a new Plan should be a cheaper process as the Government are endeavouring to simplify the process and the Council won't be starting from a review of a Plan that is significantly out of date. It is estimated that a reserve position of £200,000 for the 2025/26 financial year is appropriate and therefore the level above that can be offered by way of a reduction in reserve levels.	87,300	87,300	Reserve adjusted for 2024/25
Planning	Land Charges	Use of Land Charges Reserve	Reduction in reserve to a level that allows for £40,000 per annum (for this year and the 4 years of the Medium Term Plan). As a consequence, a saving is offered by way of a proposed reduction in the reserve level.	89,100	89,100	Reserve adjusted for 2024/25
Sustainable Growth	Housing Strategy & Delivery	Reduction in staffing levels (with no redundancy)	Review of the way in which services within the wider team are managed.	11,900	11,900	On target to achieve
Sustainable Growth	Climate and Environment	Greenbuild	Discontinuing a "Greenbuild" style event. event. Engagement would be limited to smaller activities and/or where events are entirely sponsored or paid for by third parties.	10,000	10,000	On target to achieve
Sustainable Growth	Economic Growth	Conference Expenses	Reduction in Conferences attended	1,000	1,000	On target to achieve
Sustainable Growth	Economic Growth	Marketing General (Deep History Coast).	Reduction in Marketing spend. A core budget needs to be retained for maintaining the Deep History Coast app and general marketing savings are achievable.	10,000	10,000	On target to achieve
Sustainable Growth	Economic Growth	Grants	Reduction of grant award	10,000	10,000	Reserve adjusted for 2024/25
TOTAL PLACE				224,525	223,500	

Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	2024/25 Savings /Income	July Full Year Forecast 2024/25	Explanation
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS 2024/25 BUDGET PROCESS						
RESOURCES						
Legal and Governance	IT Infrastructure	Personnel Budget Saving	Reduction in resource requirement	18,876	18,876	On target to achieve
Legal and Governance	IT Web	Replacing Council Workflow System	Workbench, workflow and online forms system needs to be replaced as it will soon no longer be supported by the software provider. The proposal is to work with C3 (providers of contact centre software for Customer Services) to develop this so that it can be rolled out across the council at no extra cost. Also Microsoft software can be used to create any required online forms.	15,000	13,000	Removed budget for Silktide software by mistake.
Legal and Governance	Legal	Legal Reserves	A contribution can be made of some of legal reserve fund of £36,000.	36,000	36,000	Reserve taken
Legal and Governance	Legal	Additional Legal Fee Income	Increase income target by increasing the number of section 106 agreements and income from legal work on beach hut leases.	5,000	5,000	On target to achieve.
Legal and Governance	Democratic Services	Travelling General	Non-formal meetings such as pre-agendas etc to move to a remote format to reduce members travel claims (and also help meet our Net Zero target). More decisions could be taken under delegation..	4,000	4,000	On target to achieve.
Legal and Governance	Democratic Services	Member Training	Reduction in Member Training budget (providing there is capacity to increase in an election year).	6,000	5,000	Peer review highlighted need for training, will achieve £5k of target.
Finance, Assets & Revenues	Revenues	Various	Improvements in service delivery	12,500	10,500	Still paying Capita, may get money back as in house form developed but not yet live.
Finance, Assets & Revenues	Revenues	Council Tax Support Cases	The current benefits scheme awards only 91.5% of Council Tax Support in some cases. It is proposed that 100% is awarded in all cases to remove the unnecessary administration and associated costs. The change to the scheme will need to be consulted upon so the savings may not be achieved in 24/25, but if this is the case other savings will looked for within the service to achieve these still.	5,000	5,000	Member working party still working on this with the benefits managers, the revenue manager will review other income generated schemes to cover the £5k if the 100% CTS scheme is not adopted.
Finance, Assets & Revenues	Estates	Various expenditure Savings	- Catfield Industrial Estates - Fakenham Connect Marketing budget reduction - Chalets and beach huts: Equipment and Marketing - Other lettings: Marketing - Estates -Professional fees, Subscriptions.	33,272	33,112	On target to achieve
Finance, Assets & Revenues	Estates	Various Income Generation	- Fakenham Connect: - Other Lettings: Electricity recharge. - Shared Equity Insurance Recharges..	4,700	4,700	On target to achieve.
Finance, Assets & Revenues	Estates	New Ideas - Income generation	QR codes income donation on pier & other assets in Cromer. Advertising on car parks Concessions/Click and Collect.	20,000	0	Larger project than anticipated, not started.
Finance, Assets & Revenues	Estates	Employee Savings	Deletion of fixed term strategic surveyor post along other efficiencies within the team.	50,755	50,755	On target to achieve.

Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	2024/25 Savings /Income	July Full Year Forecast 2024/25	Explanation
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS 2024/25 BUDGET PROCESS						
Finance,Asse ts &	Estates	Mileage Claims	Reduction in Mileage Claims	1,000	1,000	On target to achieve.
Finance,Asse ts & Revenues	Property Services	Reduction in generic training	Reduction in generic training	5,000	5,000	On target to achieve.
Finance,Asse ts & Revenues	Property Services	Travel allowances	Remove the travel allowance general budget.	3,000	3,000	On target to achieve.
Finance,Asse ts & Revenues	Property Services	Sale of additional unused temporary facility	Unit purchased for temporary use was not installed.	8,000	3,117	Woo Woo toilet sold for less than expected.
Finance,Asse ts & Revenues	Property Services	Extension of The Meadow Car Park	Extension of the Car Park into the grassed area in the vacant pitch and putt area. This car park is always busy all year round.	79,000	0	Not achieved as no car park extension - budget adjusted in FY Forecast presented at P4
Finance,Asse ts & Revenues	Property Services	Discontinue support for non-NNDC events	Stop the support for non NNDC Events by PS Team. This includes Cromer Carnival / New Years Fire Works and Openwide events	11,500	11,500	On target to achieve.
TOTAL RESOURCES				318,603	209,560	
				974,864	859,396	

Savings Identified against £250k Target 2024/25						Appendix B			
Ref.	Budget Holder	Asst Director	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	2024/25 Savings /Income	2025/26 Savings /Income	2026/27 Savings /Income	2027/28 Savings /Income
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS									
COMMUNITIES									
COM01	Trudi Grant	Karen Hill	People Services	People Services Staffing	Reduced working hours, retirement and vacant posts.	(56,361)	0	0	0
COM02	Emily Capps	Emily Capps	EH & Leisure	Software	Budgets held in EH for Software/Licences but are also held by IT	(10,000)	(10,000)	(10,000)	(10,000)
COM03	Emily Capps	Emily Capps	EH & Leisure	Software	Budgets held in EH for Software/Licences but are also held by IT	(8,000)	(8,000)	(8,000)	(8,000)
COM04	Emily Capps	Emily Capps	EH & Leisure	EH Staffing	Vacant posts	(58,837)	0	0	0
COM05	Emily Capps	Emily Capps	EH & Leisure	Private Water Sampling	Lower costs for PWS	(10,000)	(10,000)	(10,000)	(10,000)
SUB TOTAL COMMUNITIES						(143,198)	(28,000)	(28,000)	(28,000)
PLACE									
PL01	Stuart Quick	Rob Young	Economic Growth	Computer Software	We intend to not renew the Cobra software annual licence.	(4,500)	(4,500)	(4,500)	(4,500)
SUB TOTAL PLACE AND CLIMATE CHANGE						(4,500)	(4,500)	(4,500)	(4,500)
RESOURCES									
RES01	Russell Tanner	Karl Smith	Property Services	Senior Multi Skilled Operative Saving	Make redundant the post of Senior Multi Skilled Operative.	(31,747)	(55,056)	(55,056)	(55,056)
RES02	Kate Wilson	Cara Jordan	IT	Technical Support Officer Grade 8	Due to the service review we have been unable to recruit into the Grade 8 Technical Support Officer vacancy, therefore we are proposing to give 6 months of our budget up towards the £250k savings deficit within 24/25.	(22,727)	0	0	0
RES03	Emma Mason	Cara Jordan	Legal	Vacant posts	Vacant Admin Assistant post (May to August).	(10,293)	0	0	0
SUB TOTAL RESOURCES						(64,767)	(55,056)	(55,056)	(55,056)
Totals						(212,465)	(87,556)	(87,556)	(87,556)

This page is intentionally left blank

Capital Programme - Budget Monitoring 2024/25										
Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
Our Greener Future										
Cromer Office LED Lighting Programme	150,000	62,879	87,121	0	87,121	0	0	0	0	0
Cromer Coast Protection Scheme	18,469,916	2,034,430	16,291,486	3,419,610	12,871,876	144,000	0	0	0	0
Coastal Erosion Assistance	90,000	62,069	27,931	14,595	13,336	0	0	0	0	0
Coastal Adaptations	247,493	2,503	244,990	0	244,990	0	0	0	0	0
Mundesley Coastal Management Scheme	7,872,998	2,080,964	5,629,034	1,456,307	4,172,728	163,000	0	0	0	0
Coastal Management Fund	950,000	108,250	341,750	0	341,750	250,000	250,000	0	0	0
Coastwise	14,610,000	176,834	2,702,403	120,944	2,581,459	5,583,051	6,147,712	0	0	0
Purchase of Bins	600,000	Annual Programme	146,285	12,525	133,760	150,000	150,000	150,000	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	33,317	0	0	0	0	0
The Reef Solar Carport	596,000	530,820	65,180	0	65,180	0	0	0	0	0
Holt Country Park Electricity Improvements	400,000	0	400,000	131,243	268,757	0	0	0	0	0
Solar PV Panels at Victory Swim and Fitness Centre	200,000	6,713	193,288	0	193,288	0	0	0	0	0
Public Conveniences Energy Efficiencies	150,000	0	150,000	1,281	148,719	0	0	0	0	0
Coastal Defences	600,000	0	150,000	48,420	101,580	150,000	150,000	150,000	0	0
			26,462,785	5,204,925	21,257,860	6,440,051	6,697,712	300,000	0	0

Capital Programme - Budget Monitoring 2024/25										
Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
Developing Our Communities										
Public Conveniences (Fakenham & Wells)	986,963	966,963	20,000	808	19,192	0	0	0	0	0
Public Conveniences (Sheringham & North Walsham)	545,514	439,772	105,742	0	105,742	0	0	0	0	0
Public Conveniences - Albert Street, Holt	370,000	11,572	358,428	9,636	348,792	0	0	0	0	0
Countryside Machinery	38,465	36,508	1,957	0	1,957	0	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,134,000	857,742	276,258	65,618	210,641	0	0	0	0	0
3G Facilities	860,000	12,432	847,568	0	847,568	0	0	0	0	0
Cromer 3G Football Facility	1,000,000	4,725	995,275	11,276	983,999	0	0	0	0	0
The Reef Leisure Centre	12,861,000	12,598,276	262,724	148	262,577	0	0	0	0	0
Green Road Football Facility (North Walsham)	60,000	9,777	50,223	0	50,223	0	0	0	0	0
New Play Area (Sheringham, The Lees)	65,000	0	65,000	14,897	50,103	0	0	0	0	0
Fakenham Leisure and Sports Hub (FLASH)	10,850,000	87,362	2,553,638	188,746	2,364,892	8,209,000	0	0	0	0
Back Stage Refurbishment - Pier Pavilion Theatre	331,000	0	331,000	6,040	324,960	0	0	0	0	0
Holt Country Park Staff Facilities	93,500	0	93,500	0	93,500	0	0	0	0	0
Cromer Church Wall	50,000	0	50,000	0	50,000	0	0	0	0	0
Public Conveniences Access Control	40,000	0	40,000	0	40,000	0	0	0	0	0
Cabbell Park Clubhouse	237,000	0	237,000	0	237,000	0	0	0	0	0
			6,288,313	297,167	5,991,145	8,209,000	0	0	0	0

Capital Programme - Budget Monitoring 2024/25										
Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
Meeting Our Housing Needs										
Disabled Facilities Grants	1,475,730	Annual Programme	1,875,730	396,632	1,479,098	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Compulsory Purchase of Long-Term Empty Properties	930,000	500,528	429,472	0	429,472	0	0	0	0	0
Community Housing Fund	1,653,373	1,425,212	228,161	0	228,161	0	0	0	0	0
Provision of Temporary Accommodation	4,566,584	4,268,277	298,307	340	297,966	0	0	0	0	0
S106 Enabling	2,500,000	836,000	1,064,000	150,000	914,000	300,000	300,000	0	0	0
Loans to Housing Providers	600,000	260,000	340,000	0	340,000	0	0	0	0	0
Local Authority Housing Fund	1,320,000	728,000	592,000	312,039	279,961	0	0	0	0	0
			4,827,670	859,011	3,968,659	1,300,000	1,300,000	1,000,000	1,000,000	1,000,000

Capital Programme - Budget Monitoring 2024/25										
Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
Investing In Our Local Economy And Infrastructure										
Sheringham Enabling Land	110,000	31,536	78,464	0	78,464	0	0	0	0	0
Rocket House	1,077,085	62,691	1,014,394	19,915	994,479	0	0	0	0	0
North Walsham Heritage Action Zone	4,034,457	3,879,303	155,154	0	155,154	0	0	0	0	0
Fakenham Urban Extension	1,800,000	218,538	1,581,462	178,538	1,402,924	0	0	0	0	0
Property Acquisitions	710,000	5,216	704,784	3,825	700,959	0	0	0	0	0
Chalet Refurbishment	125,000	72	124,928	0	124,928	0	0	0	0	0
Marrams Building Renovation	50,000	1,675	48,325	0	48,325	0	0	0	0	0
Car Parks Refurbishment	601,000	78,665	252,335	20,623	231,712	210,000	60,000	0	0	0
Marrams Footpath and Lighting	50,000	275	49,725	6,985	42,740	0	0	0	0	0
Asset Roof Replacements (Art Deco Block, Red Lion Retail Unit,Sheringham Chalet's)	175,000	37,887	137,113	32,389	104,724	0	0	0	0	0
UK Shared Prosperity Fund	354,459	165,826	188,633	116,110	72,523	0	0	0	0	0
Rural England Prosperity Fund	1,457,848	364,463	1,093,385	10,627	1,082,758	0	0	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	115,638	34,362	24,079	10,283	0	0	0	0	0
West Prom Sheringham, Lighting & Cliff Railings	55,000	0	55,000	0	55,000	0	0	0	0	0
Cromer Offices Floor Power Boxes	50,000	0	50,000	0	50,000	0	0	0	0	0
The Lees Walkway and Structural Works	34,258	534	33,723	33,723	0	0	0	0	0	0
Disposal Costs for Fakenham Highfield Road	0	1,205	0	8,788	(8,788)	0	0	0	0	0
			5,601,787	455,602	5,146,185	210,000	60,000	0	0	0

Capital Programme - Budget Monitoring 2024/25										
Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
A Strong, Responsible And Accountable Council										
User IT Hardware Refresh	300,000	Annual Programme	82,138	0	82,138	60,000	60,000	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	14,000	0	0	0	0	0
Financial Management System	295,000	291,966	3,034	0	3,034	0	0	0	0	0
Server Replacement	100,000	43,673	56,327	0	56,327	0	0	0	0	0
Digital Mailroom Scanners	20,000	18,131	1,869	0	1,869	0	0	0	0	0
New Revenues and Benefits System	200,720	0	98,720	0	98,720	102,000	0	0	0	0
Replacement Storage Hardware	150,000	0	150,000	0	150,000	0	0	0	0	0
			406,088	0	406,088	162,000	60,000	0	0	0
Totals			43,586,643	6,816,705	36,769,938	16,321,051	8,117,712	1,300,000	1,000,000	1,000,000

2024/25 Capital Programme Financing Table		Budget 2024/25	Actual 2024/25	Remaining Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Grants		31,214,576	6,054,039	25,160,536	14,373,328	7,147,712	1,000,000	1,000,000	1,000,000
Other Contributions		2,234,462	348,814	1,885,648	718,723	300,000	0	0	0
Reserves		2,330,670	18,870	2,311,800	0	0	0	0	0
Revenue Contribution to Capital (RCCO)		0	0	0	0	0	0	0	0
Capital receipts		6,858,403	387,662	6,470,742	712,000	610,000	300,000	0	0
Borrowing		948,533	7,321	941,212	517,000	60,000	0	0	0
Total		43,586,643	6,816,705	36,769,938	16,321,051	8,117,712	1,300,000	1,000,000	1,000,000

This page is intentionally left blank

Reserve	Purpose and Use of Reserve	Balance 01/04/23 £	Outturn Movement 2023/24 £	Balance 01/04/24 £	Budgeted Movement 2024/25 £	Forecast Movement P4 £	Forecast Balance 01/04/25 £	Budgeted Movement 2025/26 £	Balance 01/04/26 £	Budgeted Movement 2026/27 £	Balance 01/04/27 £	Budgeted Movement 2027/28 £	Balance 01/04/28 £
General Fund - General Reserve	A working balance and contingency, current recommended balance is £2.1 million.	3,040,242	(891,501)	2,148,741	(9,844)	(9,844)	2,138,897	0	2,138,897	0	2,138,897	0	2,138,897
Earmarked Reserves:							0						
Capital Projects	To provide funding for capital developments and purchase of major assets.	555,618	0	555,618	0	0	555,618	0	555,618	0	555,618	0	555,618
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	846,107	(5,510)	840,597	(219,595)	(219,595)	621,002	0	621,002	0	621,002	0	621,002
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	725,822	0	725,822	(46,622)	(46,622)	679,200	0	679,200	0	679,200	0	679,200
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	224,115	(78,316)	145,799	(122,542)	(122,542)	23,257	(11,883)	11,374	0	11,374	0	11,374
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	2,921,236	(7,000)	2,914,236	(18,000)	(18,000)	2,896,236	(18,000)	2,878,236	(18,000)	2,860,236	(18,000)	2,842,236
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	466,288	(224,754)	241,534	(265,738)	(265,738)	(24,204)	0	(24,204)	0	(24,204)	0	(24,204)
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	406,550	(106,059)	300,491	(131,550)	(131,550)	168,941	0	168,941	0	168,941	0	168,941
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	3,124,029	(389,659)	2,734,370	(451,893)	(230,149)	2,504,221	(159,764)	2,344,457	(10,000)	2,334,457	(10,000)	2,324,457
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	232,421	(54,095)	178,326	(10,000)	(12,250)	166,076	(10,000)	156,076	(10,000)	146,076	(10,000)	136,076
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	186,015	(123,015)	63,000	60,000	60,000	123,000	60,000	183,000	60,000	243,000	60,000	303,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	60,490	(14,528)	45,962	0	0	45,962	0	45,962	0	45,962	0	45,962
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	494,476	639,170	1,133,646	0	0	1,133,646	0	1,133,646	0	1,133,646	0	1,133,646
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	150,000	0	150,000	(40,000)	(40,000)	110,000	0	110,000	0	110,000	0	110,000
Grants	Revenue Grants received and due to timing issues not used in the year.	2,620,356	66,340	2,686,696	(77,969)	(77,969)	2,608,727	(44,410)	2,564,317	(19,780)	2,544,537	(9,020)	2,535,517

Reserve	Purpose and Use of Reserve	Balance 01/04/23 £	Outturn Movement 2023/24 £	Balance 01/04/24 £	Budgeted Movement 2024/25 £	Forecast Movement P4 £	Forecast Balance 01/04/25 £	Budgeted Movement 2025/26 £	Balance 01/04/26 £	Budgeted Movement 2026/27 £	Balance 01/04/27 £	Budgeted Movement 2027/28 £	Balance 01/04/28 £
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,274,036	(315,563)	1,958,473	(128,318)	(128,318)	1,830,155	(55,273)	1,774,882	(55,273)	1,719,609	(55,273)	1,664,336
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	339,152	(89,100)	(89,100)	250,052	0	250,052	0	250,052	0	250,052
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	93,452	(4,538)	88,914	(36,000)	(36,000)	52,914	0	52,914	0	52,914	0	52,914
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	587,979	0	587,979	(50,000)	(50,000)	537,979	0	537,979	0	537,979	0	537,979
Net Zero Initiatives	to support the Councils Net Zero programme	500,000	(28,143)	471,857	0	0	471,857	0	471,857	0	471,857	0	471,857
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	(76,394)	146,149	(150,000)	(62,386)	83,763	0	83,763	0	83,763	0	83,763
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	155,224	(43,003)	112,221	(26,123)	(26,123)	86,098	0	86,098	0	86,098	0	86,098
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	89,566	0	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	416,891	(128,965)	287,926	(37,300)	(37,300)	250,626	50,000	300,626	50,000	350,626	50,000	400,626
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	664,008	53,043	717,051	(45,456)	(45,456)	671,595	0	671,595	0	671,595	0	671,595
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	500,000	(200,000)	300,000	0	0	300,000	0	300,000	0	300,000	0	300,000
Total Reserves		21,896,616	(1,932,490)	19,964,126	(1,896,050)	(1,588,942)	18,068,076	(189,330)	18,185,854	(3,053)	18,182,801	7,707	18,190,508

Savings – Public Toilets	
Executive Summary	This report looks at the potential options for the Council owned public conveniences, which are a discretionary service. In light of the worsening financial position of the Council the ongoing cost of management of these facilities needs to be assessed and a plan put in place to reduce the burden on the Council, when funding is required for statutory services.
Options considered	Option 1 – Full and Winter Closure Option 2 – Close all sites. Option 3 – Transfer all sites to Town and Parish Councils Option 4 – Do nothing
Consultation(s)	Consultation has been undertaken with the property service team to determine the use of the public toilets within Council ownership.
Recommendations	Members are asked to consider the report and recommend the following to Full Council: <ul style="list-style-type: none"> • Option 1 - full and winter closures is progressed by officers • A second review to look at further closures in 2025/26 takes place as part of the 2025/26 budget setting process. /
Reasons for recommendations	The savings generated from this would amount to £46k (Full Year Effect), a combination of budget savings and cost avoidance. This does not include any potential additional savings that might be realised from the Serco contact cleaning costs. This would help to reduce the deficits shown on the Medium-Term Financial Strategy (MTFS) for the coming years,
Background papers	<ul style="list-style-type: none"> • Budget and MTFS 24-25 • Budget Monitoring Report

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

Links to key documents:	
Corporate Plan:	A Strong, Responsible, & Accountable Council.

Medium Term Financial Strategy (MTFS)	<p>The proposals aim to provide savings to help improve the MTFS.</p> <p>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.</p>
Council Policies & Strategies	None

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	Provide the dates of any previous decisions relating to this

1. Purpose of the report

- 1.1. This is a report looking at potential options for the management of the Council's stock of public toilets in light of a worsening financial position as shown in the MTFS.

2. Introduction & Background

- 2.1. The Council's Medium Term Financial Plan shows that based on the assumptions e.g. pay and contract price increases, increases in fees and charges income and grant funding levels included in the 2023-2028 there are deficits of £1.8m, £3.0m and £3.3m for the three years 2025/26, 2026/27 and 2027/28 respectively.
- 2.2. This is obviously not a sustainable position. The deficits do not include the impact of introducing the outcome of the Fair Funding Review nor the Reform of Business Rates (which alone has been forecast to have an adverse impact of over £2m for NNDC).
- 2.3. A range of savings proposals were put forward from Service Managers as part of the 2024/25 budget setting process. The proposal relating to Public Toilets was not taken forward at that time as further work was required to ratify the level of achievable and sustainable savings that could be delivered.
- 2.4. Work has been running alongside other service reviews and the options are available with regards Public Toilets are presented below.

3. Proposals and Options

- 3.1. The provision of Public Toilets is a discretionary service.
- 3.2. **Option 1 – Full and Winter Closures**

3.2.1. Toilets identified to close, transfer or sell

Sites have been identified for full closure or transfer along with several proposed winter closures as follows:

Site	Reason for Decision	Close/Transfer/Sell
Stalham	This facility has low usage and there are a number of surrounding businesses that provide facilities.	Close/Sell
West Runton	Only asset the Council has in this area. No longer feasible for this to remain open. Propose transfer to car park and café owner	Transfer
Potter Heigham	Lack of Use	Close/Sell
Walsingham	Only asset the Council has in the area. Look to transfer ownership to Walsingham Estate.	Transfer
Weybourne	Unable to provide a permanent facility and the temporary facility is not feasible due to misuse.	Close
Hickling	The Wildlife trust is better situated to be able to run the facility.	Transfer

3.2.2. Toilets Proposed for Winter Closure

These toilets all see limited use during the winter months so it is felt they can be closed with little or no noticeable effect on residents and tourists.

- Ludham Bridge
- Bacton
- Womack Staithe
- West Prom, Cromer
- Beach Road, Wells
- Cadogan Road
- Cart Gap
- East Prom, Sheringham

3.2.3. The savings generated from this would amount to £46k (Full Year Effect), a combination of budget savings and cost avoidance. This does not include any potential additional savings that might be realised from the Serco contact cleaning costs. We are still awaiting a response from Serco and any changes to the contract are subject to a 3 month notice period.

3.2.4. The value of the contract cleaning costs relating to sites listed above is £122k (£42k Closure/Transfer/Sell and £80k Winter Closures) of which we will only be able to realise a proportion reliant on the response from Serco.

3.3. Option 2 – Close all sites (Discretionary Service)

3.3.1. The savings required to balance the MTFs and provide a sustainable financial position are not insignificant and thus this option is presented.

3.3.2. Costs are increasing year on year due to the age and state of repair of most of the facilities along with costs associated with vandalism and misuse by campervan and motorhome tourists of facilities which are not capable of taking such waste and are frequently closed as a result.

3.3.3. Savings generated from this option would be £800k, although there may be some minor residual cost associated with securing any closed premises/facilities.

3.4. Option 3 – Transfer all sites to Town and Parish Councils

3.4.1. Town and Parish Councils in the district have a keen interest in the provision of Public Toilets in North Norfolk. They readily express their expectations of NNDC.

3.4.2. With such a keen interest in the provision of this service, consideration should be given to transferring all the facilities to the relevant Town and Parish Councils. They would then have the influence and control by overseeing the operational management and availability of these facilities.

3.4.3. Towns and Parishes would be free to raise funds to pay for the facilities through precepts.

3.4.4. Savings generated from this option would be £800k.

3.4.5. NNDC might be left with some facilities should the Towns and Parishes cherry pick the best ones; however, we would still choose to close them but may be left with minor residual costs to secure until disposal.

3.5. Option 4 – Do nothing.

3.5.1. Not considered to be a viable option due to the need to find considerable savings to bridge the budget gap in the MTFS.

3.6. It is proposed that a second review to look at further closures in 2025/26 takes place as part of the 2025/26 budget setting process.

4. Corporate Priorities

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

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

4.3. We aim to provide effective and efficient delivery of the Council's public toilet portfolio. 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

- 5.1. The actions set out in this report will help to improve the Council's financial position.
- 5.2. By looking to address the way we provide the discretionary service of public toilets we will be able to ensure the Council remains able to provide those services it is statutorily obligated to provide.
- 5.3. The Council could choose not to change the way public toilet provisions are provided but this would mean that there may not be sufficient funds to continue statutory services.
- 5.4. The Council must be able to demonstrate that it is providing its residents and businesses with the best value for money option.
- 5.5. As a Council we need to ensure that our approach to public toilets is targeted and efficient, taking a collaborative approach to ensure the best possible outcome for our residents and businesses.
- 5.6. By recommending Option 1 to Full Council, Cabinet are helping to improve the MTFS for the Council, for 25-26 and beyond.

Comments from the S151 Officer:

The provision of Public Conveniences is a discretionary service and at a time when there are significant budgetary pressures rationalization of discretionary services should be a priority along with reviewing services to see if they can be provided differently. A reduction in the number of Public Conveniences will result in savings which will contribute to reducing the forecast budget deficit in future years.

6. Legal Implications

- 6.1. Councils currently have no legal requirement to provide public toilets

Comments from the Monitoring Officer

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

7. Risks

- 7.1. There is a reputational risk in choosing to close toilets, but this risk would be far greater if we cannot find the savings required to reach a balanced budget for 25-26, leading the Authority to be put under a section 114 notice.

8. Net Zero Target

- 8.1. By closing or transferring public toilets from our asset register, this will help to improve the Council's net zero position and will put us closer towards reaching our Net zero target.

9. Equality, Diversity & Inclusion

- 9.1. There are some that are concerned that the closures will disproportionately impact people with health issues as well as women and the elderly.
- 9.2. Wherever possible we will try to transfer facilities to alternative providers where there is no other suitable provision in the area, to ensure that residents with health issues as well as women and the elderly are not unnecessarily disadvantaged.

10. Community Safety issues

- 10.1. None Known

Conclusion and Recommendations

This report looks at the different options for the ongoing management of the Council's Public toilet facilities.

The report looked at four different options:

- Option 1 – Full and Winter Closure
- Option 2 – Close all sites.
- Option 3 – Transfer all sites to Town and Parish Councils
- Option 4 – Do nothing.

Members are asked to consider the report and recommend the following to Full Council:

- Option 1 - full and winter closures is progressed by officers
- A second review to look at further closures in 2025/26 takes place as part of the 2025/26 budget setting process

UPDATES AND AMENDMENTS TO THE COUNCIL'S CONTRACT PROCEDURE RULES	
Executive Summary	<p>This report sets out information on proposed changes to the Contract Procedure Rules.</p> <p>The Contract Procedure Rules ensure that the Council is acting in line with current legislation and other developments in public law when conducting procurements.</p> <p>The Procurement Act 2023 comes into force on 28 October 2024, which necessitates changes to the Council's Contract Procedure rules to ensure they are fully compliant. These changes, along with other amendments to make the document more efficient and accessible are contained in the newly written Contract Procedure Rules.</p> <p>Given the extent of the changes required, and in line with the ongoing task to review the Council's Constitution as a whole, the Contract Procedure Rules have been redrafted in their entirety to ensure they are legally compliant, efficient and more accessible.</p>
Options considered	<ol style="list-style-type: none"> 1. Confirm the document in its entirety. 2. Confirm only those changes required by legislation. 3. Confirm changes required by legislation and some of the additional changes referred to. 4. Decline all changes.
Consultation(s)	Consultation with members of the constitution working party members, Monitoring Officer, Procurement Officer and eastlaw, has been undertaken.
Recommendations	<p>This is a recommendation to full Council to:</p> <p>(i) Approve all the proposed changes to the Contract Procedural Rules, namely by approving the newly drafted Contract Procedure Rules, at Appendix A, in their entirety.</p> <p>(ii) Approve delegation to the Monitoring Officer to make any further necessary changes to the Contract Procedure Rules if required to comply with subsequent Government guidance, policy and updated legislation.</p>
Reasons for recommendations	To ensure that the Council is fully compliant with its legal requirements in relation to procurement and improve efficiency and accessibility to the procurement process.
Background papers	<ul style="list-style-type: none"> • Impact Assessment Tool

Wards affected	All
Cabinet member(s)	All
Contact Officer	Jo Furner, Principal Solicitor, eastlaw

Links to key documents:	
Corporate Plan:	Underpins all corporate priorities in terms of ensuring procurement process is undertaken in a legally compliant and efficient manner to secure goods and services; but particularly supports that of being a strong, responsible and accountable Council.
Medium Term Financial Strategy (MTFS)	Likely to be neutral. Whilst some of the additional amendments will likely lead to efficiencies, those changes that are legally required may be more burdensome.
Council Policies & Strategies	Whistleblowing Policy, Counter fraud and Corruption and Bribery Policy, Data Protection Policy.

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

1. Purpose of the report

- 1.1 To set out and seek approval for the proposed changes to the Contract Procedure Rules in accordance with the requirements of the Procurement Act 2023, scheduled to come into effect on 28 October 2024.
- 1.2 To set out and seek approval for other proposed changes to the Contract Procedure Rules which serve to make the process more accessible and efficient, including:
 - 1.2.1 CP Rules shall not apply to staff sourced through employment agencies under a corporate contract.
 - 1.2.2 CP Rules shall not apply to the following special cases:
 - 1.2.2.1 engagement of external solicitors or barristers (subject to approval of MO/DMO).

- 1.2.2.2 engagement of adjudicators/arbitrators in disputes.
- 1.2.2.3 where the council is providing goods and services/works to another.
- 1.2.3 The threshold requiring only a single quotation to be sourced is increased from £5000 to £15,000; although the quotation is required to be in writing.

2. Introduction & Background

- 2.1 Procurement Services bring together a range of specialist skills and resources to support all North Norfolk District Council service areas throughout the commissioning, procurement, and contract management cycles. It is also responsible for all procurement policy and procurement governance, which includes management of the Council's Contract Procedure Rules.
- 2.2 The Council may only contract with external parties within the legal framework for local authority procurement i.e., in accordance with the UK Public Contracts Regulations 2015 (as amended), the Council's Contract Procedure Rules (s135 of the Local Government Act 1972), the general duty to obtain Best Value (Local Government Act 1999) and by following the principles of transparency, non-discrimination and equality of treatment.
- 2.3 Under section 135 of the Local Government Act 1972 a local authority is required to make standing orders for contracting of goods, works and services. There is also an obligation to include in those standing orders provisions for securing competition for contracts and regulating the way tenders are invited. The standing orders may provide that contracts of a certain value are exempt and may authorise the authority to exempt the provisions where justified by special circumstances. The Contract Procedure Rules (CPRs) are the Council's standing orders as required under the Act.
- 2.4 Following the withdrawal from the EU, the Government have transformed public procurement with the implementation of the Procurement Act 2023 (to go live 28th October 2024) and the NHS Provider Selection Regime (went live 1st January 2024).
- 2.5 A key milestone to ensure compliance with the new legislation is a comprehensive review and amendment of the Council's Contract Procedure Rules. This report describes the outcomes of the review with recommendations for approval.

3. Proposals and Options

The Procurement Act

- 3.1 The new Procurement Act 2023 is scheduled to go live on 28 October 2024. The Act brings Contract Management into legislation for the first time and increases transparency with the introduction of 17 new and additional transparency notices.
- 3.2 The Government has stated that it wants to simplify the procurement process, increase transparency, and ensure that Social Value, Climate Action, and Economic Development are more central within procurement activity. There will be a simplification to just 2 main routes to market (open and competitive flexible

procedure), but with significantly increased administrative requirements to ensure compliance with the notifications for transparency. Not only for Procurement Services but also for departments that self-serve and procurement directly and who manage contracts.

3.3 There are 17 notifications within the Procurement Act 2023, with some projects needing multiple notifications. Most of these notifications are mandatory and whilst this supports the new legislation's transparency ambition, it also potentially raises the risk of challenge due to a greater need for accuracy. Missing information in a Notification can effect modification of the contract later.

3.4 Part two of the Act is focused on new principles and objectives that all public sector procurement must have regard to:

3.4.1 delivering value for money.

3.4.2 maximising public benefit.

3.4.3 sharing information for the purpose of allowing suppliers and others to understand the authority's procurement policies and decisions, acting.

3.4.4 being seen to act with integrity and, equal treatment of suppliers.

3.4.5 the barriers facing SMEs, and to consider what can be done to overcome them.

3.5 Key changes from the Procurement Act 2023:

Area of Legislation	Summary of Changes
Vocabulary	<ul style="list-style-type: none"> New language and terminology from that used in the Public Contracts Regulations 2015 e.g., Supplier not bidder. Public Contract/covered procurement (for above threshold) Regulated contract for below threshold. Convertible Contract for below threshold contracts that are modified to become above threshold contracts. Tekal is now referred to as Horizontal and Vertical arrangements with other Councils and controlled companies.
Exemptions	<ul style="list-style-type: none"> User Choice Contracts are now within the Procurement Act, but can be directly awardable, but must follow the principles of the Procurement Act. These contracts are to be included for notifications on payments compliance notification on 30-day payment terms, any payment made over £30k, and procurement pipeline. This means that these contracts will now need to be recorded for compliance.
Contract Modification	<ul style="list-style-type: none"> Rules on contract management have changed. There are now changes that are permissible without notifications. Other changes (to public contracts) need notifications. Act covers below threshold modifications also
Contract Management	<ul style="list-style-type: none"> Contract management is now part of the Procurement Act 2023.

	<ul style="list-style-type: none"> • Contracts over £5m must have 3 KPIs published, and an annual performance report produced and published on the performance of those KPIs. • If the supplier defaults or fails to improve performance, then another notification is required. • Termination notices are required if terminating early or at natural end. • Redacted copies of the contract must be published, and re-published if modified.
Framework Agreement and Dynamic Markets	<ul style="list-style-type: none"> • Open Framework Agreements are now permissible. • Dynamics Markets offer a flexible approach to framework agreements but will be labour intensive. • Dynamic Purchasing Systems will end in October 2028.
Direct Award	<ul style="list-style-type: none"> • Direct Award is now permissible for certain circumstances. These are set out in the Exceptions section. • User Choice Contracts are now caught by the Act but can be directly awarded and are not subject to notifications but must be included in payment notifications and pipeline notifications.
Excluded, Excludable and Debarred Suppliers	<ul style="list-style-type: none"> • The Cabinet Office will maintain a list of suppliers that have been Debarred from providing Public Contracts. • There are also grounds for mandatory and discretionary exclusion of a supplier at the evaluation stage. (See table below Appendix A)
Conflict of Interest	<ul style="list-style-type: none"> • The Procurement Act asks that Conflicts of Interest are assessed throughout the procurement cycle, including at extension.
Notifications	<ul style="list-style-type: none"> • There are now 17 notifications within the new Act. (There were 3 in the previous legislation).
Pipeline Notification	<ul style="list-style-type: none"> • The Council now needs to publish a 'forward plan' or pipeline of procurements for contracts over £2m, for an 18-month period.
Payment Notification	<ul style="list-style-type: none"> • A requirement to publish payment compliance to 30-day payment terms (this is already published as part of transparency regulations) • Any payments over £30k appertaining to a Public Contract.

3.6 The Procurement Act 2023 will not be retrospective, and therefore contracts let prior to the 28th of October 2024 will continue under the Public Contracts Regulations 2015 until they expire. Do we need existing and new or just new?

3.7 Training will be provided to staff and the intranet updated with relevant information and documents.

Other Changes

3.8 Given the new legislation requires reasonably significant amendments of the Council's Contract Procedure Rules and has occurred at time when the Council's Constitution is under review generally, this presents as an opportunity to rewrite them generally, both in terms of order and wording generally to make

them, and the requirements, more accessible to officers and members generally. This includes changes to writing style, and some reordering. For example, the requirements relating to conflicts of interest were formally included at the end of the document, but given they are now a legal requirement as opposed to good practice, they are included much earlier in the document.

3.9 Additional changes include:

- 3.9.1 CP Rules shall not apply to staff sourced through employment agencies under a corporate contract, subject to the approval of the Director or Assistant Director.
- 3.9.2 CP Rules shall not apply to the following special cases:
 - 3.9.2.1 engagement of external solicitors or barristers (subject to approval of the MO/DMO).
 - 3.9.2.2 engagement of adjudicators/arbitrators in disputes.
 - 3.9.2.3 where the council is providing goods and services/works to another.
- 3.9.3 The threshold requiring only a single quotation to be sourced is increased from £5,000 to £15,000; although the quotation is required to be in writing.

Proposed change	Justification
Disapplying CPR to agency staff/locum staff (3.9.1 above)	The definition of employment/employment contract has been restricted in the Procurement Act 2023 to include <i>only</i> employees and workers within the meaning of the Employment Rights Act 1996. Without the proposed changes to specifically disapply the procurement process to agency or locum staff, the council would have to undertake a procurement exercise, and in many cases, the cost would require that to be a formal tendering exercise, which would be contrary to the time sensitive nature of obtaining agency/locum staff. This provision would reduce the need to apply the Contract Procedure Rules altogether representing an efficiency or saving.
Special cases (3.9.2 above)	These situations are likely to arise in time sensitive situations where specialist advice is required. Presently, these are obtained relying on the exemption process, but by disapplying the provision of the Contract Procedure Rules to these matters should result in a more efficient process, reducing multiple officer involvement (presently service manager requiring service, procurement officer, Section 151 Officer and Monitoring Officer), and therefore representing an efficiency or saving.
Increasing lower threshold (3.9.3 above)	In April 2023, in response to a change in law, VAT was included in the threshold levels. At this time the Council's contract thresholds were considered and amended. With continued inflation and the inclusion of

	<p>VAT it is proposed that these thresholds should be increased to provide an effective framework.</p> <p>Save for a few very small acquisitions, officers are required to seek three written quotations for almost all that fall below the level for formal tendering process (£75,000).</p> <p>Increasing the lower limit to £15,000 removes administrative burden on officers, thereby resulting an efficiency or saving, but is not so significant that it undermines the principles underpinning the procurement rules; i.e. the general duty to obtain Best Value (Local Government Act 1999) and principles of transparency, nondiscrimination and equality of treatment. As an added safeguard, the quotation should be in writing. It is also in line with other Council's in the region.</p>
--	--

- 3.10 Training will be provided to staff and the intranet updated with relevant information and documents.

Delegation to Monitoring Officer

- 3.11 As with most primary legislation; the Procurement Act 2023, makes provision for the making of related secondary legislation which serve to supplement the primary legislation. The Government is also in the planning stages of introducing a suite of guidance documents that will cover all aspects of the Procurement Act 2023, from transitional arrangements through to pre-market engagement, award rules, exclusions and contract modifications.
- 3.12 The coming into force of supplementary regulations and guidance may necessitate some further amendments to the Council's Contract Procedure Rules, for example to refer to the use of statutory forms, or as matters of clarification etc. To avoid the need for any such consequential changes to the Contract Procedural Rules to come before this committee it is proposed that approval for these be delegated to the Monitoring Officer. As such, any necessary changes arising from subsequent legislation and guidance can be made and put into effect quickly and efficiently.

4. Corporate Priorities

- 4.1 Procurement Services supports the delivery of the Corporate priorities by enabling services to commission and procure contracts that deliver council priorities, including a greener future, developing communities, meeting housing need, investing in the local economy and infrastructure, and being a strong, responsible and accountable Council.
- 4.2 Having Contract Procedure Rules that are legally and procedurally correct, accessible and efficient specifically supports the Council's corporate priority to be a strong, responsible and accountable Council.

5. Finance and Resource Implications

5.1 No financial/resource implications

Comments from the S151 Officer

There are no direct financial implications arising from the Contract Procurement rules. The changes will provide greater transparency for the procurement process and demonstrate value for money more clearly.

6. Legal Implications

- 6.1 Under section 135 of the Local Government Act 1972 a local authority is required to make standing orders for contracting of goods, works and services; the Contract Procedure Rules are the Council's standing orders. These must also include competition and other requirements, which are set out in the Public Contracts Regulations 2015 (for contracts entered prior to 24 October 2024) and the Procurement Act 2023. Current Contract Procedure Rules do not contain legal provisions as required by the Procurement Act 2023.

Comments from the Monitoring Officer

The Procurement Act 2023 comes into force at the end of October 2024. This Act places obligations on the Council to procure and manage contracts in a fair, transparent and appropriate manner. These changes require us to consider our own Contract Procedure Rules [CPR] and make changes required by this legislation but also consider any other appropriate changes. The proposed CPR are drafted in a logical 'timeline' manner. Training sessions, especially for key officers should be implemented this year and the legal service will assist with this provision.

7. Risks

Risks associated with changes required by legislation.

- 7.1 There no significant risks associated with approving the changes required to ensure that the Contract Procedure Rules are compliant with the forthcoming legislation.
- 7.2 Failure to approve changes required by forthcoming legislation puts the Council at significant risk; with future procurement exercises potentially being unlawful, the Council being subject to Court action to enforce duties set out in the new legislation and contracts being open to challenge, with remedies to include orders to set aside decisions or actions, award of damages etc., and may be subject to procurement investigations. These are set out in parts 9 and 10 of the Procurement Act 2023.

Risks associated with other changes.

7.3 There are no significant risks associated with approving the additional changes proposed in paragraph 1.2.

7.4 There are no significant risks with not approving the changes set out in para 1.2, however, the changes make the process for certain procurement exercises more efficient and accessible, particularly in relation to more time sensitive and specialist contracts such as provision of specialist legal advice, provision of an arbitrator, uptake of locum staff etc., or for smaller (less than £15,000) contracts.

8. Net Zero Target

8.1 There are no impacts on the Council's Net Zero Strategy and Climate Change action plan (Impact Assessment undertaken).

9. Equality, Diversity & Inclusion

9.1 With reference to the Council's Equality, Diversity and Inclusion Strategy, there are no implications to Equality, Diversity, and Inclusion in changing the Contract Procedure Rules as suggested.

10. Community Safety issues

10.1 There are no community safety issues.

11. Conclusion and Recommendations

It is imperative that the changes to the Contract Procedure Rules as required by the Procurement Act 2023 are approved to ensure the Council is compliant with its legal obligations. The additional changes proposed allow for greater accessibility and efficiency in the procurement process. Accordingly, it is recommended that all the proposed changes be approved and the new Contract Procedure Rules in the appendix are approved in their entirety and replace the existing ones.

The legislation also refers to upcoming secondary legislation (regulations), and government guidance, both of which may necessitate additional amendments to the proposed Contract Procedure Rules, and these may be required on a piecemeal basis. For efficiency purposes, approval to make such changes should be given to the Monitoring Officer rather than having to come back before this Committee.

Accordingly, it is recommended that Full Council:

- i. Approve all the proposed changes to the Contract Procedural Rules, namely by approving the newly drafted Contract Procedure Rules, at Appendix A, in their entirety.
- ii. To approve delegation to the Monitoring Officer to make any further necessary changes to the Contract Procedure Rules if required to

comply with subsequent Government guidance, policy and updated legislation.

Contract Procedure Rules

1. Introduction

- 1.1. These Contract Procedure Rules (“the CP Rules”) have been issued in accordance with Section 135 of the Local Government Act 1972 and are intended to promote good practice and public accountability and deter corruption. They provide a corporate framework for the procurement of all good, services and works for the Council.
- 1.2. These CP Rules are designed to ensure that all procurement activity is conducted with openness, probity and accountability.
- 1.3. These CP Rules must be read in conjunction with other parts of the Council’s Constitution (for example, if a decision about a contract is also a “Key Decision” then the requirements set out in the Constitution in relation to Key Decisions will also have to be met).
- 1.4. Individuals responsible for entering into contracts, purchasing or disposing must comply with all the relevant statutory requirements together with the CP Rules, Financial Regulations, the Code of Conduct, the Counter Fraud, Corruption, and Bribery Policy and procurement strategies and policies. Officers must ensure that any Agents, Consultants and contractual partners acting their behalf also comply.
- 1.5. Any references to legislation will include any amendment and/or update.

2. Procurement Principles

- 2.1. The aims of these CP Rules are to promote good purchasing practice, public accountability and transparency, to support the delivery of the Council’s objectives and priorities, to ensure that the Council obtains value for money, compliance with legislation and to deter corruption. Following the rules is the best defence against allegations that a decision has been made incorrectly or fraudulently. Failure to follow them may result in disciplinary action being taken or even criminal proceedings.
- 2.2. Every contract entered into by the Council must be in connection with a Council function and shall be procured in accordance with all relevant legislation. These CP Rules have been written to reflect the current legislative requirements; however, in the event of any inconsistencies between these CP

Rules and legislative requirements (including any Public Procurement Notices PPNs) the latter will take precedence.

2.3. All contracts must be entered into the Council's contract register and must be effectively monitored throughout the contract period.

3. Scope

3.1. These CP Rules shall apply to all contracts for the procurement by the Council of works, goods and services unless otherwise expressly stated.

3.2. These CP Rules shall not apply to:

- i. An employee's individual terms of employment including staff sourced through employment agencies under a corporate contract;
- ii. The acquisition, disposal, or transfer of land (to which Financial Regulations will still apply);
- iii. The making of grants or sponsorship agreement;
- iv. Where the Council is providing goods and services/works to another; or
- v. Special cases, as authorised by the Monitoring Officer, relating to the:
 - (a) Engagement of solicitor/barrister and specialist resource libraries;
 - (b) Engagement of adjudicators/arbitrators in disputes; or
 - (c) specialist positions engaged directly by the Council.

3.3. In certain circumstances set out in these CP Rules exemptions may be granted in accordance with paragraph 9. For the avoidance of doubt an exemption under paragraph 9 is not required for the contracts awarded under paragraph 3.2 above.

4. Authority

4.1. The first stage of procuring any contract is to ensure that Officers have sufficient approved funding for the potential procurement of goods or services and that Purchase Order Numbers are acquired.

4.2. All Council spend that requires a valid purchase order raised, should be approved before the delivery or the works, goods or services commence.

5. Declaration of Interest and Prevention of Corruption and Collusion

5.1. If it comes to the knowledge of a Councillor, or Officer of the Council, that a contract in which they have an actual, future or perceived financial, non-

financial or personal interest, has been or is proposed to be entered into by the Council, they shall immediately give written notice of such to the Monitoring Officer. Failure to do so may be a breach of the Code of Conduct and an offence in accordance with section 117 of the Local Government Act 1972 and the Procurement Act 2023.

5.2. Where the Monitoring Officer confirms that the interest declared prevents participation, the Officer or Councillor must not take part in the tender process except to the extent permitted by the Monitoring Officer.

5.3. A shareholding in a body not exceeding a total nominal value of £1,000 or 1% of the nominal value of issued share capital (whichever is the less) is not a personal interest for the purposes of these CP Rules

5.4. Also refer to the relevant Council's policies relating to gifts, bribery, corruption and counter fraud.

The following clause (or suitable alternative drafted by the Council's legal department) shall be put in every written contract:

"The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone on the Contractor's behalf does any of the following:

- i. Offer, give or agree to give anyone, any inducement or reward in respect of this or any other Council contract (even if the Contractors does not know what has been done); or
- ii. Commit an offence under the Bribery Act 2010 or section 117(2) of the Local Government Act 1972; or
- iii. Commit any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, contractors or employees.

Any clause limiting the Contractor's liability shall not apply to this clause."

5.5. All Officers, Councillors, potential and existing contractors must be made aware of the Council's Whistleblowing Policy.

6. Calculating the Contract Value

6.1. The value of the contract is the **TOTAL** amount (including VAT) the Council, as a whole, plans or might spend over the whole duration of the contract (including extensions) on a given requirement. The total is ALL and ANY spend with the supplier, for the specific requirement/scope of works, regardless of the department or individual initiating the purchase.

6.2. A contract should be calculated as follows:

- i. A lump sum contract (inclusive of VAT) – this is a one-off, capital project, only used by one person/department – the value is the total budget available (including any contingency);
- ii. A periodic contract (inclusive of VAT) - this is where there is an annual, regular, potentially on-going requirement, by either one or all departments – the contract value is the potential annual spend (across the whole Council) multiplied by the number of years the contract is to run (including any extension). Often managed through initiating a framework or establishing a term (schedule of rates) contract.

6.3. In no circumstances may any item or group of items be broken down into small purchase packages to avoid the requirements of these CP Rules.

7. Expenditure Threshold Processes

7.1. All purchases are subject to the following procedure*:

Total Contract Value (including VAT)	Procurement Process	Requirements
Up to £15,000	Single quotation required	A formal procurement process does not need to be followed but the quotation should be in writing.
Between £15,001 and £74,999	3 written quotations required.	Unless a recognised trade or professional contract is to be used (e.g. JCT) then the

Appendix A

	In a case where it is not possible to obtain three quotations, written advice of the Chief Finance Officer/Monitoring Officer should be obtained.	Council's standard terms and conditions should generally be used. To be conducted with procurement officer involvement
£75,000 up to UK Legislative Procurement Thresholds	3 tenders, to be advertised as appropriate.	In addition to the above, the finance department as part of the procurement process should undertake a financial appraisal of potentially successful Suppliers. Consideration should also be given to whether a performance bond is appropriate.
Over UK Legislative Procurement Thresholds	Procurement run via the Councils e-tendering system and an advertisement should be placed on the Find a Tender Service and the Central Digital Platform as required.	A formal procurement process to be carried out in accordance with the UK Procurement Legislation including the publishing of all appropriate notices.

* Where a contract is notifiable (i.e. above £30,000 and openly advertised) under the Procurement Act 2023 the relevant steps must be followed. For further advice please to the procurement or legal team.

7.2. Those officers wishing to enter into contracts must use reasonable endeavours to achieve the minimum number of quotations/tenders referred to in the above table. If it is not possible to achieve the minimum number of quotations/tenders a clear note must be placed on the contract file giving the reasons why the minimum number could not be achieved.

8. Contract Formalities

8.1. Agreements shall be completed as follows (subject to delegated financial limits) and a signed copy retained by the Procurement Officer on a central register:

Total Value	Method of Completion
Up to an including £100,000	Signature which can include electronic signature.
Above £100,000	Formally sealed by the Council in accordance with this constitution which can include electronic sealing accompanied by a completed and signed delegated authority form.

8.2. The Agreement must be sealed where:

- i. The Council wished to enforce the contract for more than six years after its end;
- ii. There is no consideration, or the price paid or received under the contract is nominal and does not reflect the value of the goods or services; and/or
- iii. Where there is any doubt about the authority of the person signing for the other contracting party.

8.3. Where contracts are to be sealed, they must be forwarded to Legal Services for entry in the Seal Register and the affixing and attesting of the Seal. They must be accompanied by the completed delegated authority.

8.4. The officer responsible for securing signature of the contract must ensure that the person signed for the other contracting party has authority to bind it.

8.5. Following award of any contracts in excess of £5,000 the officer must provide the contract information to the procurement officer for entry onto the Contracts Register which is found on the council's website.

9. Exemptions

9.1. It is acknowledged that the marketplace or extenuating circumstances does not always allow for the procedures to be followed. Subject to compliance at all times with procurement rules, contracts can also be entered into in the following circumstances:

There is no genuine competition, for example; works, supplies and services:

- a) Are sold only at a fixed price and no reasonably satisfactory alternative is available;
- b) are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available;
- c) are of a proprietary type only available from a single supplier;
- d) are required for repairing or servicing existing specialist plant or equipment;
- e) involve the provision of highly specialised professional legal or other services;
- f) constitute a reasonable short-term extension (under 6 months) of a time-based contract or form part of a serial programme, the terms having been negotiated with the contractor on the basis of rates and prices contained in an initial contract awarded competitively;
- g) are for the supply of goods or services where there is only one supplier and no acceptable alternative;
- h) are for loans arrangements;
- i) are for the extension, addition to or maintenance of existing buildings, works plant or equipment, where the Cabinet has decided that this can only be done satisfactorily by the original supplier; or
- j) where the Cabinet considers it desirable on commercial grounds to accept a quotation from a supplier already engaged by the Council on a project

provided that further services have a connection with the original project and that the price is not more than 75% of the original contract sum.

Emergencies:

- k) A waiver is necessary because of unforeseen emergency involving immediate risk to persons, property or serious disruption to Council services. In extreme circumstances it is accepted that prior written approval may not be possible.

Disruption;

- l) The contract is an extension to an existing contract and a change of supplier would cause disproportionate technical difficulties, diseconomies of scale or significant disruption to Council services (such as software procurement).

Other;

- m) That, in the view of the Monitoring Officer, the timescales involved with a traditional procurement process would disadvantage the Council.

9.2. All exemptions, and the reasons for them, must be recorded within the Procurement Exemption form. Exemptions shall be signed by the Officer raising the exemption request and countersigned by the Procurement Officer, the Section 151 Officer and the Monitoring Officer. A process guide is included as part of the Exemption Form.

9.3. Exemptions will be summarised and reported to the Governance, Risk and Audit Committee as a standing item at each meeting and then at year end as part of the Monitoring Officer's Annual Report (covering the full financial year).

9.4. It should be noted that the contract cannot commence until the exemption form has been satisfactorily completed, with the exception of an emergency situation, when the form must be completed as soon as practical.

10. Collaborative and Partnership Arrangements

- 10.1. In order to secure value of money the council may enter into collaborative procurement arrangements with other local authorities or public bodies. The relevant Director must consult with the Head of Legal and the Procurement Officer where the supply of goods and/or services is to be made using collaborative procurement arrangements.
- 10.2. Any contracts entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed that complies with the Contract Procedure Rules of the leading organisation, will be deemed to comply with these CP Rules and no exemption is required. However, agreement must be sought from the Monitoring Officer.
- 10.3. All purchases made via a local authority purchasing and distribution consortium (Framework agreements) are deemed to comply with these CP Rules and no exemption is required. However, purchases above the UK Threshold must be let under the UK Procedure, unless the consortium has satisfied this requirement already by letting their contract in accordance with the UK Procedures on behalf of the Council and other consortium members.
- 10.4. The use of e-procurement technology does not negate the requirement to comply with all elements of these CP Rules, particularly those relating to competition and value for money.

11. Standards and Award Criteria

- 11.1. The officer must define and document award criteria that are appropriate to the purchase, before tenders are sought. Award criteria must be designed to secure an outcome giving best value for money for the Council. The basic criteria shall be:
- i. Whole life cost - where payment is to be made by the Council. Whole life cost is defined as total cost paid by the Council regarding this product or service for the duration of the contract period. Examples include vehicles: - initial purchase price, plus fuel, plus maintenance, road tax, insurance etc.
 - ii. Highest price - if payment is to be received.
 - iii. Most advantageous offer - where considerations other than purchase price also apply.
- 11.2. If the last criterion is adopted, it must be further defined by reference to sub-criteria. Sub-criteria may refer only to relevant considerations. These may

include price, service, quality of goods, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), safety, after-sales services, technical assistance, partnering, long term relationships, and any other relevant matters.

- 11.3. The extent and weighting of these sub-criteria must be decided and documented prior to first advertising the contract opportunity.

12. Invitation to Tender

- 12.1. The Invitation to Tender shall state that no tender will be considered unless it is received by the date, time and conditions stipulated in the Invitation to Tender.
- 12.2. The conditions applying to Invitations to Tender shall include the following:
- i. A specification that describes the Council's requirements in sufficient detail to enable the submission of competitive offers or descriptions contained in bills of quantities, including details of workmanship, health and safety and quality.
 - ii. The relevant British, European or International standards that apply to the subject matter of the contract in order to describe the required quality.
 - iii. A requirement for Suppliers to declare that the tender content, price or any other figure or particulars concerning the tender have not been disclosed by the Bidder to any other party (except where such a disclosure is made in confidence for a necessary purpose)
 - iv. A requirement for Suppliers to complete fully and sign all tender documents including a form of tender and certificates relating to canvassing and non-collusion.
 - v. Notification that tenders are submitted to the Council on the basis that they are compiled at the Bidder's expense.
 - vi. A description of the award procedure and, unless defined in a prior advertisement, a definition of the award criteria in objective terms and if possible, in descending order of importance, including any non-financial criteria.

- vii. Tenders received by fax or other electronic means (e.g. e-mail) will be rejected, unless they have been sought in accordance with an electronic tendering system approved by the Section 151 Officer and the Monitoring Officer
- viii. The method by which any arithmetical errors discovered in the submitted tenders is to be dealt with; in particular, whether the overall price prevails over the rates in the tender or vice versa.
- 12.3. All invitations to tender must specify the terms and conditions of contract that will apply.
- 12.4. The invitation to tender must state that the Council does not bind itself to accept the lowest tender, or any tender (after the application of financial and nonfinancial criteria).
- 12.5. All Suppliers invited to tender must be issued with the same information at the same time and subject to the same conditions. Should questions arise during the tendering period which in the Council's judgement are of material significance then Contract Officers must write to all Suppliers to explain the nature of the question and our formal reply.

13. Shortlisting

- 13.1. Where a shortlisting process is required, this must be agreed with the procurement officer and an appropriate, clear, transparent, and objective description of the shortlisting mechanism included in the tender documents.

14. Submission, Receipt and Opening of Tenders

- 14.1. Potential Suppliers must be given an adequate period in which to prepare and submit a proper quotation or tender, consistent with the complexity and the urgency of the contract requirements. Normally at least 21 days should be allowed for submission of tenders. The UK Procurement Legislation lays down specific time periods.
- 14.2. Tenders over the value of £74,999 must be submitted electronically via the Council's e-tendering system.
- 14.3. Tenders received via fax or email must be rejected.
- 14.4. No tender shall be considered unless received in compliance with the terms of and by the time stipulated in the advertisement or other invitation.

15. Clarification Procedures and Post-Tender Negotiation

- 15.1. Any clarifications issued by the Council or sought by a bidder will be via the e-tendering portal and must be provided to all Suppliers where required. Where clarification results in a substantial or fundamental change to the specification or contract terms the contract must not be awarded but re-tendered.
- 15.2. Except when following specific procedures, negotiation is not allowed under the UK Procurement Legislation.

16. Evaluation, Award of Contract and Debriefing Suppliers

- 16.1. Apart from the debriefing required or permitted by these CP Rules, UK Procurement Legislation, the Freedom of Information Act 2000 and Environmental Information Regulation 2004, the confidentiality of quotations, tenders and the identity of Suppliers must be preserved at all times and information about one Bidder's response must not be given to another Bidder.
- 16.2. Tenders shall be promptly evaluated for compliance by the relevant officer and/or appropriate procurement officer.
- 16.3. Tenders must be evaluated, and contracts awarded in accordance with the award criteria.
- 16.4. The arithmetic in compliant tenders must be checked. If arithmetical errors or discrepancies are found which would affect the tender figure (in an otherwise successful tender), they should be notified to the Bidder, who should be requested to confirm or withdraw their tender. Alternatively, if the rates in the tender, rather than the overall price, were stated within the tender invitation as being dominant, an amended tender price may be requested to accord with the rates given by the Bidder.
- 16.5. Subject to 16.4 if the Bidder withdraws or fails to confirm their tender within 10 working days or such period as agreed, the next tender is to be examined and dealt with in the same way. Any exception to the above procedure may only be authorised by the Monitoring Officer or the Section 151 Officer, after consideration of a suitable report prepared by the contract officer, or the procurement officer who examined the tender.

16.6. All unsuccessful Suppliers shall be notified promptly and in accordance with the contract conditions, and UK Procurement Legislation

16.7. Where the total value is over the UK Threshold for Public Procurement, the Officer must notify all Suppliers simultaneously and as soon as possible of the intention to award the contract to the successful Bidder and stipulating the standstill period applied in the notification and the information required in the legislation. If an unsuccessful Bidder challenges the decision the Officer shall not award the contract and shall immediately seek the advice of the Section 151 Officer.

17. Liquidated Damages

17.1. Where contracts are estimated to exceed £74,999 in value or amount and which are for the execution of works (or for the supply of goods, materials or services by a particular date or series of dates), or which are for a lesser value if appropriate, liquidated damages are to be considered.

17.2. Liquidated damages shall be assessed by the Contract Officer in conjunction with the appropriate Procurement Officer if applicable. Such damages shall be determined on a relevant and suitable basis, which is properly substantiated by appropriate supporting documentation.

18. Insurance

18.1. In connection with the carrying out of all works, irrespective of value, the Bidder shall indemnify the Council and provide such insurance as may be required under the conditions of the contract. This shall, as a minimum, indemnify the Authority against injury and damage to persons and property. The minimum value for any one occasion or series of occasions arising out of one event shall be based upon:

- i. Circumstances relevant to the particular contract in question, or
- ii. A minimum value periodically determined by the Section 151 Officer

18.2. The Contract Officer shall ensure that the appropriate insurance documents have been submitted by the Bidder in conjunction with the contract conditions. The Contract Officer shall ensure that the adequacy of the submitted insurance documents is confirmed by the Council's Insurance Officer.

- 18.3. The Contract Officer shall ensure that insurance cover is maintained throughout both the period of the contract and the maintenance period (where appropriate).

19. Bonds and Parent Company Guarantees

- 19.1. The contract officer, when assessing the Suppliers contractor's financial viability, must consult the Section 151 Officer about whether the Council requires security for due performance of the contract and whether a Parent Company Guarantee is necessary when a Bidder is a subsidiary of a parent company and the total value exceeds UK Procurement Thresholds.
- 19.2. Where security is considered to be appropriate and required, the Contract Officer, in consultation with the appropriate officers, shall specify in the tender the nature and amount of the security to be given. This as a minimum shall be at least 10% of the total value of the contract.
- 19.3. The security shall be obtained by the Bidder in a format, and from an institution or bank approved by the Section 151 Officer.

20. Engagement of Consultants/External Project Managers

- 20.1. It shall be a condition of the engagement of any consultant (not being an officer of the Council) who is to be responsible to the Council for the supervision of a contract on its behalf (which may include aspects such as design and preparation of a specification), that in relation to that contract they shall:
- i. Comply with these CP Rules and the Council's Financial Regulations as though he were an officer, subject also to the proviso that any modification or changes to the Council's procedures (to be followed in inviting and opening tenders) be approved in advance by the responsible Contract Officer, through whom all liaison with the Council shall occur.
 - ii. At any time during the carrying out of the contract, produce to the Monitoring Officer, Section 151 Officer, or the Contract Officer, or their authorised representative(s), on request, all records maintained by him in relation to the contract.
 - iii. On completion of a contract, pass all such records to the appropriate Contract Officer; and

- iv. In connection with building construction or engineering schemes, appropriate "as built" drawings shall be handed over to the authority within six months of completion.
- 20.2. All consultants shall be engaged using, where appropriate, standard terms and conditions set by the appropriate professional body. Payment shall be in accordance with agreed schedules of service and scales of fees, or lump sum fees, modified as necessary to reflect individual circumstances.
- 20.3. The Contract Officer shall ensure that any consultants engaged hold appropriate professional indemnity insurance, the extent of which shall be at the discretion of the Contract Officer dependent upon the complexity, scope and value of the scheme.
- 20.4. Ownership of intellectual property shall remain with the Authority at all times.

21. Contract Monitoring and Evaluation

Monitoring and Review

- 21.1. During the life of the contract, the contract Officer or person responsible for the contract must closely monitor and address the following areas:
 - i. Performance;
 - ii. Compliance with specification and contract;
 - iii. Cost;
 - iv. On-going economic and financial standing of the supplier/contractor;
 - v. On-going technical ability and capacity of the supplier/contractor;
 - vi. On-going risk assessment & risk mitigation
- 21.2. Contract Officers must keep management aware of progress, so that any required corrective action can be taken promptly.
- 21.3. Appropriate supporting documentation shall be maintained to substantiate the monitoring undertaken by the person responsible for the contract or the Contract Officer.
- 21.4. Where the contract is to be re-let, a provisional report should also be available early enough to inform the approach to re-letting of the subsequent contract.

Notices

- 21.5. All notices required to be published for contracts above £75,000 shall be done with the assistance of the Procurement Officer and Legal Services

Certificates/Interim Payments

- 21.6. No certificate of work performed on a contract shall be raised prior to the signing of the contract, subject to compliance with appropriate contract conditions. Any exceptions to this requirement must be approved by the Monitoring Officer and the Section 151 Officer.
- 21.7. Interim payments to Suppliers shall only be made by the Section 151 Officer or his nominated officer on receipt of an approved form of certificate signed by an authorised officer.
- 21.8. Where a performance bond is required for a contract, no payment is to be made until the bond has been received. Any exceptions to this requirement must be approved by the Monitoring Officer and the Section 151 Officer.
- 21.9. Any contractual retention monies shall be deducted from payments in accordance with contract conditions.

Variations to the Contract

- 21.10. Contracts or framework agreements may be modified without a new procurement procedure only in clearly defined situations as provided for under the UK Procurement Legislation
- 21.11. In the case of contracts with a total value below threshold, permissible grounds for amendment include the following:
- i. Any variations made to the contract in accordance with the terms of the contract.
 - ii. Variations approved and authorised by the Contract Officer together with the appropriate Director.
 - iii. In line with the Procurement Act 2023 any variation that will increase the contract value by 50% or more or move it into a different threshold in paragraph 7 (whichever is the lesser) advice should be sought of the Procurement Officer and Legal.

- 21.12. Concerning construction contracts, variations to the contract shall only be made on approved forms.
- 21.13. The Contract Officer shall inform the Section 151 Officer and the Finance Committee of substantial variations likely to result in over or under-spends.

Price Fluctuations

- 21.14. The Contract Officer shall ensure that the basis of price fluctuations, where applicable, is appropriate and properly detailed in the tender/contract documentation and shall take advice from the Section 151 Officer or his nominee.
- 21.15. The Contract Officer shall ensure that any price fluctuations are valid, in accordance with the terms of the contract, and correctly included in interim valuations where appropriate.

Contractual Claims

- 21.16. The Contract Officer shall ensure that the calculation of sums due to the Bidder for loss and/or expense claims is in accordance with the terms of the contract.
- 21.17. The Contract Officer shall take due regard to all appropriate supporting documentation when considering a Bidder's contractual claim.

Cancellations (including Determinations)

- 21.18. The Contract Officer must refer any attempt to cancel a contract or any situation where the right to cancel a contract might arise, to the Legal Section for advice before any acknowledgement or notice is issued.
- 21.19. Cancellations shall only be made in accordance with the terms of the contract, or in conjunction with offences made under the Bribery Act 2010 or section 117(2) of the Local Government Act 1972 and published in accordance with the Procurement Act 2023

Liquidations and Bankruptcies

- 21.20. The Contract Officer shall ensure that all actions taken in the event of a contractor liquidation or bankruptcy are in accordance with the conditions of contract.

21.21. For construction contracts, the Contract Officer shall:

- i. Notify the Monitoring Officer and the Chief Executive Officer immediately;
- ii. Secure the site in question;
- iii. Ensure that outstanding works are completed as soon as possible;
- iv. Ensure that the remaining work is undertaken in the most economic, effective and efficient manner;
- v. Ensure that appropriate claims are lodged with the receiver/liquidator;
- vi. Ensure that the appropriate bondsperson is notified; and
- vii. Ensure appropriate insurance is obtained.

21.22. The Contract Officer shall take advice from the Monitoring Officer and Section 151 Officer of the procedures to be followed in the event of a liquidation or bankruptcy and ensure that such procedures are adhered to in the event of such a situation occurring. This includes but is not limited to suspension of payments and Pay Less Notices.

22. Failure to Comply with the Contract Procedure Rules

22.1. Officers must comply at all times with the CP Rules. The only exceptions to this are contained within paragraph 9 (exemptions) above.

22.2. If an Officer does fail to comply or discovers that another Officer has failed to comply with the Contract Procedure Rules, then this should be reported to their line manager as soon as possible. Failure to comply and/or failure to report may be considered under the Disciplinary Procedures of the Council in force.

22.3. In addition to the possible disciplinary consequences, a report may need to be prepared for consideration by the Council's Cabinet explaining the circumstances of the failure to comply with the Contract Procedure Rules and seeking a retrospective waiver accordingly.

23. Other Legislation

23.1. When any employee either of the authority or of a service provide may be affected by any transfer arrangement. Officers must ensure that the Transfer of Undertaking (Protection of Employment Regulations 2006 (TUPE) are considered and obtain advice from HR and Legal Services before proceedings with inviting tenders or quotations. Where Council staff are TUPE

transferred to a 3rd party employer in a procurement exercise this is likely to result in the need for the new employer to provide either continued access to the Local Government Pension Scheme by way of an Admission Agreement with guarantee or bond or offer a broadly comparable scheme to those employees.

23.2. Where personal data relating to individuals is to be shared in a contractual relationship with a 3rd party the council is obligated to ensure that it complies with the UK Data Protection Legislation. Officers must ensure that the procurement exercise is compliant by identifying the data to be shared, purpose, how it will be processed, transferred and protected. Where sensitive personal data is identified officers must arrange a Data Protection Impact Assessment with the councils Data Protection officer.

23.3. An advantage such as a grant, or other funding made to a third party, either by the Council or from another public source, which may be considered as a subsidy will need to be reviewed against “State Subsidy” rules to establish whether a grant, or other contribution, (financial or in kind) affects the procurement or other transaction being considered by the Council. Where State Subsidy is considered, the outcome of any assessment will be recorded and retained with the tender/contract documents.

This page is intentionally left blank