

Council



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09 December 2019

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN on **Tuesday, 17 December 2019 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:Emma.Denny@north-norfolk.gov.uk.

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

Emma Denny
Democratic Services Manager

To:

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



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

Heads of Paid Service: Nick Baker and Steve Blatch
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A G E N D A

1. PRAYER

Led by Reverend Canon Paul Thomas OBE, Chaplain to the Royal Norfolk Agricultural Association.

2. CHRISTMAS CAROLS BY 'PLAYING FOR CAKE'

A short segment by 'Playing for Cake', a Norfolk-based community music organisation, which works with people with Parkinson's disease.

3. PRESENTATION OF AWARD FOR LIFE-SAVING ACTIONS AT A LOCAL LEISURE CENTRE

Lady Agnew, the High Sheriff of Norfolk, is in attendance to present certificates to
Fiona Wolstenholme, Charlotte Wolstenholme and Sonia Jaggard in recognition of their actions in rescuing a young man who had become unconscious whilst swimming at a local leisure centre.

4. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

5. LEADER'S ANNOUNCEMENTS

To receive the Leader's announcements.

6. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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

7. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

8. MINUTES

1 - 10

To confirm the minutes of the meeting of the Council held on 20 November 2019.

9. 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.

10. PUBLIC QUESTIONS/STATEMENTS

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

11. PORTFOLIO REPORTS 11 - 42

To receive reports from Cabinet Members on their portfolios.

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.

12. RECOMMENDATIONS FROM CABINET 6TH DECEMBER 2019 43 - 132

Agenda Item 9: Fees and Charges 2020-2021

To recommend to Council:

- a) The fees and charges from 1 April 2020 as included in Appendix A.
- b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report

Agenda Item 10: Treasury Management Half Yearly Report 2019-2020

To recommend to Council:

To RESOLVE that The Treasury Management Half Yearly Report 2019/20 is approved.

That the Council be asked to APPROVE changes to the Counterparty Limits.

Overview & Scrutiny Committee supported the recommendations at the meeting on 11 December 2019.

Agenda Item 11: Medium Term Financial Strategy

To recommend to Full Council:

- a) The revised reserves statement as included at Appendix 2 to the financial strategy.

Overview & Scrutiny Committee supported the recommendations at the meeting on 11 December 2019.

13. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 11TH DECEMBER 2019

There were no further recommendations from the Overview & Scrutiny Committee.

14. NNDC RESPONSE TO NORFOLK COUNTY COUNCIL BOUNDARY REVIEW 133 - 148

To consider the response to the Local Government Boundary Commission for England (LGBCE) electoral review of Norfolk County Council. The aim of the electoral review is to recommend divisions boundaries that mean each councillor represents approximately the same number of voters. It is also aimed at ensuring that the divisions boundaries reflect the interests and identities of local communities, as well as promoting effective local government.

Steve Blatch, Head of Paid Service
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15. FORMATION OF THE INDEPENDENT REMUNERATION PANEL TO REVIEW THE MEMBERS' SCHEME OF ALLOWANCES 149 - 152

Summary:

The purpose of this report is to advise members of the need to refresh and convene a meeting of the Independent Remuneration Panel to review the North Norfolk District Council Members' Scheme of Allowances, in accordance with the requirements of the Local authorities (Members' Allowances) Regulations 2003.

Conclusions:

North Norfolk District Council Members' Scheme of Allowances is now due for review. An Independent Remuneration Panel must be convened to undertake that review and report its findings and recommendations to Full Council. The Council is required to have due regard to the report of the Independent Remuneration Panel in determining any amendments to the current Scheme. The revised Scheme should be adopted from May 2020.

Recommendations:

It is recommended that:

- (1) Members approve the convening of the Independent Remuneration Panel.
- (2) Members approve the Terms of Reference for the Independent Remuneration Panel.
- (3) Any representations that Members wish the Independent Remuneration Panel to take into consideration should be made in writing through the Group Leaders, to the Democratic Services Manager, by 10th January 2020.
- (4) The Independent Remuneration Panel reports its findings and recommendations for

consideration by Full Council at its meeting in February 2020.

(5) Members resolve to delegate to the Democratic Services Manager the appointment of the individual members to the Independent Remuneration Panel.

Cabinet member(s): All
Wards affected All
Contact Officer, telephone Emma Denny, Democratic Services Manager
number, and e-mail: 01263 516010, emma.denny@north-norfolk.gov.uk

16. DRAFT PROGRAMME OF MEETINGS 2020-2021

153 - 156

Summary: A draft Programme of Meetings for 2020-21 has been prepared and circulated for consultation and is attached at **Appendix A** .

Conclusions: Following review, the proposed draft Programme of Meetings 2020-21 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2020-21.**

Cabinet Member(s) Ward(s) affected

All All

Contact Officer, telephone number and email:
Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk

17. QUESTIONS RECEIVED FROM MEMBERS

Cllr N Housden has submitted the following question for Cllr J Rest, Chairman of Governance, Risk & Audit Committee:

‘Are there any updates on the Audit Reports being prepared on Sheringham Splash and aborted proposals at Egmere?’

18. OPPOSITION BUSINESS

None Received.

The following notices of motion have been received:

1. Public Firework Displays

Proposed by Cllr J Rest, seconded by Cllr N Housden:

This Council resolves:

- To require all public firework displays within the local authorities boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people.
- To actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people- including the precautions that can be taken to mitigate risks.
- To encourage local suppliers of fireworks to stock 'quieter' fireworks for public display (as currently used in Italy and France)

Fireworks are used by people throughout the year to mark different events. While they can bring much enjoyment to some people, they can cause significant problems and fear for other people and animals.

They can be a source of fear and distress for many animals (including pet animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries, sometimes very serious ones, as they attempt to run away or hide from the noise

The unpredictable loud and high intensity noises that many fireworks make can cause fear. For example studies have found fireworks to be the most common causes of fear in dogs according to the (Applied Animals Behaviour Science) 45% of dogs show signs of fear when they hear fireworks.

Debris produced by fireworks, if found on the ground, can also pose a hazard to animals such as horses, farm animals and wildlife.

The short lived nature of firework noise can make it difficult for the police or local authority officers to pinpoint locations and take action. In fact the RSPCA believes that a licensing system would help with better enforcement by allowing enforcement bodies to know where licensed events are being held.

There is a real need to raise awareness amongst owners of animals and the general public about firework phobia. This phobia can be treated (in dogs at least) in the long term, if owners prepare themselves and their pets sooner rather than just before the fireworks are let off.

This motion is NOT intended to deter properly authorised public

firework displays from going ahead.

We would like to thank the RSPCA for some of the content in this motion.

2. Adoption of the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism

Proposed by Cllr G Mancini-Boyle, seconded by Cllr T FitzPatrick:

‘That this council accepts the request from the Ministry of Housing and Local Government (letter attached) to adopt the following non-legally binding working definition of anti-semitism:’

‘Anti-semitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of anti-semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities’.

3. Support for the Local Electricity Bill and community-scale renewable energy

Proposed by Cllr N Lloyd, seconded by Cllr S Butikofer:

That North Norfolk District Council

(i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;

(ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;

(iii) further recognises

- that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
- that making these financial costs proportionate to the scale of a renewable electricity supplier’s operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
- that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;

(iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law,

would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and

(v) further resolves to

- inform the local media of this decision,
- write to local MPs, asking them to support the Bill, and
- write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.

20. 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.”

21. PRIVATE BUSINESS

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 20 November 2019 in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN at 6.00 pm

Members Present:	Mr T Adams	Mr D Baker
	Ms P Bevan Jones	Mr H Blathwayt
	Mr A Brown	Dr P Bütikofer
	Mrs S Bütikofer	Mr C Cushing
	Mr N Dixon	Mr P Fisher
	Mr T FitzPatrick	Mr V FitzPatrick
	Mrs W Fredericks	Ms V Gay
	Mrs P Grove-Jones	Mr G Hayman
	Mr C Heinink	Mr P Heinrich
	Mr N Housden	Mr R Kershaw
	Mr N Lloyd	Mr G Mancini-Boyle
	Mr N Pearce	Mrs G Perry-Warnes
	Mr J Rest	Mr E Seward
	Miss L Shires	Mrs J Stenton
	Dr C Stockton	Mr J Toye
	Mr A Varley	

Officers in Attendance:

The Democratic Services & Governance Officer (Scrutiny), The Monitoring Officer/Head of Legal Services, The Head of Finance & Asset Management/S151 Officer, the Corporate Director (SB)

Also in attendance:

Members of the Press

1 PRAYER

The Chairman invited Reverend Jeremy Sykes, Rector for Briston Benefice to lead prayers.

2 CHAIRMAN'S COMMUNICATIONS

The Chairman informed Members of his attendance and inclusion in recent civic events:

- The Chairman's Civic Reception had taken place at Cley Visitor Centre. An auction was held with unusual lots donated, and £2245 was raised for the Chairman's charity.
- Launch of the Sporting Centre of Excellence with Olympic Gold Medalist Gail Emms. The Chairman reported that the event was well attended, and that forty-five new sportspeople had been welcomed.
- Trafalgar Day commemoration supper at Kings Lynn Town Hall, that was a very well attended event.
- School visit to NNDC from St Mary's School in Roughton, which was reported

to be a very enjoyable occasion, with help from the Democratic Services Team.

- Enthronement of the 72nd Bishop of Norwich, which was reported to be an amazing service for the youngest senior bishop in the country.
- Remembrance Sunday service and parade in Cromer, with great stories told by veterans.
- Armistice and wreath laying ceremony with the Council Leader at NNDC.
- Visit from the Lord Lieutenant of Norfolk – Lady Pippa Dannatt MBE, who asked for help in finding roles for the 40 deputy lieutenants.

3 LEADER'S ANNOUNCEMENTS

The Leader informed Members that Cllr M Millership had stood down as Chair of the Member Development Group, and that she had appointed Cllr J Toye as the new Chairman.

4 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None declared.

5 APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Birch, Cllr S Penfold, Cllr A Fitch-Tillett, Cllr J Punchard, Cllr E Spagnola, Cllr M Millership, Cllr K Ward, and Cllr A Yiasimi.

6 MINUTES

Minutes of the meeting held on 25th September were agreed as a correct record and signed by the Chairman.

7 ITEMS OF URGENT BUSINESS

None received.

8 PUBLIC QUESTIONS/STATEMENTS

The Chairman invited Trish Moore, a volunteer visitor for the Motor Neurone Disease Association to speak in support of the motion to adopt the MND Charter. She thanked Councillors V Gay and A Brown for proposing the motion, and the Leader - Cllr S Butikofer for her support. Ms Moore stated that she had met many people with MND in her life, and that some attending the meeting likely had experience of the illness. Members were informed the fatal neurological condition had both physical and mental effects, with approximately 35% of sufferers also having cognitive issues. It was reported that one third of sufferers died within a year of diagnosis, which made it difficult to give any accurate prognosis on life expectancy.

Ms Moore implored Councillors to support the MND Association by passing the motion and adopting the MND Charter.

9 PORTFOLIO REPORTS

1. Cllr A Brown – Portfolio Holder for Planning and Housing stated that the affordable homes pitch had been mitigated by sales through victory housing and the right to buy, hence the Council was set to pursue greater delivery of affordable homes through the Corporate Plan. Cllr J Rest asked what percentage of the value of right to buy properties was returned to NNDC from Victory Housing, to which Cllr A Brown replied that he would seek clarification and provide a written response. Cllr J Rest suggested that he understood that the approximate value was £60k per property, but would appreciate clarification of the figure. Cllr A Brown noted that whilst this could be the approximate value, it was important to remember that once sold, the rental revenue was lost. Cllr J Rest noted that £1m had been outlined in the Corporate Plan for affordable homes, and asked whether this could be earmarked for development and not placed in the general fund. Cllr A Brown replied that he would look into whether this would be possible. The Head of Finance and Asset Management stated that the percentage received from sales of right to buy homes varied depending on the size and number of rooms in the property. He added that the receipts for these sales were capital, which meant they could be used for any project.
2. Cllr S Butikofer – Portfolio Holder for Corporate Services informed Members that two schools had visited the Council in November, and that there were now plans being developed to create a Youth Council for North Norfolk. It was reported that a voter registration enquiry form had been added to the NNDC website, and Members were encouraged to help people register to vote. Members were informed that new software had been acquired for online consultations, which would be used for public consultations on the budget to help determine residents' spending priorities.
3. Cllr A Fitch-Tillett – Portfolio Holder for Coastal had given her apologies for the meeting, and Members were informed that a written answer could be given for any questions.
4. Cllr V Gay – Portfolio Holder for Culture and Wellbeing stated that the key projects were outlined clearly in her report, and that work continued on the sports development strategy and community grants. It was reported that the Chairman of O&S had requested that the Portfolio Holder provide answers to a number of questions raised at the Committee regarding the Splash project. As a result, Cllr V Gay stated that the Splash project contingency consisted of two elements, the first being the construction contingency of £200k, and the second, a client contingency of £79k. She added that to date, £59k of the construction contingency had been spent. In response to concerns raised regarding an unexpected concrete slab and gas main, it was reported that the gas main had been relocated at no additional cost, and that the slab had been removed with the costs covered by the contingency. Neither issue was reported to have caused any significant delay to the project schedule. Cllr D Baker asked how the additional £2m approved for the project sat within the contingency, to which Cllr V Gay replied that the contingency was part of the original budget.

5. Cllr G Hayman – Portfolio Holder for Commercialisation and Assets informed Members that there had been significant progress made on the EV charging points due to be installed across the district, with tenders soon to be issued and completion of the project expected in March. It was reported that there would be a pause to works on the Pier, but at no cost to the Council, and that the work would reconvene in the Spring. Cllr V FitzPatrick stated that he had requested a written answer regarding EV Charging points at Stearmans Yard. Cllr G Hayman replied that he had approved the response and would ensure that this was sent as soon as possible. He then apologized for the delay and asked Cllr V FitzPatrick to notify him once he had received the response.

6. Cllr R Kershaw – Portfolio Holder for Economic and Career Development stated that apprenticeships in manufacturing continued to improve across the district. On tourism, it was reported that at a recent meeting with Visit North Norfolk, he had been informed that their latest promotional video for the district had approximately 2.6 million views. On grant funding, it was confirmed that the third and final round of MTI applications had been awarded, and that the first grant submission for the North Walsham High Street Heritage Action Zone was on track to be ready for December.

7. Cllr N Lloyd – Portfolio Holder for Environment informed Members that officers had been drawing up plans to take advantage of National Tree Week and launch the official start of the Council’s pledge to plant a tree for every person in North Norfolk. The Chairman added that he was working with the Norfolk Wildlife Trust to arrange tree planting and nature awareness events at schools across the district. It was stated that there would be ten events in total, and three had already been arranged. Cllr D Baker asked whether the tree planting programme aimed to plant all trees within the district, or whether some would be planted at other locations across the UK. Cllr N Lloyd replied that it was the intention of the administration to plant all 110k trees within North Norfolk, and that he and officers had been reaching out to various landowners and organisations to make this happen. It was reported that there were plans to plant 10k trees over the winter period on Council owned land, and the GIS Team were working on a mapping tool that would allow the Council to monitor where trees had been planted. Cllr C Cushing asked whether the opportunity to help with tree planting had been advertised anywhere by the Council, to which Cllr N Lloyd replied that advertising and promotion of the project would begin in line with National Tree Week. He added that it was also important for the Council to consider a maintenance plan alongside its planting efforts, as the tree would have to be nurtured over the first few years.

8. Cllr E Seward – Portfolio Holder for Finance, Revenues and Benefits updated Members on Central Government’s Redmond Review on the quality of financial reporting and external audit of local authorities. It was stated that in preparing the Council’s response, he had worked with the Chairman of the GRAC, and it was hoped that local authorities would get better guidance and legislation on

commercialisation and asset programmes. It was suggested that new guidance could call for more effective intervention from Scrutiny Committees, similar to how O&S was now receiving monthly updates on the Splash project. Cllr J Rest referred to the 2020/21 budget, and asked whether not having the Council's annual accounts signed off by the external auditor would cause any issues. Cllr E Seward replied that he did not expect much impact from the issue, but wouldn't know for certain until January when the financial settlement would be agreed, and until that point the Finance Team could only rely on modeling. He added that all Members had a right to be involved in the budget setting process, and arrangements would be made to facilitate this.

10 RECOMMENDATIONS FROM CABINET 07 OCTOBER

Agenda Item 7 – Determination of Council Tax Discounts 2020/21

Cllr E Seward introduced the Report, and informed Members that the first recommendation would allow for an increase in the penalty charges placed on empty properties. More specifically, this would allow the Council to charge a 100% premium for homes empty for two years or more, and a 200% premium on properties empty for five years or more. He added that both Cabinet and the Overview & Scrutiny Committee had supported the recommendations.

The recommendations were proposed by Cllr E Seward and seconded by Cllr J Rest.

RESOLVED

Recommendation 1

- (a) The discounts for the year 2020/21 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is set at 100% of the Council Tax charge for that dwelling, with the
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60 months) is set at 200% of the Council Tax charge for that dwelling
- (d) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
- (e) That an exception to the levy charges may be made by the Section 151 Officer on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

Recommendation 2

- (a) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) Those dwellings described or geographically defined at Appendix A which in

the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

Agenda Item 8 – North Walsham – High Street Heritage Action Zone Programme

Cllr E Seward presented the Report and informed Members that a requirement of securing funding for the project was to provide match funding, and this was the request for that funding. He then reported that MTI funded works on the St. Nicholas Court precinct was complete and what had been achieved was very impressive.

The recommendation was proposed by Cllr E Seward and seconded by Cllr R Kershaw.

RESOLVED

That up to £975,000 be allocated from capital receipts to match fund the programme delivery.

11 RECOMMENDATIONS FROM CABINET 04 NOVEMBER 2019

Agenda Item 7 – Budget Monitoring Report 2019/20 – Period 6

Cllr E Seward introduced the Report and drew Members attention to a factual error on the Business Rates Pool. It was made clear that South Norfolk District Council was still a member of the BRP, and that despite the risks presented by the NHS business rates appeal that was making its way through the courts, the BRP continued unchanged for the time being. In relation to projects that NNDC had intended to use its BRP return to fund, it was confirmed that the A148 recommendations remained, but would not be actioned until the outcome of the NHS case was known.

It was clarified that the North Walsham High Streets and Heritage Action Zone funding had been agreed by Cabinet in October, rather than by Council as stated in the Report.

Cllr N Dixon – Chairman of the Overview & Scrutiny Committee stated that the Committee supported and understood the reasoning behind the request for £4.5m of funding for the purchase of waste contract vehicles outlined in the Report. On the NHS business rates appeal, he asked whether this could be added to the Corporate Risk Register. Cllr E Seward replied that the sooner the outcome of the case was known the better, and that he would be happy for the issue to be included on the Corporate Risk Register. He then Thanked Cllr N Dixon for his support on the funding required for the purchase of the waste contract vehicles.

The Recommendations were proposed by Cllr E Seward and seconded by Cllr S Bütikofer.

RESOLVED

That Council approves the increases to the capital programme budgets for the schemes identified within paragraph 6.2 of the report. The funding for the first five schemes is to be financed from capital receipts, the £4.5m for the waste vehicles is currently anticipated to come from borrowing, the estimated average annual impact of the borrowing is estimated to be in the region of £600k per annum and will be taken account of as part of the waste contract award and the 2020/21 budget process.

Agenda Item 9 – Corporate Plan 2019 – 2023

Cllr S Bütikofer – Leader of the Council introduced the item, and said that she was delighted to propose the plan, that would set out the aims and principles of NNDC for the next four years. She stated that the Plan captured the ambition and promises of the administration, and that the delivery plan would come to Council in February 2020.

Cllr N Dixon sought to provide input from the Overview & Scrutiny Committee and stated that it was the first time in his experience that the Committee had ever been given the opportunity to review the Corporate Plan. He noted that all Members had been invited to submit written questions on the Plan, and the process had resulted in a very time efficient review. He suggested that the validation of key themes had been limited to the provided by the environmental consultation, but overall it had been a beneficial process. Cllr S Bütikofer stated that it was important to stress that the administration had reached out to all Members for their input on the plan. She then thanked Members of the Scrutiny Committee for their input, and noted that only one of the recommendations had not been accepted, as a better name for the Customer Focus theme had not been forthcoming.

The recommendation was proposed by Cllr S Bütikofer and seconded by Cllr R Kershaw.

RESOLVED

That Council adopts the Corporate Plan 2019 – 2023.

12 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 16 OCTOBER 2019

Cllr N Dixon noted that the item had already been resolved as part of item 10.

13 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 13 NOVEMBER 2019

Cllr N Dixon stated that the Scrutiny Committee had supported the recommendations outlined in the Budget Monitoring Report, and that the clarifications on the Splash Project heard during the portfolio holder updates were made at the request of the Committee. He added that the Scrutiny had also reviewed the joint waste contract procurement process at the November meeting, where Members agreed to monitor the performance of the contractor from June 2020, and requested that a client briefing be arranged to take place during the mobilisation stage of contract implementation.

14 RECOMMENDATIONS FROM THE STANDARDS COMMITTEE 01 OCTOBER

2019

Cllr N Pearce – Chairman of the Standards Committee informed Members that the Committee sought to remind all Members that they were obligated to attend meetings, give their apologies when they were unable to attend, and arrange substitutes if necessary. He added that Democratic Services would share details of all committee substitutes in the next Members Bulletin.

The recommendation was proposed by Cllr N Pearce and seconded by Cllr L Shires.

RESOLVED

That Members be reminded of their obligation to attend meetings, give apologies and arrange substitutes.

15 QUESTIONS RECEIVED FROM MEMBERS

None received.

16 OPPOSITION BUSINESS

None received.

17 NOTICE(S) OF MOTION

The following notices of motion were received:

Mental Health Challenge for Local Authorities

The Motion was proposed by Cllr L Shires and seconded by Cllr W Fredericks.

Cllr L Shires stated that all Members had a collective and social responsibility to ensure that the Council strived for better mental throughout the communities of North Norfolk. Cllr W Fredericks added that she had been involved in developing the motion with officers, and felt that it would be a good step forward for the Council to approve the motion, to sign up to the mental health challenge and appoint Cllr L Shires as the Mental Health Champion.

RESOLVED

That Cllr L Shires becomes the Member Champion for Mental Health, and that the Council signs up to the Mental Health Challenge.

Motor Neurone Disease Charter

The motion was proposed by Cllr V Gay and seconded by Cllr A Brown.

Cllr V Gay reminded all Members of the public statement heard earlier in the meeting from the MND association representative. She stated that Motor Neurone Disease was an exceptionally cruel illness, and that a former Member of the Council had lost their life to it some years ago. Cllr A Brown stated that he had no hesitation in supporting the motion, having had two family members suffer from the illness, and had witnessed his family support them with bravery. He noted the High Court appeal against sufferers' rights to die, and suggested that approving the motion would provide the MND Association with greater backing and more support.

RESOLVED

That the Council adopt the Charter of the Motor Neurones Disease Association.

Ambulance Response Times

The motion was proposed by Cllr S Bütikofer and seconded by Cllr A Brown.

Cllr S Bütikofer stated that hearing the arrival of an ambulance was a very comforting sound for those in need, but at present waits of up to five hours could be expected in rural areas of the district. It was reported that North Norfolk also had one of the highest incidences of strokes in the UK, and that in order to effectively treat sufferers, action had to be taken within the 'golden hour'. Cllr S Bütikofer then stated that to great frustration the Queen Elizabeth Hospital in Kings Lynn was rated amongst the top six in the country for treating strokes, but this was of little use if ambulances were not available to get patients to the hospital in good time.

Cllr S Bütikofer stated for the record that she wanted to make clear that the motion was in no way aimed at, or intended to reflect upon the staff, who did their utmost to help people in North Norfolk. She then paid tribute to the staff, and stated that without their efforts, the situation would be far worse.

Cllr N Dixon noted the request for the O&S Committee to establish a Working Group to track progress on the issue, and stated that the Committee had already raised the issue for its annual Work Programme, meaning that it would be considered in the coming months. He then stated that he would like to propose an amendment to the motion, on the basis that as well as response times, intervention was also crucial, and that whilst rural response times would always struggle compared with urban areas, improving intervention times could also help improve prospects. It was suggested that community first responders could be offered training to help with early intervention. Cllr N Dixon therefore proposed that voluntary community first responders be offered additional training and support in order to aid the ambulance service in North Norfolk, and Cllr D Baker seconded the motion. Cllr S Bütikofer thanked Cllr N Dixon for the helpful amendment, and asked that it be clarified that support as well as training be offered to the first responders. It was clarified that this was the intention of the amendment.

RESOLVED

1. That Council request that voluntary community first responders be offered additional training and support in order to aid the ambulance service in North Norfolk.
2. This Council therefore asks the Head of Paid Service to write to the CEO of EEAST asking what specific actions will be put in place so that response times improve significantly in the next six and then 12 months. Additionally what steps are they taking to address the issues raised in their last CQC report.
3. This Council writes to the government Minister responsible and asks what steps government are taking to address the continued failings of the EEAST including:

- What steps are they taking to improve waiting times?
 - What the Government intend to do to address the shortages of vehicles and staffing in the Ambulance Service to alleviate the current problems in existence, and to make the Service efficient for the 21st Century ensuring that it meets its required times
 - What the government intend to do to resolve the issue surrounding ambulances being delayed at hospitals and being unable to hand patients over for care in a timely manner.
4. This Council also requests that the Overview & Scrutiny Committee explores the option of creating a working group to track progress on this item and to engage with EEAST on an improvement programme.

18 EXCLUSION OF PRESS AND PUBLIC

19 PRIVATE BUSINESS

The meeting ended at 7.10 pm.

Chairman

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR A BROWN - CABINET MEMBER FOR PLANNING & PLANNING POLICY

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

Development Management Performance

Our latest figures for speed of decision stand as:

Two-year average Majors at 90.99% up from November 89.55% National indicators require decisions should exceed 60%

Two-year average Non- major applications down 89.55% from November 91.53%, (National indicators require decisions should exceed 70%.

The overall picture for performance remains positive with both sectors significantly exceeding national requirements when viewed over the two-year performance interval. Performance has stabilised for both indicators at around 90% over the last 2 Quarters.

Our latest figures for quality of decision (as measured by appeal success) stand as:

Majors no appeal decision have been overturned 0%.

Non-major developments 0.93% Stable with November at 0.93%, this equates to 24 decisions overturned in the 2 year qualifying period. (National benchmark 10%).

Excellent performance is sustained on qualitative measures for decision made by the major developments team and non-major decision are significantly above the national benchmark. Robust and defensible decision is clear and apparent for the service at NNDC.

No fees were refunded as a result of requests made following failure to determine the cases in 26 weeks.

Planning Policy

Local Plan Review:

The team have reported to the Planning Policy & Built Heritage Working Party held on 9 December. The reports related to an update on the Brownfield Register and a precis of the responses received from the Local Plan Review Consultation

(Regulation 18) and explanation of the process for considering the responses as part of the finalisation of the Local Plan.

Major Developments

The major development application for the Dyson Foundation funded STEAM building at Gresham's School has been approved with the assistance of a Planning Performance Agreement which has ensured delivery of planning permission ahead of schedule.

The major housing development proposals for Beresford Close, Holt are targeted for reporting back with additional information and third part consultancy over view to a reserve Development Committed ate of 23 January.

Building Control

Incomes maintain sustained growth since last reporting.

The process of utilising surplus for the restructuring of the team has now commenced, recruitment campaigns will be undertaken for Apprentice, surveyor and Principle surveyor roles in the period to March 2020.

Planning Enforcement

I can report a successful outcome in relation to a planning appeal for proliferation of signage at the Dormy House, East Runton. The enforcement team will be undertaking appropriate actions to secure removal of the unauthorised signage and monitoring of advertisements at this site.

Recruitment to the vacated Combined Enforcement Manager Post has been unsuccessful, Heads of Service Environmental Health and Planning are reviewing the matter and will be making provision for interim support of the service.

Software Introduction

A report for the Head of Service, Portfolio Holder, Development Committee Chair and the Leader around options for Go live and resting communications will be heard at a meeting on 20 December, with actions and a recommendation to be considered.

The project remains on target for Go live dates in March / April

Recruitment:

A recruitment campaign is having been successfully which will see tow internal candidates take up new roles. Jayne Owens moving to a senior Officer role in Development Management and Paul Rhymes moving to a Senior Planning Officer Role in Major Projects.

Recruitment will be underway in December to fill the vacancies those officers leave behind. A vacant role for Team Leader Major Developments; will be reviewed by Head of Service and Service Manager actions will then be reported.

2 Forthcoming Activities and Developments.
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Development Committee – 9 & 23 January
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Planning Policy & Built Heritage Working Party – 13 January

3 Events Attended.

Development Committee – 5 December

Planning Policy & Built Heritage Working Party – 9 December

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR ANDREW BROWN - CABINET MEMBER FOR PLANNING AND HOUSING

For the period November and December 2019

1 Progress on Portfolio Matters.

Affordable Homes

We project that there will be 115 new affordable homes completed in 2019/20.

As at 30th November 2019 housing associations have delivered 36 of these homes on seven sites.

Community Housing Fund (CHF)

The Trimmingham steering group continues the process of becoming a formally constituted organisation. The group is now ready to incorporate as a legal body which can own land and in partnership with Hastoe Housing Association develop affordable homes. Four other parishes are actively pursuing community-led housing ideas.

Our existing Community-led housing groups continue to deliver new affordable homes. In 2019/20 CHF monies have helped Stable Door to provide an extra home in Sheringham and Homes for Wells to provide an extra home in Wells.

Homes for Wells has paused progress with their site in Warham. Homes England funding has a deadline of 31st March 2020. Homes for Wells has asked for an extension of the funding as it is no longer feasible for the March deadline to be met.

Exceptions Housing Sites

Broadland Housing Association will complete 26 affordable homes on exceptions housing sites in Binham (14 homes) and Erpingham (12 homes) in 2019/20. These form part of a five site package including Great Ryburgh and Trunch which completed in 2018/19 and Edgefield which will be complete in 2020/21. In total these five schemes will deliver 61 new affordable homes for local people.

Victory Housing Trust Stock Disposals

In 2018/19 Victory Housing Trust (now part of the Flagship Housing Group) sold 16 homes to tenants under the preserved right to buy. These sales

generated a capital receipt of £966,600 for the Council.

In addition, Victory Housing Trust made 45 private sales during the year.

The Council are working with the Flagship Group to manage the number of private sales. The sales are usually properties in poor repair or with poor energy efficiency. Some are of non-standard construction. In the year to 30th November 2019 Victory Housing Trust/Flagship sold 32 homes. One of the sales was to Homes for Wells and has therefore been retained as an affordable home.

Housing with Care/Extra Care Housing

Development has begun of the 66-unit Housing with Care scheme at Fakenham. The Housing21 scheme will provide 30 affordable rented and 36 shared ownership homes with support for older people. We are working with Norfolk County Council to identify other possible sites for schemes, with possibilities in Wells and Sheringham at a very early stage.

Housing Company

Cabinet is keen to progress options to establish a housing company, with a view to providing local homes to rent, whilst meeting the local need for temporary housing for homeless households. Options for addressing the urgent need for temporary housing will be brought to Cabinet shortly, in order to provide better quality and less costly alternatives to Bed and Breakfast establishments or hotels.

Consultants have been engaged to explore the viability of potential business models and to advise on tax implications for the Council.

Housing Options Team – Customer Services

Your Choice Your Home

Total numbers on Housing List as at 30 Nov 2019 = 2939, of which:

- Housing Register Priority Card: 0
- Housing Register Band 1: 197
- Housing Register Band 2: 210
- Housing Options Register: 493
- Transfer Register: 2039

Number of Let's: 1 April 2019 – 31 Oct 2019 = 167

Homelessness

Numbers Currently in Temporary Accommodation as at 4 Dec 2019 = 28

Number of new Approaches to the Service 1 April 2019 – 30 Jun 2019 = 250

1 Jul 2019 – 31 Oct 2019 = 332

Rough Sleepers: 10

Current Live Cases: 178

- Prevention Duties: 32
- Decisions pending: 0
- Relief Duties: 52
- Main Housing Duty Accepted: 18
- Review: 1
- Triage: 74

Work to Improve Housing Stock Condition

I include in this report information about work the Council undertakes to improve the condition of existing housing within the District. This includes the work of the IHAT (integrated housing adaptations team) and the housing-related work of the Environmental Protection Team.

IHAT

The IHAT provide adaptations to properties. The aim is to enable residents with disabilities/mobility problems to continue to live independently in their homes. The team work with residents across all tenures.

The team includes a Team Leader, two Technical Officers, a Client Officer, an Apprentice and an Administrator employed by the District Council. In addition, the team includes an Occupational Therapist and Assistant Practitioner employed by Norfolk County Council. They assess the needs of the customer and seek to assist through directly provided services or in partnership with other agencies. The assistance may take the form of advice, equipment, adaptations or rehousing, where appropriate. The team also receives recommendations from Occupational Therapists based in the Adult Social Care Locality Team.

The IHAT has a budget of nearly £1.2 million in 2019/20. The team use this money to fund adaptations such as stair lifts, ramps and level access showers. The maximum grant is £30,000 and in a small number of cases the grant is part funding extensions to properties to provide additional living accommodation, including ground floor shower rooms and bedrooms.

Cases are becoming increasingly complex and as a result the average grant has increased from £5,923 in 2015/16 to £9,579 in 2019/20.

In the year to 30th November the team has committed to spend £699,238 of the annual budget. This work will provide adaptations for 73 customers. Actual spend in the year to date is £798,618 and includes spending on adaptations which were approved in the previous financial year.

The team are in the process of introducing new ways of working to implement recommendations from the Royal College of Occupational Therapists' report

'Adaptations without Delay'. This report recognises that there is an overreliance on the use of Occupational Therapists in the assessment process. In the New Year the team will move to a system which seeks to offer a home visit to all customers within 2 weeks of their contact.

Environmental Protection Team

The Environmental Protection team is responsible for tackling disrepair and poor energy efficiency in privately owned housing, including the private rented sector.

The team use the housing health and safety rating system (HHSRS). This is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. In particular the team focuses on HHSRS Category 1 hazards; Excess Cold hazards, Falls hazards and Disrepair.

In the 12 months to 30th November:

- Number of complaints received: 61
- Number of those complaints resulting in inspections: 52
- Number of those dwellings inspected with category 1 hazards: 28
- Number of dwellings made decent of those above dwellings assessed: 8
- Number of dwellings made decent: 17 (including cases carried forward which originate before 30th November 2018).

If necessary, the team will take enforcement action against an owner. This means that it may take time to address a category 1 hazard and explains why of the 17 dwellings made decent – nine were first identified before 30th November 2018.

The Building Research Establishment ('The Full Cost of Poor Housing' BRE 2016) calculate that every Category 1 hazard has a cost. The report calculated the cost to the NHS is £406 and to wider society, e.g. social care costs, as a result of a fall of £5,080 per year.

In this context the 17 category 1 hazards addressed by the team result in annual savings to society of £93,262 (=17 x (£406 + £5,080)).

2 Forthcoming Activities and Developments.

3 Meetings attended

Events Attended

CABINET MEMBERS REPORT TO COUNCIL

9th December 2019

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR STRATEGY & CORPORATE SERVICES

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

The speed of processing target for **change of circumstances** is 14 days and as at 1st December our performance is 6 days.

The target for **new claims** speed of processing is 20 days and as at 1st December our performance is 10 days.

The team remains focused on embedding improvements to its service delivery in order to provide the customer with an excellent experience. Our current performance highlights the excellent work the team is achieving.

The Benefits Team continues to pilot joint working with Revenues whereby the customer's council tax account will be updated by the Benefits Team at the same time as the Benefit claim. This reduces hand offs between the two service areas, and allows the customer to receive the Council Tax bill with an explanation of their benefit entitlement at the same time. The pilot is proving very successful and will drive the two services towards improved customer service delivery.

A number of development opportunities within Benefits have been agreed around Quality Assurance, Performance, debt recovery, and Team Leader support, with interviews for these posts taking place at the beginning of December. These roles have been put forward by the Benefits Management Team to support the delivery of a better Customer Service concentrating on demand management, streamlining processes, financial inclusion, accessibility, and maximising revenue.

The Benefits Service is currently going through a procurement exercise in respect of its core IT system. We are using this opportunity to consider some elements of change to realise business efficiencies and excellent customer service delivery, whilst balancing any additional cost. It is anticipated that this opportunity will improve the way the service operates including enhanced customer service delivery, improved performance, increased flexibility and speed of introducing changes, the potential for reduced running costs, and the ability to better utilise specialist technology to improve key areas of performance.

The existing Council Tax Support scheme is in the process of being set for 2020/21. Benefit Managers are recommending no changes to the scheme for the next financial year. However, the service will be undertaking significant work during 2020/21 in order to realise and approve an appropriate scheme for 2021/22 which will aim to work alongside Universal Credit regulations. This will provide more

support to vulnerable customers through the process of claiming benefits, budgeting, and financial inclusion.

2 Forthcoming Activities and Developments.

We have agreed a start date of 27th January 2020 with Ernest Youngs in respect of the 2018/19 HB subsidy audit.

The team have been nominated for two staff achievement awards (Team of the Year and Change & Innovation). A number of staff in the team have also been nominated for awards on an individual basis.

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR CUSTOMER SERVICES

For the period to November 2019

1 Progress on Portfolio Matters.

North Norfolk Information Centre;

The refurbishment of the North Norfolk Information Centre on Loudon Road, Cromer is in progress to include a revitalised tourist information offer, improved public toilet facilities and the creation of a new visitor centre for the Deep History Coast project.

The Tourist Information staff are currently providing the Tourist Information Service from their temporary home at Merchants Place. We are hoping that the new facilities will be opened in time for the 30th November Cromer Christmas Lights Switch On. All efforts are being made to achieve this deadline, however, there is a possibility that there may be a short delay to the opening until later in December.

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR S BUTIKOFER – HUMAN RESOURCES

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

As part of the ongoing BPR work in the HR team, work is continuing with the IT team on the development of the HR metrics on the new InPhase system. Work has also begun on a procurement project for ILM 5 (management development) courses via the apprenticeship route. Delivering the ILM course via the apprenticeship route is both financially efficient for the Council and will also contribute to the Public Sector Apprenticeship Target on which we are required to report.

Workforce Profile and Recruitment Statistics have been produced and are now published on the intranet and public website.

A change to the Employee Volunteering Policy which provides more of an environmental focus and also allows volunteering activities to be undertaken on Council owned assets has been made, following consultation with Unison. The updated policy is now live and has been re-launched to tie in with National Volunteering Day, which was on 5 December 2019.

Finally, the new HR and Payroll Co-ordinator has joined the team and comes to us with a wealth of administrative experience. The team is now fully resourced.

2 Forthcoming Activities and Developments.

In the next few months, Gender Pay Gap figures will be analysed and a review of the action plan undertaken.

There has not been any movement on the national pay claim since the last report to Full Council. At a national level, the employers' side have advised that they will not be in a position to respond to the pay claim until the new year - once the impact of the forthcoming General Election is known.

3 Meetings attended

None

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR S BÜTIKOFER - CABINET MEMBER FOR STRATEGY & CORPORATE SERVICES

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

The Communications team has been supporting the delivery of the **General Election**. This has included the sourcing and commissioning of backdrops, compiling a media invite list and keeping the public and press informed of elections related news across our channels.

Sheringham Leisure Centre has seen communications activity including a press release regarding the receipt of Sport England funding and a subscriber's newsletter being circulated which includes news that Splash is open over the Christmas period, hoardings are in place and our recently re-launched website.

Launching of the **tree planting initiative**. This included a press release, photo opportunities and public activities which generated an encouraging amount of media interest which stands us in good stead for the future events scheduled to take place over the course of the initiative.

Communications have also supported the Economic Development team in promoting a series of **workshops** being held across the district in the shape of targeted social media planning.

2 Forthcoming Activities and Developments.

Delivery of the **General Election** with Communications performing general media liaison duties.

Cromer will see the opening of the newly refurbished tourist information centre as part of the **Deep History Coast** project. This will require co-ordinated planning between us, Economic Development and Property Services and Customer Services to ensure the re-opening makes maximum impact to promote the centre and the wider DHC project as a whole.

A communications plan is to be established for the **Mammoth Marathon**

event being held next February. Thought is to be given on whether external resources may be required to execute this effectively.

Announcement of the new **waste contract** being awarded. This communications activity is being co-ordinated with Breckland (leading) and South Norfolk District councils.

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR S BÜTIKOFER - CABINET MEMBER FOR STRATEGY & CORPORATE SERVICES

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

Significant works have been undertaken in preparation for the General Election.

The second test data load for the Planning System has been undertaken successfully

A cloud based consultation/engagement tool has been procured and is being configured for use.

<https://nndc.budgetsimulator.com/>

The delivery of a data warehouse to act as a central point of reference/sharing for Council data has commenced with the implementation of the "Microsoft Integration Services" product.

The new mini-website to support the Tree planting project has been developed and delivered which includes the facility for Citizen group to register an interest in participating.

<https://www.north-norfolk.gov.uk/projects/110-000-trees/>

The service improvement "Suggestion Box" is now live and available from the intranet home page.

An internal audit of the Cyber security arrangements of the Council has been completed. The audit concluded that the arrangements offered "reasonable assurance".

An upgrade to the remote access system has been undertaken to ensure continued security and availability.

Work has continued on the improvements to the backup and recovery systems between Cromer and Fakenham data centres.

2 Forthcoming Activities and Developments.

Work will commence on the end of year process for Council Tax which will also involve an upgrade to the Council tax system.

The preparations for go live of the new planning system will commence including technical setup, training, data migration and a comprehensive communications plan to keep stakeholder groups informed.

The GIS system will be upgraded to the latest version.

Work to renew the Council's access to the Public Sector Network (PSN) will commence. This involves a detailed external examination of the Information Security arrangements to ensure they offer adequate protections.

The cash receipting system will be upgraded to the latest version.

Upgrades to the HR system and The EH system will be applied.

3 Meetings attended

Breckland / Kings Lynn / NNDC IT meetings primarily for Joint Waste collaboration

County Hall – meeting with the County Council and all the Districts concerning procuring Cyber software to enhance the monitoring of threats.

Meeting with suppliers regarding upcoming changes to Microsoft Enterprise Agreement and the withdrawal of Public Sector pricing discounts in 2020.

CABINET MEMBERS REPORT TO COUNCIL

December 2019

COUNCILLOR A FITCH-TILLET - CABINET MEMBER FOR COAST

For the period November 12th to December 05th 2019

PROGRESS ON PORTFOLIO MATTERS.

1 Progress on Portfolio Matters.

Project Updates

Bacton to Walcott:

Sandscaping Lessons Leant process is underway seeking to capture the learning from the project to enable improvements/adopting good practice in NNDC/CPE and also sharing nationally and internationally.

- Outfall beacons at Bacton Gas Terminal Completed.
- Monitoring underway and under further development.
- Main works contract nearly finalised.
- Presentation provided to The Crown Estate Annual Minerals Review
- Monitoring programme progressing in agreement with EA

Sea Palling Ramp:

The Sea Palling Ramp is not an NNDC asset however the team are seeking to work with local representatives and the Environment Agency to overcome issues with low beach levels limiting launching of fishing vessels and the local lifeboat.

CLIFF:

The Coastal Loss Innovative Funding and Finance (CLIFF) project, part funded by DEFRA is now underway. Marsh consulting have now begun interviews with key representative's of the insurance and finance sector. For further information, please contact Rob Goodliffe (Coastal Manager).

Mundesley and Cromer Coastal Management Schemes:

- Work underway to finalise tenders to seek design and environmental consultants to move forward projects

Hemsby, Pakefield and Great Yarmouth

Although not in the NNDC district, it is relevant to report the CPE team have over the last month been busy involved with coastal management issues at Hemsby and Pakefield and emerging longer term adaptation discussion are starting in GY.

Inspections and Maintenance update

Cromer pier legs maintenance work is underway – a collaboration between CPE and the NNDC Property Team.

A host of minor works throughout the coast are undertaken on a day to day basis through the Coastal Measured Term Contract.

Health and Safety and Incidents

No new issues identified/reported

2 Forthcoming Activities and Developments.

Diary Dates

- NNDC Staff awards- 18th December – NNDC/CPE team nominated
- RFCC 17th January
- LGA Coastal Special Interests Group – 9 January 2020- Bacton film presentation and update on CLIFF from KT
- Climate change Policy Research project- Larissa Naylor NNDC interviews January 14-17th
- CPE Board Meeting 31st January

3 Meetings Attended

North Norfolk Coastal Forum:

Held on 12 November at NNDC presentations included the value of Saltmarshes in CO2 capture, how actions can be taken to safeguard the welfare of seals on the Norfolk coast, tides, surges and climate change, UEA research into Sandscaping and updates from the Environment Agency and CPE.

Anglian Coastal Monitoring Programme:

CPE officers attended and chaired the quarterly ACMP meeting for the eastern region. Topics included review of coastal monitoring, discussion regarding <https://twitter.com/JulietBlaxland> days of monitoring data captured, next 5 year programme business case, presentation of erosion at Pakefield.

Corporate Plan delivery:

CPE and the Portfolio Holder contributed to a workshop to develop the delivery plan for the Climate, Coast and the Environment theme.

Shoreline Management Plan Refresh:

Coastal partnership East contributed to a health check workshop as part of a national refresh of the SMP's. A report will be issued next year to highlight if there are areas which may require further assessment/review for the SMPs on the North Norfolk Coast

The next Regional Flood and Coastal Committee (I am no longer a Member) is 17th January at Ipswich

I attended the Chairman's Conference of The National Association of AONBs

CABINET MEMBERS REPORT TO COUNCIL

December 2019

COUNCILLOR VIRGINIA GAY - CABINET MEMBER FOR CULTURE & WELLBEING

1 Progress on Portfolio Matters.

Culture

Arts & Culture Fund - Grant Panel met in November and awarded seven grants totalling £14,425. Remaining budget for this financial year: £14,146

Pier Pavilion Theatre

The current figures are:

Summer	3.7 % up against 2018
Christmas	18.26% up against 2018
Hires	12.94% down against 2018
Concerts	17.35% down against 2018

The Christmas Show has now started and the feedback has been excellent.

The hires and concert figures are lower this year due to the theatre being closed between January – March for capital repair works.

Community & Wellbeing

Community Transport Fund Grant Panel met in November and awarded four grants totalling £25,000. Remaining budget for this financial year: £9,963.

Social Prescribing

Thirty-nine referrals received for the three Living Well Officers between 6th November and 3rd December. Total referrals since service started on 4.6.18 = 900

This is a two-year pilot project, funded by NCC up until the end of June 2020.

Primary Care Networks

NNDC has been commissioned by two Primary Care Networks (clusters of GP practices) in North Norfolk to deliver a Social Prescribing Link Worker service on their behalf. Two officers will be employed by NNDC and based in the Help Hub. Interviews are taking place on 11th December 2019.

Citizens Advice Bureau

Current Information and Advice contract is due to end on 31st March 2020. NNDC area's service is jointly funded by NNDC and NCC and delivered by

Norfolk Citizens Advice. A meeting with NCC to discuss future arrangements takes place on 5th December.

Leisure

Sports and Leisure Facilities

Participation at the Council's sports and leisure facilities have been good in the past month: just over 2,000 visits above the target with a total of 42,687 visits. Both Splash and Fakenham leisure facilities enjoyed their best November on record.

Parkrun

In recent weeks the participation figures at parkrun have dropped slightly compared to the same period in 2018. However, this is likely to be linked to the bad weather experienced recently.

Our event has now accumulated a total of 2,700 registered runners with an average attendance of 144 runners each week. There has been a total of 365 events, with 10,037 different runners from 900 clubs taking part in 52,573 runs covering 262,865km.

Countryside

There are proposals to install a new and improved play area at Holt Country Park. Work will begin early in the new year.

A 2020 calendar for Holt Country Park based on photos provided by visitors is now on sale (priced £5.00)

The Council's tree planting project was successfully launched last week (National Tree Week), with the Countryside team organising a seed planting event; 55 people attended.

Bookings for the forthcoming Christmas Trails are going very well with nearly 150 children already booked on.

Sports Development

The Sports Development and Physical Activity Strategy has now been finalised. Work has now started to ensure that the sports development plan of our leisure operator dovetails in order for them to deliver activities on our behalf.

Beaches

We have now received confirmation of the 2019 water quality tests across our Blue Flag beaches. It has been confirmed that all six beaches at Sheringham, West Runton, East Runton, Cromer, Mundesley and Sea palling have been classified as 'excellent'. We are therefore eligible to once again apply for Blue Flags at all of those locations.

Deep History Coast

All discovery points, except the one at Happisburgh have now been installed.

The final one will commence in the new year, with delays caused by the need to reconsider its precise siting. The adaptation of the Tourist Information Centre in Cromer to serve also as the Deep History Coast Discovery Centre will be completed in January, together with the enhanced public conveniences and incorporation of a Changing Places facility, in the meantime the TIC has been successfully operating from Merchant's Place in the town centre. (Sufficient public conveniences will be provided for Cromer's New Year's Day firework display).

Mammoth Marathon

Work is continuing for the Council's Mammoth Marathon. The event will be the first official marathon held in Norfolk since 1990. The race takes place on Sunday 17th May as a means of promoting the Deep History Coast project, and showcase North Norfolk as a visitor and activity destination.

There will be a full and a half marathon event, starting at Sea Palling and Mundesley respectively. Both will finish at Sheringham High School.

There is an entry limit of 400 for the full and 600 for the half marathon, and all spaces have now 'sold out'.

The Council has established charity partnerships with both 'The Big C' and 'Break'.

The Council has also secured sponsorship for the event from 'Sportlink', 'Everyone Active' and 'Openwide Coastal'. All three companies bring with them great kudos for the event and will help the Council further promote the marathon and our wonderful coastline.

2 Forthcoming Activities and Developments.

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR GREG HAYMAN - CABINET MEMBER FOR COMMERCIALISATION AND ASSETS

For the period November to December 2019.

1 Progress on Portfolio Matters.

Electric Vehicle Charging Points (EVCP) – in relation to the property aspects of this scheme the initial surveying works are now complete.

The tender documents for the purchase and installation of the charging equipment were issued on 29 November and are due back this month. The installation and commissioning of the works needs to be completed by the end of March.

Office cleaning contract – the new contract opportunity for the office cleaning went live on 9 December with tenders expected back with the Council by 10 January.

Condition surveys – the results from these surveys continue to be assessed so that a work programme can be established. The chalet works are currently being prioritised with a view to the majority of the works being undertaken early next year ahead of the start of the summer season.

Cromer office roof works – the works to the glulam beams and roof glazing at the main administrative office in Cromer continue to progress well and the scaffolding to the southern elevation of the west wing has now been removed. The works commenced back in December with an anticipated completion date in March.

Public convenience improvement programme – the tender documents for the remaining schemes (New Road – North Walsham, Stearmans Yard – Wells-next-the-Sea and Bridge Street – Fakenham) are prepared and should be issued by the end of the week with a return date of 10 January. The scheme is currently within the £600k budget originally approved and the tender prices will be monitored against the budget forecasts for the remaining works once received.

Cromer pier – as per my last update the pier works have now been suspended until the spring due to the reduction in daylight hours, worsening weather conditions (unworkable wind speeds) and the Christmas show. The suspension will now see us through the worst of the winter weather and allow

the works to restart in the spring.

North Norfolk Information Centre (NNIC) – the improvements to the public conveniences at the NNIC, which have been included as part of the Deep History Coast, are almost complete. These will be open and fully operational by the end of the month and will showcase the Council’s first Changing Places facility.

2 Forthcoming Activities and Developments.

Leases, licences, acquisitions and disposals – the current case load in respect of the Estates team continues to be reviewed to ensure that all pending property transactions provide best value for the Council and consider and take advantage of improved use of assets wherever possible.

3 Meetings attended

Nothing further to report at the present time.

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR RICHARD KERSHAW - CABINET MEMBER FOR ECONOMIC & CAREER DEVELOPMENT

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

Business Support

The Economic Growth Team proactively works with the business community, providing support for business growth plans and helping to overcome any barriers to growth. Financial year to date, the team have engaged **208** business via business events and had 'meaningful' engagement with a further **347** businesses.

North Norfolk Growth Sites Delivery Strategy

Following a successful funding bid into the Norfolk Business Rate Pool (BRP), and further to NNDC's Cabinet approval in September, a consultant has now been appointed to undertake this work. The final report will help the Council in its ambition to enact a more delivery-focused approach to bringing forward the development of local key employment sites in order help facilitate the growth of indigenous businesses and effectively compete with other areas for investment.

Visitor Economy

Visit North Norfolk's 'North Norfolk, Naturally' campaign is currently promoting its 14th (out of 16) short film. To date there has been an impressive **2.8 million film views** with **4.5 million digital advert impressions** and a social media reach of **1.4 million**. The traffic to the VNN website, off the back of the campaign remains at its highest ever levels.

Filming for the 'North Norfolk Uncovered' campaign for 2020-2021 has now commenced. This campaign will seek to further highlight North Norfolk's unique aspects and hidden gems.

The Deep History Coast marketing campaign is year-round using topical content for the time of year. The film 'Delve into the DHC' and taster films have had **200,000 film views** and the web pages have had over **10,000 hits**. A new film, 'How to Enjoy the Deep History Coast' has now been completed. It is anticipated that the film will go live in January/February in time for the key

January holiday/staycation booking period.

North Walsham High Streets Heritage Action Zone

Following a successful funding bid to Historic England, the detailed programme design phase to support the creation of a Heritage Action Zone in North Walsham has now commenced. An initial draft submission was submitted on 6 December, with the final agreed programme due to be submitted for consideration by Historic England by 20 December. The final grant award will be confirmed in January. NNDC's Cabinet and Full Council have agreed that up to £975,000 be made available to support the match funding of the programme, which will see significant improvements to the public realm and historic buildings in the town centre and serve to better showcase the town's important heritage.

2 Forthcoming Activities and Developments.

As a result of North Norfolk District Council's successful application to the Local Investment in Future Talent (LIFT) grant scheme, the Council will be hosting a suite of skills training workshops for people employed in small businesses in the tourism and hospitality sector:

Digital Media Workshop

'Introductory'

9 January 2020 - 09:00 – 13:00

Merchants Place, Cromer

'Advanced'

15 January 2020 - 09:00 – 13:00

Wells Community Hospital

29 January 2020 - 09:00 – 13:00

Merchants Place, Cromer

Author of "The Social Jobseeker", Julie Bishop's articles have also been featured in Forbes, CNBC, The Independent and more, as well as being a regular writer for business sites. Julie is a public speaker on many social media and digital topics; she is the UK partner for an artificial intelligence tool which helps businesses. Julie delivers training internationally on social media marketing, social selling, social recruiting, employer branding and culture change.

Welcome Host Customer Service Workshop
22 January 2020. 09:00-16:30
NNDC Cromer

The Welcome to Excellence initiative is the most successful accredited customer service training in the UK. The course helps participants to acquire new customer service and communications skills, as well as improving knowledge of local facilities and services.

Marketing
'Advanced' – 8 January 2020 - 09:00 – 13:00
NNDC, Cromer

Ashley Riley has over two decades of global experience working in business, in the public sector, in the political world and mentoring some of the most successful organisations on how they market their business. His training delivers thought disrupting, challenging and inspiring content in a captivating and highly energetic manner.

This workshop is aimed at staff who would benefit from understanding the needs of customers and how to attract new and repeat business.

For all workshops businesses can book online, email economic.growth@north-norfolk.gov.uk or telephone 01263 516331 / 01263 516009 for more information.

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR NIGEL LLOYD - CABINET MEMBER FOR ENVIRONMENT

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

Our ambitious project to plant 110,000 trees continued with a media announcement to coincide with National Tree Week which began on 23rd November. Letters have also gone out to all Town and Parish Councils and to schools in the District seeking their help in achieving that goal.

A seed gathering and tree planting event took place on Saturday 30th November at Holt Country park.

The application for OLEV support funding for EV charging point installations in our car parks has been made and accepted. We expect to hear back after the 12th December and are confident of receiving the funds, with the installation planned to be complete by the end of March. A grant has been approved for charging points at the NNDC Offices and these will be installed in January.

Officers have been working with the Carbon Trust to supply all necessary information on our carbon emissions and the baseline report is anticipated before Christmas.

Plans to replace NNDC Office lighting with LEDs are being developed, with further energy savings and carbon reduction anticipated when completed.

Environmental Protection

- Sainsbury's in North Walsham planning app has now been submitted. We are reviewing the acoustic report before providing a response to planning.
- Rats in Cromer- increase in complaints and sightings. We are baiting the cliff, currently with three large bait stations, but we are currently reviewing our baiting strategy, officers are working on a campaign to be launch in the spring regarding feeding the birds/rats.
- One Fixed Penalty Notice issued for fly tipping- remains unpaid so court action pending
- Dangerous Structure at Norwich Street, Fakenham. Imminent risk removed, we are currently working with the building owner and the Conservation team to secure the building going forward.
- The Goats are over wintering at Ingleborough Hill and Salthouse.

Environmental Services

- New bin collection calendars have been sent out to every household. Also available online.
- 533.7kg of food redistributed from the North Walsham Community Fridge from launch in Sep to end of October. This is food that would otherwise have gone for disposal.
- A new contract for textile banks has started. The contract gives a higher rate per tonne of textiles collected than the previous contract. Textile banks will be replaced with new ones at the 21 existing sites. In order to increase our recycling rate and target material which frequently contaminates recycling bins, 9 new sites also will have banks installed shortly:
 - Potter Heigham – path to WC's
 - Happisburgh - Wynn Evans Hall
 - Mundesley - Beach Road Car park
 - North Walsham - Victory
 - Cromer x2 – Meadow Road car park and Cabbell Park
 - Sheringham - Morris Street car park
 - Holt - Station Road car park
 - Fakenham Leisure centre

Resilience Team

Officers are progressing arrangements to move the store of rest centre equipment following the decision made by Norfolk Civil Protection Volunteers to disband. Our thanks go to those volunteers who have supported NNDC and other organisations unstintingly for many years. A new storage location is being finalised and this will allow for the effective storage and deployment of resource in the future.

The team is providing contingency planning support to the General Election preparations.

2 Forthcoming Activities and Developments.

Development of capital projects to provide the required reduction in carbon emission from the Council's activities, to feed into the 2020 budget.

3 Meetings attended

Attended the Norfolk Coast Partnership Climate Change Forum.

Attended a meeting with staff to seek input into our tree planting initiative

Met with a group of Officers who wish to run in-house campaigns to improve recycling and further single use plastic reduction

Meetings with officers to establish key projects for inclusion in the Delivery Plan and future capital programme.

CABINET MEMBERS REPORT TO COUNCIL

17 December 2019

COUNCILLOR ERIC SEWARD - CABINET MEMBER FOR FINANCE, REVENUES & BENEFITS

For the period November 2019 to December 2019

1 Progress on Portfolio Matters.

Medium Term Financial Strategy (MTFS) – the MTFS is before you this evening for consideration. This document sets out both the external financial challenges and internal budget pressures that will influence the financial position for the Council over the next four years and has been produced in the context of the new Corporate Plan 2019 – 2023.

As was the case last year there continues to be significant uncertainty around future funding streams, namely the ongoing discussions in relation to the retention of business rates and the Fair Funding Review, the Spending Review and the potential impact that Brexit will have on the general economy.

There continues to be a shift in funding towards local resources i.e. from businesses rates, council tax and New Homes Bonus although the later looks like it will be phased out over the coming years, possibly to be replaced by a new scheme, although the details of any replacement are not yet known.

The strategy seeks to identify a number of options that will be developed over the short to medium term to support the delivery of a sustainable budget moving forward. These are detailed in the section entitled 'Closing the budget gap' and include:

- Financial sustainability will be key for the Council in the future, the aspiration is to have a balanced medium term budget which does not rely on reserves to balance the position;
- There is an ever increasing need for Councils to take a more commercial and business-like approach to all elements of their business. A Commercialisation Strategy is currently under development, the successful delivery and implementation of this strategy will ultimately require a step change in the way that the Council thinks, acts and works in the future;
- Identifying opportunities for asset and property investment where upfront investments maybe required to generate a revenue saving or additional income opportunity;
- Realising further efficiencies and savings from digital transformation

and the service efficiency programme;

- Creating efficiencies and savings through service delivery models including shared service opportunities and selling services;
- Growth in new homes and business rates in return for direct financial benefits, from increases in Council Tax income and retained business rates;
- Increases to Council Tax in line with the increased flexibilities and central government assumptions on local government funding;
- New opportunities – it will be essential moving forward to identify new opportunities to increase income, increase efficiency through the redesign of services, explore new partnership models for service delivery etc and this will be one of the main challenges over the medium term.

The updated high level funding forecasts in this strategy build on previous figures from the 2019/20 Budget setting exercise, which were forecasting future year deficits in the region of £2m.

The updated forecasts below differ significantly from this, in the main this is due to postponement of the Fair Funding Review, Business Rates Review and the Spending Review, all of which have been impacted by the ongoing Brexit negotiations which have led to a one-year Settlement which has meant the continuation of the previous funding regime for a further year. This has had a beneficial impact on the 2020/21 budget and indeed future years as the expected funding reductions have not yet materialised.

The cumulative impact of all of all of these funding changes should see approximately £2.5m of additional resources being made available to help the Council to deliver vital services in 2020/21. It should be noted however that the final Spending Assessment announcement is due in December or January, the timing is not currently clear due to the General Election but the forecasts are based on the best information available at the current time.

At present this high level forecast is only based on the changes to the Council's funding position and uses the previous service expenditure forecasts. The finance team will continue to work over the coming months to update these forecasts to enable the budget to be set in February and to inform the setting of the Medium Term Financial Plan for the following three years.

These updated forecasts, produced as part of the formal budget setting process, will need to take account of any changes in spending pressures at that time. One of the most significant of these could potentially be the prices for the new waste contract, which will by that time be known.

There are some risks highlighted within the report, most notably around the ongoing reviews into the future methodology for Local Government funding and Brexit, the potential impact of which is incredibly difficult to try and predict at the current time.

There are similar risks in terms of future funding streams for business rates and also the Fair Funding Review, the outcome from which is still far from certain.

In the short term the Council remains in a good financial position, it's level of general and earmarked reserves provides both resilience - should funding reductions be greater or come sooner than currently forecast, or savings not be delivered as anticipated and also provides one-off funding to facilitate invest to save projects.

Essentially the financial strategy outlines the current financial challenges facing the authority. The strategy as presented will inform the detailed budget setting process for 2020/21 and demonstrates a good financial position, recognising that there are still financial challenges in the medium to long term.

Fees and charges – the fees and charges report went to Cabinet on 6 December and is due for consideration and approval by Full Council this evening.

Business rates NHS appeal – this has now been added to the Corporate Risk Register and will continue to be monitored. The decision is due to be announced in February.

2 Forthcoming Activities and Developments.

2019/20 Business Rates Pilot – the monitoring of the business rates pilot commenced during August and this will enable us to see how the pilot is progressing. However as indicated within previous reports this additional one-off income will only be taken account of once the final year end position is established.

2020/21 Budget – the finance team continue to work with service managers across the Council to pull the budget together for next year.

2019/20 Final Accounts audit – the external auditors are currently due to be returning in January to complete their final audit work having experienced significant capacity issues nationally.

3 Meetings attended

Nothing further to report.

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FEES AND CHARGES 2020/21

- Summary: This report recommends the fees and charges for 2020/21 that will come into effect from April 2020.
- Options considered: Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.
- Conclusions: The fees and charges as recommended will be used to inform the income budgets for the 2020/21 budget. Approval for the fees ahead of presenting the detailed budgets allows for implementation of changes where applicable and also informs the 2020/21 budgets.
- Recommendations: **That Cabinet agree and recommend to Full Council:**
a) The fees and charges from 1 April 2020 as included in Appendix A.
b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report
- Reasons for Recommendations: To approve the fees and charges as set out in the report that will be used to inform the 2020/21 budget process.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Current fees and charges

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected: All
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Contact Officer, telephone number and email: Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk

1. Introduction

- 1.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reason for presenting them for approval ahead of the detailed budget report provides a lead in time where applicable to allow implementation of the revised charges from 1 April 2020 and also to ensure that income budgets can be updated accordingly and reflected in the budget for 2020/21 and future projections.

2. Fees and Charges 2019/20

- 2.1 Fees and charges proposals for 2020/21 have been circulated to the relevant budget managers so that income budgets can be updated as part of the budget process. Appendix A to this report provides the detail of the proposed charges for 2020/21 from 1 April 2020, these have been discussed and agreed with the relevant portfolio holders.
- 2.2 Approval to these charges in advance of the approval of the budget for the 2020/21 financial year enables Officers to make preparations for the new financial year and also enables more accurate projections for income to be factored into the budget for 2020/21 which will be presented to Members in February 2020. Any further work in this area will be reported in the budget reports in February 2020.
- 2.3 Where applicable the proposed increase to fees and charges is around 2.5% for 2020/21 (in line with inflation in the latter part of the year) or to the nearest sensible figure after allowing for rounding. The exceptions to this are for those fees and charges which are set by central government, for example planning and premises licence fees. Also a number of the Council's fees are calculated on a cost recovery basis and will be excluded for example Land Charges, Building Control and the majority of our locally set licence fees. In addition Council facilities operated by an external contractor will also be excluded as the Council has no discretion on the setting of these fees.
- 2.4 Some fees are not published as part of this process such as those relating to trade waste collection and garden bin fees. This is due to the fact that some of our costs are not known this early in the year and in order to ensure that the services operate in a financially effective manner, the setting of the associated fees is done separately under delegated powers once we are more certain of future costs.
- 2.5 As part of the Council's financial planning processes, and in an effort to address the pressures on future year's budgets, the finance team will be working with service managers next year in the run up to the 2021/22 budget setting process to undertake a more fundamental review of fees and charges. This will involve more detailed work to ensure that we fully understand our cost base so that we can ensure our charges are covering this as a minimum. Some charges are set by statute and so will be out of scope for this review.

3. Conclusion

- 3.1 The report makes recommendations for the fees and charges that will come into effect from 1 April 2020. These will inform the service income budgets that will be included within the detailed 2020/21 budget when it is presented for recommendation and approval in February 2020.

4. Financial Implications and Risks

- 4.1 For demand led services there is a risk that income will not be received as budgeted. When producing income budgets assumptions will be made around the level of income to be achieved from services, these will be based on service managers best estimates with assistance from Finance.

5. **Sustainability** – none as a direct impact.
6. **Equality and Diversity** – none as a direct impact.
7. **Section 17 Crime and Disorder considerations** - none as a direct impact.

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Fees and Charges - 2020/21

The following pages detail the current fees and charges along with three previous years .

The last two columns are proposals for the 2019/20 based on a 2% increase where applicable (As per current inflation rate) and rounded to nearest £1 or 50p as applicable for administration purposes.

Timetable for Fees and Charges Recommendations:

10th October to 28th October 2018 - consideration by service areas - finalise proposals.

18th November 2018 - Cabinet Pre agenda meeting for December Cabinet.

12th November 2019 - Deadline for Fees and Charges report.

2nd December 2019 - Cabinet report on 2020/21 Fees and Charges.

17th December 2019 - Full Council recommendation for 2020/21 Fees and Charges.

(Note - the reason for making recommendations on the fees and charges in December as opposed to February within the budget report is to ensure sufficient time for implementation and notice where applicable).

Corporate Leadership Team / Corporate Service Area

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
ELECTIONS			
Statutory Charges			
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£15.00	£10.00
Printed copy as above, extra 1,000 names or part thereof.	O	£5.00	£1.50
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£21.50	£20.00
Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£15.00	£10.00
Printed copy as above, extra 1,000 names or part thereof.	O	£5.00	£1.50
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£21.50	£20.00
Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50
Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00
Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00
Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£15.00	£10.00
Printed copy as above, extra 100 names or part thereof.	O	£5.00	£1.50
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£21.50	£20.00
Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50

page 48

<u>Customer Services & ICT Service Area</u>	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
TOURIST INFORMATION CENTRES			
Concessionary Fares			
Application processing	T	£7.00	£10.00
FILMING*			
TV drama/advertisements/feature films			
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation. Prices quoted exclude VAT.</i>			
Per Day	T	£1,590.00	£1,620.00
Per Hour	T	£260.00	£270.00
Exclusive use of NNDC owned location (e.g. Cromer Pier)	T	From £1,500.00 per day	From £1,500.00 per day
Documentaries and charities (depending on nature of organisation, subject and crew size)			
Per Day	T	From £500.00	From £500.00
Per Hour	T	From £100.00	From £100.00
Administration Charge (only charged where a fee and/or contract is appropriate)			
Standard	T	£37.00	£40.00
Less than 7 day's notice	T	£90.00	£90.00
Skills (specifically commercial advertising with props, etc.)	T	£100 - £500	£100 - £500
Education/news/weather/student/individual photographers	T	Discretionary	Discretionary
Parking (if required)	T	£16.00	£17.00
PHOTOCOPYING			
A4 and below - black and white	T	£0.15	£0.15
A4 and below - colour	T	£0.20	£0.20
A3 - black and white	T	£0.30	£0.30
A3 - colour	T	£0.60	£0.60
A2 - black and white	T	£1.20	£1.20
A2 - colour	T	£2.40	£2.40
A1 - black and white	T	£2.40	£2.40
A1 - colour	T	£4.80	£4.80
A0 - black and white	T	£3.60	£3.60
A0 - colour	T	£7.20	£7.20

Economic & Community Development & Leisure Service Area

			2019/20	2020/21
			Charge	Proposed Charge
			£ : p	£ : p
			V	
			A	
			T	
CAR PARKING				
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00				
<i>Coastal Car Parks</i>				
Cromer	- Runtun Road	T	60p for 30 minutes only, £1.50 per hour thereafter. £7 for 24 hours.	60p for 30 minutes only, £1.50 per hour thereafter. £7 for 24 hours.
East Runtun	- Beach Road	T		
Happisburgh	- Cart Gap	T		
Mundesley	- Beach Road	T		
Overstrand	- Pauls Lane	T		
Sea Palling	- Clink Road	T		
Sheringham	- Beach Road	T		
	- Station Road	T		
Wells	- Stearmans Yard	T		
Weybourne	- Beach Road	T		

Economic & Community Development & Leisure Service Area**CAR PARKING***Other Car Parks*

			V	2019/20	2020/21
			A	Charge	Proposed Charge
			T	£ : p	£ : p
Cromer	- Cadogan Road		T	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.
	- Meadow		T		
	- Promenade (Disabled only)		T		
Holt	- Albert Street		T	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.
	- Station Road		T		
Sheringham	- Chequers		T	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.
	- Morris Street		T		
Wells	- Staithe Street		T	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.
Fakenham	- Bridge Street		T		
	- The Limes		T		
	- Queens Road		T		
North Walsham	- Bank Loke		T	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.
	- New Road		T		
	- Vicarage Street		T		
	- Mundesley Road		T		
	- Hornbeam Road		T		
Stalham	- High Street		T	£2.50 per day.	£2.50 per day.
				50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.

Economic & Community Development & Leisure Service Area

			2019/20	2020/21
			Charge	Proposed Charge
			£ : p	£ : p
CAR PARKING				
Other Charges				
Coach Parking (where permitted)	- Half day (up to 4 hours)	T	£5.00	£5.00
	- All day ticket	T	£10.00	£10.00
Carnival Day (Runton Road)	- Per Car, Per Entry	T	£7.00	£7.00
	- Per Motorcycle, Per Entry	T	£4.00	£4.00
Weekly Permit		T	£28.00	£28.00
Annual Permit	- 3 hour permit	T	£56.00	£56.00
	- 24 hour permit	T	£204.00	£204.00
Half Year Permit	- 3 hour permit	T	£31.00	£31.00
	- 24 hour permit	T	£122.00	£122.00
Quarter Year Permit	- 3 hour permit	T	£16.00	£16.00
	- 24 hour permit	T	£66.00	£66.00
Penalty Charge Notice	- Full	T	£50.00	£50.00
	- Prompt Payment	T	£25.00	£25.00
Change of Permit (change of registration)		T	£10.00	£10.00
Addition of second car registration onto Permit		O	Free	Free

Page 52

Economic & Community Development & Leisure Service Area

			2019/20	2020/21
			Charge	Proposed Charge
			£ : p	£ : p
			V	
			A	
			T	
MARKETS				
Site = 4m Frontage x 5m Depth				
Cromer, Stalham and Sheringham (Weds) - Per Site				
Weekly	- April, May, June, Oct, Nov, Dec	T	£19.00	£19.00
	- July, August, Sept	T	£28.00	£28.00
	- Jan, Feb, March	T	£15.00	£15.00
Quarterly	- April - June	T	£138.00	£138.00
	- July - September	T	£224.00	£224.00
	- October - December	T	£102.00	£102.00
	- January - March	T	£82.00	£82.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£255.00	£255.00
	- October - March	T	£133.00	£133.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£204.00	£204.00
	- October - March	T	£102.00	£102.00
Sheringham (Saturday) - Per Site				
Weekly	- April, May, June, Nov, Dec	T	£31.00	£31.00
	- July, August, Sept, Oct	T	£41.00	£41.00
	- Jan, Feb, March	T	£22.00	£22.00
Quarterly	- April - June	T	£306.00	£306.00
	- July - September	T	£469.00	£469.00
	- October - December	T	£224.00	£224.00
	- January - March	T	£179.00	£179.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£592.00	£592.00
	- October - March	T	£306.00	£306.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£449.00	£449.00
	- October - March	T	£230.00	£230.00
Yearly		T	£872.00	£872.00
Other Charges				
Full Annual Payment in Advance		T	10% discount	10% discount
Refunds - Administration Fee		T	£15.00	£15.00

Page 53

Economic & Community Development & Leisure Service Area

CHALETs & BEACH HUTs

Chalets

Sheringham

Old Chalets T

New Chalets (inc. electricity) T

Cromer

West Beach T

East Beach T

Weekly Lets - Cromer & Sheringham

Low Season T

High Season T

Weekly Lets - Cromer East & Sheringham New (Serviced)

Low Season T

High Season T

Winter Lets

Per Month T

Per Week T

V
A
T

**2019/20
Charge
£ : p**

**2020/21
Proposed Charge
£ : p**

Charges set separately
under Delegated Power

Charges set separately
under Delegated Power

£85.00

£85.00

£210.00

£210.00

£95.00

£95.00

£260.00

£260.00

£65.00

£65.00

£21.00

£21.00

Economic & Community Development & Leisure Service Area		V	2019/20	2020/21
CHALETs & BEACH HUTS Cont.		A	Charge	Proposed Charge
Hut Sites		T	£ : p	£ : p
Cromer, Overstrand & Sheringham	One Year (Excluding Rates)	T	Charges set separately under Delegated Power	Charges set separately under Delegated Power
Mundesley	One Year (Excluding Rates)	T		
Huts				
<i>Weekly Lets</i>				
Low Season		T	£70.00	£70.00
High Season		T	£195.00	£195.00
Mundesley - Seasonal Let		T	Charges set separately under Delegated Power	Charges set separately under Delegated Power
Extras:				
Charge to go onto beach hut or chalet waiting list	Per List	T	£25.00	£25.00

Economic & Community Development & Leisure Service Area

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
HOLT COUNTRY PARK			
School visits where Ranger's assistance required (Per Child)	E	£6.00	£6.00
Car Park			
Per car per occasion	T	£2.00	£2.00
Annual Permit (NNDC Standard Car Park Season Tickets are also valid).	T		
SPORTS CLUBS AND HUBS			
Price per session	E	£3.00	£3.00

Economic & Community Development & Leisure Service Area

		V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
DUAL USE SPORTS FACILITIES				
Cromer	Sports Hall	T	£27.00	£27.00
	Badminton Court	T	£10.00	£10.00
	All Weather 5-a-side	T	£31.00	£31.00
	All Weather full	T	£51.00	£51.00
	1.5 hour birthday party	T	£77.00	£77.00
	2 hour birthday party	T	£98.00	£98.00
	Toddler party	T	£128.00	£128.00
North Walsham	Sports Hall	T	£27.00	£27.00
	Badminton Court	T	£10.00	£10.00
	Tennis Court	T	£8.00	£8.00
	Gymnasium	T	£18.00	£18.00
	1.5 hour birthday party	T	£77.00	£77.00
	2 hour birthday party	T	£97.00	£97.00
	Toddler party	T	£128.00	£128.00
Stalham	Sports Hall	T	£27.00	£27.00
	Badminton Court	T	£10.00	£10.00
	Multi Use Games Area (MUGA)	T	£26.00	£26.00
	Tennis Court	T	£8.00	£8.00
	1.5 hour birthday party	T	£77.00	£77.00
	2 hour birthday party	T	£97.00	£97.00
	Toddler party	T	£128.00	£128.00

Environmental Health Service Area

WASTE COLLECTION SERVICES

Clinical Waste - Commercial & Prescribed

Commercial Waste Bins - Collection & Hire

Commercial Recycling Bins - Collection & Hire

Sacks - Commercial & Prescribed

Bulky Items - Commercial, Prescribed & Household

Garden Bin Collection - Per Annum

EDUCATION & PROMOTION

(CIEH) Foundation Certificate in Food Hygiene

Resident or employed in North Norfolk

Other

Specially arranged courses for businesses - held at business premises for their staff only

for up to 15 candidates
per additional candidate up to maximum of 18

V
A
T

2019/20
Charge
£ : p

2020/21
Proposed Charge
£ : p

Charges set
separately under
Delegated Power

Charges set
separately under
Delegated Power

E	£58.00	£59.50
E	£74.00	£75.50
E	£712.00	£725.00
E	£48.00	£50.00

Environmental Health Service Area

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
COMMERCIAL SERVICES			
Food Inspections			
Unfit food inspections	O	£42.00	£43.00
Food export certificates	O	£33.00	£34.00
Officer time per hour (plus VAT)	T	£38.00	£39.00
Sunday Trading Application for loading consent	O	£97.00	£99.00
Food Hygiene Rerating Visits	O	£150.00	£153.00
Registration of Food Premises			
Charge for copies of Register (or parts of)			
- Single Entry	O	£17.00	£17.50
- Part of Register	O	£464.00	£473.00
- Complete Register	O	£984.00	£1,004.00
Private Water Supplies Sampling Regulations			
Laboratory Analysis of a sample	O	The cost of analysis is recovered in full from the Relevant Person(s).	The cost of analysis is recovered in full from the Relevant Person(s).
Sampling - per visit	O	£57.00	£58.00
Other Investigations (e.g. Investigating failure)	O	£102.50	£104.50
Granting an authorisation to depart from the standard authorisation	O	£102.50	£104.50
Risk Assessments			
- Single Private Dwelling	O	£102.50	£104.50
- Small Domestic Supplies	O	£102.50	£104.50
- Large Domestic Supplies	O	£205.00	£209.00
- Commercial or Public Small	O	£205.00	£209.00
- Commercial or Public Medium	O	£307.50	£314.00
- Commercial or Public Large	O	£512.50	£523.00
- Commercial or Public Very Large	O	£512.50	£523.00
Risk Assessment Reviews			
- Single Private Dwelling	O	£52.00	£53.00
- Small Domestic Supplies	O	£52.00	£53.00
- Large Domestic Supplies	O	£102.50	£104.50
- Commercial or Public Small	O	£102.50	£104.50
- Commercial or Public Medium	O	£154.00	£157.00
- Commercial or Public Large	O	£205.00	£209.00
- Commercial or Public Very Large	O	£205.00	£290.00

Environmental Health Service Area		V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
HOUSING ACT NOTICES				
Hazard Awareness Notice				
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	O	£350.00	£357.00
Prohibition/Suspended Prohibition Order		O	£350.00	£357.00
Emergency Remedial Action		O	£350.00	£357.00
Emergency Prohibition Order	For each additional hazard included in Notice	O	£50.00	£51.00
Demolition Order		O	£50.00	£51.00
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		O	£70.00	£71.50
Review of suspended HA 2004 Statutory Notices		O	£70.00	£71.50
HMO LICENSE FEES				
HMO License application fee (up to 6 units of accommodation)		O	£525.00	£535.50
Additional Unit Charge		O	£25.00	£25.50
ENVIRONMENTAL PROTECTION SERVICES				
Statutory Release Fee - Dogs (Charge includes VAT)		T	£25.00	£25.50
Kennel Charges - Base Cost (Daily Kennel Charge is paid ontop of this fee)		T	£81.00	£83.00
Daily Kennel Charge Per Day (Maximum 7 Days)		T	£9.00	£9.50
Land Enquiry (Charge includes VAT)		T	£33.00	£34.00
Contaminated Land Enquiry		T		£31.00
Temporary Stopping Place Fee		T		£40.00
FIXED PENALTY NOTICES				
Breach of CPN or PSPO	- Full Amount		£80.00	£80.00
	- New Licence valid for 1 year	O	£60.00	£60.00
Depositing Litter	- Full Amount	O	£80.00	£80.00
	- New Licence valid for 1 year	O	£60.00	£60.00
Fly Tipping (Section 33 EPA 1990)	- Full Amount	O	£300.00	£300.00
	- New Licence valid for 1 year	O	£200.00	£200.00
Failure to Produce Waste Documentation (Section 34 EPA 1990)		O	£300.00	£300.00

Environmental Health Service Area**TAXI LICENCE FEES****Taxi Licences**

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
Licence to Drive Hackney Carriages or Private Hire Vehicles			
- New Licence valid for 1 year	O	£173.00	£173.00
- New Licence valid for 3 years	O	£173.00	£173.00
- Renewal valid for 1 year	O	£173.00	£173.00
- Renewal valid for 3 years	O	£173.00	£173.00
Hackney Carriage Vehicle Licence			
- New valid for 1 year	O	£149.00	£149.00
- Renewal valid for 1 year with plate	O	£149.00	£149.00
- Renewal valid for 1 year with no plate	O	£130.00	£130.00
Private Hire Vehicle Licence			
- New valid for 1 year	O	£149.00	£149.00
- Renewal valid for 1 year with plate	O	£149.00	£149.00
- Renewal valid for 1 year with no plate	O	£130.00	£130.00
Private Hire Operators Licence			
- New or Renewal valid for 5 years	O	£153.00	£153.00
Taxi Licence Charges			
Replacement Badge & Licence (Name Change)	O	£15.00	£15.00
Replacement Licence (Address Change)	O	£10.50	£10.50
Replacement drivers badge holder with lanyard	O	£3.00	£3.00
Windscreen pouches (additional or replacement)	O	£2.00	£2.00
Replacement plate for vehicle	O	£39.00	£39.00

Environmental Health Service Area

OTHER LICENSING

Premises Licence Fees - Gambling Act 2005

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
Betting Premises (excluding tracks)			
- New Application	O	£2,800.00	£2,800.00
- Annual Fee	O	£560.00	£560.00
- Application to Vary	O	£1,400.00	£1,400.00
- Application to Transfer	O	£1,130.00	£1,130.00
- Application to Reinstatement	O	£1,130.00	£1,130.00
- Application for Prov. Statement	O	£2,800.00	£2,800.00
- Application (Prov. State Holders)	O	£1,130.00	£1,130.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Tracks			
- New Application	O	£1,400.00	£1,400.00
- Annual Fee	O	£930.00	£930.00
- Application to Vary	O	£1,150.00	£1,150.00
- Application to Transfer	O	£880.00	£880.00
- Application to Reinstatement	O	£880.00	£880.00
- Application for Prov. Statement	O	£2,300.00	£2,300.00
- Application (Prov. State Holders)	O	£880.00	£880.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Family Entertainment Centres			
- New Application	O	£1,900.00	£1,900.00
- Annual Fee	O	£700.00	£700.00
- Application to Vary	O	£935.00	£935.00
- Application to Transfer	O	£880.00	£880.00
- Application to Reinstatement	O	£880.00	£880.00
- Application for Prov. Statement	O	£1,900.00	£1,900.00
- Application (Prov. State Holders)	O	£880.00	£880.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00

Environmental Health Service Area**OTHER LICENSING CONTINUED**

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
Adult Gaming Centre			
- New Application	O	£1,900.00	£1,900.00
- Annual Fee	O	£935.00	£935.00
- Application to Vary	O	£935.00	£935.00
- Application to Transfer	O	£1,130.00	£1,130.00
- Application to Reinstatement	O	£1,130.00	£1,130.00
- Application for Prov. Statement	O	£1,900.00	£1,900.00
- Application (Prov. State Holders)	O	£1,130.00	£1,130.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Bingo			
- New Application	O	£3,000.00	£3,000.00
- Annual Fee	O	£935.00	£935.00
- Application to Vary	O	£1,630.00	£1,630.00
- Application to Transfer	O	£1,130.00	£1,130.00
- Application to Reinstatement	O	£1,130.00	£1,130.00
- Application for Prov. Statement	O	£3,000.00	£3,000.00
- Application (Prov. State Holders)	O	£1,130.00	£1,130.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Permits			
Family Entertainment Centres			
- Application Fee	O	£300.00	£300.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
Prize Gaming			
- Application Fee	O	£300.00	£300.00
- Annual Fee	O	£300.00	£300.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
Small Lottery Society			
- Application Fee	O	£40.00	£40.00
- Annual Fee	O	£20.00	£20.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00

Environmental Health Service Area**OTHER LICENSING CONTINUED**

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
Club Gaming			
- Application Fee Permit	O	£200.00	£200.00
- Application Fee Machine Permit	O	£200.00	£200.00
- Annual Fee Permit	O	£50.00	£50.00
- Annual Fee Machine Permit	O	£50.00	£50.00
- Change of Name	O	£25.00	£25.00
- Change of Name Machine Permit	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
- Copy of Permit Machine	O	£15.00	£15.00
License Premises Gaming Machine Permit			
- Application Fee (2 or less)	O	£50.00	£50.00
- Application Fee (3 or more)	O	£150.00	£150.00
- Annual Fee	O	£50.00	£50.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
- Variation	O	£100.00	£100.00
- Transfer	O	£25.00	£25.00
Licences and certificates of suitability			
Skin piercing premises			
- Registration (one-off)	O	£248.00	£248.00
Skin piercing each additional operative at same premises			
- Registration (one-off)	O	£33.00	£33.00
Scrap Metal Dealer			
New/Renewal (3 years)	O	£443.50	£443.50
Scrap Metal Dealer			
Variation	O	£333.00	£333.00
Scrap Metal Collector			
New/Renewal (3 years)	O	£110.50	£110.50
Scrap Metal Collector			
Variation	O	£84.50	£84.50
Sex Shop or sex cinema			
	O	£2,000.00	£2,000.00
Sexual Entertainment Venue			
	O	£2,972.50	£3,000.00
Street Trading Consents			
- Non profit	O	Free	Free
- Commercial	O	£77.00	£77.00

Environmental Health Service Area**OTHER LICENSING CONTINUED**

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
Animal Boarding			
- New/Renewal	O	£302.50	£302.50
- Variation	O	£97.50	£97.50
Verification Inspection Fee for Variation if required.	O	£45.00	£45.00
Dangerous Wild Animals (and vet fees where appropriate)			
- New/Renewal	O	£179.50	£179.50
Dog Breeding (and vet fees where appropriate)			
- New/Renewal	O	£377.50	£377.50
- Variation	O	£52.50	£52.50
(Plus Vet inspection fees if required for the above).	O	£52.50	£52.50
Pet Shop			
- New/Renewal	O	£302.50	£302.50
- Variation	O	£97.50	£97.50
Verification Inspection Fee for Variation if required.	O	£45.00	£45.00
Riding Establishment (and vet fees where appropriate)			
- New/Renewal	O	£377.50	£377.50
Plus DBS fee if required (per employee).	O	£53.60	£53.60
- Variation	O	£52.50	£52.50
(Plus Vet inspection fees ontop if required for the above).	O	£52.50	£52.50
Zoo (and vet fees where appropriate)			
- New/Renewal	O	£232.50	£232.50
Keeping Animals for Exhibition			
- New/Renewal	O	£287.50	£287.50
- Variation	O	£97.50	£97.50
Verification Inspection Fee for Variation if required.	O	£45.00	£45.00
Combination of Activities	O	Equal to the highest activity fee.	Equal to the highest activity fee.
Variation to reduce the licensable activities or numbers of animals	O	£52.50	£52.50
Transfer due to death of licensee	O	£52.50	£52.50
Reissue of Licence (Copy or Name/Address Change).	O	£10.50	£10.50

Environmental Health Service Area

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2019/20
Charge
£ : p

2020/21
Proposed Charge
£ : p

OTHER LICENSING CONTINUED

Premises Licences (Alcohol)

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

Band	Non-domestic rateable value			
A	£0 - £4,300	O	£100.00	£100.00
B	£4,301 - £33,000	O	£190.00	£190.00
C	£33,001 - £87,000	O	£315.00	£315.00
D	£87,001 - £125,000	O	£450.00	£450.00
E	£125,001 and over	O	£635.00	£635.00

Annual charges relating to the above are:

Band	Non-domestic rateable value			
A	£0 - £4,300	O	£70.00	£70.00
B	£4,301 - £33,000	O	£180.00	£180.00
C	£33,001 - £87,000	O	£295.00	£295.00
D	£87,001 - £125,000	O	£320.00	£320.00
E	£125,001 and over	O	£350.00	£350.00
Personal Licence	- Initial Fee	O	£37.00	£37.00

Page 66

Environmental Health Service Area**OTHER LICENSING CONTINUED****Additional Fees and Charges**

		V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
Application for copy of licence or summary on theft, loss etc. of premises licence or summary				
Notification of change of name or address (holder of premises licence)				
		O	£10.50	£10.50
Application to vary to specify individual as premises supervisor				
		O	£23.00	£23.00
Application to transfer premises licence				
		O	£23.00	£23.00
Interim authority notice				
		O	£23.00	£23.00
Application for making of a provisional statement				
		O	£315.00	£315.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary				
		O	£10.50	£10.50
Notification of change of name or alteration of club rules				
		O	£10.50	£10.50
Change of relevant registered address of club				
		O	£10.50	£10.50
Temporary event notices				
		O	£21.00	£21.00
Application for copy of notice on theft, loss etc. of temporary notice				
		O	£10.50	£10.50
Application for copy of notice on theft, loss etc. of personal licence				
		O	£10.50	£10.50
Notification of change of name or address (personal licence)				
		O	£10.50	£10.50
Notice of interest in any premises				
		O	£21.00	£21.00
Application for a minor variation to a premises licence or club premises licence				
		O	£89.00	£89.00
Mobile Home Act 2013 (MHA 2013)				
New Park Home Licence				
	Units - 1-5	O	£210.00	£210.00
	Units - 6-24	O	£225.00	£225.00
	Units - 25-29	O	£240.00	£240.00
	Units - 100 plus	O	£270.00	£270.00
Annual Licence Fee				
	1-3	O	£0.00	£0.00
	4-5	O	£120.00	£120.00
	6-24	O	£180.00	£180.00
	25-29	O	£240.00	£240.00
	100 plus	O	£270.00	£270.00
Licence Transfer				
	n/a	O	£97.50	£97.50
Licence Variation				
	n/a	O	£97.50	£97.50
Deposit of Site Rules				
	n/a	O	£45.00	£45.00

Environmental Health Service Area

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2019/20
Charge
£ : p

2020/21
Proposed Charge
£ : p

ENFORCEMENT TEAM CHARGES

High Hedges Complaint

T

£445.00

£445.00

Legal & Democratic Service Area

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
LEGAL SERVICES			
Legal Work (exclusive of VAT charged)			
Mortgage Redemption			
Preparation of a new lease			
Sale of land			
Preparation of License	T	At Solicitors Hourly Rate.	At Solicitors Hourly Rate.
Private Mortgage			
Quest re: second Mortgage			
Agreement - section 18 Public Health Act 1936			
Legal Work in connection with release of covenant			

Planning Service Area

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
LAND CHARGES			
LLC1			
Official Search of - One Part	T	£0.00	£0.00
Official Search of - Whole			
- Electronic Search	E	£24.00	£24.00
- Additional Parcel	E	£2.00	£2.00
CON 29 Enquiries			
One Parcel			
- Electronic Search	T	£79.00	£79.00
- Additional Parcel	T	£17.50	£17.50
Optional Enquiries			
Printed	T	£18.00	£18.00
Additional	T	£20.00	£20.00
Other Fees relating to Local Land Charges			
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	E	£74.00	£74.00
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)	E	£7.00	£7.00
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977	E	£3.00	£3.00
Inspection of documents filed under Rule 10 in respect of each parcel of land	E	£3.00	£3.00
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	E	£0.00	£0.00

Planning Service AreaV
A
T2019/20
Charge
£ : p2020/21
Proposed Charge
£ : p**PLANNING****Pre-Application Service****Major Applications**

*These fees will be charged upon the submission of proposals for pre-application advice.
For advice on the service provided see separate note.

Outline Applications

Site area up to 2.5 ha.	Per 0.1 ha.	T	£120.00	£120.00
Site area over 2.5 ha.	(Plus £36 per additional 0.1 ha.) (Maximum £36,000)	T	£3,000.00	£3,000.00

Erection of Dwellings (Full or Reserved Matters)

(including change of use to dwellings)

10 to 50 dwellings	Cost for ten. Additional £120 for every dwelling on top	T	£120.00	£1,200.00
Over 50 dwellings	(Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00

Erection of Buildings (Non-residential)

Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T	£120.00	£960.00
Floor space over 3,750 sq..m.	(Plus £36 per additional 75 sq.m.) (Maximum £36,000)	T	£6,000.00	£6,000.00

Erection of Agricultural Buildings

Floor space 1,000 - 4,215 sq.m.	For 1st 1000 sq.m. (Plus £120 per additional 75 sq.m. after 1000 sq.m.)	T	£120.00	£120.00
Floor space over 4,215 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £72,000)	T	£6,000.00	£6,000.00

Erection of Glasshouses

Floor space over 1000 sq.m.		T	£600.00	£600.00
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<u>Planning Service Area</u>	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
PLANNING CONTINUED			
<u>Erection, Alteration or Replacement of Plant or Machinery</u>			
Site area up to 5 ha.	T	£1,200.00	£1,200.00
Site area over 5 ha.	T	£6,000.00	£6,000.00
<u>Engineering or Other Operations</u>	T	£600.00	£600.00
<u>Car Parks and Service Roads for existing uses (In relation to Major planning application)</u>	T	£60.00	£60.00
<u>Change of Use of Land or Building to Dwellings</u>			
10 to 50	T	£1,200.00	£1,200.00
over 50	T	£6,000.00	£6,000.00
<u>Other Changes of Use</u>			
Variation/Removal of a condition	T	£120.00	£120.00
Renewal of a temporary permission	T		£60.00
			£60.00
<u>Bronze</u>			
Householder or Commercial up to 50 sq. metres	O	£95.00	£95.00
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres	O	£295.00	£295.00
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts	O	£195.00	£195.00
Other (Advert, agricultural, telecoms)		Free	Free
<u>Silver</u>			
Householder or Commercial up to 50 sq. metres	O	£195.00	£195.00
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres	O	£595.00	£595.00
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts	O	£395.00	£395.00
Other (Advert, agricultural, telecoms)	O	Free	Free

Planning Service Area

PLANNING CONTINUED

Extras:

Additional Plans

Additional Meeting

Discharging of conditions

- Non householder permission

- Householder permission

Building Control Fees

Hourly rate included within
calculated fee.

V
A
T

T

T

T

T

T

**2019/20
Charge
£ : p**

£95.00

£95.00

Statutory

Statutory

£60.00

**2020/21
Proposed Charge
£ : p**

£95.00

£95.00

Statutory

Statutory

£60.00

Planning Service AreaV
A
T2019/20
Charge
£ : p2020/21
Proposed Charge
£ : p**PLANNING - MISCELLANEOUS**

High Hedges Complaint

T

Supply of Information on Permitted Use/History

Administrative Staff - per hour

T

£49.50

£49.50

Professional Staff - per hour

T

£97.00

£97.00

Check compliance with Conditions (for Solicitors, Agents)

Administrative Staff - per hour

T

£49.50

£49.50

Professional Staff - per hour

T

£97.00

£97.00

General Research

Administrative Staff - per hour

T

£49.50

£49.50

Professional Staff - per hour

T

£97.00

£97.00

Naming of new street, consultation process and notifica

Single Street

T

£125.00

£125.00

2-5 Streets

T

£250.00

£250.00

5+ Streets

T

£500.00

£500.00

Street numbering Schemes

1-5 Plots

T

£80.00

£80.00

6-10 Plots

T

£70.00

£70.00

11-50 Plots

T

£60.00

£60.00

50+ Plots

T

£50.00

£50.00

Change of property name

T

£25.00

£25.00

Page 7

Planning Service Area

PLANNING - Policy

Inset Maps

A1 Maps

A2 Maps

A3 Maps

Admin Fee to join the Customer & Self Build Housing Register

V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
O		£5.52
O		£3.12
O		£1.32
O		£25.00

Finance & Assets Service Area

	V A T	2019/20 Charge £ : p	2020/21 Proposed Charge £ : p
PROFESSIONAL ESTATE SERVICES			
Application fee for Events (per application).	O	£50.00	£50.00
Application fee for Events (per application) - Charitable Events	O	£25.00	£25.00
Estate Service (Land and Property Transactions)	O	£250.00	£70.00
Licence Admin Fee	O	£50.00	£50.00
Disposal of Assets/Asset Proposal Admin Fee	O	£50.00	£50.00
Licence for table with three chairs	O	£60.00	£60.00
PARKLANDS CARAVAN SITE			
Site Per Year	T	£1,125.58	Increased by RPI as under Mobile Homes Act.
			Increased by RPI as under Mobile Homes Act.

Treasury Management Half Yearly Report 2019/20

Introduction

The Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports.

The Authority's treasury management strategy for 2019/20 was approved at a meeting on 27th February 2019. The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 27th February 2019.

External Context

Economic background: UK Consumer Price Inflation (CPIH) fell to 1.7% year/year in August 2019 from 2.0% in July, weaker than the consensus forecast of 1.9% and below the Bank of England's target. The most recent labour market data for the three months to July 2019 showed the unemployment rate edged back down to 3.8% while the employment rate remained at 76.1%, the joint highest since records began in 1971. Nominal annual wage growth measured by the 3-month average excluding bonuses was 3.8% and 4.0% including bonuses. Adjusting for inflation, real wages were up 1.9% excluding bonuses and 2.1% including.

The Quarterly National Accounts for Q2 GDP confirmed the UK economy contracted by 0.2% following the 0.5% gain in Q1 which was distorted by stockpiling ahead of Brexit. Only the services sector registered an increase in growth, a very modest 0.1%, with both production and construction falling and the former registering its largest drop since Q4 2012. Business investment fell by 0.4% (revised from -0.5% in the first estimate) as Brexit uncertainties impacted on business planning and decision-making.

Tensions continued between the US and China with no trade agreement in sight and both countries imposing further tariffs on each other's goods. The euro area Purchasing Manager Indices (PMIs) pointed to a deepening slowdown in the Eurozone. These elevated concerns have caused key government yield curves to invert, something seen by many commentators as a predictor of a global recession.

The Bank of England maintained Bank Rate at 0.75% and in its August Inflation Report noted the deterioration in global activity and sentiment and confirmed that monetary policy decisions related to Brexit could be in either direction depending on whether or not a deal is ultimately reached.

Financial markets: After rallying early in 2019, financial markets have been adopting a more

risk-off approach in the following period as equities saw greater volatility and bonds rallied (prices up, yields down) in a flight to quality and anticipation of more monetary stimulus from central banks. Gilt yields remained volatile over the period on the back of ongoing economic and political uncertainty. Recent activity in the bond markets and PWLB interest rates highlight that weaker economic growth remains a global risk.

Credit background: There were minimal credit rating changes during the period.

Our treasury advisor Arlingclose will provide credit ratings which are specific to wholesale deposits including certificates of deposit, rather than provide general issuer credit ratings. Non-preferred senior unsecured debt and senior bonds are at higher risk of bail-in than deposit products, either through contractual terms, national law, or resolution authorities' flexibility during bail-in. Arlingclose's creditworthiness advice will continue to include unsecured bank deposits and certificates of deposit (CDs) but not senior unsecured bonds issued by commercial banks.

Local Context

On 31st March 2019, the Authority had net investments of £35.450m arising from its revenue and capital income and expenditure. The treasury management position at 30th September 2019 and the change during the year is shown in Table 1 below.

Table 1: Treasury Management Summary

	31.3.19 Balance £m	Movement £m	30.9.19 Balance £m
Long-term borrowing	0	0	0
Short-term borrowing	-3.000	-7.000	-10.000
Total borrowing	-3.000	-7.000	-10.000
Long-term investments	34.250	0	34.250
Short-term investments	4.200	-3.300	0.900
Total investments	38.450	-3.300	35.150
Net borrowing / investments	35.450	-10.300	25.150

Borrowing Strategy during the period

At 30th September 2019 the Authority held no long-term loans, (same position as at 31st March 2019), as part of its strategy for funding previous and current years' capital programmes. Some external borrowing is assumed in the current estimates of future year's capital funding, but has not yet been taken out.

The Authority's chief objective when borrowing will be to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

With short-term interest rates remaining much lower than long-term rates, the Authority considers it to be more cost effective in the near term to use internal resources or borrowed rolling temporary / short-term loans instead of longer term debt.

Other Debt Activity

Although not classed as borrowing, the Authority can raise capital finance via Private Finance Initiatives and finance leases, etc. The Authority has not done this in the period to 30th September 2019.

Treasury Investment Activity

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves. During the six-month period, the Authority's investment balances ranged between £34.270m and £46.985m due to timing differences between income and expenditure. The investment position is shown in table 2 below.

Table 2: Treasury Investment Position

	31.3.19 Balance £m	Net Movement £m	30.9.19 Balance £m	30.9.19 Rate of Return %
Banks & building societies (unsecured)	0.000	0.000	0.000	n/a
Covered bonds (secured)	2.250	0.000	2.250	1.01
Government (incl. local authorities)	2.000	-2.000	0.000	0.90
Corporate bonds and loans	0.000	0.000	0.000	n/a
Money Market Funds	2.200	-1.300	0.900	0.72
<i>Cash plus funds</i>	3.000	0.000	3.000	1.15
<i>Short-dated bond funds</i>	3.000	0.000	3.000	0.97
<i>Strategic bond funds</i>	5.000	0.000	5.000	3.04
<i>Equity income funds</i>	8.000	0.000	8.000	5.59
<i>Property funds</i>	5.000	0.000	5.000	3.04
<i>Multi asset income funds</i>	8.000	0.000	8.000	4.49
Total investments	38.450	-3.300	35.150	3.08

**Weighted average maturity will apply to the first five categories above and to cash plus and bond funds.*

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before

seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

In furtherance of these objectives, and given the increasing risk and falling returns from short-term unsecured bank investments, the Authority has diversified into more secure and/or higher yielding asset classes. The Authority's Treasury advisors, Arlingclose, compile quarterly investment benchmarking across their client base. Table 3 shows extracts from this, focussing on measures of risk (credit rating and bail-in exposure) and return (Rate of return).

Table 3: Investment Benchmarking – Treasury investments managed in-house

	Credit Score	Credit Rating	Bail-in Exposure	Weighted Average Maturity (days)	Rate of Return %
31.03.2019	3.00	AA	34%	80	0.92%
30.09.2019	6.28	A	100%	1	0.92%
Similar LAs	4.26	AA-	61%	80	0.86%
All LAs	4.28	AA-	62%	28	0.83%

*Weighted average maturity

The Authority's £32m of externally managed pooled funds generated an £0.583m income return which is used to support services in year, and £1.6m of capital growth. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives is regularly reviewed.

Non-Treasury Investments

The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in MHCLG's Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return.

The Authority also holds £4.023m of such investments in

- directly owned property £0.923m
- loans to housing associations £3.1m

These investments are expected to generate £0.183m of investment income for the Authority in the year after taking account of direct costs, representing a rate of return of 4.5%. This compares favourably against Treasury investment rates, particularly against shorter term deposits. These investments represent a different risk to the Authority, as property investments do not carry the same interest rate or credit risk, but there is the risk of loss of income through voids and other market factors. They also require more staff time to manage than externalised pooled investments.

The Authority does not currently rely on these funds from Non-Treasury investments to balance the budget, but in a climate of reduced Government funding, is likely to do so more in the future. To guard against the risk of reducing levels of income from these investments, they are proactively managed by experienced and qualified individuals within the Authority, with external advice as required.

Treasury Performance

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 4 below.

Table 4: Performance

	Actual £m	YTD Budget £m	Over/ (under)	Actual %	Budget %	Over/ under
Term Deposits & Covered Bonds	0.035	0.007	0.028	0.81	1.09	Under
Pooled Funds	0.583	0.607	(0.024)	3.63	3.57	Over
Total treasury investments	0.618	0.614	(0.004)	4.44	4.66	Under

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the first 6 months of the 2019/20 financial year complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 5 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 6 below.

Table 5: Debt Limits

	H1 Maximum	30.9.19 Actual	2019/20 Operational Boundary	2019/20 Authorised Limit	Complied? Yes/No
Total debt	£12m	£10m	£15.030m	£23.400m	Yes

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Table 6: Investment Limits

	Half-year Maximum	30.9.19 Actual	2019/20 Limit	Complied? Yes/No
Any single organisation, except the UK Central and Local Government	Nil	Nil	£6m each	Yes
UK Central and Local Government	£2m	Nil	Unlimited	
Any group of organisations under the same ownership	Nil	Nil	£6m per group	Yes
Any group of pooled funds under the same management	Max £7m	Max £7m	£15m per manager	Yes
Negotiable instruments held in a broker's nominee account	£2.25m (King & Shaxon)	Nil	£10m per broker	Yes
Foreign countries	Nil	Nil	£6m per country	Yes
Registered providers and registered social landlords	Nil	Nil	£10m in total	Yes
Unsecured investments with building societies	Nil	Nil	£5m in total	Yes
Loans to unrated corporates	Nil	Nil	£5m in total	Yes
Money Market Funds	£11.425m	£0.9m	£16m in total	Yes
Real estate investment trusts	Nil	Nil	£10m in total	Yes

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	30.9.19 Actual	2019/20 Target	Complied?
Portfolio average credit score	6.28	6.0	No

At the half year, due to cash flows, the Authority had very low levels of liquid cash which were deposited mostly with Barclays Bank. This reduces the average credit score of the portfolio below its usual levels, so we have not complied with this indicator.

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing

	30.9.19 Actual	2019/20 Target	Complied?
Total cash available within 3 months	£0.9m	£3m	No

The current market for short term borrowing means liquidity is easily accessible, so it has not been necessary to hold excess liquid cash in the bank or Money Market Funds.

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	30.9.19 Actual	2019/20 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£0.04m	£0.6m	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0.04m	£0.6m	Yes

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	30.9.19 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	£10m	100%	0%	Yes
12 months and within 24 months	0	100%	0%	Yes
24 months and within 5 years	0	100%	0%	Yes
5 years and within 10 years	0	100%	0%	Yes
10 years and above	0	100%	0%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than a year: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2019/20	2020/21	2021/22
Actual principal invested beyond year end	£34.25m	£32m	£32m
Limit on principal invested beyond year end	£42m	£42m	£42m
Complied?	Yes	Yes	Yes

Outlook for the remainder of 2019/20

The global economy is entering a period of slower growth in response to political issues, primarily the trade policy stance of the US. The UK economy has displayed a marked slowdown in growth due to both Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations have eased dramatically.

The Authority expects Bank Rate to remain at 0.75% for the foreseeable future but there remain substantial risks to this forecast, dependant on Brexit outcomes and the evolution of the global economy. Expectations are for gilt yields to remain at low levels for the foreseeable future and the risks to be weighted to the downside; that volatility will continue to offer longer-term borrowing opportunities.

	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22
Official Bank Rate													
Upside risk	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Arlingclose Central Cas	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Downside risk	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75

MEDIUM TERM FINANCIAL STRATEGY – 2020/21 TO 2023/24

- Summary:** This report presents an updated Medium Term Financial Strategy (MTFS) for the period 2020/21 to 2023/24. The strategy has been updated to support the Corporate Plan for the period 2019 to 2022.
- Options considered:** The MTFS has been refreshed in the year and provides an updated financial projection in support of the 2020/21 budget process.
- Conclusions:** The financial position for 2020/21 is currently showing a small surplus with deficits in future years. The MTFS identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.
- Recommendations:** **It is recommended that:**
- 1) Members consider and note:**
 - a) The current high level financial forecast for the period 2020/21 to 2023/24;**
 - b) The current capital funding forecasts;**
 - 2) Members consider and recommend to Full Council:**
 - a) The revised reserves statement as included at Appendix 2 to the financial strategy.**
- Reasons for Recommendations:** To refresh the Medium Term Financial Strategy in line with the Corporate Plan and to inform the detailed budget work for 2020/21.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

<i>2019/20 Budget report and in year budget monitoring reports.</i>

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
Contact Officer, telephone number and email: Duncan Ellis, Head of Finance and Assets, 01263 516330, duncan.ellis@north-norfolk.gov.uk	

1. Introduction

- 1.1 The paper attached as an appendix to this covering report sets out the Medium Term Financial Strategy (MTFS) for the period 2020/21 to 2023/24. It

sets out how both the external financial changes and internal budget pressures will impact on the overall financial position of the Council for the next four years.

- 1.2 In addition, the Financial Strategy updates the Council's high level financial projections for the medium term. It identifies the budgetary pressures on the Council during the period of the Corporate Plan by examining inflation, service pressures, income streams, reserves and the capital programme and seeks to identify strategies for addressing these areas within the overall context of the revenue and capital budgets.
- 1.3 This is the first MTFS to be based on the new Corporate Plan as approved by Full Council in November 2019.
- 1.4 Revised high level funding projections have been made and are included within the MTFS. These have been informed by the 2018/19 outturn position along with the in-year budget monitoring and updating for delivery of savings and additional income that was factored into the current and future financial forecasts as part of the 2019/20 budget process.
- 1.5 As part of the annual budget process the Financial Strategy is the first of a number of pieces of work which culminate in setting the annual budget for the forward financial year in February 2020.

2. Background

- 2.1 The Council's MTFS is the strategic document which supports the delivery of the Corporate Plan outcomes. It establishes how the Council's priorities will be achieved by setting out the framework within which resources are available over the medium term and the financial challenges facing the Council in terms of future funding gaps.
- 2.2 Traditionally this has been produced annually ahead of the budget setting process in February and an update is now due. However, best practice guidance from the Chartered Institute of Public Finance (CIPFA) recommends having a distinct split between the MTFS (which is produced ahead of the budget process) and what they consider to be a Medium Term Financial Plan (MTFP) which is considered alongside the budget.
- 2.3 The attached document has therefore been refocused to better align with this guidance.

3. MTFS vs MTFP

- 3.1 CIPFA identifies the MTFS as being the method by which the Council plans to translate its long-term goals into action by considering;
 - Where is the organisation now?
 - Where does the organisation want to be?
 - What are the organisations plans to get there?
- 3.2 It helps to ensure that the Council is 'doing the right thing' while taking account of internal strengths/weaknesses and external threats/opportunities. It should also provide a link between the Council's long-term service

objectives and its financial capacity, which effectively asks the question ‘can the strategic objectives be achieved within the available financial envelope?’

- 3.3 The aim shouldn't be to provide provisional budget figures but to provide a framework and context to support and inform the medium term planning considerations and the budget setting process.
- 3.4 Essentially the MTFS should include consideration of a broad range of factors that influence the Council's long-term financial success including;
 - The nature, level and balance of income sources;
 - Exposure to volatile income streams;
 - The cost base, especially overhead costs;
 - The financial structure and staffing levels;
 - The financial context;
 - The organisation's financial management policies, systems and processes and;
 - The relationships with key financial stakeholders.
- 3.5 The MTFP however has a distinctly different focus, being the annual review of the Council's 3-year budgetary plan, giving consideration to the financial climate at both the local and national level together with available resources and budgetary pressures.
- 3.6 It focuses on the revenue expenditure for the day-to-day running costs of providing services and also the capital expenditure which considers long-term investment in infrastructure to support service delivery and income generation.
- 3.7 The MTFP should therefore provide;
 - A system that produces budgets over 3 years which are meaningful at the level of service delivery;
 - A planning mechanism which generates objectives and targets for 3 forward years;
 - A process which draws together the financial and planning processes and ensures they are consistent;
 - A mechanism to give the Council a firm indication of available funding in the forward years and;
 - A process which allows the outturn expenditure and outputs delivered to be measured against budgeted expenditure and targets.
- 3.8 The MTFS was significantly refocused last year so it isn't felt that it needs to be fundamentally changed but application of the best practice guidance should improve the overall budget process and strengthen both the MTFS and MTFP.

4. **Financial Implications and Risks**

- 4.1 The detail within the financial strategy has highlighted the significant challenges that Local Authorities are facing in terms of the forecast funding reductions.
- 4.2 The strategy provides an update to the funding forecasts for the period 2020/21 to 2023/24.
- 4.3 The Strategy provides details of a programme of key themes that will be delivered over the period of the financial strategy that will assist in reducing the forecast budget gap.

3 Sustainability

- 3.1 This report does not raise any sustainability issues.

4. Equality and Diversity

- 4.1 This report does not raise any equality and diversity issues.

5. Section 17 Crime and Disorder considerations

- 5.1 This report does not raise any Crime and Disorder considerations.

Medium Term Financial Strategy

2020/21 to 2023/24

North Norfolk District Council

Executive Summary

North Norfolk District Council's Medium Term Financial Strategy (MTFS) is a strategic document that supports the delivery of the Corporate Plan outcomes. The MTFS establishes how the Council's priorities will be achieved by setting out the framework within which resources are available over the medium term and the financial challenges facing the Council in terms of future funding gaps. It is the method by which the Council plans translates its long-term goals into action by considering;

- Where the Council is now
- Where the Council wants to be
- What the Council's plans are to get there

The MTFS helps to ensure that the Council is 'doing the right thing' while taking account of internal strengths/weaknesses and external threats/opportunities. It should also provide a link between the Council's long-term service objectives and its financial capacity, which effectively asks the question 'can the strategic objectives be achieved within the available financial envelope?'

The aim shouldn't be to provide provisional budget figures but to provide a framework and context to support and inform the medium term planning considerations and the budget setting process. Essentially the MTFS should include consideration of a broad range of factors that influence the Council's long-term financial success.

The MTFS Aims to:

- provide a high-level assessment of the resources available to support the Corporate Plan outcomes, outlining the high level funding projections for the following four financial years (beyond the current year);
- explore the financial context in which the Council operates taking into account a number of local and national factors. These will include known spending pressures and commitments, along with forecast future funding reductions and the impact of the national economic outlook;
- explore the demands on the capital programme both in terms of ambition and resources along with the impact on the revenue account and reserve levels held by the Council;
- highlight how the Strategy links in with and supports other Council strategies and policies;
- assess the risks on which the Strategy is based;
- provide preparatory work for the following year's budget;
- address the sustainability of the Council's financial position.

The MTFS is fundamentally linked to the Corporate Plan, a summary of which can be found on the Council's website [here](#). The following diagram provides an overview of the financial processes undertaken by the Council to ensure value for money for the tax payers.



The updated high level funding forecasts in this strategy build on previous figures from the 2019/20 Budget setting exercise, which were forecasting future year deficits in the region of £2m. The updated forecasts below differ significantly from this, in the main this is due to postponement of the Fair Funding Review, Business Rates Review and the Spending Review, all of which have been impacted by the ongoing Brexit negotiations which have led to a one-year Settlement which has meant the continuation of the previous funding regime for a further year.

	<i>2020/21 Updated Projection</i>	<i>2021/22 Updated Projection</i>	<i>2022/23 Updated Projection</i>
Collection Fund - Parishes	(2,420,382)	(2,523,481)	(2,630,456)
Collection Fund - District	(6,397,258)	(6,751,054)	(7,126,515)
Retained Business Rates	(5,191,823)	(4,958,845)	(5,028,223)
Revenue Support Grant	(89,861)	0	0
New Homes Bonus	(1,233,832)	(586,071)	(468,536)
Rural Services Delivery Grant	(483,771)	0	0
Income from Government Grant and Taxpayers	(15,816,928)	(14,819,451)	(15,253,730)
(Surplus)/Deficit	(430,013)	1,012,994	931,531

The Council is currently projecting a deficit position from 2021/22 onwards. Forecasting the deficit allows the Council time to plan mitigating actions more effectively, meaning we are more likely to be successful. This strategy will explore some of the Council's plans for addressing this deficit and consider some of the assumptions included.

Contents

1. Context
2. Corporate Plan 2019-2023
3. National Pressures
4. Local Pressures
5. Inflation
6. Funding changes
7. Income
8. Links to other strategies
9. Looking forward
10. Closing the budget gap
11. Risk assessment
12. Conclusions

Tables and Charts

Chart 1: Inflation forecast

Chart 2: New Homes Bonus payments (Feb 2019)

Chart 3: Settlement Funding Assessment (Feb 2019)

Chart 4: Funding Sources as at (Feb 2019)

Chart 5: Settlement Funding Assessment (Sept 2019)

Chart 6: Funding Sources (Sept 2019)

Chart 7: Funding from Business Rates Retention (Sept 2019)

Chart 8: New Homes Bonus Payments (Sept 2019)

Chart 9: Council Tax Shares

Chart 10: Council Tax Band D Projections

Chart 11: Taxbase and Taxbase Projections

Chart 12: Fees and Charges Income Projections

Chart 13: Reserve Balances as at 01/04/19

Chart 14: Projected Reserve Balances as at April 2024

Chart 15: Capital Programme 2019/20

Chart 16: Savings and Additional Income

Table 1: New Homes Bonus Legacy Payment Projections

Table 2: Projected Council Tax Income Growth

Table 3: Deficit Forecasts as per 2019/20 Budget

Table 4: Updated Deficit Forecasts Based on Updated Settlement Assumptions

Table 5: 2020/21 Variance between Forecasts and Updated Settlement Assumptions

Table 6: Previous Digital Transformation Savings Assumptions

Appendix 1: Reserve Statement

Appendix 2: Capital programme

1. Context

Demographic and landscape issues that set the scene for the budget and financial strategy

The population of North Norfolk is gradually increasing, with residents living longer. There is a higher than average number of residents migrating into the district, particularly in the 50-64 years' age group as people retire to the area. When compared to county and regional averages, there are far more over 55 year olds proportionately that live in North Norfolk; this puts pressure on services such as Adult Social Care in the district.

North Norfolk has a fairly low index of deprivation score, but is higher than the Norfolk and East of England averages. Areas of deprivation often require higher levels of service provision and are a budget pressure for both NNDC and the County Council. Barriers to housing services and living environment are the highest deprived domains within North Norfolk and these are increasing in deprivation.

The strongest business sectors in the district are:

- Accommodation and food services
- Manufacturing
- Arts, entertainment and recreation
- Retail

There is a higher than average number of micro-businesses in North Norfolk and this trend is increasing. This area has a lower than average number of new business start-ups. The Council offers support for its small businesses through Business Rates relief schemes.

North Norfolk has proportionally more residential property sales than the East of England average, with house prices higher than the County average. The unaffordability of houses and number of second homes is proportionally higher in North Norfolk and is on the increase. The high number of second homes particularly increases the burden on Council services, as well as affecting the sense of community in individual areas with a high number of second homes.

A large part of the North Norfolk economy is dependent on tourism and travel to the area, with the Council itself benefiting directly from tourism in the form of car parking income. Visitor trips to North Norfolk are increasing, with July, August and December being the most popular months for tourists. Overall, visitors spend and the numbers of jobs in the tourism sector are increasing.

2. Corporate Plan 2019 - 2023

'Putting our customers at the heart of everything we do'

In May 2019 a new Council was elected and the Council has adopted a new Corporate Plan which sets out the intent and ambition of the authority for the period 2019 – 2023.

The Corporate Plan details the Council's vision for the next four years. It will provide the framework and context for the Council's service provision, project interventions and resource allocation (financial and staffing) for the period through to 2023. The Plan will be subject to annual review to ensure that it continues to reflect the Council's priorities and objectives throughout the next four years in response to emerging trends, policy developments and legislation.

It reflects the essential needs and aspirations of our customers and communities and how we feel the Council can best use its resources to deliver services and outcomes that make a positive difference for everyone who lives in, works in or visits North Norfolk.

However, despite the District having a number of very positive attributes we also have some big challenges: – responding to environmental change, increasing housing supply, supporting economic growth, meeting the challenges of service delivery to rural communities and the needs of both our young people and a rapidly ageing population.

The Corporate Plan identifies six key themes where we would propose developing actions and allocating resources to respond to the challenges our district faces in the years to come as detailed below;

- Local Homes for Local Need
- Boosting Business Sustainability and Growth
- Climate, Coast and the Environment
- Quality of Life
- Customer Focus
- Financial Sustainability

Planning for the future is challenging, especially given the broad range of services we provide, and the competing demands for increasingly scarce resources. All our services are committed to making improvements and finding savings, so that the Council remains efficient, effective and meets the day to day needs of the communities we serve. The purpose of the Corporate Plan is to focus on those priorities where we need to give specific attention. It will help us target better our dwindling capital and revenue resources and help direct and focus any bids for external grant support. The Plan also provides a framework against which we can assess our progress to support the needs of our customers and communities.

The Delivery Plan, which will support the objectives contained within the Corporate Plan, is scheduled to be approved by Full Council in January 2020. This will detail how we will judge our performance; it will also be the means by which the Council agrees its improvement objectives. It will include the expected outcomes from each of the six key themes and be supported by a set of priority actions and measures through which the Council will undertake a self-assessment of the level of improvement made.

Underpinning the Corporate Plan is the day to day business that departments undertake and which will be reflected in departmental Service Plans. All Service Plans are linked to the Corporate Plan. These plans also include the performance measures by which the delivery of

wider improvement activity can be managed. The Corporate Plan is a living document and will be regularly reviewed throughout its life to reflect changes in the local, regional and national context.

The priorities within the Corporate Plan were developed by talking with, and listening to the community, Elected Members, staff and other key stakeholders all of whom have helped to shape the content of the Plan.

Our Strategic Priorities 2019 - 2023

The Delivery Plan is still under development but is expected to include a series of priority actions and measures that we will monitor to assess if we have made a difference. Progress and tracking against the identified actions and delivery of the outcomes will form a key part of the Council's performance management framework.

Investment in Priority Areas

Whilst the overall level of the Council's resources is reducing it is important that a clear focus is maintained on matching funding to priorities. This will remain a key focus over the coming years to ensure the aspirations contained within the new Corporate Plan and the projects contained within the Delivery Plan are realised.

Our Vision

In order to develop a long term plan, every organisation needs to set an aspiration of where the organisation is aiming to be in the future. This enables everyone to be united in a shared direction and purpose. The Council's aspiration is as follows:

North Norfolk District Council – putting our customers at the heart of everything we do

Our Values

Our values represent the beliefs and expected behaviour of everyone working for North Norfolk District Council. Our values, which aim to support quality services, we;

- Respect everyone and treat everyone fairly
- Are open and honest and listen
- Strive to offer the best value for money service
- Welcome new challenges and embrace change

'One Team' Team Approach

In order to deliver high quality services, we need to have excellent teams to deliver them. We recognise that our staff are our most important resource at the heart of the services we provide. We are committed to investing in staff and their development so that we have well trained and supported employees, providing professional services and who are happy and motivated in their work. The One Team approach also includes Members to ensure we work closely together to deliver our priority outcomes and that their training needs are also met as part of their ongoing development.

3. National Pressures

Some financial pressures are driven nationally and are beyond the control of the Council and may come about due to policy directions or new legislation from Central Government.

Some of these which impact NNDC are shown below

Brexit

Following the Brexit referendum result we were due to leave the European Union (EU) on 29 March 2019. This was subsequently extended to the 31 October and the revised date is now 31 March 2020. At present it is still unclear as to exactly what deal will be negotiated and how this might then impact on a raft of factors including Local Government funding, inflation, businesses, availability of labour for construction etc. Due to the level of uncertainty this poses it is flagged as a risk rather than having any quantifiable financial cost at the present time.

Volatility of investments, cost of commodities and access to funding streams are all likely to affect NNDC post-Brexit and indeed are already being felt in terms of things such as the waste contract negotiations. The focus and resource requirements of Brexit have also had an inevitable impact on the Spending Review, Fair Funding Review and Business Rates Review, all of which have slipped in terms of their original timescales and these are discussed in more detail below.

General election

Off the back of the uncertainty surrounding the ongoing Brexit negotiations a General Election has been called for 12 December. The timing of this has not been particularly helpful in terms of the Settlement announcement and this is discussed in more detail below. The result of the election will undoubtedly impact on Government spending priorities for future years but until the results are known and policies developed it will not be possible to assess any potential impact.

Low interest rates

The Bank of England bank remains at 0.75%. Investment income continues to be an important source of income and is generated from investment of the Council's reserves and surplus funds from the timing of daily cash flows. In this climate of low interest rates we've had to work hard to generate investment returns that outstrip inflation.

If this does not happen, not only does this put pressure on our budget through lost investment income, but inflation effectively erodes the spending power of the invested cash. On the upside, borrowing continues to be relatively cheap although a recent 1% increase in rates from the Public Works Loan Board (PWLB) has not been particularly helpful. However there remain a number of alternatives available to the Council as potential sources of capital funding for the council and which also provide an effective tool to help manage cash flows. As can be seen below the current rate of CPI inflation as at September 2019 is 1.7% which is significantly (0.7%) lower than at the same time last year, and our average rate of return on investments is 3.08%. The current year's budget assumes that an average rate of 3.5% (3.3% 2018/19) will be achieved delivering income of just over £1.344m (£1.3m 2018/19 outturn).

4. Local Pressures

These arise from local circumstances and demand for services. The financial effects of these must be dealt with by the Council, as there is often no external funding

Local Economic changes

NNDC derives significant sums of income from fees and charges for services such as car parking and planning. These will be affected by factors outside the Council's control, such as the weather, consumer confidence and the general health of the economy.

Waste Management

Waste management currently represents a pressure for two reasons. The first relates to the current outsourced contract, which is coming to an end in March 2020 and is in the process of being re-procured, with the new contract award expected in December. This represents a potential cost pressure as market conditions have changed since the contract was last let, during the negotiations it has also become apparent that the ongoing impact of Brexit has also led to more uncertainty around a number of connected markets which may impact on the final contract price.

Recycling income is also under threat as recent quality control developments in China have effectively closed that market with income reducing as a result although actions have been taken to reduce our exposure to this, with the majority of the exposure currently resting with Norfolk Environmental Waste Services Ltd (NEWS).

Local Council Tax Support Schemes (LCTS)

The LCTS scheme was implemented in April 2013 as a replacement to Council Tax Benefit. This change was part of wider welfare reforms to reduce expenditure, giving responsibility of the replacement scheme to Local Councils. LCTS schemes should encourage people into work and be based on the ability to pay. Previously the Council Tax Benefit scheme was 100% funded through subsidy paid to the Council from the Department for Work and Pensions (DWP).

From April 2013 each billing authority was given the discretion to set their own scheme, although at the outset the government did stipulate that the scheme would not change the 100% maximum support for low income pensioners i.e. they would receive the same level of support as they did under the system of Council Tax Benefit. Funding for LCTS is no longer received as a separate subsidy grant but is now within the overall Local Government Funding system as non ring-fenced funding within the Revenue Support Grant (RSG) and baseline funding level. The local scheme (for North Norfolk) has remained the same since the introduction of LCTS in 2013/14. The local scheme means that those of working age previously entitled to 100% maximum council tax benefit are required to pay a maximum of 8.5% of their council tax liability.

With the changes made for the rollout of Universal Credit there will be implications for the cost of LCTS schemes. The Council will need to review options going forward to ensure this remains a cost effective, affordable scheme.

Workforce

We recognise that our staff are our most important resource at the heart of the services we provide. We currently have 274 full time equivalent posts and 311 actual members of staff. Our pay bill is our most significant area of direct spend and stands at £12.1m as per the 2019/20 budget.

NNDC contributes 14.5% of the basic salary of all staff in the pension scheme. In 2019/20 this equated to nearly £1.2m.

NNDC also contributed £0.97m to reduce the deficit in the scheme in 2019/20. As a result of the triennial valuation, this will rise to £1.12m in 2020/21, £1.16m in 2021/22 and £1.19m in 2022/23 – all these figures are fixed so do not depend on the number of people in the pension scheme.

Since the last valuation, the funding position has improved from 74% to 89% and the deficit reduced from £20.530 million to £9.202 million, largely due to an increase in annual investment return from 3.8% to 4.2%. Also the investment return on assets in total from March 2016 to March 2019 was 29.1%.

Temporary accommodation

The council has a duty to provide emergency/temporary accommodation (TA) for homeless households whilst assessing their case and/or ahead of securing more permanent accommodation. A range of accommodation is currently used to cover this duty: two units owned by NNDC, some units owned by housing associations, and rooms in hotels/bed & breakfasts.

Whilst some of the costs of this accommodation are covered by housing benefit this is only payable up to 90% of the Local Housing Allowance (LHA) which is the amount set by government that can be covered by housing benefit. The difference between the actual cost and housing benefit levels is borne by the council. This has been increasing over recent years, with last year's deficit being just under £80k and current forecasts for the end of this financial year at c£170k. As well as the costs to NNDC, many of the current TA options offer poor housing conditions for often vulnerable households – accommodation that is not self-contained, not within District and is used for increasingly lengthy periods (the current longest stay in B&B style TA is 42 weeks).

5. Inflation

Inflation is the rate at which the prices for goods and services that the Council buys are expected to rise. At the end of September, Consumer Price Index (CPI) inflation was at 1.7%, which is now below the Bank of England's target rate of 2%

Staff Pay - the forecasts assume an annual pay award of 2% but also turnover savings (for staff leaving and temporarily vacant posts etc) of 2%. The Council is part of a national pay agreement and as a guide for NNDC, 1% equates to approximately £108,000 annually. Therefore, should the annual pay award agreement be different to the 1% assumed, say for example by 0.5%, this would equate to an additional cost of £54,000 per annum.

General prices and contracts - the Council assumes in this financial strategy that inflation will follow the pattern in the graph below as outlined by the Office for Budget Responsibility (OBR) with general price increases being assumed at around 2%. There are also some areas and contracts, such as the waste contract, which use different indices to calculate annual increases and these are taken account of where appropriate.

Income (fees and charges) – In recent years' budgets for fees and charges have included a 2% increase unless there have been specific reasons for higher or lower increases or alternatively the Council is not able to influence them. As part of the Council's financial planning processes, and in an effort to address the pressures on future year's budgets, the finance team will be working with service managers next year in the run up to the 2021/22 budget setting process to undertake a more fundamental review of fees and charges. This will involve more detailed work to ensure that we fully understand our cost base so that we can ensure our charges are covering this as a minimum.

Chart 1 – Inflation Forecast to 2023 (source OBR)



6. Funding changes

Local Government is currently going through a significant period of change in terms of the way it is funded and the way the funding elements are to be calculated for the future

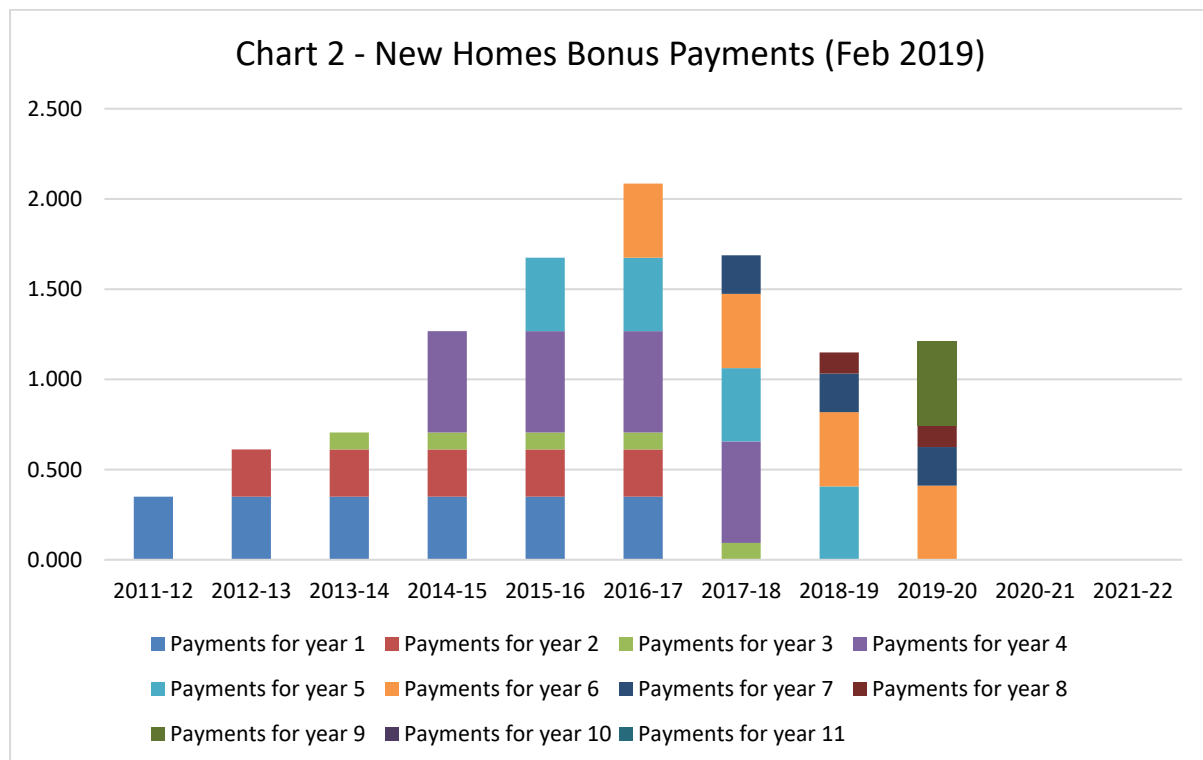
Settlement Funding – last year’s forecasts

The Local Government funding settlement is issued each year by the Ministry of Housing, Communities and Local Government (MHCLG) and for NNDC comprises several elements. These previously included Revenue Support Grant (RSG), New Homes Bonus (NHB), Baseline Funding Level (via the Business Rates Retention Scheme), Council Tax (through the setting of referendum principles) and Rural Services Delivery Grant.

RSG is an un ring-fenced grant which can be spent on services at NNDC’s discretion. This has been reducing over the past years, and 2019-20 was expected to be the last year of receipt of this grant. The allocation was just £88,000 compared to £2.4m back in 2015/16.

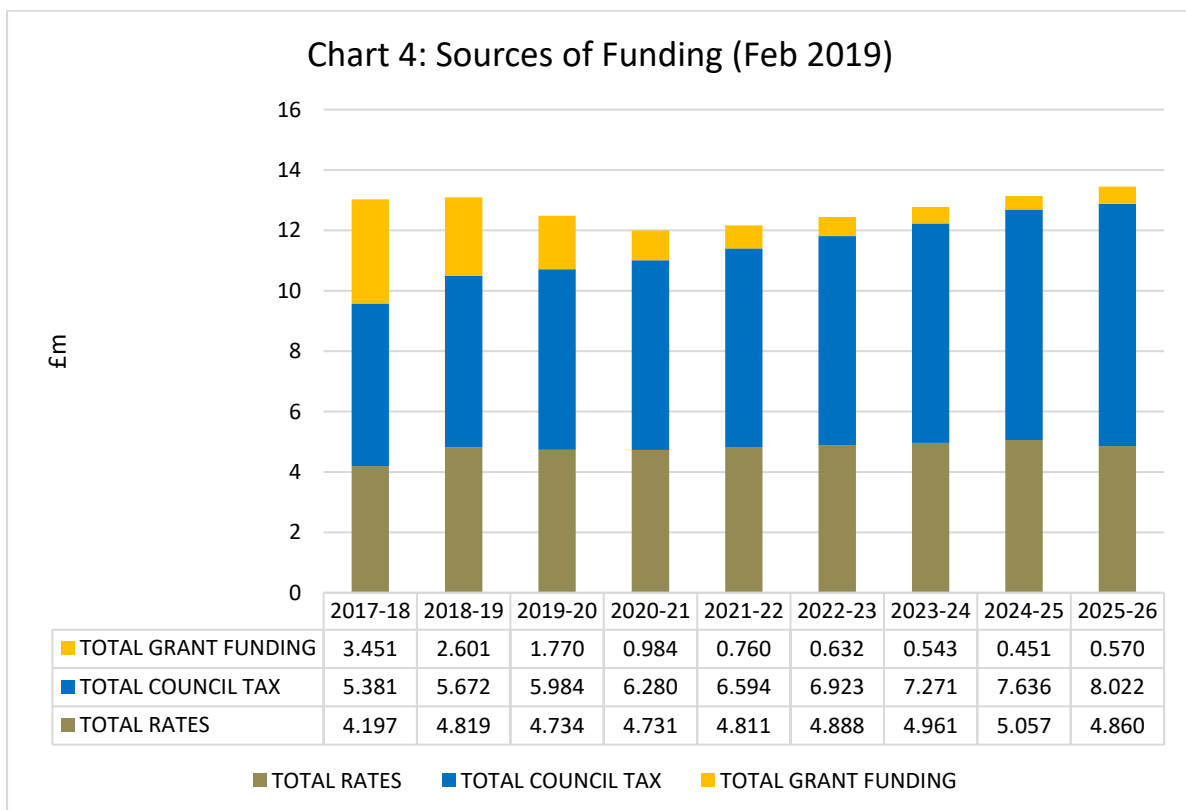
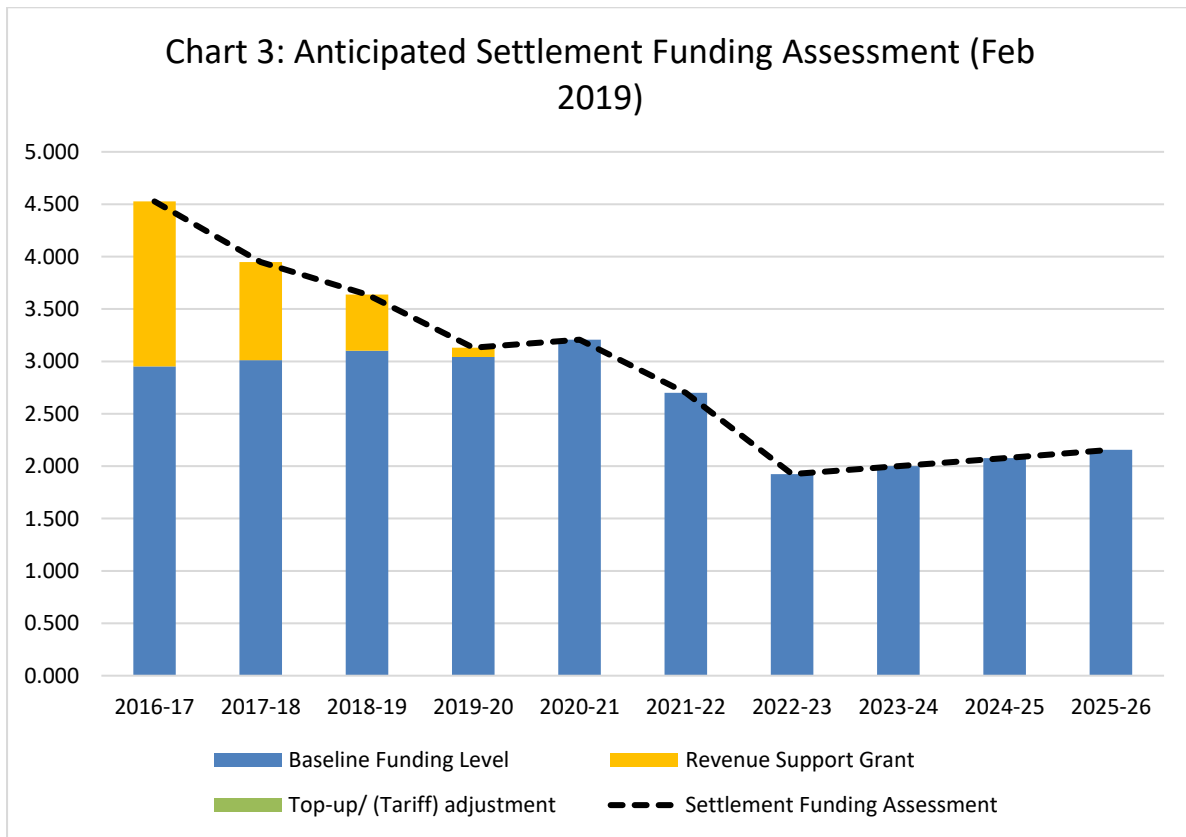
To reflect North Norfolk’s rural nature and the increasing cost this brings to the Council in terms of sparsity, NNDC receive an annual amount of Rural Services Delivery Grant. Again prior to this year’s provisional Settlement announcement the final year of this grant was also assumed to be 2019-20, reflecting a further reduction in resources of £484k.

Finally, the message from Ministers at this time last year was that there was no further money available to support the New Homes Bonus (NHB) payments, which saw a further reduction in funding of £1.2m and is highlighted by the Chart 2 below.



The loss of these elements of central funding totalled nearly £1.8m and led in no small part to the future years’ budget deficits forecast of c£2m. Chart 3 shows the projected settlement

reduction last year with Chart 4 highlighting the changing reliance on funding streams away from external grants towards locally generated income.



Settlement Funding – Spending Round 2019

As the year has progressed and Brexit negotiations have continued there has been growing speculation that the anticipated Spending Review might well be delayed and this has indeed been the case. The focus on Brexit has also led to a delay to the Fair Funding and Business Rates Reviews, all of which has led to a one-year Settlement resulting in the continuation of the previous funding regime for a further year which has been extremely beneficial. This has had a significant impact on the high level forecasts in relation to the future years' budget deficit and this is discussed in more detail below.

The [Spending Round 2019](#) announcements were made on 4 September 2019 and set out the Government's spending plans for 2020/21. The detail of the announcements can be accessed [here](#). This was a one-year spending review and only covered the period 2020/21, the multi-year spending review is expected to be announced next year. While the announcements brought good news for the Local Government sector as a whole, the real win and the bulk of the additional money was understandably focused towards social care which saw access to funding increase by £1.5b (£1b through a new grant and £0.5b through the adult social care precept).

The total amount of settlement funding is now anticipated to increase slightly (Chart 5 below) compared with the prior year forecasts shown in Chart 4 above.

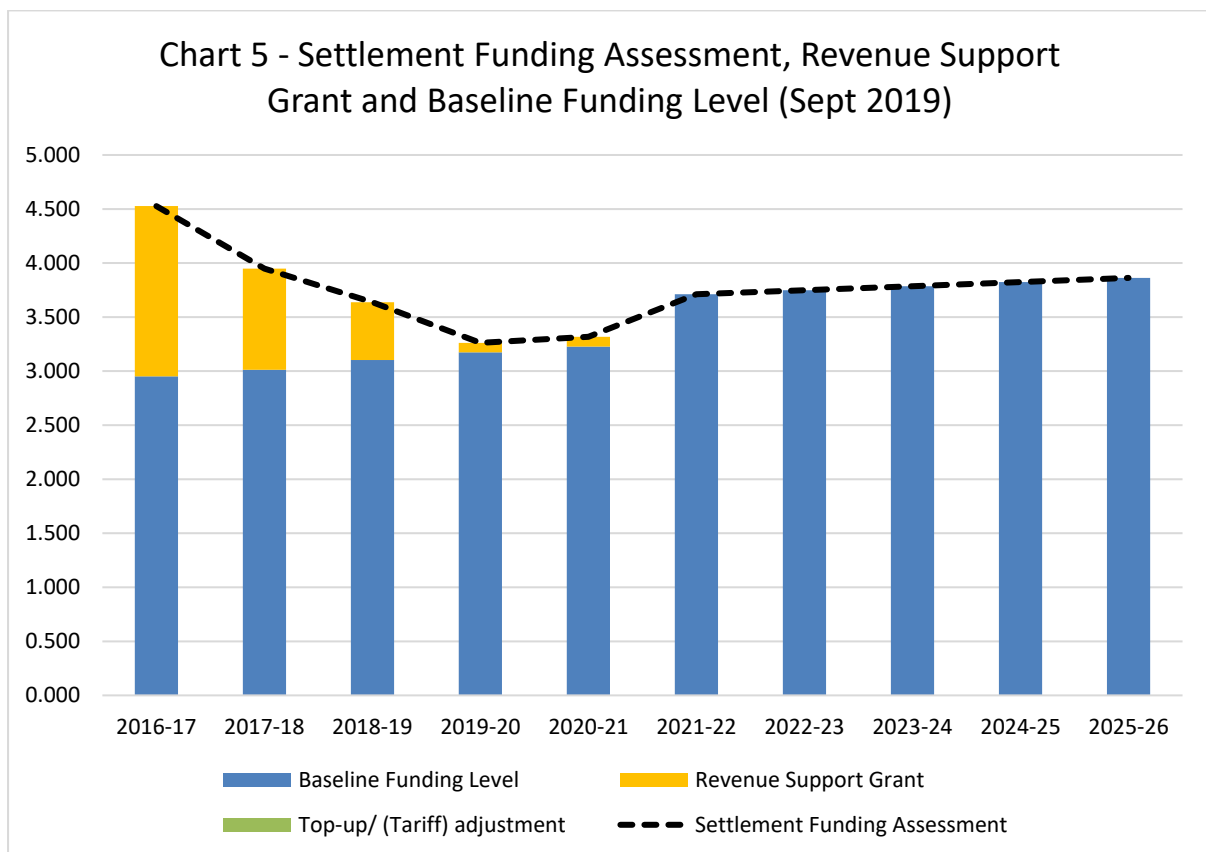
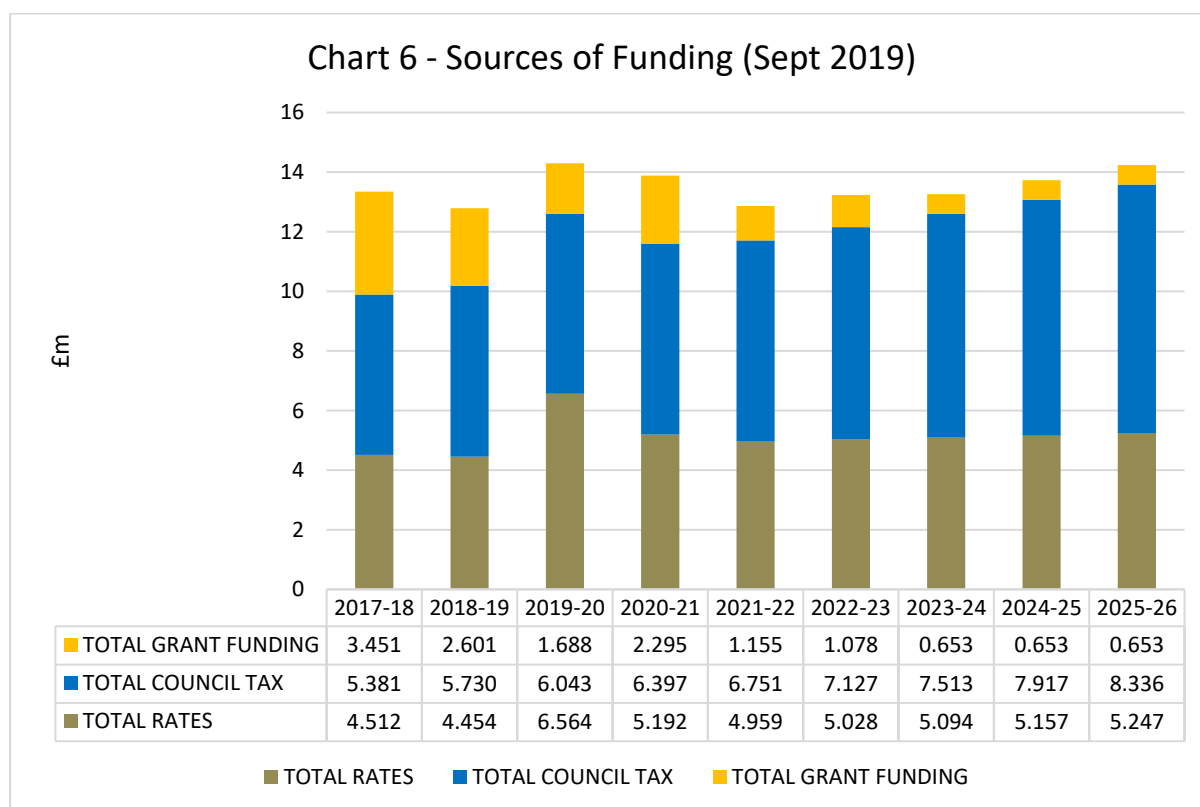


Chart 6 shows the anticipated change in total funding sources, including Council Tax.



The announcement of a General Election on 12 December has added some confusion in terms of the budgeting process for 2020/21. In a recent Technical Consultation, the government had said that they were “aiming to hold the provisional settlement in December” but we still do not know as yet how this will be handled.

One scenario is that the government announces a provisional settlement before the Election however a pre-Election settlement seems unlikely as previous years’ announcements have been after this date on 8 out of 9 occasions. A more likely scenario is that the settlement is delayed until a new government is in place although in this instance it is still not certain that a provisional settlement would be announced before Christmas. In either scenario, Parliament would have to vote on the final settlement in February.

All we can conclude for now is that the provisional settlement is more likely to be after the Election, but could be in either December or early January. Until the Settlement figures are finally confirmed the figures are still provisional and subject to change but this is the best information we have to go at the present time.

The significant caveat with this however is that these projections are still based on future year’s forecasts which have not as yet been finalised and could potentially be impacted by a change of Government in December.

While these reviews may have been postponed they have not gone away and they still have the potential to have a large and unpredictable impact on the Council’s finances and officers will continue to monitor the position and feed into any consultations as required.

Income

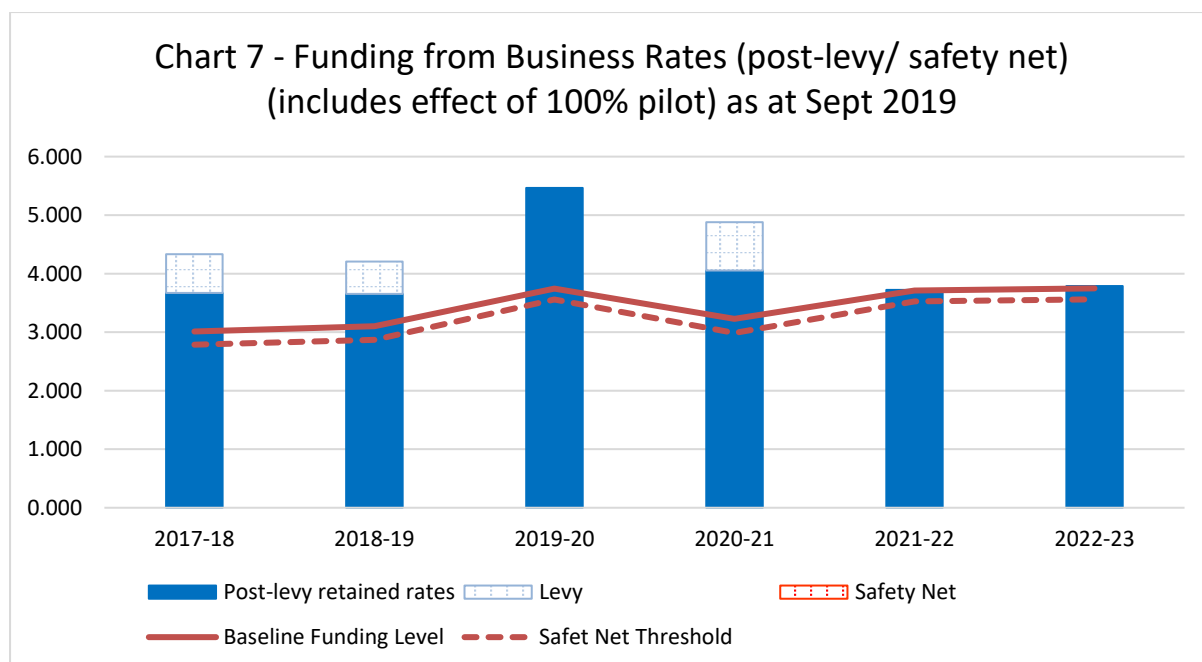
The Council derives a limited and reducing amount of funding from Central Government, with the main sources of income now being locally raised taxes, fees and charges and specific grants. This section explains more about how the Council is funded and how this is expected to change over the coming years

Business Rates Retention

Since the 2013/14 financial year, local government has been able to retain 50% of the growth in the local business rates income to support services. As part of a manifesto commitment, the Government had pledged to allow Councils more control locally over their finances, and as part of this began to plan for an eventual system of 100% local retention of business rates growth. In exchange for this, Councils would have to forgo certain grants received from Central Government.

Following the snap General Election in 2017 and a period of uncertainty around the new Business Rates Retention Scheme, MHCLG had previously confirmed a local 75% share from April 2020, however, as indicated above, this has now slipped back a year.

The income from the current system is shared on the basis of 50% being returned to Central Government, 40% being retained by NNDC with 10% going to the County. However, while technically NNDC's share is projected to be around £12.9m (£12.7m 2019/20), after the tariff payment is made the net income to NNDC reduces to around £5.2m for 2020/21 (£4.7m 2019/20). Chart 7 shows the anticipated funding for the Council from the Business Rates Retention Scheme.



* Please note: chart 7 above excludes income from renewable energy and designated areas (Enterprise Zones).

Business rates pilot - Last year's Settlement did bring some good news and one of the key issues confirmed was in relation to the business rates pilot. North Norfolk District Council applied to be a pilot authority as part of the Norfolk Business Rates Pool, as it was forecast that the pilot would bring significant financial benefit to the district. The decision regarding the success of this application was announced alongside the Provisional Settlement and the excellent news was that the Norfolk wide pilot application was successful. The monitoring of the pilot began this August and the countywide agreement is to recognise any additional gain from the pilot following the end of the current financial year. This enables us to retain 75% within the County as opposed to the normal 50%, this is however only a pilot which will operate for one year so any additional income will only be a one off gain.

NHS appeal - Consultants are currently advising a group of 17 NHS trusts challenging the business rates on their properties. This will be a test case in which Derby Teaching Hospitals NHS Foundation Trust and the others will seek 80% relief on its rates bill. If successful, this could see £2.35bn clawed back nationally and set a significant precedent. The preliminary hearing was heard on the 4 November 2019 in the High Court but the decision was deferred which provides an extra three months for further consideration so the decision is due in February 2020.

Officers will continue to monitor the position and provide updates as the case progresses. It is difficult at the present stage to assess the financial impact this would have on the Council due to the countywide business rate pooling arrangements. The pool does contain a £1m 'volatility fund' and the Council also has the Business rates Reserve which holds a further £2.4m to help mitigate against any financial impact should the case be won by the NHS. Further details can be found [here](#).

Due to the uncertainty generated by the NHS Trust Challenge, Norfolk Leaders decided to provisionally allocate funds to the projects recommended for approval to be funded from the Business Rates Pool fund, but not authorise any expenditure from the 2018/19 Round until further updates on the court case will be available, providing a £5m contingency.

New Homes Bonus (NHB)

The New Homes Bonus was introduced in 2011/12 to incentivise and reward Councils and Communities that build new homes in their area. The bonus was originally paid as an unringfenced grant for six years and was paid based on the net additional¹ homes plus an additional supplement of £350 per affordable dwelling. The payment is then split between local authority tiers: 80% to the lower tier (NNDC) and 20% to the upper tier (NCC).

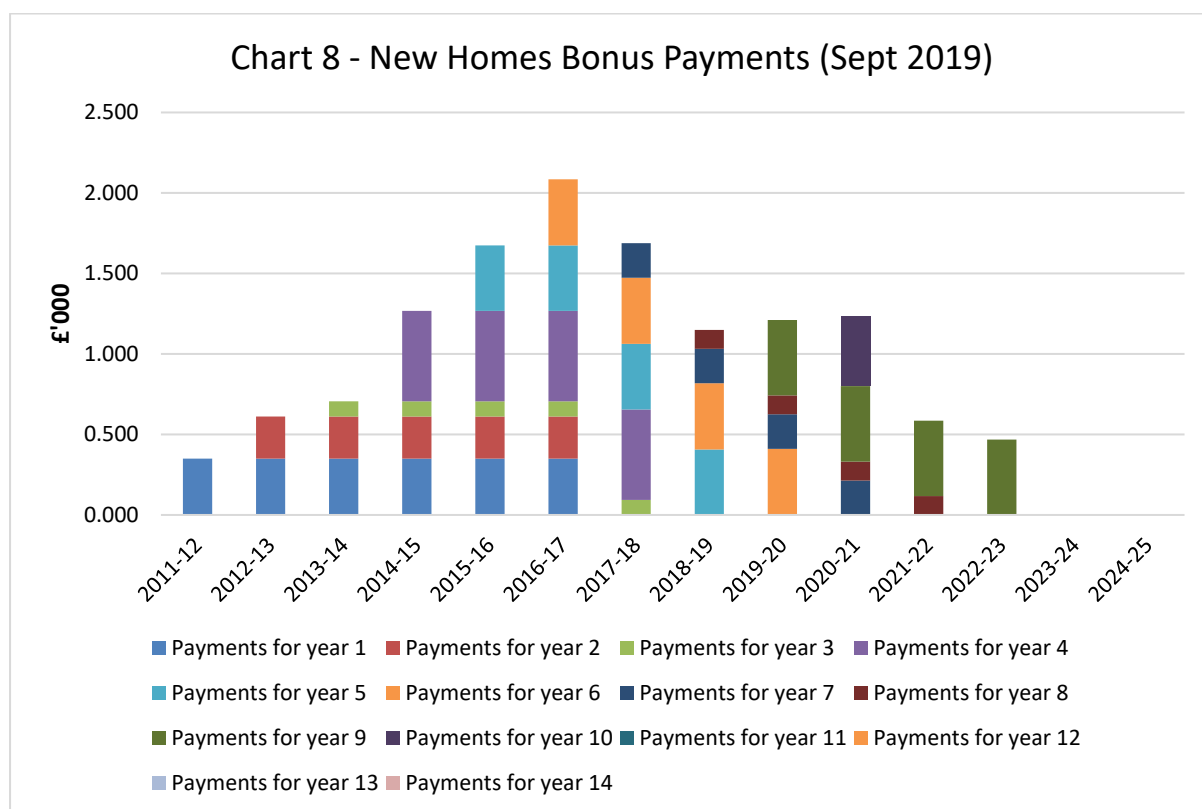
Since its initial introduction the payment mechanism has undergone two fundamental changes which have significantly impacted on the income received by NNDC. The first was the transition from payments rolled up over a 6-year period up to 2016/17 (for which the Council received £2.1m) to 5 years in 2017/18 to the new 'floor' of 4 years from 2018/19 onwards. The second was in 2017/18 when a national baseline of 0.4% (based on property numbers within the district) was introduced. The combined effect of these two changes was forecast to see income decrease from the highest point in 2016/17 of £2.1m to the previous projection of £1.2m in 2019/20.

Last year's discussions around the Fair Funding Review and recent comments from the Treasury and MHCLG suggested that ministers didn't feel that the NHB has achieved its original objective of increasing housing numbers and that they might be looking to replace the scheme with something else in the future. It was also clear at the time that there was no

¹ Net additional homes as recorded on the council tax base return (submitted October annually) takes into growth in property numbers, demolitions and movement in empty properties.

funding allocated for the NHB from 2020/21 onwards. This has the effect of removing £801k in 2020/21, £587k in 2021/22 and £469k in 2022/23 from the previous forecasts and while it was anticipated that some new form of incentive scheme would probably be introduced it was impossible to predict at the time what this might look like and to what extent (if at all) the Council would benefit from it in financial terms so no income was forecast in this respect.

Chart 2 above shows the forecasts at the time the 2019/20 budget was set back in February. The chart below now shows the updated projections following the Settlement Review announcements from September.



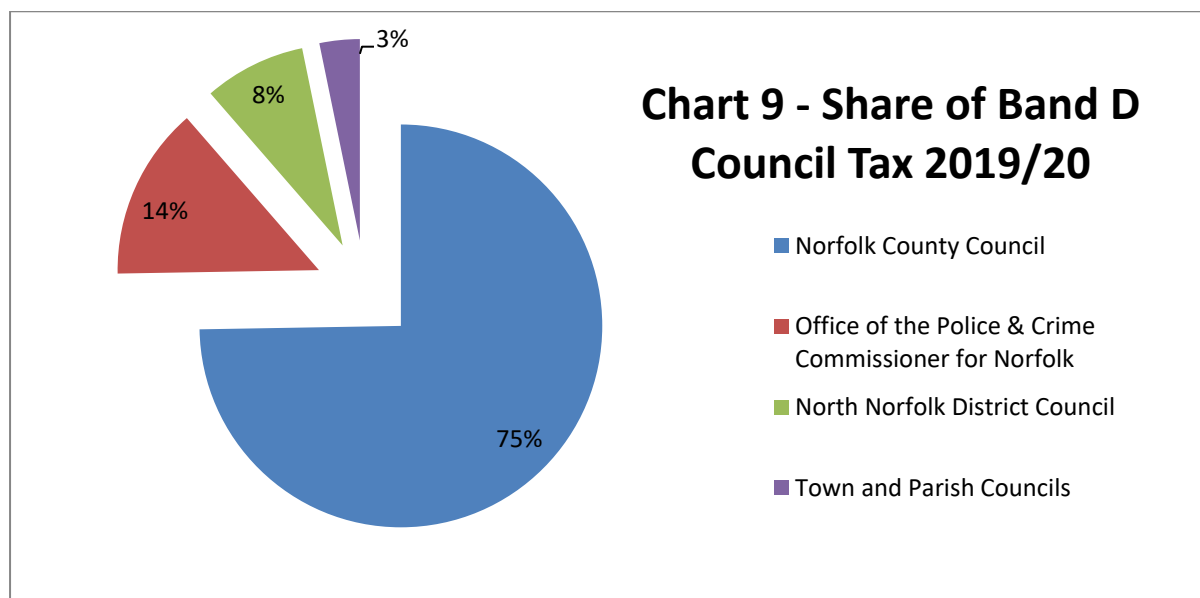
The legacy payments to be paid under the scheme from 2020/21 to 2022/23 in Table 1 below are £1.234m, £0.586m and £0.469m respectively, totalling £2.288m which significantly supports the previously projected budget deficit.

Table1 – New Homes Bonus Legacy payment projections as at Sept 2019

	2020/21	2021/22	2022/23
Legacy Payments	0.214	0.118	0.118
Other Payments	0.469	0.469	0.469
Total	0.434	0.000	0.000

Council Tax

NNDC is the billing authority for the district of North Norfolk. This means that NNDC send out the Council Tax bills to residents and collect the Council Tax, but most of this is then distributed to the County Council and Norfolk Police Authority with a further element then going to town and parishes councils.



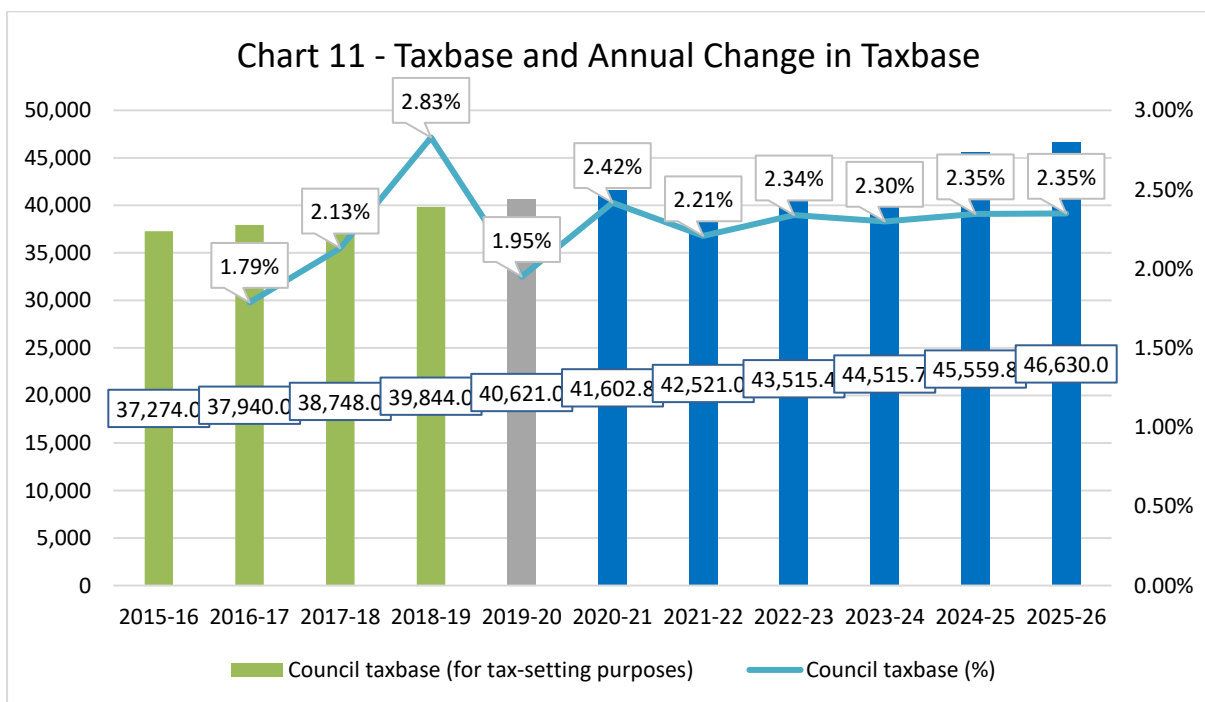
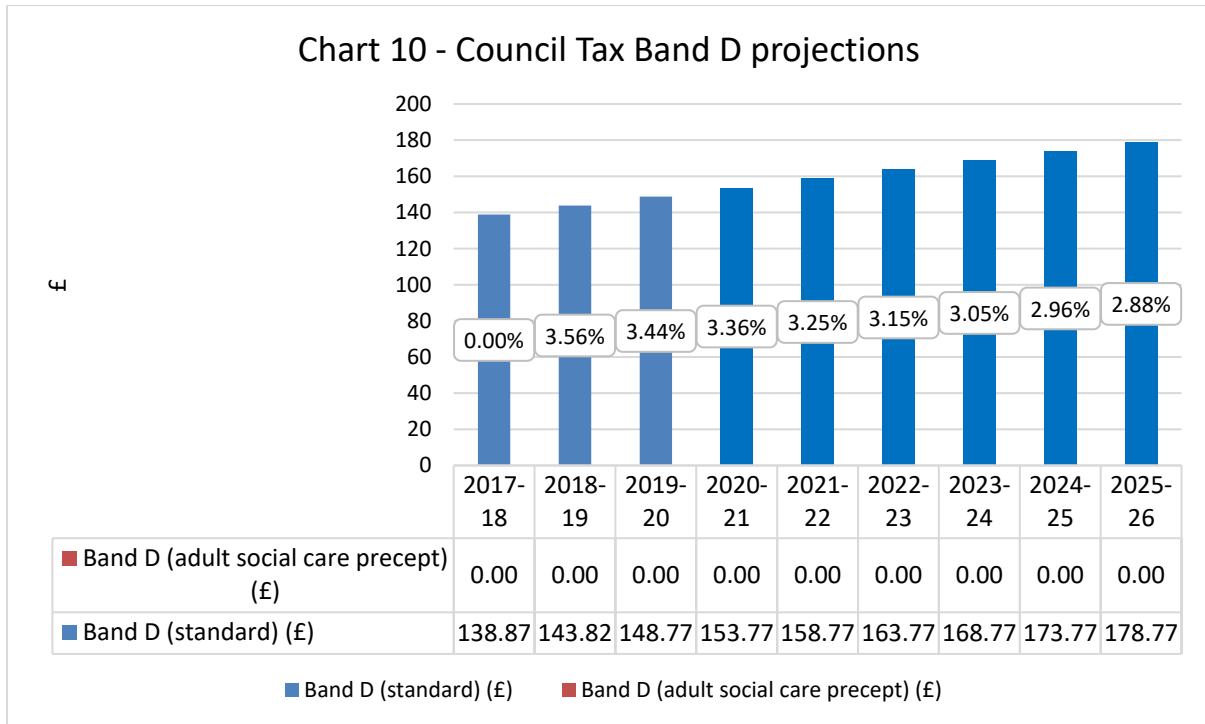
The charge on a Band D property which is retained by NNDC is currently £148.77 (£143.82 2018/19) based on a tax base of 40,621 (39,844 2018/19). Any increases on this amount are restricted by a cap put in place by the Government, which means that NNDC cannot increase its precept by more than 3% or £5, whichever is the greater.

The Government is currently consulting on this, but the current view is that this cap will remain the same for the coming year. Within the MTFs, it has been assumed that NNDC will increase its precept annually by the maximum amount to partly offset the reduction in grant funding from Central Government. The table below highlights the impact of the assumed increases within the charts below.

Table 2 – Projected council tax income growth

Council Tax	2020/21	2021/22	2022/23
Council taxbase (for council tax setting purposes)	41,602.8	42,521.0	43,515.4
Band D (standard) (£)	£153.77	£158.77	£163.77
Band D (adult social care precept) (£)	£0.00	£0.00	£0.00
TOTAL Band D (incl ASC precept, excl local precepts)	£153.77	£158.77	£163.77
Council Tax (standard)	£6.397m	£6.751m	£7.127m

Chart 10 below shows the projected Band D charges for future years assuming the maximum increases currently available are applied, while chart 11 shows the forecast growth in the taxbase.



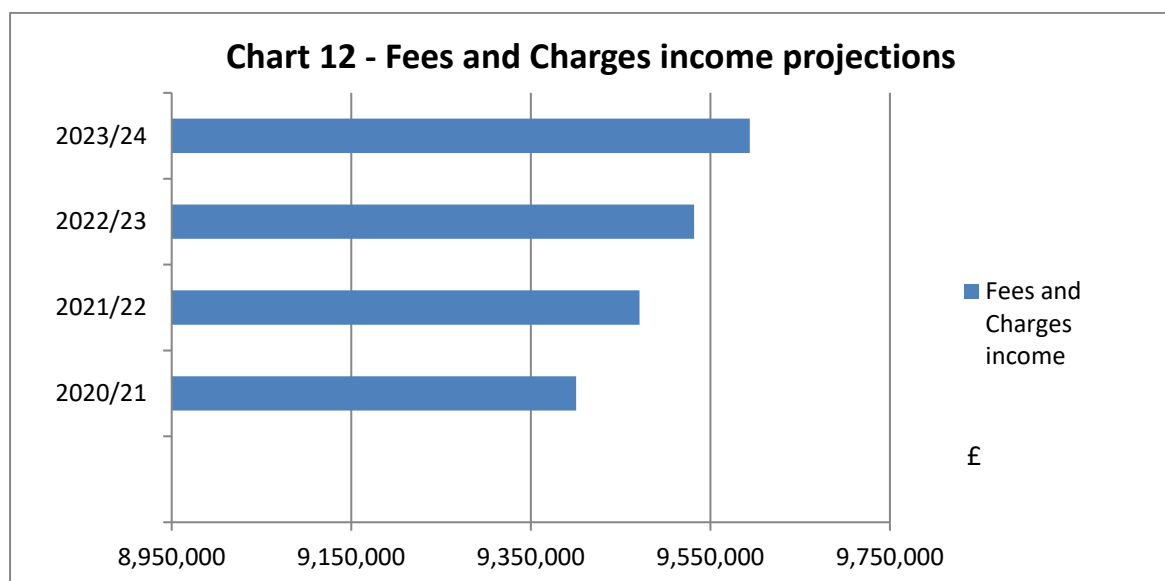
Fees and charges

The Council has limited means to charge for some of the services it provides. Some of these charges are set by central government, but the Council has discretion over the levels of others. The latest projections for fee income are shown below.

Of the c£9.4m gross income forecast for 2020/21, the most significant areas include waste and recycling (£3.4m) which includes things such as garden bins and commercial waste collection, car parking income (£2.7m) and planning income (£0.8m).

It should however be noted that there are also significant costs associated with generating some of this income, such as the car park maintenance and management contract, the waste contract etc.

As part of the Council's Financial Sustainability theme within the new Corporate Plan we will be undertaking a fundamental review of the fees and charges structure within our control as part of the 2021/22 budget setting process. This is to ensure that we are at least covering our costs in all areas while looking to develop and increase income streams wherever possible to help make the budget position more sustainable in the medium to long term and to protect frontline services.



7. Links to other strategies

The MTFS is fundamentally linked to and underpins a number of the Council's key strategy and policy documents

The most significant linkage with the MTFS is with the Council's Corporate Plan and this is discussed in detail above. There are however a number of other strategies and policies supported by the MTFS.

Capital Strategy 2019/20

The Capital Strategy sets out the Council's approach and process to the deployment of capital resources in meeting the Council's overall aims and objectives. It also provides a strategic framework for the effective management and monitoring of the capital programme, within which the Council will work in formulating the strategies for individual services. It is a primary document for all capital decision making, together with the Corporate Plan and other strategies.

The Strategy is reviewed on an annual basis to reflect the changing needs and priorities of the Council including residents, businesses and places. The next update will reflect the new Corporate Plan priorities. The aim of the Strategy is to provide a framework within which the Council's capital investment plans will be prioritised and delivered. The Strategy is the foundation of proper long-term planning of capital investment and how it is to be delivered.

The Strategy's principal objective is to deliver an affordable programme that is consistent with the Council's priorities and objectives. This Strategy is intended to be used by all stakeholders to show how the Council prioritises and makes decisions on capital investment and how this investment supports the Council's priorities and ambitions.

The capital programme approved by Full Council in February 2019 included £23.0m investment in 2019/20 with £6.4m, £1.1m and £1.1m in 2020/21, 2021/22 and 2022/23 respectively. This is funded through a mixture of grants (£13.4m), contributions (£0.5m), reserves (£5.5m), capital receipts (£7.5m) and borrowing (£4.7m).

The key principles of the Strategy are to;

- Deliver an affordable capital programme over the full life cycle of all projects;
- Deliver a strategy/capital programme that is consistent with the Council's MTFS;
- Help to achieve the Council's objectives and that capital investment decisions are made with reference to Council priorities;
- Ensure decisions on the financing of the capital programme are taken with consideration to the impact on the revenue budget and the Treasury Management Strategy Statement;
- Ensure that capital projects follow a rigorous appraisal process considering evidence of need, cost, risks and outcome assessment;
- Ensure that capital receipts will not normally be ring-fenced to specific projects unless the use of the receipt is governed by legislation or by a specific agreement;
- Pursue all available external funding where there is direct compatibility with the Council's priorities.

Treasury Management Strategy Statement 2019/20

The Council's Treasury Management Strategy Statement is intrinsically linked with the Capital Strategy and the capital programme and can be accessed on the Council's website [here](#). The strategy manages the Council's investments, cash flows, banking, money market and capital market transactions.

The treasury management budget supports the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations and understands the revenue implications of all capital decisions.

This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. When it is prudent and economic, any debt previously incurred may be restructured to meet the Council's risk or cost objectives.

The Council receives and approves three main reports each year;

- Before the start of the financial year, the updated Treasury Management Strategy Statement which includes the minimum revenue provision policy statement; how investments and borrowings are to be organised (including prudential indicators); and an investment strategy;
- A mid-year treasury management assurance report to update Council with the progress of the capital position; adherence to the treasury management strategy and whether any policies require revision and;
- At the end of the financial year, a treasury management outturn report to provide details of actual indicators compared to the estimates within the strategy.

Asset Management Plan (AMP)

The Asset Management Plan (AMP) is set within the wider context on the Council's strategic priorities and seeks to align and review the asset base with the Council's corporate goals and objectives.

The full Strategy was approved by Full Council in March 2018 and can be accessed on the Council's website [here](#).

The AMP is an enabler to the Council's key priorities;

- Having assets that are fit for purpose, in locations that support the delivery of excellent services to our customers;
- Driving additional and more sustainable revenue from the Council's existing investment portfolio and creating a new investment portfolio that generates a legacy of sustainable income;
- Where possible, working with key partners across the District to deliver a "One Public Estate" offer, bringing together a one stop shop for services;
- Ensuring assets align to the Council's key strategies, economic plan, and customer experience, supporting stakeholder expectations and;
- Contribute to making the District a place where people thrive, businesses 'succeed' and visitors are welcome.

The AMP provides the framework that will guide the Council's future strategic property decisions and ensure there is a consistent way of managing the Council's land and assets. The future budget will include savings from rationalisation of the property portfolio and additional investment income from the let estate and property investments.

Procurement Strategy

The procurement strategy establishes the Council's strategic approach to procurement and should be read in conjunction with the Finance Code of Practice, Contract Procedure Rules and Scheme of Delegation. It emphasises the increasing importance of using procurement to support wider social, economic and environmental objectives, in ways that offer real long term benefit and can be accessed on the Council's website [here](#).

The Council recognises the importance of a strong and vibrant local economy and the role it can play in stimulating local markets. The website has been developed to provide potential suppliers with a host of information in relation to the Council's procurement processes, which includes a portal advertising all current tender opportunities. To deliver an agile service the Council uses an electronic tendering system.

The strategy provides a corporate focus for procurement, embracing the Council's commitment to strategic procurement and its alignment with corporate objectives and values. The document is not intended to be a "user manual", although the principles contained within the strategy should be applied to all facets of procurement activity. Additional detail regarding the Council's procurement processes can be found within the Contract Procedure Rules, there are user guides available on the intranet and the Procurement Toolkit.

Social value is the positive impact an organisation has further to the activities it carries out. These can be economic, social and environmental impacts. The Council recognises that Social Value can significantly help it in meeting its priorities and aspirations for the District by supporting good jobs, better incomes and wellbeing, increased skill levels, higher value economy and higher productivity levels.

The procurement strategy is one of the underpinning strategies that supports the Council's priorities.

9. Looking forward

In the context of these pressures and reduced funding, the Council has produced a forecast for spend for Capital and Revenue purposes and also anticipated use of Reserves

In terms of the latest information we have regarding the funding Settlement for 2020/21, we have mapped the updated the resources position against the previous budget forecasts and these figures can be seen within the tables below. As mentioned above, the business rates and Fair Funding reviews have been delayed and a one-year settlement agreed and this has had an extremely positive impact on the financial position for 2020/21 and indeed future years as it has effectively delayed all of the funding revisions by a year.

Table 3 shows the previous future years deficit forecast identified as part of the 2019/20 budget setting process in February 2019 of around £2m. It should be noted that in each of these three tables that it has been assumed that the amount to be met from government grants and taxpayers is the same as the budget projection forecasts made back in February as part of agreeing the 2019/20 budget. When the 2020/21 budget is finally set next February the service figures will have been updated to take account of all the work currently being undertaken in preparation for this.

Table 3 – Deficit forecasts as per the 2019/20 budget

Income from Government Grant and Taxpayers	As per 2019/20 Budget Book			
	2019/20 Base Budget	2020/21 Projection	2021/22 Projection	2022/23 Projection
Collection Fund - Parishes	(2,390,634)	(2,420,382)	(2,523,481)	(2,630,456)
Collection Fund - District	(6,240,604)	(6,321,120)	(6,604,004)	(6,891,838)
Retained Business Rates	(5,385,617)	(4,567,000)	(4,644,000)	(4,718,000)
Revenue Support Grant	0	0	0	0
New Homes Bonus	(1,211,156)	0	0	0
Rural Services Delivery Grant	0	0	0	0
Income from Government Grant and Taxpayers	(15,228,011)	(13,308,502)	(13,771,485)	(14,240,294)
Amount to be met from Grants and Taxpayers	(15,228,011)	(15,386,915)	(15,832,445)	(16,185,261)
(Surplus)/Deficit	-	2,078,413	2,060,960	1,944,967

Now that we have more information regarding the funding Settlement, table 4 shows the revised funding position, with the future year's deficit reducing to c£1m. Table 5 highlights the variances between the 2020/21 budget forecasts back in February 2019 and the current position based on the funding assumptions included within this report.

Table 4 – Updated deficit forecasts based on updated Settlement assumptions

Income from Government Grant and Taxpayers

	2020/21 Updated Projection	2021/22 Updated Projection	2022/23 Updated Projection
Collection Fund - Parishes	(2,420,382)	(2,523,481)	(2,630,456)
Collection Fund - District	(6,397,258)	(6,751,054)	(7,126,515)
Retained Business Rates	(5,191,823)	(4,958,845)	(5,028,223)
Revenue Support Grant	(89,861)	0	0
New Homes Bonus	(1,233,832)	(586,071)	(468,536)
Rural Services Delivery Grant	(483,771)	0	0
Income from Government Grant and Taxpayers	(15,816,928)	(14,819,451)	(15,253,730)
Amount to be met from Grants and Taxpayers	(15,386,915)	(15,832,445)	(16,185,261)
(Surplus)/Deficit	(430,013)	1,012,994	931,531

Table 5 – 2020/21 Variance between forecasts and updated Settlement assumptions

Income from Government Grant and Taxpayers

	2020/21 Projection	2020/21 Updated Projection	Variance
Collection Fund - Parishes	(2,420,382)	(2,420,382)	0
Collection Fund - District	(6,321,120)	(6,397,258)	(76,138)
Retained Business Rates	(4,567,000)	(5,191,823)	(624,823)
Revenue Support Grant	0	(89,861)	(89,861)
New Homes Bonus	0	(1,233,832)	(1,233,832)
Rural Services Delivery Grant	0	(483,771)	(483,771)
Income from Government Grant and Taxpayers	(13,308,502)	(15,816,928)	(2,508,426)
Amount to be met from Grants and Taxpayers	(15,386,915)	(15,386,915)	
(Surplus)/Deficit	2,078,413	(430,013)	

The significant caveat with this however is that these projections are still based on future year's forecasts which have not as yet been finalised and could potentially be impacted by a change of Government in December. The funding figures and associated (surplus)/deficit projections also assume that nothing changes in terms of service area expenditure, as this will be considered as part of the Actual budget setting process. As we know, there are some significant unknown cost pressures coming forward at the present time, such as the final costs for the new waste contract, which again will need to be factored in to the budget and MTFP in February.

Key changes through the Settlement and projections

The Settlement review update has had a significant impact on the future budget projections. The key changes are highlighted below.

Council tax (£76k) – this has increased slightly due to revised assumptions regarding tax base growth. However this is also based on a £4.95 increase in council tax and the referendum principles have not as yet been confirmed. Not increasing the council tax by this amount next year would see a reduction of just over £200k next year and in each of the following years.

Retained business rates (£625k) – projections for future years have increased due to a 1 year delay in the Business Rates Baseline Reset (now 1st April 2021) and a reduced impact predicted from the Fair Funding Review.

Revenue support grant (£90k) - this will be rolled forward into 2020/21 as part of the 1 year Spending Round, adjusted for inflation.

New Homes Bonus (NHB) (£1,234k) - this will be rolled forward into 2020/21 as part of the 1 year Spending Round, adjusted for inflation. The current projections also assume that we will still receive legacy payments for NHB whereas we'd previously been working on the assumption that the payments would cease at the end of 2019/20. The payments are now forecast to end in 2022/23 which means an additional £2.3m of funding which we weren't expecting.

Rural Services Delivery Grant (£484k) - this will be rolled forward into 2020/21 as part of the 1 year Spending Round, adjusted for inflation.

Appendix 2 shows the projected movement in the various funding streams over the coming years. It should be noted that the Settlement figures for 2020/21 are still subject to final agreement in December/January so there is still an element of risk around these but it is the best information currently available.

The overall impact of all of these changes is significant for the next financial year and will see approximately £2.5m of additional resources being made available to help support the budget, based on the assumptions, caveats and projections outlined above.

Reserves

The Council holds a number of 'useable' reserves both for revenue and capital purposes which fall within one of the following categories:

- General Reserve
- Earmarked Reserves
- Capital Receipts Reserve

The *General Reserve* is held for two main purposes:

- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing and;
- a contingency to help cushion the impact of unexpected events or emergencies.

As part of setting the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared.

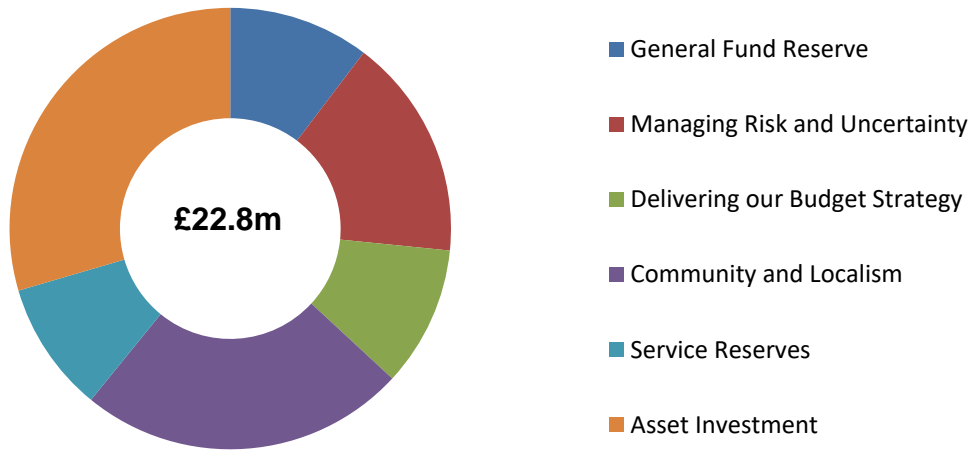
Earmarked Reserves provide a means of building up funds to meet known or predicted liabilities and are typically used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. A number of contingency reserves are also held by the Council to reduce the impact on Council Tax payers of future uncertain events such as business rate appeals or clawback of benefit subsidy.

All reserves, general and earmarked, will be reviewed over the coming months as part of setting the budget for 2020/21, with a view that where commitments have not been identified and funds or reserve balances are no longer required these are re-allocated to specific reserves to address other requirements as applicable.

Use of reserves to balance a budget provides only a short term solution as the funds can only be used once. They can however be used to smooth the impact of funding gaps over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer term financial benefit through reduced costs and/or additional income.

The reserves balance as at 1 April 2019 stood at £22.8m, the budgeted use of reserves for the 2019/20 financial year is £9.5m which leaves a forecast balance as at 1 April 2020 of £13.3m. This strategy predicts a fall in the levels of Reserves held from £22.8m to £11.1m by April 2024.

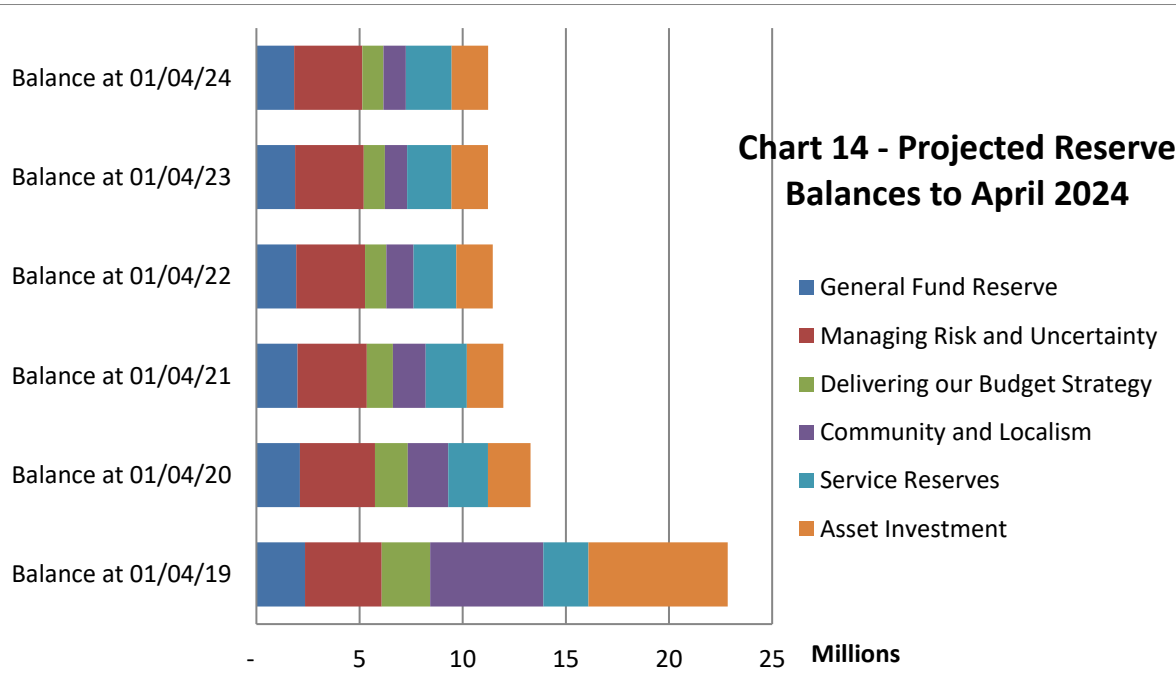
Chart 13 - Reserves Balances as at 01/04/19



Reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit. For example the use of the Restructuring and Invest to Save reserve to fund one-off restructuring costs, where a restructuring will deliver a longer term saving for a service and for some of the implementation and project costs for the Business Transformation programme that will deliver future savings. The use of reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications, for example, reduced balances available for investment and the associated loss of investment income.

The Capital Receipts Reserve consists of capital receipts from the disposal of assets and land and is used to fund the capital programme. Capital receipts can't ordinarily be used to fund revenue expenditure.

Chart 14 - Projected Reserve Balances to April 2024



Capital

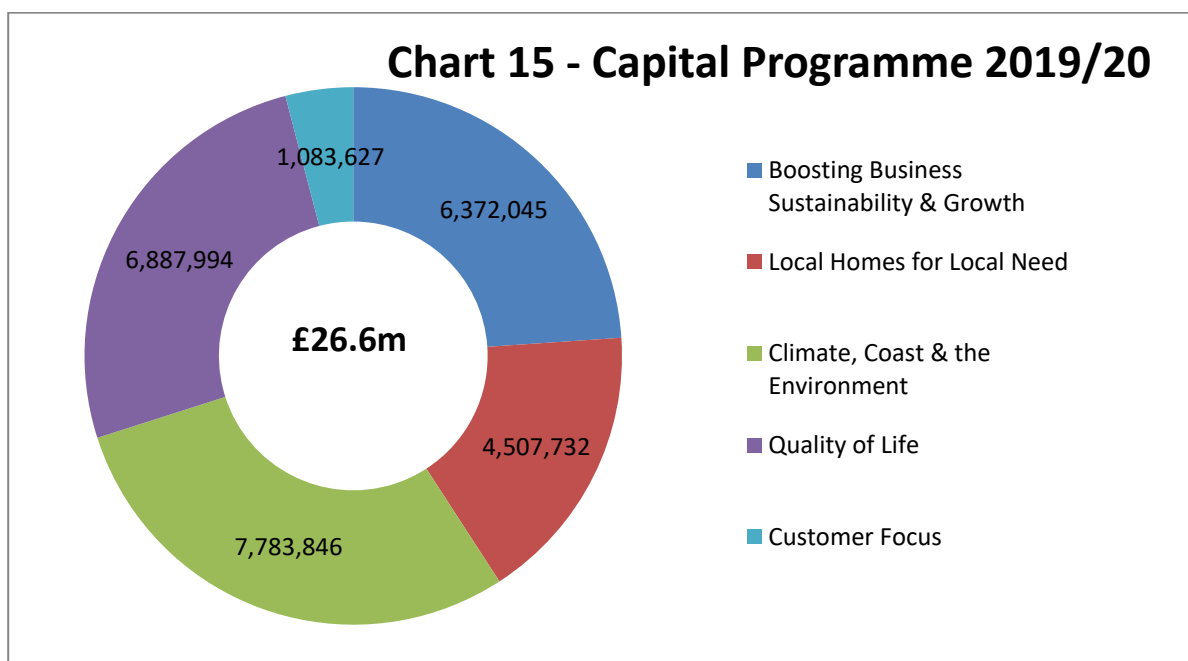
The capital programme shows what the Council intends to spend on purchasing new assets and improving its existing ones over the next three years.

As capital expenditure is incurred, a source of finance must be identified. This can be done through capital receipts, grants and other revenue resources or alternatively through borrowing.

Any expenditure that is financed through borrowing increases the Council's 'Capital Financing Requirement' (CFR). Each year a revenue charge called the Minimum Revenue Provision (MRP) is made to reflect the funding of the CFR by the taxpayer, it is required to be set aside to cover the repayment of debt caused by the need to borrow for capital purposes. As the need to borrow increases, the CFR and MRP also increase. If the Council has sufficient cash resources to meet the expenditure, it will not be necessary to borrow externally and cash balances can be used to cover the expenditure. This is referred to as 'internal borrowing' and attracts an MRP charge in the same way that external borrowing does.

New projects, which are included in the programme in the future, will need to be financed by MRP if no capital resources such as capital grants or capital receipts from future asset sales are available. Alternatively existing revenue reserves could be used to finance these projects through a revenue contribution to capital (RCCO) which would avoid the need to make an MRP charge.

Future external borrowing is assumed to finance a portion of the Sheringham Leisure Centre replacement project and could also be used to finance future capital projects. Short-term borrowing rates are currently very low, meaning it may be preferable to undertaking long-term borrowing at the current time.

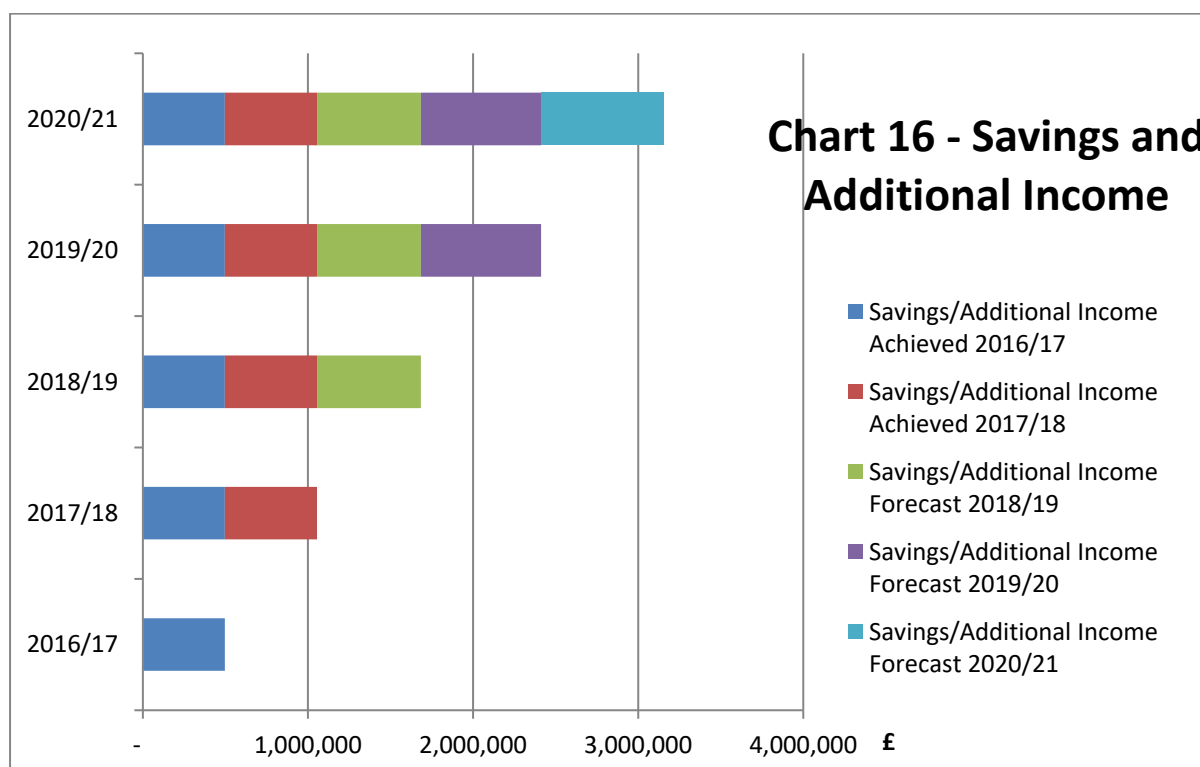


The capital programme has been realigned at a very high level to match with the new Corporate Plan priorities but this will be fundamentally reviewed as part of setting the 2020/21 budget.

10. Closing the Budget gap

The Council's strategy for reducing the budget gap covers several work streams as outlined below.

The Council has had a number of work streams in place since 2016/17 which have been designed and implemented to create sustainable cashable savings and to help achieve a balanced budget. Chart 16 below shows the savings achieved since 2016/17 and the savings projections for 2019/20 onwards. Each of the work stream areas are discussed in more detail below.



Financial sustainability

Financial sustainability is one of the six key themes within the Corporate Plan and is fundamental to this strategy and setting balanced budgets in future years. The Delivery Plan that will underpin the various projects and initiatives and support the delivery of the outcomes within the Corporate Plan, is still, under development, and is currently scheduled to be agreed by Full Council in January 2020. Some of the initiatives will include reviews of the way we currently budget and giving consideration to zero based budgeting whilst also undertaking a fundamental review of our fees and charges structure. The aspiration is to have a balanced medium term budget which does not rely on reserves to balance the position.

Our investment approach

There is therefore an ever increasing need for Councils to take a more commercial and business-like approach to all elements of their business. A Commercialisation Strategy is currently under development, the successful delivery and implementation of this strategy will ultimately require a step change in the way that the Council thinks, acts and works in the future.

A more commercial approach will directly support the Council's objective of becoming financially sustainable for the future and will form part of the Delivery Plan for this key theme. Part of the strategy development process will involve the identification and prioritisation of a number of internal and external projects which will consider income generation, efficiency and doing things differently. The focus will be on making every pound count for our residents, improving efficiency, investment and increasing social value.

The Local Government Association (LGA) are encouraging Councils to move towards a more commercial culture as a way of developing sustainable self-funding streams that reflect Council's individual priorities and place shaping aspirations. Consequently, the Council needs to think about how it can maximise revenue and efficiencies moving forwards – a Commercialisation Strategy is a key part of this in order to deliver managed change that is right for North Norfolk. Any strategy needs to be considered in the context of our key corporate objectives, flowing from the new Corporate Plan and giving consideration to Member aspirations, our geographical location and demographics.

Property Investment

Opportunities for investment in property, whether direct or indirect, continue to be considered to achieve either a direct income stream from the asset or improved returns on investment. A programme of asset valuations and condition surveys are currently underway. This will help us better understand the challenges faced in terms of maintaining and improving our asset base over the medium to long term to ensure that it remains fit for purpose, delivering income for the Council where appropriate.

Opportunities for the most efficient utilisation of the Council's assets and maximising returns where appropriate are vital. Indirect property investments via treasury instruments, such as the purchase of pooled property funds, can potentially provide a return in terms of a regular income and growth in the value of the investment. Under the Treasury Management Strategy, the Council has made investments in a number of pooled funds which invest in property. One of these funds, the LAMIT Pooled Property Fund, invests exclusively in various property assets with the aim of achieving a regular income and growth in the value of the investment.

In addition to these investments, the Council has agreed to provide capital expenditure loans to registered providers of social housing to facilitate the delivery of housing in the district, along with achieving an income return on its investment. The Council can choose to use its capital resources to finance a programme of asset investment which aims to deliver long-term revenue streams for the Council and work on an ongoing basis is required to identify the most appropriate projects. This strategy of direct property investment can ensure a secondary benefit to the district as it is possible to generate an economic growth benefit when the investment is located in North Norfolk. This is, however, more resource intensive to manage than externalising these investments.

Digital Transformation

Building upon the Business Transformation project that commenced in 2014 savings continue to be identified from changes to service delivery from the implementation of new technology and changes to business processes. The overall programme will be delivered over a number of years and as projects have been rolled out there have been changes to working practices which have helped to deliver efficiencies. Phase 1 of the Digital Transformation programme is currently being closed down, having achieved annual savings of £427,000 by the end of 2018/19. Phase 2 of the project is in the planning and early delivery stages, and is being funded by a £940,000 contribution from the Invest to Save reserve.

It is recommended that further consideration is given to this work stream area in the future in terms of both the title and the focus which has historically been savings driven with customer benefits attached in terms of increasing digitisation. However, the key to this work in the future should really be refocussed on ‘putting our customers at the heart of everything we do’. This will undoubtedly still lead to further efficiencies and potential cashable savings but the direction of travel should be to improve our services for our customers first and foremost because that’s the right thing to do. It will also mean that staff can spend longer prioritising ‘added value activities’ rather than getting bogged down with inefficient paper based processes.

The previous high level saving assumptions can be seen within the table below. However, at the present time these have been removed until we have a clear delivery plan of projections with savings identified for each project where appropriate.

Table 6 – Previous Digital Transformation savings assumptions

	2019/20	2020/21	2021/22	2022/23
Savings to be removed (£)	83,750	167,500	335,000	335,000

Shared Services, collaboration and selling services

Creating efficiencies through shared services continues to be a priority for central government. Identifying such opportunities must therefore continue at a local level, ensuring that realistic and deliverable benefits can be achieved. This could include joint procurement opportunities such as the new waste contract, shared service delivery where appropriate and selling services via arrangements such as East Law.

Identifying opportunities to work alongside other public sector partners and organisations to deliver services, such as our successful partnerships with NCC Children’s Services, the Early Help Hub and the DWP in terms of shared office space and the One Public Estate agenda.

Growing Business Rates and NHB

Under the previous allocation method of New Homes Bonus (NHB) there was a direct financial benefit to the Council from growth in homes through the NHB funding and through increasing the council tax base and additional income generated from council tax. Whilst new housing growth has have an impact on the demand for local services, there will still be a net gain in terms of overall income for delivery while the NHB remains and subject to potential changes to the baseline. It does however seem increasingly likely that we will only receive legacy payments for the next 3 years before this scheme is ultimately replaced by something else.

For similar reasons growing the business rates base will have a direct impact on the level of business rates income retained locally. Equally, maintaining existing business rates remains a priority in that decline in business rates will reduce the amount of income retained.

Council Tax

The increased flexibilities around council tax discounts and increases following the removal of the tax freeze grant in 2016/17 provides a further potential income stream. Further review of the current level of discounts can also provide additional income, recommendations on the level of council tax discounts will be reported for approval as part of the budget reports for 2019/20.

New opportunities

Given the current uncertainties around issues such as Brexit and changes to the Local Government funding mechanisms it will be essential to identify new opportunities to either increase income, increase efficiency through the redesign of services, explore new partnership models for service delivery etc and this will be one of the main challenges over the medium term. The Council's commercialisation approach and the projects stemming from this will be key to this.

While the Council's reserves do provide some level of comfort over the short term and could be used to address budget deficits this is not a sustainable financial strategy for the medium to long term.

Lobbying and consultation

The Council will continue to lobby central government in terms of increased funding allocations and relaxation/increased flexibility in terms of the council tax referendum principles which will be one of the things required if income raising and decision making is ever to be truly local. We will also continue to respond to all relevant consultations, in particular at the present time on relation to the business rates and Fair Funding reviews.

11. Risk Assessment

The Council takes a measured risk based approach to the budget setting process

A comprehensive financial risk assessment is undertaken for the revenue and capital budget setting process to ensure that all risks and uncertainties affecting the Council's financial position are identified. These are reviewed each year as part of the refresh of the MTFS. The key strategic financial risks to be considered in developing the MTFS are included within the table below.

Medium term financial planning, set against a backdrop of severe reductions in Government funding, carries with it a significant element of risk. Many factors may impact on the figures presented here and themes have been highlighted where appropriate. Most significant are the potential revisions in Local Government finance policy, continual cuts to general grant and significant revisions to the New Homes Bonus and its ultimate replacement (if anything does eventually come forward). Should there be a change in emphasis, particularly around the assessment of need (Fair Funding Review) and Business Rates funding, there may be further reductions above those presented in the plan that would place further pressure on the council to deliver balanced budgets, without impacting on frontline services.

The effects that Brexit will have on the strategy cannot be underestimated. Whilst there is still much uncertainty, not least around the terms of the UK's exit from the EU, we have already seen a worsening of long term interest rate projections and challenges in terms of contract procurement. A recession would present further risk, in particular significant areas of income such as lettings income, planning fees and car park income that are linked directly to economic demand.

Beyond this, further policy announcements from the Government may have effects on our finances in the coming years as undoubtedly will the election of a new Government in December 2019.

Despite these risks, we will continue to plan effectively to strengthen our culture of strong financial management so that the Council can continue to meet its Corporate Plan priorities and provide the best possible services to the district.

Risk	Likelihood	Impact	Risk Management
1. Future available resources less than assumed.	Possible	High	Annual review of reserves and reserves policy to identify future resources. Assumptions on funding for 2020/21 and beyond are based on best estimates at this time. A prudent approach has been adopted based on previous years' experience as well as using regional network contacts to inform modelling.
2. Volatility of Business Rates funding given uncertainty around impact of appeals	Likely	High	Volatility of funding stream outside of council control but impact mitigated by establishment of specific earmarked reserve and financial monitoring framework. Modelling of potential impacts is used to inform internal financial planning. Maintaining watching brief in relation to NHS case.

3. Pay Awards, fee increases and price inflation higher than assumed	Possible	Medium	Impact of potential increases mitigated by central contingency budget for pay, price increases and care fees. Where pay awards have been agreed these will be factored into the future estimates.
4. Future spending plans underestimated	Possible	Medium	Service planning process identifies future budget pressures and these will inform the indicative budget forecasts. An effective budget monitoring framework is in place to identify in year and potential future cost pressures.
5. Anticipated savings/ efficiencies not achieved	Possible	High	Regular monitoring and reporting takes place but the size of the funding cuts increase the likelihood of this risk. Non-achievement of savings would require compensating reductions in planned spending within services. Greater scrutiny of savings has taken place since 2016/17 through the revenue monitoring process.
6. Revenue implications of capital programmes not fully anticipated	Unlikely	Low	Capital bid approval framework identifies revenue implications and links to Council priorities. Full analysis of revenue implications assessed and considered in scenario planning.
7. Income targets not achieved	Possible	Medium	Current economic climate likely to impact. Regular monitoring and reporting takes place. Full review of fees and charges scheduled for 2021/22 along with an annual review process.
8. Budget monitoring not effective	Unlikely	High	Regular monitoring and reporting in line with corporate framework. Action plans developed to address problem areas. Regular reports to Cabinet and to O&S. Track record of delivering budget.
9. Exit strategies for external funding leasing/tapering not met	Possible	Medium	Regular monitoring and reporting. Government policy to remove ring fencing provides greater flexibility.
10. Loss of principal deposit	Unlikely	Medium	Limited by the controls in the Treasury Management Strategy which balance security of deposit over returns. Impact limited due to the strategy of a diverse portfolio with top rated institutions.
11. Interest rates lower than expected	Unlikely	Low	Regular review, monitoring and reporting on interest rates. Prudent assumptions on likely interest rates for 2020/121 will be incorporated into the budget.
12. Collection rates for retained business rates and council tax lower than anticipated	Possible	High	Impact mitigated by the review of bad debt provisions and availability of reserves. Monitoring of Collection Fund is formally incorporated into the revenue monitoring process.

13. Financial budget impacts of UK's vote to leave the European Union (Brexit)	Likely	Medium /High	Continue to work collaboratively with treasury advisors and central government departments to assess potential budget impacts whilst the Government attempts to ensure an effective transition to a new economic relationship between the U.K. and the EU, including clarifying the procedures and broad objectives that will guide the process.
15. All MTFS risks not adequately identified	Unlikely	Low	Council's Risk Management Framework ensures all operational and strategic risks are identified as part of the annual service planning process.

12. Conclusions

How will this help shape our future budget and financial projections?

Previous budget forecasts made back in February 2019 were made at a time of significant uncertainty in terms of future Government finances due to the Fair Funding Review, Business Rates Review and the Spending Review. This uncertainty was further heightened by the ongoing Brexit negotiations which added an additional level of complexity in terms of future forecasts and potential impacts on the economy, inflation, suppliers, contracts etc.

The updated high level funding forecasts within the strategy build on previous figures from the 2019/20 Budget setting exercise in February which were made within this context, at which time we were forecasting future year deficits in the region of £2m.

The updated forecasts now differ significantly from this, in the main this is due to postponement of the various reviews outlined above, all of which have been impacted by the ongoing Brexit negotiations which have led to a one-year Settlement which has meant the continuation of the previous funding regime for a further year.

As outlined above the key changes within the Settlement, mainly around retained business rates, New Homes bonus and the Rural Service Delivery grant, will see approximately £2.5m of additional resources being made available to help support next year's budget, based on the assumptions, caveats and projections outlined above. It should be noted that the Settlement figures for 2020/21 are still subject to final agreement in December/January so there is still an element of risk around these but it is the best information currently available.

The Council is still currently projecting a deficit position from 2021/22 onwards but due to the funding changes announced as part of the Settlement in September the budget gap has reduced to around £1m. Forecasting the deficit allows the Council time to plan mitigating actions more effectively, meaning we are more likely to be successful.

In conclusion, while the additional income has had an extremely beneficial impact on the future year's projections it is still not clear how the various reviews will impact on local government funding and what impact the election in December might have. While the Settlement figures announced in September were positive they are still provisional until agreed in December/January so there remains an element of risk that these may still change although it is unlikely to change for next year. We do however have the benefit of reserves should these be required to support and short term funding requirements.

Appendix 1 – Projected Reserve Movements

Reserve	Purpose and Use of reserve	Balance 01/04/19	Updated Budgeted Movement 2019/20	Balance 01/04/20	Budgeted Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £1.85 million.	2,360,755	(47,619)	2,313,136	(114,940)	2,198,196	(64,980)	2,133,216	(50,000)	2,083,216	(50,000)	2,033,216
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	2,480,010	(1,869,655)	610,355	(373,000)	237,355	0	237,355	0	237,355	0	237,355
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	1,087,006	(416,400)	670,606	0	670,606	0	670,606	0	670,606	0	670,606
Benefits	To mitigate any claw back by the Department of Works and Pensions following final Audited subsidy determination. Also included are service specific grants for service improvements.	840,308	(12,838)	827,470	(253,801)	573,669	0	573,669	0	573,669	0	573,669

Reserve	Purpose and Use of reserve	Balance 01/04/19	Updated Budgeted Movement 2019/20	Balance 01/04/20	Budgeted Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24
		£	£	£	£	£	£	£	£	£	£	£
Broadband	Earmarks £1million for superfast broad band in North Norfolk.	1,000,000	(1,000,000)	0	0	0	0	0	0	0	0	0
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	191,428	0	191,428	0	191,428	0	191,428	0	191,428	0	191,428
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.	2,438,428	(63,241)	2,375,187	(24,747)	2,350,440	(18,000)	2,332,440	(18,000)	2,314,440	(18,000)	2,296,440
Coast Protection	To support the ongoing coast protection maintenance programme.	180,595	(42,302)	138,293	(42,302)	95,991	0	95,991	0	95,991	0	95,991
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	1,151,796	(285,563)	866,233	(242,000)	624,233	(242,000)	382,233	(242,000)	140,233	0	140,233

Page 127

Reserve	Purpose and Use of reserve	Balance 01/04/19	Updated Budgeted Movement 2019/20	Balance 01/04/20	Budgeted Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24
		£	£	£	£	£	£	£	£	£	£	£
Economic Development and Tourism	Earmarked from previous underspends within Economic Development and Tourism Budget.	170,621	(10,000)	160,621	0	160,621	0	160,621	0	160,621	0	160,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	123,000	(120,000)	3,000	40,000	43,000	40,000	83,000	40,000	123,000	40,000	163,000
Enforcement Works	To meet costs associated with district council enforcement works including buildings at risk	137,354	0	137,354	0	137,354	0	137,354	0	137,354	0	137,354
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	323,332	(40,000)	283,332	0	283,332	0	283,332	0	283,332	0	283,332
Grants	Revenue Grants received and due to timing issues not used in the year.	536,670	(14,655)	522,015	(14,655)	507,360	(14,655)	492,705	(14,655)	478,050	(14,655)	463,395

Reserve	Purpose and Use of reserve	Balance 01/04/19	Updated Budgeted Movement 2019/20	Balance 01/04/20	Budgeted Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24
		£	£	£	£	£	£	£	£	£	£	£
Housing	The balance of the Housing Community Grant funding received in 2016/17 & Homelessness prevention grants.	2,534,316	(1,855,663)	678,653	(111,073)	567,580	(21,126)	546,454	0	546,454	0	546,454
Land Charges	To mitigate the impact of potential income reductions.	289,280	0	289,280	0	289,280	0	289,280	0	289,280	0	289,280
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	128,691	0	128,691	0	128,691	0	128,691	0	128,691	0	128,691
LSV Reserve	To meet the cost of successful warranty claims not covered by bonds and insurance following the housing stock transfer.	435,000	0	435,000	0	435,000	0	435,000	0	435,000	0	435,000
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	512,183	(337,034)	175,149	0	175,149	0	175,149	0	175,149	0	175,149

Reserve	Purpose and Use of reserve	Balance 01/04/19	Updated Budgeted Movement 2019/20	Balance 01/04/20	Budgeted Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24
		£	£	£	£	£	£	£	£	£	£	£
Organisational Development	To support apprenticeships and internships and capacity throughout the organisation.	314,475	(78,246)	236,229	(11,078)	225,151	0	225,151	0	225,151	0	225,151
Pathfinder	To help Coastal Communities adapt to coastal changes.	143,168	(40,076)	103,092	(20,038)	83,054	0	83,054	0	83,054	0	83,054
Planning	Planning income earmarked for Planning initiatives including Future Plan Review.	109,684	0	109,684	50,000	159,684	50,000	209,684	50,000	259,684	50,000	309,684
Property Investment Fund	To Fund the acquisition and development of new land and property assets	3,000,000	(2,000,000)	1,000,000	0	1,000,000	0	1,000,000	0	1,000,000	0	1,000,000
Restructuring & Invest to Save Proposals	Restructuring costs and to fund invest to save initiatives.	2,352,537	(965,800)	1,386,737	(325,000)	1,061,737	(240,000)	821,737	0	821,737	0	821,737
Sports Hall Equipment & Sports Facilities	To support Sports Hall equipment renewals.	5,682	0	5,682	0	5,682	0	5,682	0	5,682	0	5,682
Total Reserves		22,846,317	(9,199,092)	13,647,225	(1,442,634)	12,204,591	(510,761)	11,693,830	(234,655)	11,459,175	7,345	11,466,520

Appendix 2 – Capital Programme 2019/20 and beyond

Corporate Priority	Scheme Total Current Estimate	Pre 31/3/19 Actual Expenditure	Current Budget 2019/20	Actual Expenditure 2019/20	Updated Budget 2020/21	Updated Budget 2021/22	Updated Budget 2022/23
	£	£	£		£	£	£
Boosting Business Sustainability & Growth	7,835,057	463,012	6,372,045	1,452,465	1,000,000	-	-
Local Homes for Local Need	4,161,649	972,047	4,507,732	566,292	1,020,000	1,000,000	1,000,000
Climate, Coast & the Environment	18,128,761	10,316,172	7,783,846	1,142,516	28,743	-	-
Quality of Life	14,723,120	1,073,626	6,887,994	812,142	4,731,500	2,030,000	-
Customer Focus	3,097,970	1,609,343	1,083,627	813,034	135,000	135,000	135,000
Total Expenditure	47,946,557	14,434,200	26,635,244	4,786,449	6,915,243	3,165,000	1,135,000
Grants and Contributions			10,040,874		1,028,743	1,000,000	1,000,000
Reserves			7,835,416		1,373,000	-	-
Capital Receipts Internal / External			7,901,972		180,000	135,000	135,000
Borrowing			856,982		4,333,500	2,030,000	-
Total Funding			26,635,244		6,915,243	3,165,000	1,135,000

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REPORT TO FULL COUNCIL – 17 December 2019

Norfolk County Council – Boundary Review

The Local Government Boundary Committee for England (LGBCE) is conducting a periodic review of electoral arrangements for Norfolk County Council. The first phase of the review has proposed that the authority retain 84 elected members, so new division boundaries now need to be proposed to ensure electoral equality across the County recognising the higher rates of development and population growth in some locations relative to others. The LGBCE is therefore inviting comments from interested parties in respect of new divisional boundaries.

The North Norfolk electorate at March 2019 was 82243. With 84 members in Norfolk County Council the average number of electors per councillor in 2019 would be 8122 rising to 8482 electors in 2025. This is likely to mean that moving forward from the County Council elections in May 2021 the North Norfolk District is likely to have 10 county councillors to represent the District, as compared to 11 currently. This means that divisional boundaries within North Norfolk will have to change, reflecting the reduced number of county councillors.

Good practice suggests that, where possible, County Council divisions should be made up of District Council wards, as this makes elections easier to administer and for electors to understand. Given the geography of the District, with many small communities, it might not be possible to achieve exact uniformity of electorate size per division across the District through whole district wards, but as far as possible attempts have been made to form new divisions in this way and where this isn't possible to use wards and parishes as building blocks for the new County divisions.

The consultation process by the LGBCE for the first stage of considering new divisional boundaries for the County Council runs until 11th February 2020 and therefore provides an opportunity for the District Council to put forward proposals which reflect communities and geographies of North Norfolk. The LGBCE will then publish some draft proposals by the end of Quarter 1 2020 which will be the subject of formal consultation and then publish final proposals later in the year, before the new division boundaries come into effect for the May 2021 County Council elections.

Officer proposal:-

Officers have therefore considered the average number of electors per divisional area and community identity across the District and proposed the following Divisional areas. This provisional model largely reflects the settlement hierarchy and high school catchment areas of the District as detailed in the Local Plan - with each town in the District proposed for a County Division; with North Walsham having two divisions and the large villages of Hoveton and Mundesley each also being proposed for an electoral division.

Starting from the west and working eastwards officers have therefore proposed the following model, also shown on the attached map.

Fakenham Division – made up of the Lancaster North, Lancaster South and The Raynhams District wards, plus the parish of Ryburgh from the Stibbard ward.

This division largely reflects the existing Fakenham County Division, plus the parish of Ryburgh. It is centred on the town of Fakenham and the inclusion of the parish of Ryburgh reflects that the majority of HGV traffic accessing the Crisp Malt maltings business is routed into the village from the B1146 Dereham road through Pudding Norton and Hempton to the south of Fakenham. The upper reaches of the River Wensum Special Area of Conservation would flow through the Division. 2019 electorate would be 8766 electors – 7.93% above the County average; rising to 9222 in 2025 – 8.72% above the average.

Wells Division – covering a large rural area of some 27 parishes this division would include the district wards of Wells with Holkham, Walsingham, Coastal, Priory and the parishes of Kettlestone, Fulmodeston and Stibbard from the Stibbard ward.

The north of the division would include the large area of coastal saltmarsh and the route of the A149 west of Sheringham to the district boundary at Holkham. The area would cover a large part of the Alderman Peel High School catchment at Wells-next-the-Sea and takes in many villages within the Norfolk Coast Area of Outstanding Natural Beauty where there are high levels of second and holiday home ownership. The south of the division would take in small communities on the A148 and A1067 roads. The Division largely reflects the existing Wells Division, but extends further eastwards along the coast road towards Sheringham (taking in the parishes of Cley, Salthouse, Kelling and Weybourne which now form part of the District's Coastal ward) and further south into part of the current Melton Constable Division and gives up four small parishes in the former Glaven Valley ward – Brinton, Letheringsett, Stody and Thornage to the proposed Holt division. 2019 electorate would be 8746 electors – 7.72% above the County average; rising to 8920 in 2025 – 5.16% above the average.

Holt Division – it is proposed that this division takes in the Holt, Stody and Briston district council wards and parishes of Hindolveston, Swanton Novers, Thurning and Wood Norton from the Stibbard ward. The proposed division would therefore extend from Holt in the north to the District boundary with Broadland in the south.

The division would be predominantly rural and agricultural in its focus taking in parts of the current Holt and Melton Constable Divisions. 2019 electorate would be 8287 electors – 2.03% above the County average; rising to 9087 in 2025 – 7.13% above the average.

Sheringham Division – taking in the Sheringham North and Sheringham South and Gresham District wards, largely focussed on the town of Sheringham and the rural area inland including much of the A148 road corridor between Cromer and Holt, much of which is served by the Sheringham High School catchment.

The division takes in most of the current Sheringham Division (excluding the parish of Beeston Regis) and part of the current Holt division (the former Chaucer and the parish of Aylmerton from The Runtons district wards). 2019 electorate would be 8142 electors – 0.20% above the County average; rising to 8703 in 2025 – 2.60% above the average.

Cromer Division – taking in the Cromer Town, Suffield Park and Beeston Regis and the Runtons district wards – ie the town of Cromer and the villages along the coast road and rail line to the west of the town where the tourism economy dominates.

The division takes in the town of Cromer, as per the current Cromer Division, but excludes the Roughton district ward to the south of the town, replacing it with the Beeston Regis and The Runtons coastal ward which is strongly dependent on tourism as is the town.

2019 electorate would be 8296 electors – 2.14% above the County average; rising to 9029 in 2025 – 6.45% above the average.

Mundesley (and Erpingham) Division – taking in the Mundesley, Poppyland, Roughton and Erpingham district wards to the east and south of Cromer. The Division would take in the largely undefended coastal cliffed area between Overstrand and Mundesley with a large agricultural hinterland; tourism is also important across this area.

The Division would be made up of a large part of the existing Mundesley Division (Mundesley parish and the Poppyland ward, plus the parish of Gimingham) – ie the communities along the coast road to the east of Cromer, together with the Roughton ward currently in the Cromer Division and the Erpingham ward from the current North Walsham West Division as it straddles the A140 road between Cromer and Aylsham. 2019 electorate would be 8734 electors – 6.63% above the County average; rising to 8913 in 2025 – 5.08% above the average.

North Walsham West Division – taking in the North Walsham West and Trunch district wards, together with the majority of the Worstead district ward (excluding Scottow) this Division would take in much of the existing North Walsham West Division but excludes the Erpingham ward, which is some distance west of the town.

The proposed Division is arguably more geographically focussed on North Walsham and is the part of the town which is anticipated through the emerging Local Plan to see quite large-scale growth over the next fifteen years. The Division would also cover the main employment areas of the town. 2019 electorate would be 7526 electors – 8.08% below the County average; rising to 8139 in 2025 – 4.04% below the average.

North Walsham East Division – taking in the North Walsham East, North Walsham Market Cross and Bacton district wards, this Division would take in the main town centre of North Walsham and extend eastwards through Bacton Woods to the coast at Bacton and Walcott.

Reflecting a large part of the existing North Walsham East division, but replacing Happisburgh with Bacton and Paston. 2019 electorate would be 7953 electors – 2.08% below the County average; rising to 8162 in 2025 – 3.77% below the average.

Stalham Division – taking in the Stalham, Happisburgh and Hickling district wards this “new” division (taking in the northern part of the current Hoveton and Stalham division and most of the current South Smallburgh division) would cover the eastern coastal and northern Broads part of the District largely focussed on the large rural hinterland of the small town of Stalham – ie largely aligned with the high school and GP catchment areas of the town and straddling the A149 route east of the town towards Great Yarmouth. Sensitive coastal and Broadland environments would give this division a strong identity and focus. 2019 electorate would be 8746 electors – 7.68% above the County average; rising to 8818 in 2025 – 3.96% above the average.

Hoveton Division – taking in the Hoveton and Tunstead and St Benet’s district wards plus the parish of Scottow from the Worstead district ward, this Division covers a large part of the current Hoveton and Stalham Division plus the south-western part of the current South Smallburgh Division.

This Division is now much more focussed and coherent as a geographical area and reflects the northern part of the catchment area served by the Broadland High School. The area has a strong Broads and tourism focus, but being close to Norwich also has a high level of out-commuting to the city via the A1151 and the Norwich to Sheringham rail line.

This Division would have the greatest level of variance from the county averages with a 2019 electorate of 7047 – 13.23% below the County average; increasing to 7131 in 2025 – 15.35% below the average, although the relatively contained geography of the area at the southern

extent of the district bounded by the Rivers Bure and Ant and its increasing focus on Norwich is considered to be an appropriate variance and demands for future housing growth in this area has been proposed at Hoveton, Horning and Scottow (Badersfield) through the emerging Local Plan.

Whilst the electorate figures quoted in the proposals above have been taken from the LGBCE data, using 1st November 2019 data on the published electoral registers – the extent to which the electorates in the proposed North Walsham West and Hoveton divisions are “below” the County average figure in 2019 would reduce to -3.10% and -11.30% respectively, with all other divisions being within the + or – 10% of the County average figure.

Cabinet proposal:-

Some members of the District Council’s Cabinet met with officers to discuss the draft proposal outlined above and have made a slightly amended proposal.

The Cabinet proposal agreed with the officer proposal as it related to the proposed Fakenham, Wells, Holt, North Walsham East and Stalham Divisions, but proposed different groupings of wards and parishes in the central area of the District – ie those areas covered by the Sheringham, Cromer, Hoveton, North Walsham West and Erpingham Divisions; as detailed below:-

Sheringham Division – taking in the Sheringham North and Sheringham South and Beeston Regis and The Runtons District wards, largely focussed on the town of Sheringham and the villages along the coast road and rail line to the east of the town where the tourism economy dominates.

The division takes in most of the current Sheringham Division and The Runtons parish from the current Holt Division. 2019 electorate would be 8354 electors – 2.86% above the County average; rising to 8929 in 2025 – 5.27% above the average.

Cromer Division – taking in the Cromer Town, Suffield Park and Northrepps, Overstrand and Sidestrand from the Poppyland District ward – ie the town of Cromer and the villages along the coast road to the east of the town where the tourism economy dominates.

The division takes in the town of Cromer, as per the current Cromer Division, but excludes the Roughton district ward to the south of the town, replacing it with Northrepps, Overstrand and Sidestrand from the Poppyland District ward in the current Mundesley Division.

2019 electorate would be 7879 electors – 2.99% below the County average; rising to 8620 in 2025 – 1.62% below the average.

Erpingham Division – taking in the Erpingham, Gresham, and Roughton district wards plus the parishes of Trimingham in the Poppyland ward; Antingham, Felmingham and Suffield from the Trunch ward and Skeyton from the Worstead ward; to the south of Cromer. The Division is highly rural and dependent on the agricultural economy; with tourism also being important across this area.

The Division would be made up of parts of the current Cromer, Holt, Melton Constable, North Walsham West and Erpingham divisions and the parishes of Gimingham and Trimingham from the current Mundesley division – ie communities to the south of Cromer either side of the

A140 road between Cromer and Aylsham. 2019 electorate would be 7782 electors – 4.19% below the County average; rising to 7903 in 2025 – 6.82% below the average.

North Walsham West Division – taking in the North Walsham West and Mundesley district wards and the parishes of Knapton, Swafeld and Trunch from the Trunch district ward.

The proposed Division is focussed on North Walsham and the B1145 road out to the coast at Mundesley and includes the part of North Walsham which is anticipated through the emerging Local Plan to see quite large-scale growth over the next fifteen years. The Division would also cover the main employment areas of the town. 2019 electorate would be 7490 electors – 7.78% below the County average; rising to 8134 in 2025 – 4.10% below the average.

Hoveton Division – taking in the Hoveton and Tunstead, St Benet's and Worstead district wards excluding the parish of Skeyton from the Worstead district ward, this Division covers a large part of the current Hoveton and Stalham Division plus the south-western part of the current South Smallburgh Division.

This Division is focussed and coherent as a geographical area and reflects the northern part of the catchment area served by the Broadland High School. The area has a strong Broads and tourism focus, but being close to Norwich also has a high level of out-commuting to the city via the A1151 and the Norwich to Sheringham rail line.

2019 electorate of 8240 – 1.43% above the County average; increasing to 8334 in 2025 – 1.74% below the average.

The LGBCE has invited proposals on potential divisional areas / boundaries from interested parties to be submitted by 11th February 2020.

Full Council is therefore asked to indicate the following:-

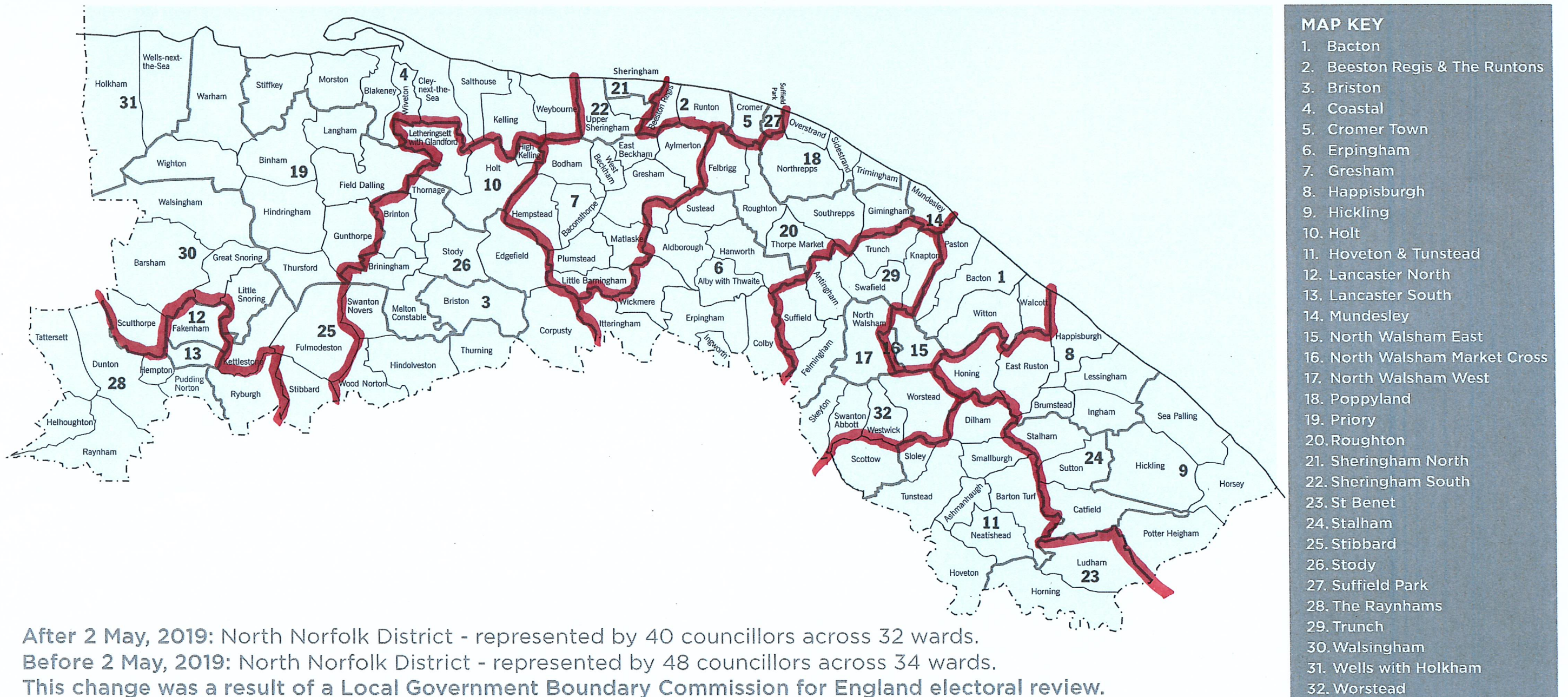
- a) **Whether it wishes the District Council to submit any comments or proposals to the LGBCE at this initial stage in the process of developing new divisional boundaries as it relates to the North Norfolk District Council area of Norfolk County Council**

- b) **If Full Council is minded to submit comments / proposals to the LGBCE at this time, does it have a preference for either of the proposals outlined in the above report or wish to make alternative proposals.**

Steve Blatch

Corporate Director and Joint Head of Paid Service

North Norfolk District Council ward boundaries from May, 2019

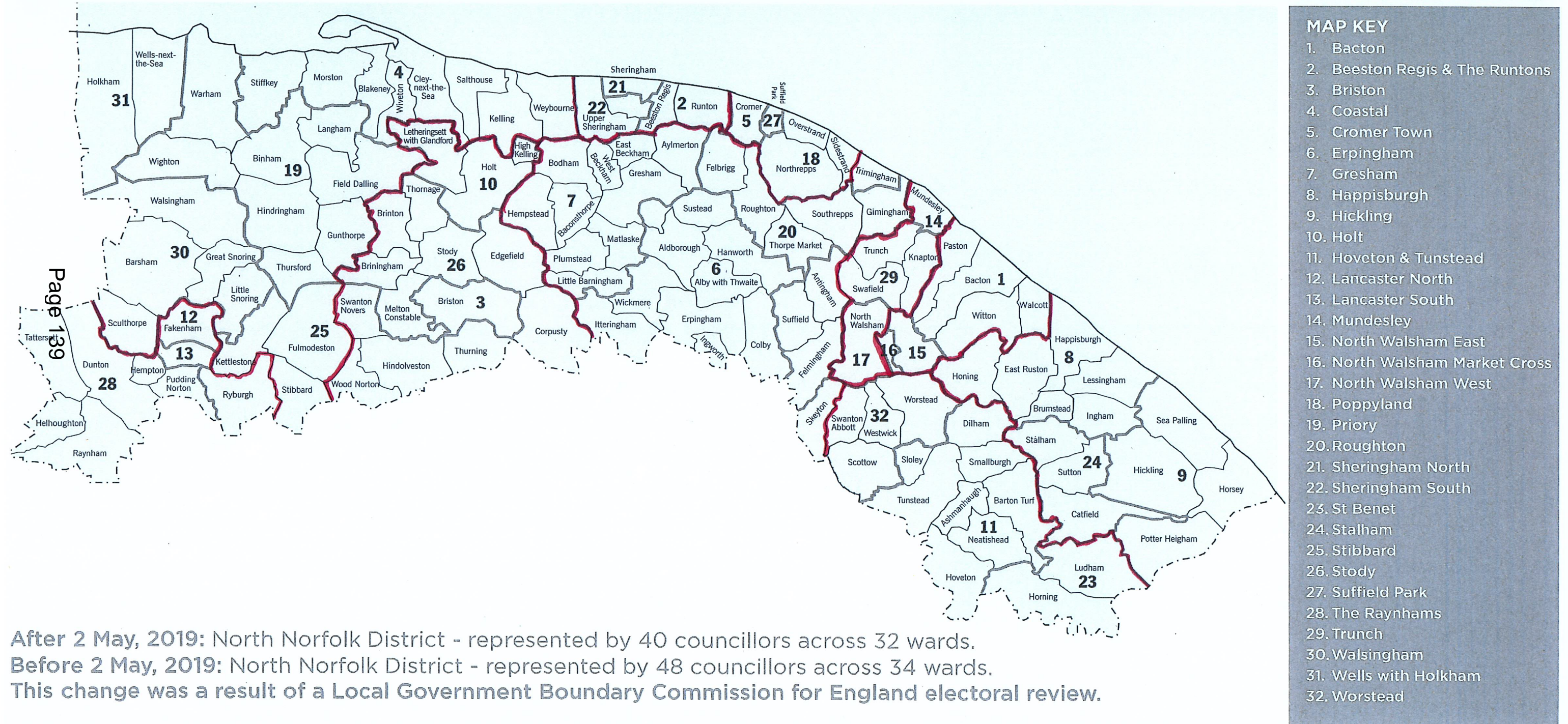


After 2 May, 2019: North Norfolk District - represented by 40 councillors across 32 wards.

Before 2 May, 2019: North Norfolk District - represented by 48 councillors across 34 wards.

This change was a result of a Local Government Boundary Commission for England electoral review.

North Norfolk District Council ward boundaries from May, 2019



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NORFOLK COUNTY COUNCIL - LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND

OFFICER PROPOSAL FOR REVISED DIVISION AREAS - NORTH NORFOLK

Polling district	District	Parish	Parish ward	Group parish council	Existing Ward	Proposed Division	Electorate 2019	Electorate 2025	Electorate 1st November 2019	Comparison to 2025 projection
							Average number of electors per councillor 8122 across Norfolk based on 84 councillors	Average number of electors per councillor 8482 across Norfolk based on 84 councillors		
FAKENHAM										
	North Norfolk	Fakenham Town Council			Lancaster North	Fakenham	1835	2242	1890	
	North Norfolk	Fakenham Town Council			Lancaster South	Fakenham	4290	4328	4376	
	North Norfolk	Dunton			The Raynhams	Fakenham	104	97	100	
	North Norfolk	Helhoughton			The Raynhams	Fakenham	294	318	315	
	North Norfolk	Hempton			The Raynhams	Fakenham	432	439	430	
	North Norfolk	Pudding Norton			The Raynhams	Fakenham	207	205	204	
	North Norfolk	Raynham			The Raynhams	Fakenham	286	277	290	
	North Norfolk	Tattersett			The Raynhams	Fakenham	759	763	773	
	North Norfolk	Ryburgh	Great		Stibbard (part)	Fakenham	524	520	538	
	North Norfolk	Ryburgh	Little		Stibbard (part)	Fakenham	35	33	31	
							8766	9222	8947	8947
							7.93%	8.72%	10.60%	5.48%
WELLS										
	North Norfolk	Holkham			Wells with Holkham	Wells	181	179	178	
	North Norfolk	Wells-Next-the-Sea			Wells with Holkham	Wells	1794	1803	1845	
	North Norfolk	Barsham			Walsingham	Wells	203	202	200	
	North Norfolk	Great Snoring			Walsingham	Wells	143	139	144	
	North Norfolk	Little Snoring			Walsingham	Wells	471	517	486	
	North Norfolk	Sculthorpe			Walsingham	Wells	590	589	597	
	North Norfolk	Walsingham	Little		Walsingham	Wells	372	378	373	
	North Norfolk	Walsingham	Great		Walsingham	Wells	272	279	287	
	North Norfolk	Gunthorpe	Bale		Priory	Wells	85	88	89	
	North Norfolk	Binham			Priory	Wells	236	277	235	
	North Norfolk	Field Dalling			Priory	Wells	242	244	250	
	North Norfolk	Gunthorpe	Gunthorpe		Priory	Wells	93	104	96	
	North Norfolk	Hindringham			Priory	Wells	398	419	409	
	North Norfolk	Langham			Priory	Wells	310	315	316	
	North Norfolk	Thursford			Priory	Wells	166	166	175	
	North Norfolk	Warham			Priory	Wells	160	161	163	
	North Norfolk	Wighton			Priory	Wells	190	191	187	
	North Norfolk	Blakeney			Coastal	Wells	591	600	605	
	North Norfolk	Morston			Coastal	Wells	74	68	71	
	North Norfolk	Stiffkey			Coastal	Wells	169	169	177	
	North Norfolk	Wiveton			Coastal	Wells	103	103	103	

North Norfolk	Cley Next the Sea	Coastal	Wells	345	367	350		
North Norfolk	Kelling	Coastal	Wells	141	150	131		
North Norfolk	Salthouse	Coastal	Wells	116	122	116		
North Norfolk	Weybourne	Coastal	Wells	441	437	446		
North Norfolk	Kettlestone	Stibbard (part)	Wells	174	169	169		
North Norfolk	Fulmodeston	Stibbard (part)	Wells	392	395	393		
North Norfolk	Stibbard	Stibbard (part)	Wells	294	289	296		
				8746	8920	8887	8887	8887
				7.72%	5.16%	9.42%	4.77%	

HOLT

North Norfolk	Briston	Briston	Holt	2011	2043	2050		
North Norfolk	High Kelling	Holt	Holt	467	476	467		
North Norfolk	Holt	Holt	Holt	2885	3566	2973		
North Norfolk	Letheringsett with Glandford	Holt	Holt	182	190	187		
North Norfolk	Briningham	Stody	Holt	100	98	94		
North Norfolk	Brinton	Stody	Holt	162	168	185		
North Norfolk	Corpusty and Saxthorpe	Stody	Holt	571	569	586		
North Norfolk	Edgefield	Stody	Holt	320	356	336		
North Norfolk	Melton Constable	Stody	Holt	420	433	457		
North Norfolk	Stody	Stody	Holt	151	149	145		
North Norfolk	Thornage	Stody	Holt	157	160	162		
North Norfolk	Hindolveston	Stibbard (part)	Holt	435	428	453		
North Norfolk	Swanton Novers	Stibbard (part)	Holt	186	202	184		
North Norfolk	Thurning	Stibbard (part)	Holt	59	62	56		
North Norfolk	Wood Norton	Stibbard (part)	Holt	181	187	190		
				8287	9087	8525	8525	8525
				2.03%	7.13%	4.96%	0.51%	

SHERINGHAM

North Norfolk	Sheringham	Sheringham North	Sheringham	2029	2128	2077		
North Norfolk	Sheringham	Sheringham South	Sheringham	3941	4286	3991		
North Norfolk	Upper Sheringham	Sheringham South	Sheringham	204	296	208		
North Norfolk	Aylmerton	Gresham	Sheringham	379	382	391		
North Norfolk	Baconsthorpe	Gresham	Sheringham	164	160	173		
North Norfolk	Bodham	Gresham	Sheringham	381	400	400		
North Norfolk	East Beckham	Gresham	Sheringham	30	29	29		
North Norfolk	Gresham	Gresham	Sheringham	328	338	329		
North Norfolk	Hempstead	Gresham	Sheringham	139	141	137		
North Norfolk	Little Barningham	Gresham	Sheringham	111	105	107		
North Norfolk	Matlaske	Gresham	Sheringham	133	138	143		
North Norfolk	Plumstead	Gresham	Sheringham	106	106	107		
North Norfolk	West Beckham	Gresham	Sheringham	197	194	198		
				8142	8703	8290	8290	8290
				0.20%	2.60%	1.36%	-2.26%	

CROMER

North Norfolk	Cromer	Cromer Town	Cromer	3911	4407	4063		
North Norfolk	Cromer	Suffield Park	Cromer	2205	2403	2269		
North Norfolk	Beeston Regis	Beeston Regis & The Runtons	Cromer	814	830	835		
North Norfolk	Runton	Beeston Regis & The Runtons	Cromer	621	624	619		

North Norfolk	Runton	Beeston Regis & The Runtons	Cromer	745	765	751	
				8296	9029	8537	8537
				2.14%	6.45%	5.11%	0.65%

MUNDESLEY & ERPINGHAM

North Norfolk	Mundesley	Mundesley	Mundesley	2208	2274	2240	
North Norfolk	Alby with Thwaite	Erpingham	Mundesley	197	197	198	
North Norfolk	Aldborough & Thurgarton	Erpingham	Mundesley	463	460	482	
North Norfolk	Colby	Erpingham	Mundesley	419	414	409	
North Norfolk	Erpingham	Erpingham	Mundesley	502	544	506	
North Norfolk	Hanworth	Erpingham	Mundesley	140	147	137	
North Norfolk	Ingworth	Erpingham	Mundesley	79	82	82	
North Norfolk	Itteringham	Erpingham	Mundesley	114	110	114	
North Norfolk	Sustead	Erpingham	Mundesley	173	186	179	
North Norfolk	Wickmere	Erpingham	Mundesley	129	125	125	
North Norfolk	Northrepps	Poppyland	Mundesley	855	869	893	
North Norfolk	Overstrand	Poppyland	Mundesley	829	851	866	
North Norfolk	Sidestrand	Poppyland	Mundesley	79	85	81	
North Norfolk	Trimingham	Poppyland	Mundesley	299	304	313	
North Norfolk	Felbrigg	Roughton	Mundesley	148	157	149	
North Norfolk	Gimingham	Roughton	Mundesley	350	353	360	
North Norfolk	Roughton	Roughton	Mundesley	792	783	810	
North Norfolk	Southrepps	Roughton	Mundesley	697	699	714	
North Norfolk	Thorpe Market	Roughton	Mundesley	261	273	265	
				8734	8913	8923	8923
				6.63%	5.08%	9.86%	5.20%

NORTH WALSHAM WEST

North Norfolk	North Walsham	North Walsham West	North Walsham West	3962	4509	4268	
North Norfolk	Antingham	Trunch	North Walsham West	289	292	287	
North Norfolk	Felmingham	Trunch	North Walsham West	463	483	443	
North Norfolk	Knapton	Trunch	North Walsham West	319	320	326	
North Norfolk	Suffield	Trunch	North Walsham West	112	110	112	
North Norfolk	Swafield	Trunch	North Walsham West	232	244	235	
North Norfolk	Trunch	Trunch	North Walsham West	769	787	790	
North Norfolk	Skeyton	Worstead (part)	Hoveton	187	191	184	
North Norfolk	Swanton Abbott	Worstead (part)	Hoveton	356	367	371	
North Norfolk	Westwick	Worstead (part)	Hoveton	68	72	70	
North Norfolk	Worstead	Worstead (part)	Hoveton	769	764	784	
				7526	8139	7870	7870
				-8.08%	-4.04%	-3.10%	-7.22%

NORTH WALSHAM EAST

North Norfolk	North Walsham	North Walsham East	North Walsham East	3824	3962	3812	
North Norfolk	North Walsham	North Walsham Market Cross	North Walsham East	2108	2190	2128	
North Norfolk	Bacton	Bacton	North Walsham East	978	963	1016	
North Norfolk	Paston	Bacton	North Walsham East	196	203	200	

North Norfolk	Walcott	Bacton	North Walsham East	568	564	565	
North Norfolk	Witton	Bacton	North Walsham East	279	280	278	
				7953	8162	7999	7999
				-2.08%	-3.77%	-1.51%	-5.69%

STALHAM

North Norfolk	Catfield	Stalham	Stalham	762	787	793	
North Norfolk	Stalham	Stalham	Stalham	2696	2650	2730	
North Norfolk	Sutton	Stalham	Stalham	937	955	957	
North Norfolk	Brumstead	Happisburgh	Stalham	47	57	48	
North Norfolk	East Ruston	Happisburgh	Stalham	447	450	451	
North Norfolk	Happisburgh	Happisburgh	Stalham	636	650	627	
North Norfolk	Honing	Happisburgh	Stalham	267	263	271	
North Norfolk	Ingham	Happisburgh	Stalham	310	309	312	
North Norfolk	Lessingham	Happisburgh	Stalham	498	489	493	
North Norfolk	Hickling	Hickling	Stalham	812	833	825	
North Norfolk	Horsey	Hickling	Stalham	52	61	55	
North Norfolk	Potter Heigham	Hickling	Stalham	864	887	884	
North Norfolk	Sea Palling	Hickling	Stalham	418	427	426	
				8746	8818	8872	8872
				7.68%	3.96%	9.23%	4.60%

HOVETON

North Norfolk	Ashmanhaugh	Hoveton & Tunstead	Hoveton	140	147	154	
North Norfolk	Barton Turf	Hoveton & Tunstead	Hoveton	414	414	419	
North Norfolk	Dilham	Hoveton & Tunstead	Hoveton	266	271	273	
North Norfolk	Hoveton	Hoveton & Tunstead	Hoveton	1748	1775	1796	
North Norfolk	Neatishead	Hoveton & Tunstead	Hoveton	480	491	492	
North Norfolk	Sloley	Hoveton & Tunstead	Hoveton	219	222	220	
North Norfolk	Smallburgh	Hoveton & Tunstead	Hoveton	432	428	439	
North Norfolk	Tunstead	Hoveton & Tunstead	Hoveton	568	571	596	
North Norfolk	Horning	St. Benet	Hoveton	962	968	968	
North Norfolk	Ludham	St. Benet	Hoveton	1080	1088	1099	
North Norfolk	Scottow	Worstead (part)	Hoveton	738	756	748	
				7047	7131	7204	7204
				-13.23%	-15.35%	-11.30%	-15.07%
				82243	86124	84054	84054

8224 electors per councillor 8612 electors per councillor 8405 electors per councillor

Note the figures in red are estimates for the Town wards, which are still quoted in the LGBCE data as for the "old" North Norfolk ward areas. This does not have any bearing on the Divisional figures for Cromer, Fakenham and Sheringham; but could potentially involve small errors for North Walsham where the figures used in these assumptions are based on 2016 and 2022 electorate data as per the North Norfolk District Council LGBCE final recommendations.

NORFOLK COUNTY COUNCIL - LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND

CABINET MEMBER PROPOSAL FOR REVISED DIVISION AREAS - NORTH NORFOLK

Polling district	District	Parish	Parish ward	Group parish council	Existing Ward	Proposed Division	Electorate 2019	Electorate 2025	Electorate 1st November 2019	Comparison to 2025 projection
							Average number of electors per councillor 8122	Average number of electors per councillor 8482		
FAKENHAM										
	North Norfolk	Fakenham Town Council			Lancaster North	Fakenham	1835	2242	1890	
	North Norfolk	Fakenham Town Council			Lancaster South	Fakenham	4290	4328	4376	
	North Norfolk	Dunton			The Raynhams	Fakenham	104	97	100	
	North Norfolk	Helhoughton			The Raynhams	Fakenham	294	318	315	
	North Norfolk	Hempton			The Raynhams	Fakenham	432	439	430	
	North Norfolk	Pudding Norton			The Raynhams	Fakenham	207	205	204	
	North Norfolk	Raynham			The Raynhams	Fakenham	286	277	290	
	North Norfolk	Tattersett			The Raynhams	Fakenham	759	763	773	
	North Norfolk	Ryburgh	Great		Stibbard (part)	Fakenham	524	520	538	
	North Norfolk	Ryburgh	Little		Stibbard (part)	Fakenham	35	33	31	
							8766	9222	8947	8947
							7.93%	8.72%	10.60%	5.48%
WELLS										
	North Norfolk	Holkham			Wells with Holkham	Wells	181	179	178	
	North Norfolk	Wells-Next-the-Sea			Wells with Holkham	Wells	1794	1803	1845	
	North Norfolk	Barsham			Walsingham	Wells	203	202	200	
	North Norfolk	Great Snoring			Walsingham	Wells	143	139	144	
	North Norfolk	Little Snoring			Walsingham	Wells	471	517	486	
	North Norfolk	Sculthorpe			Walsingham	Wells	590	589	597	
	North Norfolk	Walsingham	Little		Walsingham	Wells	372	378	373	
	North Norfolk	Walsingham	Great		Walsingham	Wells	272	279	287	
	North Norfolk	Gunthorpe	Bale		Priory	Wells	85	88	89	
	North Norfolk	Binham			Priory	Wells	236	277	235	
	North Norfolk	Field Dalling			Priory	Wells	242	244	250	
	North Norfolk	Gunthorpe	Gunthorpe		Priory	Wells	93	104	96	
	North Norfolk	Hindringham			Priory	Wells	398	419	409	
	North Norfolk	Langham			Priory	Wells	310	315	316	
	North Norfolk	Thursford			Priory	Wells	166	166	175	
	North Norfolk	Warham			Priory	Wells	160	161	163	
	North Norfolk	Wighton			Priory	Wells	190	191	187	
	North Norfolk	Blakeney			Coastal	Wells	591	600	605	
	North Norfolk	Morston			Coastal	Wells	74	68	71	
	North Norfolk	Stiffkey			Coastal	Wells	169	169	177	
	North Norfolk	Wiveton			Coastal	Wells	103	103	103	
	North Norfolk	Cley Next the Sea			Coastal	Wells	345	367	350	
	North Norfolk	Kelling			Coastal	Wells	141	150	131	
	North Norfolk	Salthouse			Coastal	Wells	116	122	116	

North Norfolk	Weybourne	Coastal	Wells	441	437	446	
North Norfolk	Kettlestone	Stibbard (part)	Wells	174	169	169	
North Norfolk	Fulmodeston	Stibbard (part)	Wells	392	395	393	
North Norfolk	Stibbard	Stibbard (part)	Wells	294	289	296	
				8746	8920	8887	8887
				7.72%	5.16%	9.42%	4.77%

HOLT

North Norfolk	Briston	Briston	Holt	2011	2043	2050	
North Norfolk	High Kelling	Holt	Holt	467	476	467	
North Norfolk	Holt	Holt	Holt	2885	3566	2973	
North Norfolk	Letheringsett with Glandford	Holt	Holt	182	190	187	
North Norfolk	Briningham	Stody	Holt	100	98	94	
North Norfolk	Brinton	Stody	Holt	162	168	185	
North Norfolk	Corpusty and Saxthorpe	Stody	Holt	571	569	586	
North Norfolk	Edgefield	Stody	Holt	320	356	336	
North Norfolk	Melton Constable	Stody	Holt	420	433	457	
North Norfolk	Stody	Stody	Holt	151	149	145	
North Norfolk	Thornage	Stody	Holt	157	160	162	
North Norfolk	Hindolveston	Stibbard (part)	Holt	435	428	453	
North Norfolk	Swanton Novers	Stibbard (part)	Holt	186	202	184	
North Norfolk	Thurning	Stibbard (part)	Holt	59	62	56	
North Norfolk	Wood Norton	Stibbard (part)	Holt	181	187	190	
				8287	9087	8525	8525
				2.03%	7.13%	4.96%	0.51%

SHERINGHAM

North Norfolk	Sheringham	Sheringham North	Sheringham	2029	2128	2077	
North Norfolk	Sheringham	Sheringham South	Sheringham	3941	4286	3991	
North Norfolk	Upper Sheringham	Sheringham South	Sheringham	204	296	208	
North Norfolk	Beeston Regis	Beeston Regis & The Runtons	Sheringham	814	830	835	
North Norfolk	Runton	Beeston Regis & The Runtons	Sheringham	621	624	619	
North Norfolk	Runton	Beeston Regis & The Runtons	Sheringham	745	765	751	
				8354	8929	8481	8481
				2.86%	5.27%	1.36%	-2.26%

CROMER

North Norfolk	Cromer	Cromer Town	Cromer	3911	4407	4063	
North Norfolk	Cromer	Suffield Park	Cromer	2205	2403	2269	
North Norfolk	Northrepps	Poppyland (part)	Cromer	855	869	893	
North Norfolk	Overstrand	Poppyland (part)	Cromer	829	851	866	
North Norfolk	Sidestrand	Poppyland (part)	Cromer	79	85	81	
				7879	8620	8172	8172
				-2.99%	1.62%	0.61%	-3.65%

ERPINGHAM

North Norfolk	Aylmerton	Gresham	Erpingham	379	382	391	
North Norfolk	Baconsthorpe	Gresham	Erpingham	164	160	173	
North Norfolk	Bodham	Gresham	Erpingham	381	400	400	

North Norfolk	East Beckham	Gresham	Erpingham	30	29	29
North Norfolk	Gresham	Gresham	Erpingham	328	338	329
North Norfolk	Hempstead	Gresham	Erpingham	139	141	137
North Norfolk	Little Barningham	Gresham	Erpingham	111	105	107
North Norfolk	Matlaske	Gresham	Erpingham	133	138	143
North Norfolk	Plumstead	Gresham	Erpingham	106	106	107
North Norfolk	West Beckham	Gresham	Erpingham	197	194	198
North Norfolk	Alby with Thwaite	Erpingham	Erpingham	197	197	198
North Norfolk	Aldborough & Thurgarton	Erpingham	Erpingham	463	460	482
North Norfolk	Colby	Erpingham	Erpingham	419	414	409
North Norfolk	Erpingham	Erpingham	Erpingham	502	544	506
North Norfolk	Hanworth	Erpingham	Erpingham	140	147	137
North Norfolk	Ingworth	Erpingham	Erpingham	79	82	82
North Norfolk	Itteringham	Erpingham	Erpingham	114	110	114
North Norfolk	Sustead	Erpingham	Erpingham	173	186	179
North Norfolk	Wickmere	Erpingham	Erpingham	129	125	125
North Norfolk	Trimingham	Poppyland (part)	Erpingham	299	304	313
North Norfolk	Felbrigg	Roughton	Erpingham	148	157	149
North Norfolk	Gimingham	Roughton	Erpingham	350	353	360
North Norfolk	Roughton	Roughton	Erpingham	792	783	810
North Norfolk	Southrepps	Roughton	Erpingham	697	699	714
North Norfolk	Thorpe Market	Roughton	Erpingham	261	273	265
North Norfolk	Antingham	Trunch (part)	Erpingham	289	292	287
North Norfolk	Felmingham	Trunch (part)	Erpingham	463	483	443
North Norfolk	Suffield	Trunch (part)	Erpingham	112	110	112
North Norfolk	Skeyton	Worstead (part)	Erpingham	187	191	184

7782 7903 7883 7883
 -4.19% -6.82% -2.94% -7.06%

NORTH WALSHAM WEST

North Norfolk	North Walsham	North Walsham West	North Walsham West	3962	4509	4268
North Norfolk	Mundesley	Mundesley	Mundesley	2208	2274	2240
North Norfolk	Knapton	Trunch (part)	North Walsham West	319	320	326
North Norfolk	Swafield	Trunch (part)	North Walsham West	232	244	235
North Norfolk	Trunch	Trunch (part)	North Walsham West	769	787	790

7490 8134 7859 7859
 -7.78% -4.10% -3.24% -7.34%

NORTH WALSHAM EAST

North Norfolk	North Walsham	North Walsham East	North Walsham East	3824	3962	3812
North Norfolk	North Walsham	North Walsham Market Cross	North Walsham East	2108	2190	2128
North Norfolk	Bacton	Bacton	North Walsham East	978	963	1016
North Norfolk	Paston	Bacton	North Walsham East	196	203	200
North Norfolk	Walcott	Bacton	North Walsham East	568	564	565
North Norfolk	Witton	Bacton	North Walsham East	279	280	278

7953 8162 7999 7999
 -2.08% -3.77% -1.51% -5.69%

STALHAM

North Norfolk	Catfield	Stalham	Stalham	762	787	793
North Norfolk	Stalham	Stalham	Stalham	2696	2650	2730
North Norfolk	Sutton	Stalham	Stalham	937	955	957
North Norfolk	Brumstead	Happisburgh	Stalham	47	57	48

North Norfolk	East Ruston	Happisburgh	Stalham	447	450	451
North Norfolk	Happisburgh	Happisburgh	Stalham	636	650	627
North Norfolk	Honing	Happisburgh	Stalham	267	263	271
North Norfolk	Ingham	Happisburgh	Stalham	310	309	312
North Norfolk	Lessingham	Happisburgh	Stalham	498	489	493
North Norfolk	Hickling	Hickling	Stalham	812	833	825
North Norfolk	Horsey	Hickling	Stalham	52	61	55
North Norfolk	Potter Heigham	Hickling	Stalham	864	887	884
North Norfolk	Sea Palling	Hickling	Stalham	418	427	426

8746 8818 8872 8872
7.68% 3.96% 9.23% 4.60%

HOVETON

North Norfolk	Ashmanhaugh	Hoveton & Tunstead	Hoveton	140	147	154
North Norfolk	Barton Turf	Hoveton & Tunstead	Hoveton	414	414	419
North Norfolk	Dilham	Hoveton & Tunstead	Hoveton	266	271	273
North Norfolk	Hoveton	Hoveton & Tunstead	Hoveton	1748	1775	1796
North Norfolk	Neatishead	Hoveton & Tunstead	Hoveton	480	491	492
North Norfolk	Sloley	Hoveton & Tunstead	Hoveton	219	222	220
North Norfolk	Smallburgh	Hoveton & Tunstead	Hoveton	432	428	439
North Norfolk	Tunstead	Hoveton & Tunstead	Hoveton	568	571	596
North Norfolk	Horning	St. Benet	Hoveton	962	968	968
North Norfolk	Ludham	St. Benet	Hoveton	1080	1088	1099
North Norfolk	Scottow	Worstead (part)	Hoveton	738	756	748
North Norfolk	Swanton Abbott	Worstead (part)	Hoveton	356	367	371
North Norfolk	Westwick	Worstead (part)	Hoveton	68	72	70
North Norfolk	Worstead	Worstead (part)	Hoveton	769	764	784

8240 8334 8429 8429
1.45% -1.74% 3.78% 0.62%

82243 86124 84054 84054

8224 electors per councillor 8612 electors per councillor 8405 electors per councillor

Note the figures in red are estimates for the Town wards, which are still quoted in the LGBCE data as for the "old" North Norfolk ward areas. This does not have any bearing on the Divisional figures for Cromer, Fakenham and Sheringham; but could potentially involve small errors for North Walsham where the figures used in these assumptions are based on 2016 and 2022 electorate data as per the North Norfolk District Council LGBCE final recommendations.

FORMATION OF THE INDEPENDENT REMUNERATION PANEL TO REVIEW THE MEMBERS' SCHEME OF ALLOWANCES

Summary:

The purpose of this report is to advise members of the need to refresh and convene a meeting of the Independent Remuneration Panel to review the North Norfolk District Council Members' Scheme of Allowances, in accordance with the requirements of the Local authorities (Members' Allowances) Regulations 2003.

Conclusions:

North Norfolk District Council Members' Scheme of Allowances is now due for review. An Independent Remuneration Panel must be convened to undertake that review and report its findings and recommendations to Full Council. The Council is required to have due regard to the report of the Independent Remuneration Panel in determining any amendments to the current Scheme. The revised Scheme should be adopted from May 2020.

Recommendations:

It is recommended that:

- (1) Members approve the convening of the Independent Remuneration Panel.
- (2) Members approve the Terms of Reference for the Independent Remuneration Panel.
- (3) Any representations that Members wish the Independent Remuneration Panel to take into consideration should be made in writing through the Group Leaders, to the Democratic Services Manager, by 10th January 2020.
- (4) The Independent Remuneration Panel reports its findings and recommendations for consideration by Full Council at its meeting in February 2020.
- (5) Members resolve to delegate to the Democratic Services Manager the appointment of the individual members to the Independent Remuneration Panel.

Cabinet member(s):

All

Wards affected

All

Contact Officer, telephone number, and e-mail:

Emma Denny, Democratic Services Manager
01263 516010, emma.denny@north-norfolk.gov.uk

1. Requirement to undertake an independent review of the Members' Scheme of Allowances and convene the North Norfolk District Council Independent Remuneration Panel

- 1.1 The Local Authorities (Members Allowances) (England) Regulations 2003 require each Council to establish and maintain an Independent Remuneration Panel (IRP) and to undertake a review of its members' allowances scheme at least every four years. The Council implemented its current Scheme in May 2016 following a review undertaken by its IRP. The regulations require each council to have regard to the recommendations of its IRP prior to amending, revoking or replacing its members' allowances scheme.
- 1.2 The 2003 Regulations require the panel to comprise at least three members, who cannot be elected councillors of any local authority, anyone who would be disqualified from being an elected member of a local authority or co-opted members of the Council's own committees.
- 1.3 Before the IRP can be convened, it is necessary to review the membership of the Panel. It is intended to use the same panel as used in 2016, with the exception of one member who has stood down. The Panel that has been selected sits as the IRP for several local authorities across East Anglia and is experienced in carrying out such reviews. Details of the proposed membership will be provided to the Group Leaders.
- 1.4 In November 2015 when the last Panel was established, Council agreed to pay an allowance of £200 plus travelling expenses to reflect the commitment of time being a member of the IRP will require. It is proposed that this altered in line with neighbouring authorities to £100 per meeting (with the expectation that two meetings are held).
- 1.6 The IRP will also need to have adequate administrative, information and technical support to inform the review. It is suggested this is fulfilled by the Monitoring Officer and the Democratic Services Manager.
- 1.7 In addition, Members may wish to make representations to the IRP on issues relating to the Scheme of Allowances. Should this be the case, it is recommended that such representations should be made in writing through the Group Leaders who would then be asked to submit them to the Democratic Services Manager. In order that such representations are available to the members of the IRP in good time, it is requested that they should be submitted to Democratic Services by 10th January 2020.

2. Terms of Reference

- 2.1 The Regulations provide that the IRP can make recommendations to the Council on the following matters:
- a) The amount of basic allowance which should be payable equally to each elected Member.
 - b) The roles and responsibilities for which a special responsibility allowance should be payable and the amount of each such allowance.
 - c) Travelling and subsistence.
 - d) Co-optees' allowance.
 - e) Whether an allowance in respect of expenses of arranging for the care of children and dependants should be included and, if appropriate, the amount of allowance and means by which it is determined.

- f) Backdating of allowances to the beginning of a financial year in which the scheme is amended.
- g) Annual adjustments of allowances.
- h) Which Members are to be eligible for contributory membership of the Local Government Pension Scheme.
- i) Whether basic allowance or Special Responsibility Allowance are eligible.

3. Financial Implications

- 3.1 The financial implications of the review of the Members' Scheme of Allowances are currently unknown. It will be a matter for the Council to determine any additional costs or savings in relation to the Scheme when the final report is considered and decisions taken on the adoption of any recommended changes.

4. Risks

- 4.1 The main risk associated with the review of the Members' Scheme of Allowances is reputational in nature. When Members consider the findings and recommendations of the Independent Remuneration Panel, there will be a need to evaluate them in the context of the prevailing circumstances. While Members are required to have due regard to the report of the Independent Remuneration Panel, it still a matter for the Council to decide whether it adopts the associated recommendations in full or part.

5. Sustainability

- 5.1 There are no direct sustainability implications associated with the review of the Members' Scheme of Allowances.

6. Equality and Diversity

- 6.1 There are a limited number of equality and diversity implications associated with the review of the Members' Scheme of Allowances, the principal issue being any decisions relating to the Carers' Allowance.

7. Crime & Disorder

- 7.1 There are no direct crime and disorder implications associated with the review of the Members' Scheme of Allowances.

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DRAFT PROGRAMME OF MEETINGS 2020-21

Summary: A draft Programme of Meetings for 2020-21 has been prepared and circulated for consultation and is attached at **Appendix A** .

Conclusions: Following review, the proposed draft Programme of Meetings 2020-21 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2020-21.**

Cabinet Member(s)	Ward(s) affected
	All
Contact Officer, telephone number and email: Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk	

1. Preparation of a Programme of Meetings 2020-21

1.1 A draft Programme of Meetings for 2020-21 has been prepared and circulated for consultation. The following issues should also be noted:

- 1.2
- a) It has been assumed that the times of the meetings will be as they are currently, so all meetings will be held in the day, with the exception of Full Council.
 - b) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
 - c) There is currently no Cabinet meeting programmed in for January 2021 as business for this meeting has been minimal in recent years. There can also be challenges regarding agenda despatch over the Christmas period. If there is business requiring a decision by Cabinet in January, then a meeting can be scheduled as needed.
 - d) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings in order to try and reduce the number of meeting clashes with the Development Committee and the Planning Policy and Built Heritage Working Party respectively. There is one clash with the Broads IDB: 18 May 2020 – Planning Policy and Built Heritage Working Party; in respect of the Norfolk Rivers IDB there are the following clashes: 18 June 2020 (site meetings); 13 August 2020 (site meetings); 15 October 2020

(Development Committee). Due to the strict Development Committee meeting cycle and pressure of other meetings, however, there is little flexibility.

2. Financial Implications and Risks to the Council

- 2.1 If we did not have an agreed schedule of meetings, the Council would not be able to adequately carry out its business. This would have wide-ranging financial implications and make it difficult, if not impossible, to plan and agree a budget.
- 2.2 An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge.

3. Equality and Diversity

- 3.1 The process of preparing the programme of meetings has included reference to the multi-faith calendar. The times of the meetings reflects the preference of the majority of Members in the current Council.

DRAFT PROGRAMME OF MEETINGS 2020/2021 DRAFT

			2020								2021			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL	Wed	18.00	20	24	21 (Tues)	-	23	-	18	16	-	24	-	28
CABINET	Mon	10.00	4	1	6	-	7	5	2	7	-	1	15	12
OVERVIEW AND SCRUTINY COMMITTEE	Wed	9.30	13	10	15	-	16	14	11	15 (Tues)	13	10	24	21
DEVELOPMENT COMMITTEE	Thurs	9.30	28	25	23	20	17	15	12	10	14	11	11	8
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	9.30	14	11	9	6	3	1/29	26	22 (Tues)	28	25	25	22
SITE MEETINGS**	Thurs		21	18	16	13	10	8	5	3	7	4	4	1/29
SITE MEETINGS (RESERVE)**	Thurs		7	4	3(Fri) /30	27	24	22	19	17	21	18	18	15
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Mon	10.00	18	15	13	17	14	12	9	14	18	22	22	19
LICENSING AND APPEALS COMMITTEE	Mon	10.00	11	-	20	-	21	-	23	-	25	-	8	-
LICENSING SUB-COMMITTEES	Weds	10.00	6	17	8	5	9	7	4	9	20	8 (Mon)	17	13 (Tues)
GOVERNANCE, RISK AND AUDIT COMMITTEE ^SP MTG- ANNUAL ACCOUNTS	Tues	14.00	-	16	14^	-	29	-	-	8	-	-	9	-
CONSTITUTION WORKING PARTY**	Tues	10.00	-	2	-	-	8	-	-	1	-	-	16	-
STANDARDS COMMITTEE	Tues	14.00	-	-	-	-	-	13	-	-	-	-	-	20
JOINT STAFF CONSULTATIVE COMMITTEE*	Tues	14.30	-	9	-	-	15	-	10	-	-	3	-	14 (Weds)
MEMBER DEVELOPMENT GROUP** ^RESERVE DAY FOR MEMBER DEVELOPMENT WORKSHOP	Tues	10.00	5	8^ (Mon)	-	11	-	6^	17	-	26^	-	10 (Weds)	-
COASTAL FORUM** ^FIELD TRIP	Tues	10.00	-	-	7^	-	-	-	3	-	-	-	3 (Weds)	-
BIG SOCIETY FUND GRANTS PANEL** (to follow Cabinet)	Mon	13.00	-	1	-	-	7	-	-	7	-	-	15	-
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			12/22	3/22	10/17	4/19	11/28	9/21	13/30	2/11	12/27	9/22	1/23	16/26

Notes: Committees marked * are occasional Committees and will not meet unless express notification is given.
Meetings marked ** are not formal meetings and are recorded here for convenience.

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Rt Hon Robert Jenrick MP
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Council Leaders in England

15 October 2019

Dear Local Leaders,

Adoption of the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism

My predecessor wrote to you in early 2017 following the Government's adoption of the IHRA definition, encouraging you to formally adopt the definition as a clear message that antisemitic behaviour will not be tolerated. I am writing to you on this issue again to impress upon you the need to take urgent action, which is more important now than ever.

The Community Security Trust (CST) is the leading organisation monitoring and supporting victims of antisemitism, and I know many of you will be familiar with their work. Earlier this year, CST released their report on antisemitic incidents in the first six months of 2019. It showed the highest total on record over a six-month period, and an increase of 10% on the same period in 2018, with over 100 incidents per month for the third year running. Similarly, the annual figures for 2018 showed the highest number of antisemitic incidents on record.

This is a very worrying trend. CST's figures reflect the Home Office official statistics from October 2019 which show that 18% of religiously motivated hatred is targeted at Jewish people – up from 12% in 2018 – and that, per capita, Jewish people were most likely to report experiencing hatred.

The recent deplorable attack on a synagogue in Halle, Germany, which took the lives of two innocent people on Yom Kippur, the holiest day in the Jewish calendar, shows that antisemitic hate crime is not a thing of the past. This must give us all serious pause.

It is in this context that I write to you again, to strongly urge you to formally adopt the IHRA definition and use it on all appropriate occasions. The definition is not designed to be legally binding, but it is an invaluable tool for public bodies to understand how antisemitism manifests itself in the 21st century. It demonstrates a commitment to engaging with the experiences of Jewish communities and supporting them against the contemporary challenges they face.

I recognise the local authorities who have already adopted the definition and considered its practical application, and I am grateful to you for showing leadership in tackling this challenge.

The IHRA definition is already used in guidance for the Police and Crown Prosecution Service, providing examples of the kinds of behaviours which, depending on the circumstances, could constitute antisemitism. The United Nations Special Rapporteur on Freedom of Religion or Belief also recently released a report which agreed that “the IHRA Working Definition of Antisemitism can offer valuable guidance for identifying antisemitism in its various forms” and encouraged its use in “education, awareness-raising and for monitoring and responding to manifestations of antisemitism”.

For our part, the Government is absolutely committed to combatting antisemitism in all its forms, from wherever it arises. Examples of this include the strong work of the Cross-Government Working Group to Tackle Antisemitism, which builds on our close relationship with Jewish communities. The Government funds projects such as Solutions Not Sides which seeks to challenge stereotypes and foster more nuanced discussion of the Israel-Palestinian conflict, and we have recently announced a further £100,000 in funding to tackle online antisemitism.

I am a strong advocate for clear standards on hate crime and a consistent approach across institutions to strengthen the support we provide to students and communities.

We recognise the incredibly valuable role local authorities have to play in tackling all forms of hate crime, in partnership with local police forces. Your intimate knowledge of local communities and their concerns provides valuable evidence to target responses. Your work to build resilience and integration locally helps to challenge some of the factors that may cause hate crime, preventing prejudice and hatred from taking root.

Eradicating antisemitism is not a task that the Government can achieve on our own. We need local authorities to show leadership, alongside our partners in civil society and community activists. The Government has adopted the IHRA definition of antisemitism, as we recognise this is one of the strongest signals we can give our Jewish communities. It demonstrates that we hear and understand their concerns and are ready and willing to act in response. I would be grateful if you would inform me when you have adopted the definition, or the steps you are taking to adopt it, or otherwise explain your reluctance to do so, so that I can discuss the matter with you directly.

RT HON ROBERT JENRICK MP