

Overview & Scrutiny Committee



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Tuesday, 3 March 2020

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN** on **Wednesday, 11 March 2020** at **9.30 am**.

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

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: matthew.stembrowicz@north-norfolk.gov.uk.

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

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

Emma Denny
Democratic Services Manager

To: Mr N Dixon, Mr T Adams, Mr H Blathwayt, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Mr N Pearce, Miss L Shires, Mrs E Spagnola, Mr J Toye and Mr A Varley

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



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

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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 12th February 2020.

5. ITEMS OF URGENT BUSINESS

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

6. DECLARATIONS OF INTEREST

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

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

To consider any requests made by non-executive Members of the Council, and notified to the Monitoring Officer with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

Cllr N Housden has submitted the following request:

'Would the Overview and Scrutiny Committee consider the impact of Norfolk County Council's proposed cuts to the Norfolk Music Service on children in the District? It is suggested that the number of tutors it currently provides are reduced by half and the cost of lessons to parents is increased by almost a fifth. This will have a significant impact on children living within the District, limiting their options to learn music and partake in extra-curricular activities that benefit their health and wellbeing. Although, the responsibility for the provision of music tuition sits with the County Council, the impact on our residents is potentially very significant.

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

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

At the February meeting of Council held on 26th February 2020, the following comments were made by the Cabinet Portfolio Holder for Finance – Cllr E Seward, in response to the Committee's recommendations on the 2020-21 budget:

"I should also like to thank members of the Overview & Scrutiny Committee for the very thorough way in which they scrutinised the Council's draft budget at their meeting on January 15th and for the recommendations they made. These recommendations were designed to improve the monitoring of the Council's capital and revenue budgets against the key themes in the Corporate Plan which are followed through to the recently approved delivery plans. The administration welcomes this approach as we wish to be as transparent and open as we can with, what is, public money. It will aid good decision making."

10. BUDGET MONITORING 2019/20 - PERIOD 10

9 - 52

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of January 2020.

Options considered: Not applicable.

Conclusions: The overall position at the end of January 2020 shows an £569,439 underspend for the current financial year on the revenue account, this is currently expected to deliver a full year underspend of £1,847.

Recommendations: **It is recommended that Cabinet:**

1. **Note the contents of the report and the current budget monitoring position;**
2. **Agree the award of the new cleaning contract to Norse Group Services Ltd and;**
3. **Agree the award of the new energy contract.**

Reasons for Recommendations:

To update Members on the current budget monitoring position for the Council.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

System budget monitoring reports

16. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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

17. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA

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OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 12 February 2020 in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN at 9.30 am

Committee Members Present:	Mr T Adams (Vice-Chairman)	Mr H Blathwayt
	Mrs W Fredericks	Mr P Heinrich
	Mr N Housden	Mr G Mancini-Boyle
	Miss L Shires	Mrs E Spagnola
	Mr J Toye	Mr A Varley
Members also attending:	Mr N Lloyd (Observer)	Ms V Gay (Observer)
	Mr E Seward (Observer)	Mr J Rest (Observer)
	Mrs S Bütikofer (Observer)	
Officers in Attendance:	Democratic Services and Governance Officer (Scrutiny) (DS&GOS), Democratic Services Manager (DSM), Head of Legal & Monitoring Officer (HLS) and Chief Technical Accountant (CTA)	

Also in attendance:

68 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Dixon and Cllr N Pearce.

69 SUBSTITUTES

None.

70 PUBLIC QUESTIONS & STATEMENTS

None received.

71 MINUTES

Minutes of the meeting held on 15th January 2020, were approved as a correct record and signed by the Vice-Chairman.

72 ITEMS OF URGENT BUSINESS

None received.

73 DECLARATIONS OF INTEREST

None declared.

74 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

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

None received.

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

The Democratic Services Manager updated the Committee on responses to the Committee's recent recommendations, and noted that the Chairman had presented the Committee's budget recommendations to Cabinet at the February meeting. Cllr E Seward stated that he would reply to the recommendations in full when the budget was presented to Council later in the month. He added that he would respond positively, and that Cabinet supported the 'direction of travel'.

77 DELIVERY PLAN 2019-2023

Cllr S Bütikofer – Leader of the Council introduced the report, and informed Members that the purpose of the Delivery Plan was to outline the implementation of the key priorities defined in the Corporate Plan.

Questions and Discussion

Cllr P Heinrich referred to point 4.2 of the report on page 18, and asked for further clarification. Cllr S Bütikofer replied that the Delivery Plan had been built on the Corporate Plan, which had its foundations in engagement with the public and the survey work that had been completed during the election. It was noted that additional stakeholder engagement had taken place since, that included working with outside bodies to ensure a joined-up approach had been taken. Cllr S Bütikofer stated that she would ensure that this point was revisited and made clear.

Cllr J Toye asked whether the objectives outlined in the DP had been subject to any prioritisation, or whether they would be going forward. Cllr S Bütikofer stated that the objectives were in the process of being prioritised by Cabinet. She accepted that the wide array of objectives could not all be completed on day one, and as a result, dates and milestones would be added to the document once agreed. Cllr J Toye referred to the customer focus theme, and asked whether customers would be properly informed of the Council's responsibilities, to limit questions and complaints on issues not relating to the Council. Cllr S Bütikofer replied that she hoped to reinstate the NNDC magazine, and would look to include information on the responsibilities of NNDC, but also provide the relevant contact information for services that NNDC did not provide to help point members of the public in the right direction. The HLS added that there were two elements to the customer focus work, the first of which was related to LGA surveys, that would enable the Council to benchmark its services against other authorities. The second would focus on more specific surveys that would consider failure demand, e.g. cases in which customers had not been able to satisfactorily resolve their issue by contacting the Council. This information would then be fed to Cabinet and the proposed Scrutiny Panels to make the necessary improvements.

Cllr G Mancini-Boyle referred to issues around developing the local housing supply on page 22, and stated that carbon reduction targets would not be met if homes continued to be built with gas boilers. In addition, he noted the harmful chemicals present within solar panels, and suggested that ground source heat pumps would be

a viable alternative. Cllr S Bütikofer replied that she was aware of the issues with solar panels and other heating sources, and was accordingly working with the Planning Policy Team to develop the environmental requirements of the emerging Local Plan. She added that she was unsure whether the Council would be able to incentivise renewable energy projects, but noted that much of the district didn't have access to mains gas. Members were reminded that the Council's pledge to be carbon neutral by 2030 applied to the Council and its estate only. In his role as Environment Portfolio Holder, Cllr N Lloyd stated that the overarching goal was to reduce carbon emissions, and in order to do this, all forms of renewables would need to be considered. On the Local Plan, he added that there had been a significant response to the consultation from environmental groups, and as a result it, was expected that the Council would give extra weight to developers that utilised renewable energy. It was also hoped that there may be some policy grounds to enforce the use of renewable energy on new builds.

Cllr G Mancini-Boyle sought clarification on whether the Council had an economic development leader, and stated that this would be a crucial role for the Council to become self-sustaining. Cllr S Bütikofer replied that the Council did have a dedicated portfolio holder and head of service for economic development, and added that many projects that sought to make the Council self-sustaining were in the pipeline.

Cllr N Housden referred to the climate issues discussed, and noted that the Council was relatively limited in its powers to influence the types of renewables used, and suggested that the Council should remain focused on tackling local climate issues. He then asked how information would be communicated to the proposed Scrutiny Panels, and suggested that it would be helpful for Members to see an information trail, to help them understand the full picture of issues under review. Cllr S Bütikofer agreed that this would be a useful tool, and suggested that she would look into whether this would be feasible.

Cllr G Mancini-Boyle stated that he was impressed by the Town and Parish Council Forum, and asked for further information on the proposed Youth Forum. Cllr S Bütikofer replied that the Town and Parish Forum had met and was progressing well, but noted that the Youth Council was still at an exploratory stage, with different operational models being considered. The DSM added that she was developing the Youth Council and had contacted high schools across the district, with the potential to appoint up to three representatives per school. It was hoped that the Youth Council would be operational by May 2020. In response to a follow-up question from Cllr G Mancini-Boyle, it was suggested that rotating appointees could be difficult to manage, and that schools would likely run their own nomination process. The Vice-Chairman stated that consideration was needed to determine how the feedback from these groups would be collected and fed back to Cabinet and the proposed Scrutiny Panels.

In response to a question from Cllr N Housden on financial sustainability, the HLS stated that suggestions made during the risk training brainstorming session would be picked up by officers working on the issue. She added that the Council had to ensure its financial sustainability, and that in order to do this, the Council had to look beyond its normal remit, whilst also balancing risk. It was suggested that there could be some quick wins for the Council around advertising and sponsorship, which would be relatively straightforward, and would come to the Committee as a policy in due course.

Cllr H Blathwayt referred to the CP, and asked how much work NNDC would do with neighbouring authorities on the key themes, and added that it often seemed as

though there was a barrier between North Norfolk and other local authorities. Cllr S Bütikofer replied that she was actively involved in the Norfolk Leaders meetings, and the Norfolk Working Better Together project, which she used to promote the importance of North Norfolk. It was hoped that through these groups, ideas such as dedicated lines of communication could be implemented. Cllr H Blathwayt acknowledged the existing work, and noted that special consideration should be given to issues such as the pressure on A&E departments to cope with the rising demand on services.

The Vice-Chairman referred to the proposed Scrutiny Panels, and noted that these were intended to align with the key themes of the CP, in order to monitor its implementation. The DSM stated that the recommendation before the Committee, aimed to establish three panels that would cover two key themes each. It was suggested that this approach would be a good opportunity for all Members to get involved in the delivery of the CP. The DSM informed Members that the Panels would be politically balanced with five Members each including a Chairman from the Scrutiny Committee, and two additional Cabinet Members. It was suggested that the performance framework would be ready by April, with the first report expected in July, which would feed directly into the Panels. Members were reminded that the recommendation only sought to establish the Panels, and that details would be agreed at a later point. The DSM noted that she had discussed the panels with the Chairman of the Committee, and it had been suggested that the panels would run for one year initially, with an annual review to determine efficacy.

Cllr N Housden asked whether the Scrutiny Panels would be able to provide input into the Council's engagement process and Cllr S Bütikofer replied that whilst the Panels sought to encourage cooperation between Cabinet and Scrutiny, they were not expected to lead Cabinet projects. The DSM added that the Panels would intend to review and monitor the implementation of projects contained within the CP. In response to a follow-up question from Cllr N Housden, it was confirmed that three panels had been proposed to align with available resources, and they would each cover two key themes of the CP.

The Vice-Chairman asked to take the recommendations en bloc, which were proposed by Cllr W Fredericks and seconded by Cllr J Toye.

RESOLVED

- 1. To agree the content of the draft Delivery Plan 2019-2023.**
- 2. To agree with authorisation given to the Corporate Directors and Heads of Paid Service, in consultation with the Leader of the Council, to agree any minor revisions and changes to the final draft of the Delivery Plan document and thereafter the format and design of the document for publication.**
- 3. To establish Scrutiny Panels to act as a mechanism to review and monitor decisions made relating to the strategic policy, performance and resources required to deliver the priorities of the Council as set out in the Corporate Plan and Delivery Pan.**

78 CAPITAL STRATEGY 2020-2021

Cllr E Seward – Portfolio Holder for Finance introduced the report and informed Members that it was a CIPFA requirement to produce a report on the Council's capital programme, its assets, and its debt management. He added that the capital expenditure on the CP's six key themes would total approximately £26.3m, to be spent in the next financial year, but realistically, this would be spent over several years. It was noted that several existing projects were included in this figure, such as Splash and the procurement of the new waste contract vehicles at £8m and £4.5m respectively, the Cromer coastal scheme at £1.8m, and Mundesley coastal defences, which were expected to cost approximately £3m.

Questions and Discussion

The Vice-Chairman referred to item 4 on assets, and asked if there was a strategy in place that offered guidance on asset management. The HLS replied that the Council did have an asset management plan, which acted as a framework that could be shared with Members, and could be reviewed in the future. Cllr J Toyne asked if it would be more appropriate for GRAC or O&S to review the plan, to which Cllr E Seward replied that it had been done by O&S previously, in relation to the Egmore proposal. He added that when reviewing investments, he would always ask whether it would be more beneficial to keep the money invested, unless there was a justified reason to accept a lower return, such as to purchase sheltered housing. The HLS noted that if the plan were to be reviewed, this would primarily be a Cabinet function, but O&S and GRAC could feed in to the process.

Cllr T Adams proposed approval of the strategy, and Cllr L Shires seconded the proposal.

RESOLVED

To commend the Capital Strategy and Prudential Indicators for 2020-21 to Council for approval.

79 INVESTMENT STRATEGY 2020-2021

The CTA introduced the report and informed Members that the Investment Strategy was a new requirement implemented by the Ministry for Housing, Communities and Local Government. She added that the report covered all investments and related risks, but also covered the proportionality and resilience of these investments, in order to ensure a diverse, risk averse investment portfolio.

Questions and Discussion

The Vice-Chairman referred to table 5 of the report and noted that the Council's investments appeared to fall in the coming years and asked for clarification. The CTA replied that whilst investments were somewhat difficult to forecast, a decrease was expected as loans were repaid. She added that the treasury investment would also decrease in-line with expected CP spending.

Cllr G Mancini-Boyle asked whether the Council had any investments in overseas banks, to which the CTA replied that the Council had moved away from these investments due to the increased associated risk for limited returns. She added that long-term investments remained the Council's main focus, and that she sought to stay clear of bank deposits.

Cllr N Housden asked for further details of the guarantees on third party loans. The CTA replied that these were an option the Council had not yet pursued, but could allow it to lend to organisations such as Community Interest Companies for purposes that would not usually be permissible under normal lending conditions.

Cllr J Rest acknowledged that the Council no longer held foreign investments, but asked if there were any in UK overseas territories such as Gibraltar. The CTA replied that to her knowledge, the Council held no overseas investments, although pooled funds could potentially be invested overseas. Cllr J Rest asked a follow-up question on whether there were any restrictions on where the fund managers could invest, to which the CTA replied that the Council was not able to impose restrictions as it bought into existing funds, though it did select only ethical funds. Cllr N Housden asked if there had been any investigations into whether the investments were genuinely ethical, to which the CTA replied that checks had been made to ensure the authority was in agreement with its investments.

Approval of the report was proposed by Cllr J Toye and seconded by Cllr P Heinrich.

RESOLVED

To commend the Investment Strategy 2020/21 to Council for approval.

80 TREASURY MANAGEMENT STRATEGY STATEMENT 2020-2021

The CTA introduced the report and informed Members that it was broadly a continuation of the existing strategy that brought in approximately £1.3m of annual income to the Council. As previously noted, preference was given to long-term investments with some minor short-term borrowing to support this approach.

Questions and Discussion

Cllr J Toye sought to place on record a congratulations for achieving the high return on the Council's investments, with the authority reported to be the investment manager's top client.

Approval of the Treasury Management Strategy was proposed by Cllr T Adams and seconded by Cllr H Blathwayt.

RESOLVED

To commend the Treasury Management Strategy Statement 2020/21 to Council for approval.

81 SHERINGHAM LEISURE CENTRE PROJECT UPDATE

Cllr V Gay – Portfolio Holder for Culture and Wellbeing introduced the report and informed Members that whilst the project was on-track financially, an unused drain had caused a collapse that was expected to cause a nine day delay to the schedule. She added that the Council would seek to cover the costs incurred by the drainage issue from the contractor.

Questions and Discussion

It was reported that high winds had caused damage to a roof panel of the existing

Splash building, which as a result had closed the pool, but other areas of the facility remained open. Cllr V Gay stated that work had begun immediately to resolve the issue, but it was not yet known how quickly it would be resolved. She added that the failure of the existing Splash facility was the first item on the project risk log, and as a result, the issue was being taken very seriously.

Cllr N Housden asked what the potential cost of the drainage issue could be if not covered by the contractor, to which Cllr V Gay replied that she did not yet know the exact figure, but could find this out if not covered.

Cllr L Shires noted that the lack of communications support continued to be a concern, and asked if the new post being advertised would resolve this issue. Cllr V Gay replied that she understood there had been very good candidates for the position, and that she did expect that it would be a key priority for whoever took the post.

Cllr N Housden reported that the time-lapse video included on the promotional website linked to unrelated content once finished, and asked whether it could instead link back to the NNDC website. Cllr V Gay noted the issue, and again hoped this would be resolved once the Communications Manager post was filled.

RESOLVED

To note the update.

82 THE CABINET WORK PROGRAMME

The DS&GOS informed Members that as a result of the limited resources available for enforcement, the Enforcement Board Update would move to the March meeting of Cabinet.

RESOLVED

To note the Cabinet Work Programme.

83 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The DS&GOS informed Members that subsequent to the resolution on ambulance response times at the last meeting, the relevant representatives from EEAST and the NCCG had confirmed that they would attend a meeting of the Committee in April to brief on the issue.

It was noted that the Itteringham House review was expected to be on the agenda of the March meeting, and would now include data from a full year of lettings.

RESOLVED

To note the Work Programme.

The meeting ended at 11.05 am.

Chairman

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BUDGET MONITORING REPORT 2019/20 – PERIOD 10

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of January 2020.

Options considered: Not applicable.

Conclusions: The overall position at the end of January 2020 shows an £569,439 underspend for the current financial year on the revenue account, this is currently expected to deliver a full year underspend of £1,847.

Recommendations: **It is recommended that Cabinet:**

- 1) **note the contents of the report and the current budget monitoring position;**
- 2) **Agree the award of the new cleaning contract to Norse Group Services Ltd and;**
- 3) **Agree the award of the new energy contract.**

Reasons for Recommendations: To update Members on the current budget monitoring position for the Council.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

System budget monitoring reports

Cabinet Member(s)	Ward(s) affected
Cllr Eric Seward	

Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, Duncan.ellis@north-norfolk.gov.uk

1. Introduction

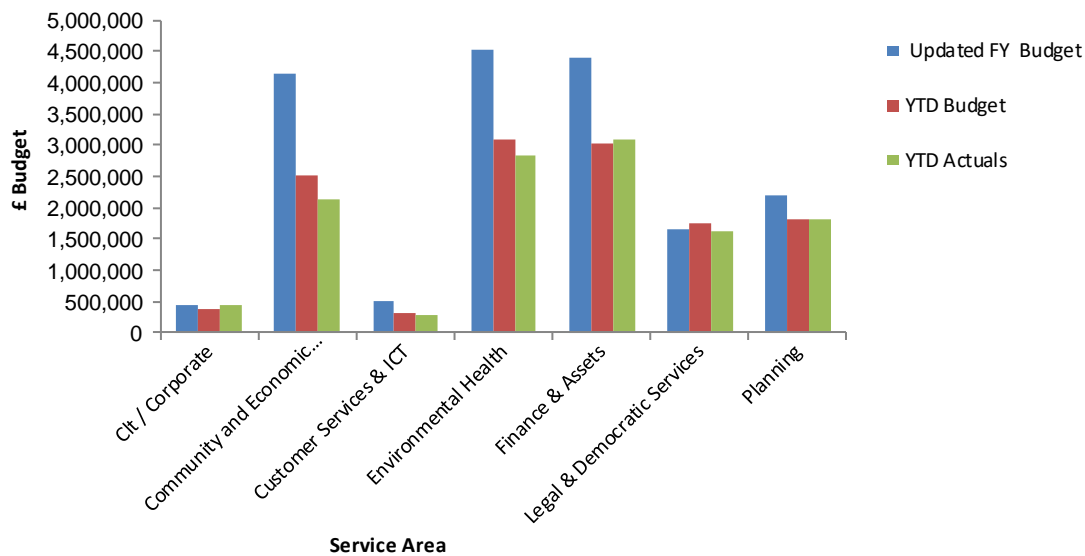
This report compares the actual expenditure and income position at the end of January 2020 to the Updated budget for 2019/20. The Original Base Budget as agreed by Full Council in February 2019 has been updated to reflect approved budget virements.

1.2 The base budget for 2019/20 included savings and additional income totalling £811,330 to be delivered in the year. Section 3.1 of this report includes an updated position on the delivery of these.

2. Budget Monitoring Position – Revenue Services

2.1 The General Fund Summary at Appendix A shows the high level budget monitoring position as at 31 January 2020 and highlights a year to date variance of £569,439 underspend against the profiled updated budget. Of the underspend £647,989 is in relation to the service variances with the remainder relating to non-service specific budgets. The chart below illustrates these variances per service area and Appendix B provides further details of the individual service variances. A net £78,551 overspend is in relation to non-service expenditure against the profiled budget. Details of these variances are included within section 4.

Variance by Service area



2.2 Variances are reported against the updated budget in the Council's General Fund Summary as show in Appendix A. Any budgets and reserves affected will be updated accordingly.

2.3 The following table shows the over/underspend to date for the more significant variances; this is compared to the updated budget. The estimated full year variance is what the likely financial position will to be at the end of the financial year.

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
CLT and Corporate		

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
Registration Services – Costs associated with the running of the European & General Election - to be funded from the Electoral Claims Unit.	58,883	0
Corporate Leadership Team – Staffing costs due to re-gradings and employee inflation. This is likely to result in a full year variance of £17,330.	25,988	17,330
Economic and Community Development		
Car Parking – (£42,821) Car Park income higher than anticipated. Car Park income is received in arrears therefore an estimate for period 10 figures has been included. (£14,405) Rents – Other Commercial premises. (£143,902) Invoices for the Car Park management fee have not been received from Kings Lynn and West Norfolk Borough Council. These savings have been offset by a number of smaller variances including credit card charges and consultancy services linked to introducing electrical charging points.	(167,000)	(50,000)
Markets - Lower fee income from market rentals.	18,358	20,000
Foreshore – The main explanation for this variance is the result of increased winter storage costs and works on the walkway to the upper level chalets on East Beach, Cromer.	17,216	10,000
Sports Centres - Management contract fee will be lower than anticipated leading to a full year saving of £31,598. This is currently been offset by £18,793 disputed electricity costs.	(7,784)	(31,598)
Leisure Complexes - Management contract fee will be lower than anticipated leading to a full year saving of £136,738. This has been factored into future years as part of the budget process. There are currently a number of projects within the capital programme relating to the councils leisure facilities, it is suggested that this saving could be used to fund some of this work by way of an RCCO (Revenue Contribution to Capital Outlay).	(138,285)	(136,738)

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
<p>Other Sports - (£6,314) Outdoor Strategy undertaken as part of the Local Plan review process. (£26,511) Entry fees for the Mammoth Marathon taking place next May, this will be offset by additional costs associated with holding and promoting this event.</p>	(33,111)	0
<p>Coast Protection – Although there is currently no significant variance showing at P10 there is anticipated to be a Full Year underspend of £70,000. This is as a result of slippage in planned works while undertaking the Sandscaping project which was completed in October 2019.</p> <p>This underspend will be requested to be rolled forward to carry out drainage works and Sheringham West End groyne refurbishment.</p>	636	(70,000)
<p>Housing Strategy - (£40,621) Vat Shelter agreement with Victory Flagship Housing Group. This will be offset by a contribution to the Capital Projects Reserve (CPR).</p>	(48,023)	0
Customer Services and ICT		
<p>Homelessness – Additional costs associated with providing temporary accommodation - this is offset by recoverable income from client contributions and housing benefit. The current position shows income credited to the service but the related costs have not yet been allocated due to problems with credit card processing.</p> <p>There is also £60,000 homelessness funding allocated from the County Council funding Community which has not yet been spent.</p>	(91,171)	0
<p>Customer Services Corporate - The service shows a year to date overspend of £6,699. A number of the posts have been through the job evaluation process and as a result been regraded. The likely full year effect of this has been calculated at £19,935.</p> <p>This position is currently being offset by savings in a number of demand led budgets such as postages and stationery.</p>	6,699	19,935

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
Environmental Health		
<p>Public Protection – General Licensing income is lower than anticipated. This is largely due to accrued income relating to 2018/19. The income budgets are currently being reviewed but based upon an early analysis it is prudent to include a possible full year effect of £20,000. This will continue to be monitored as part of the budget monitoring process.</p>	(3,294)	20,000
<p>Waste Collection and Disposal – £31,013 consultancy costs relating to the new waste procurement. £32,040 contractor costs. These additional costs have been offset by additional income in relation to (£234,021) commercial waste and (£59,780) garden waste.</p> <p>There is currently a capital project for the purchase of bins, these were originally to be funded from capital receipts; the full year effect shown here anticipates these capital costs now being funded from anticipated revenue savings by way of a Revenue Contribution to Capital Outlay (RCCO).</p>	(252,129)	(104,300)
Finance and Assets		
<p>Industrial Estates - The current underspend represents possession proceedings and legal fees. (£4,793) represents rental income invoiced quarterly in advance.</p>	(20,577)	(13,000)
<p>Revenue Services - The year to date variance represents employee inflation resulting from staff re-gradings and increments – this is likely to result in a full year effect of £20,000.</p> <p>It is also anticipated that income from court costs recovered (which are profiled for the end of the financial year) will be £20-£30,000 lower than budgeted. To be prudent we have included a full year effect of £20,000.</p>	25,127	40,000
<p>Benefits Subsidy - This variance relates to recovered benefit overpayments coded direct to the service. No full year effect is being assumed at P10 and this income will be included when calculating the end of year subsidy position.</p>	(19,086)	0

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
<p>Property Services – The current overspend relates in the main to external professional fees - these include £50,000 for Asset Condition Surveys, £11,250 for Energy Management Contract and £20,900 contract for Feasibility studies at North Walsham and Stalham hubs (grant funded). The balance relates to various fees relating to valuation reports, the Council's E-tendering system, commercial agency work and building cost information services.</p> <p>Grant income from the Business Rates Pool will offset some of these costs. If no compensating savings offset the remaining costs then the expenditure will be funded from the Asset Management Reserve (AMR) at year end if required as previously agreed for example for the Asset Condition Surveys.</p>	111,951	20,000
<p>Investment Properties – £43,013 costs associated with Fair Meadow House including contract cleaning, the one-off replacement of the septic tank and associated costs, management fees.</p> <p>£13,666 Additional costs associated with preparing properties for use as temporary accommodation. Some of these costs could be funded from the Housing earmarked reserve or Housing grant funding.</p> <p>(£13,049) Recharges for facilities.</p>	41,494	30,000
<p>Corporate and Democratic Core – (£20,639) Corporate element of Planning staff turnover - this will be used to help fund temporary contract planning officers.</p> <p>(£34,968) EU exit preparation grant received from Ministry for Housing, Community and Local Government (MHCLG).</p> <p>The balance is made up of bank charges and professional fee savings.</p>	(73,130)	0

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
Legal and Democratic Services		
<p>Benefits Administration – A number of grants have been received from the Department for Works and Pensions (DWP); these are to support the added burden of undertaking new initiatives and legislative changes. This funding is earmarked for service improvements, predominantly around customer service delivery and accessibility; however the timing of which may require some of this funding to be rolled into 2020/21.</p>	(78,814)	0
<p>Legal Services - Income from Legal fees - no full year affect has been reported as a net position will be taken/transferred to the earmarked reserve at the end of the financial year.</p>	(38,690)	0
Planning		
<p>Development Management – £22,500 External professional and legal fees relating to planning appeals and planning enforcement cases. The year to date variance also includes costs awarded against the Council.</p> <p>£134,104 Planning application fee income is down against the profiled budget - this is not due to a decline in the volume of applications being processed but is due to a smaller number of large fee applications being received.</p> <p>This shortfall has been partially offset by (£58,908) income received in relation to pre-application advice.</p> <p>A net full year effect has been flagged of £80,000.</p>	80,833	80,000
<p>Building Control – Building Control fee income up against the profiled budget - as a self-financing service this current surplus will continue to be monitored and the position adjusted through the Building Control Earmarked Reserve at the end of the financial year.</p>	(23,575)	0
<p>Property Information – Norfolk County Council search fees accrued from 2018/19 were less than anticipated - this is likely to result in a saving of £10,000.</p>	(37,736)	(10,000)

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
TOTALS	(645,220)	(158,371)

3 Budget Monitoring Position – Savings and Additional Income

3.1 The budget for 2019/20 includes savings and additional income totaling £811,330. This includes an additional £83,750 ‘savings to be identified from the DT programme’ but not allocated to individual services. The majority of the savings work streams are achieving the budgeted savings, with a couple of small exceptions.

- Holt Tourist Information Centre – budget assumed transfer to Holt Town Council before 1 April 2019 - this transfer was delayed and some premises costs including business rates have been incurred in 2019/20.
- Additional targets to be achieved from the Digital Transformation Programme 2 - still to be identified and delivered.

3.2 The detail for each of these savings is included at Appendix D. Table 2 below summarises the current position for each of the work streams compared to the budgeted position. This position will continue to be monitored and an update will be provided as part of the period 10 monitoring report.

Table 2 – Savings and Additional Income Budgeted Target for 2019/20 split by work stream	2019/20 Base Budget	2019/20 P10 Monitoring Position	2019/20 Movement from the Base Budget at P10
	£	£	£
Growth – New Homes and Business Rates	0	0	0
Digital Transformation* Including savings to be Identified of £83,750	(244,429)	(174,639)	69,790
Property Investment and Asset Commercialisation	(190,996)	(190,996)	0
Shared Services and Selling Services	(26,800)	(26,800)	0
Collaboration and Localism	0	0	0
Maximising Income and Reducing costs	(83,211)	(83,211)	0
Other Efficiencies and Savings	(265,894)	(260,361)	5,533
Total	(811,330)	(736,007)	75,323

4 Non Service Variances to Period 10 2019/20

4.1 Investment Interest

The interest budget for 2019/20 anticipates that a total of £1,344,000 will be earned from treasury investments and a loan for service purposes to Broadland Housing

Association. Overall an average balance of £38.4m is assumed, at an average interest rate of 3.5%.

At the end of period 10, a total of £1,073,108 has been earned, resulting in an adverse variance against the year to date budget of £53,812. The average rate of interest achieved was 3.14% from an average balance available for investment of £40.7m. At the end of the year an adverse variance against budget of £52,776 is anticipated. The investment balance is forecast to be above budget but against this the interest rate achieved looks likely to be below the budget figure, based on what has been achieved to period 10. However, there are significant risks to this forecast in the current uncertain economic environment.

A total of £32m has been invested in pooled funds which are valued at £33.9m at the end of period 10. Most of the gain is attributed to the LAMIT Pooled Property Fund which is worth £1.7m above the £5m originally invested. The Council has a balanced portfolio with a diverse range of funds investing in different instruments. The Council can expect the valuation of its pooled investments to continue to be volatile, but this is in line with expectations when the investments were placed. The risks inherent in the volatile nature of these investments are mitigated as the Council intends to hold them for the long term.

4.2 Borrowing Interest

The budget for 2019/20 anticipates that £10,000 would be paid in interest for short-term borrowing for cash flow purposes.

At period 10 a total of £32,021 has been paid resulting in an adverse variance against the budget of £23,688. The additional borrowing results from the timing differences on the large inflows and outflows of cash associated with the Sandscaping project. At the end of the year an adverse variance against the budget of £28,425 is anticipated.

4.3 Retained Business Rates

- 4.4 The Council is part of the Norfolk wide Business Rates Retention Pilot for 2019/20, which will see 75% of Business Rates Growth retained within the County, rather than 50% under the usual scheme. The pilot is currently progressing well, with quarterly County wide monitoring taking place as per the agreed governance arrangements. The financial benefit to the Council from participating in this pilot will only be known for certain in July 2020, once the NNDR 3 return is completed and audited, and the performance of the other billing authorities in the pilot will affect the final figure.
- 4.5 Agreement has been reached with the New Anglia LEP (NALEP) in respect of sums due in the Enterprise Zones to NCC and NALEP for the financial years 2016/17, 2017/18 and 2018/19. These payments will be made in the 2019/20 financial year.
- 4.6 The Valuation Office Agency continues to provide limited information on appeals but the effect on the surplus/deficit position on the general fund of any under or over provision made in the Accounts will not impact until 2020/21 due to accounting practices.
- 4.7 The courts have decided that NHS Foundation Trusts are not charities for the purposes of section 43(6) of the Local Government Finance Act, effectively ending their claim for charitable relief from Business Rates. The deadline for appealing this

decision is 24 February. At the time of writing, officers are not aware of a decision having been made to appeal.

5 Budget Monitoring Position – Summary

- 5.1 The following table provides a summary of the full year projections for the service areas.

Table 3 - Summary of Full Year Effects 2019/20	Estimated Movement From Updated Budget £
Service Areas (Table 1)	(158,371)
Investment Interest	81,201
Business Rates	0
Savings and Additional Income	75,323
Total	(1,847)

6 Budget Monitoring Position – Capital

- 6.1 Total Capital expenditure at the end of period 10, amounted to £16,730,627 across all projects. The Capital Programme has been updated to reflect changes agreed up to the end of January 2020 and can be found at Appendix C.

7 Contract awards

- 7.1 Officers have been working on the renewal of two contracts over previous months, the first relates to office cleaning which is now no longer part of the main waste and cleansing contract and also in relation to the provision of our energy.
- 7.2 *Office cleaning contract* - officers went out to the market via the ESPO Framework 'Total Cleaning Services'. A total of 5 organisations expressed an interest in the opportunity, the preferred supplier is Norse Group Services Ltd. The Contract is for a total of 5 years with the option to extend for a further 2 years, 1 year at a time. The total contract value over the potential 7 year period is around £330,000 which is within the current budget envelope and actually achieves savings of £67,000 over the life of the contract compared with the current costs. The recommendation is therefore to award the new cleaning contract to Norse Group Services, with a contract start date of 6 April 2020.
- 7.3 *Energy contract* - Officers engaged the services of Vertas, a 100% owned subsidiary of Suffolk County Council, to undertake our latest energy procurement on our behalf. Vertas went out to the market, with the award criteria based on pricing, renewable credentials, EDI billing (a form of electronic billing) and a single point contact for billing. The feedback received from the market from companies which provide 100% renewable energy, such as Brook Green and Ørsted, was that our portfolio was too small to be of interest to them. Having 100% renewable energy provision can also be

prohibitively expensive. Following the procurement process the preferred supplier is Haven Power, the contract runs for a period of 2 years from April 2020 and is within the projected annual budget envelope of c£133,000. Haven Power are able to supply us with 94.5% green energy with REGO (Renewable Energy Guaranteed Origin) Certificates. The recommendation is therefore to award the new energy contract to Haven Power, with a contract start date of April 2020.

8 Conclusion

- 8.1 The revenue budget is showing an estimated full year underspend for the current financial year of (£1,847). The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.

9 Financial Implications and Risks

- 9.1 The detail within section 2 of the report highlights the more significant variances including those that are estimated to result in a full year impact.
- 9.2 The Original base budget for 2019/20 included service savings and additional income totalling £811,330; these are largely still on target to be achieved although there is currently an anticipated full year shortfall of £75,323. The progress in achieving these will continue to be monitored as part of the overall budget monitoring process and where applicable corrective action will be identified and implemented to ensure the overall budget remains achievable.
- 9.3 The estimated outturn shown in Table 1 will continue to be monitored during the year and where applicable will be transferred to reserves.

10 Sustainability - None as a direct consequence from this report.

11 Equality and Diversity - None as a direct consequence from this report.

12 Section 17 Crime and Disorder considerations - None as a direct consequence from this report.

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General Fund Summary 2019/20 Base Budget

Service Area	2019/20	2019/20	Budget	Actuals	Variance	Commitments	Remaining
	Base Budget	Updated Budget	YTD	YTD	YTD		Budget
	£	£	£	£	£	£	£
Corporate Leadership Team/Corporate	440,608	440,608	382,576	460,403	77,827	33,395	(53,190)
Community & Economic Development	3,811,316	4,148,807	2,533,882	2,149,057	(384,825)	849,987	1,149,764
Customer Services & ICT	1,721,564	493,216	385,317	285,898	(99,419)	264,935	(57,617)
Environmental Health	4,536,023	4,536,023	3,098,094	2,833,026	(265,068)	1,691,868	11,129
Finance and Assets	4,305,907	4,398,183	3,030,652	3,099,290	68,638	267,932	1,030,961
Legal and Democratic Services	561,997	1,666,392	1,754,892	1,636,573	(118,319)	10,414	19,405
Planning	2,234,605	2,189,688	1,812,384	1,815,772	3,388	243,610	130,306
Service Savings to be Identified (DT)	(83,750)	(83,750)	(69,790)	0	69,790	0	(83,750)
Net Cost of Services	17,528,270	17,789,167	12,928,007	12,280,018	(647,989)	3,362,140	2,147,009
Parish Precepts (Estimate from 2020/21 onwards)	2,390,634	2,390,634	2,390,634	2,390,634	0	0	0
Capital Charges	(1,308,233)	(1,308,233)	(1,090,200)	(1,090,190)	10	0	(218,043)
Refcus	(1,425,000)	(1,425,000)	0	0	0	0	(1,425,000)
Interest Receivable	(1,330,685)	(1,330,685)	(1,127,127)	(1,073,315)	53,812	0	(257,370)
External Interest Paid	10,000	10,000	8,330	33,059	24,729	0	(23,059)
Revenue Financing for Capital:	4,643,249	3,233,455	0	0	0	0	3,233,455
IAS 19 Pension Adjustment	252,210	252,210	0	0	0	0	252,210
Net Operating Expenditure	20,760,445	19,611,548	13,109,644	12,540,206	(569,439)	3,362,140	3,709,202
Contribution to/(from) the Earmarked Reserves							
Capital Projects Reserve	(1,426,249)	(1,606,353)	0	0	0	0	(1,606,353)
Asset Management	(92,000)	(56,502)	0	0	0	0	(56,502)
Benefits	(12,838)	(512,838)	0	0	0	0	(512,838)
Broadband	(1,000,000)	(1,000,000)	0	0	0	0	(1,000,000)
Business Rates Reserve	(38,241)	(63,241)	0	0	0	0	(63,241)
Coast Protection	(42,302)	(42,302)	0	0	0	0	(42,302)
Communities	(242,000)	(785,563)	0	0	0	0	(785,563)
Economic Development & Tourism	(10,000)	(10,000)	0	0	0	0	(10,000)
Elections	(120,000)	(120,000)	0	0	0	0	(120,000)
Environmental Health	(40,000)	(40,000)	0	0	0	0	(40,000)
Grants	(44,416)	(14,655)	0	0	0	0	(14,655)
Housing	(97,999)	(147,845)	0	0	0	0	(147,845)
New Homes Bonus Reserve	(596,558)	(242,738)	0	0	0	0	(242,738)
Organisational Development	(78,246)	(83,764)	0	0	0	0	(83,764)
Pathfinder	(40,076)	(40,076)	0	0	0	0	(40,076)
Planning Revenue	0	50,000	0	0	0	0	50,000
Property Investment Fund	(1,000,000)	1,000,000	0	0	0	0	1,000,000
Restructuring/Invest to save	(624,819)	(608,041)	0	0	0	0	(608,041)
Contribution to/(from) the General Reserve	(26,690)	(59,619)	0	0	0	0	(59,619)
Amount to be met from Government Grant and Local Taxpayers	15,228,011	15,228,011	13,109,644	12,540,206	(569,439)	3,362,140	(674,335)
Collection Fund – Parishes	(2,390,634)	(2,390,634)	(2,127,664)	(2,127,664)	0	0	(262,970)
Collection Fund – District	(6,240,604)	(6,240,604)	(5,554,143)	(5,554,143)	0	0	(686,461)
Retained Business Rates	(5,385,617)	(5,385,617)	(5,632,929)	(5,632,929)	0	0	247,312
New Homes bonus	(1,211,156)	(1,211,156)	(1,211,156)	(1,211,156)	0	0	0
Income from Government Grant and Taxpayers	(15,228,011)	(15,228,011)	(14,525,892)	(14,525,892)	(0)	0	(702,119)
(Surplus)/Deficit	0	0	(1,416,248)	(1,985,687)	(569,439)	3,362,140	(1,376,454)

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Service Area Detail P10.2019/20

Community and Economic Development

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	

Health

Gross Direct Income	0	0	(253)	(253)	0	253	No Major Variances.
Total Health	0	0	(253)	(253)	0	253	

Car Parking

Gross Direct Costs	845,196	727,338	622,496	(104,842)	293,369	(70,669)	See Note A Below
Gross Direct Income	(2,634,946)	(2,340,036)	(2,403,095)	(63,059)	0	(231,851)	See Note B Below
Capital Charges	28,446	23,710	23,710	0	0	4,736	No Major Variances.
Support Service Charges	152,019	143,370	143,370	0	0	8,649	No Major Variances.
Total Car Parking	(1,609,285)	(1,445,618)	(1,613,518)	(167,900)	293,369	(289,135)	

Note A: £10,169 - Repair and Maintenance. £16,102 - Car Park consultancy services Electrical Vehicle Charge points. £7,261 - Credit card charges (see additional car park income below). (£143,902) - Invoice for management fee not yet received. £2,250 - Hornbeam Road Car Park - Consultancy services.

Note B: (£42,821) - Car park income higher than expected. (£14,405) - Rents - Other Commercial Premises (Licence fee income for various car parks). (£5,224) - Parking permits and closure for filming.

Markets

Gross Direct Costs	56,436	32,585	32,913	328	2,384	21,140	£2,501 - Salaries and oncosts are higher than anticipated.
Gross Direct Income	(63,654)	(63,654)	(45,624)	18,030	0	(18,030)	£18,214 - Lower income from market rents.
Support Service Charges	27,920	23,280	23,280	0	0	4,640	No Major Variances.
Total Markets	20,702	(7,789)	10,569	18,358	2,384	7,749	

Parks & Open Spaces

Gross Direct Costs	249,594	195,564	188,900	(6,664)	47,528	13,166	(£3,223) - R & M Grounds - General. (£2,675) - Electricity. £2,319 - Water charges.
Gross Direct Income	(14,590)	(5,730)	(3,078)	2,653	0	(11,513)	£3,030 - Rent of land.
Capital Charges	36,897	30,750	30,750	0	0	6,147	No Major Variances.
Support Service Charges	119,950	99,980	99,980	0	0	19,970	No Major Variances.
Total Parks & Open Spaces	391,851	320,564	316,552	(4,012)	47,528	27,770	

Foreshore

Gross Direct Costs	146,209	86,920	105,460	18,540	3,283	37,467	£6,380 Winter storage costs; £6,921 Donkey Shelter chalet walkway; the balance relates to miscellaneous R&M for Chalets.
Gross Direct Income	(217,362)	(181,140)	(182,464)	(1,324)	0	(34,898)	No Major Variances.
Capital Charges	5,601	4,670	4,670	0	0	931	
Support Service Charges	198,500	165,470	165,470	0	0	33,030	
Total Foreshore	132,948	75,920	93,136	17,216	3,283	36,529	

Service Area Detail P10.2019/20

Community and Economic Development

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	

Sports Centres

Gross Direct Costs	135,262	45,009	37,225	(7,784)	24,399	73,638	See Note A below
Gross Direct Income	0	0	86	86	0	(86)	No Major Variances.
Capital Charges	12,497	10,410	10,410	0	0	2,087	No Major Variances.
Support Service Charges	168,770	140,710	140,710	0	0	28,060	No Major Variances.
Total Sports Centres	316,529	196,129	188,430	(7,699)	24,399	103,700	

Note A: (£10,899) - Hall hire invoices not yet received from schools for the 18/19 financial year. (£31,598) - Management contract fee will be lower than anticipated, leading to a saving of £31,021 in the year. The original bid assumed that the Cromer Hub would go ahead and that the fee would include Council funding for fixtures, fittings and equipment. £18,793 - Electricity payment re Cabbell Park. This is in dispute and awaiting a response. £7,500 - Legal fees. The balance consists of minor variances.

Leisure Complexes

Gross Direct Costs	273,290	223,904	85,619	(138,285)	172,835	14,836	See Note A Below
Capital Charges	525,644	438,030	438,030	0	0	87,614	No Major Variances.
Support Service Charges	51,590	43,010	43,010	0	0	8,580	No Major Variances.
Total Leisure Complexes	850,524	704,944	566,659	(138,285)	172,835	111,030	

Note A: (£139,285) - Management contract fee will be lower than anticipated, leading to a saving of £136,738 in the year. The original bid assumed that the Cromer Hub would go ahead and that the fee would include Council funding for fixtures, fittings and equipment.

Other Sports

Gross Direct Costs	153,529	124,445	119,712	(4,733)	45,596	(11,779)	(£6,314) - Open Space Study / overarching consultation funded from New Homes Bonus.
Gross Direct Income	(10,000)	(8,330)	(36,709)	(28,379)	0	26,709	(£26,511) - Mammoth marathon entry fees.
Support Service Charges	54,540	45,480	45,480	0	0	9,060	No Major Variances.
Total Other Sports	198,069	161,595	128,483	(33,111)	45,596	23,989	

Recreation Grounds

Gross Direct Costs	18,466	13,851	14,009	158	4,617	(160)	No Major Variances.
Gross Direct Income	(1,000)	(830)	(1,113)	(283)	0	113	No Major Variances.
Capital Charges	79	70	70	0	0	9	No Major Variances.
Support Service Charges	4,490	3,750	3,750	0	0	740	No Major Variances.
Total Recreation Grounds	22,035	16,841	16,716	(125)	4,617	702	

Pier Pavilion

Gross Direct Costs	60,448	59,148	61,195	2,047	701	(1,448)	No Major Variances.
Gross Direct Income	(20,000)	(20,000)	(26,442)	(6,442)	0	6,442	(£6,442) - 30% Profit share as per Pier Contract.
Support Service Charges	32,830	27,370	27,370	0	0	5,460	No Major Variances.
Total Pier Pavilion	73,278	66,518	62,123	(4,395)	701	10,454	

Service Area Detail P10.2019/20

Community and Economic Development

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Variances
Foreshore (Community)							
Gross Direct Costs	516,273	416,193	407,654	(8,539)	102,181	6,439	(£8,235) - Memorial seats. (£4,328) - Telephone Rentals and Maintenance. £4,780 - Blue Flag application.
Support Service Charges	57,690	48,080	48,080	0	0	9,610	No Major Variances.
Total Foreshore (Community)	573,963	464,273	455,734	(8,539)	102,181	16,049	
Woodlands Management							
Gross Direct Costs	171,467	142,374	173,096	30,722	14,787	(16,416)	See Note A Below
Gross Direct Income	(25,550)	(21,300)	(45,332)	(24,032)	0	19,782	(£11,823) - Woodland Trust income. (£8,228) - Higher car park income. (£5,709) - Event income.
Capital Charges	1,346	1,120	1,120	0	0	226	No Major Variances.
Support Service Charges	133,430	111,210	111,210	0	0	22,220	No Major Variances.
Total Woodlands Management	280,693	233,404	240,094	6,689	14,787	25,813	
Note A: £4,430 - Electrical hook up to WC's and Tearooms and Holt CP replace the timber legs to the Picnic Shelter. £4,269 - Equipment Purchases including event Marquee. This will be funded from reserves. £4,211 - Costs relating to events and hire of land for container. £6,034 - Viking Long House works, volunteer expenses and disabled picnic benches. £8,380 - Tree safety works. The balance consists of minor variances.							
Cromer Pier							
Gross Direct Costs	96,834	66,127	62,624	(3,503)	3,158	31,052	No Major Variances.
Gross Direct Income	(25,734)	(19,301)	(20,790)	(1,489)	0	(4,944)	No Major Variances.
Capital Charges	6,249	5,210	5,210	0	0	1,039	No Major Variances.
Support Service Charges	66,330	55,280	55,280	0	0	11,050	No Major Variances.
Total Cromer Pier	143,679	107,316	102,324	(4,992)	3,158	38,197	
Economic Growth							
Gross Direct Costs	78,530	62,698	64,086	1,388	60,334	(45,890)	No Major Variances.
Gross Direct Income	0	0	(462)	(462)	0	462	
Capital Charges	211	180	180	0	0	31	
Support Service Charges	310,260	258,560	258,560	0	0	51,700	
Total Economic Growth	389,001	321,438	322,364	926	60,334	6,303	
Tourism							
Gross Direct Costs	47,588	46,300	52,080	5,780	0	(4,492)	Orchestra Live costs offset by Income.
Gross Direct Income	0	0	(6,750)	(6,750)	0	6,750	
Support Service Charges	18,610	15,520	15,520	0	0	3,090	
Total Tourism	66,198	61,820	60,850	(970)	0	5,348	
Market Town Initiatives							
Gross Direct Costs	125,837	125,837	122,902	(2,935)	0	2,935	No Major Variances.
Total Market Town Initiatives	125,837	125,837	122,902	(2,935)	0	2,935	

Service Area Detail P10.2019/20

Community and Economic Development

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Coast Protection							
Gross Direct Costs	321,275	195,565	196,201	636	40,825	84,248	No Major Variances.
Capital Charges	18,070	15,060	15,060	0	0	3,010	
Support Service Charges	370,240	308,520	308,520	0	0	61,720	
Total Coast Protection	709,585	519,145	519,781	636	40,825	148,978	
Business Growth Staffing							
Gross Direct Costs	253,035	209,949	203,443	(6,506)	0	49,592	Temporary staff saving due to employee taking on additional role in different department.
Gross Direct Income	0	0	0	0	0	0	
Support Service Charges	(226,802)	(188,980)	(188,980)	0	0	(37,822)	
Total Business Growth Staffing	26,233	20,969	14,463	(6,506)	0	11,770	
Economic & Comm Dev Mgt							
Gross Direct Costs	100,953	84,180	75,140	(9,040)	14,366	11,447	(£10,000) Museum contribution not yet made.
Support Service Charges	(56,218)	(46,850)	(46,850)	0	0	(9,368)	
Total Economic & Comm Dev Mgt	44,735	37,330	28,290	(9,040)	14,366	2,079	
Leisure							
Gross Direct Costs	197,722	164,790	165,197	407	0	32,525	No Major Variances.
Gross Direct Income	(700)	(580)	(205)	375	0	(495)	No Major Variances.
Support Service Charges	(195,274)	(162,700)	(162,700)	0	0	(32,574)	No Major Variances.
Total Leisure	1,748	1,510	2,292	782	0	(544)	
Housing (Health & Wellbeing)							
Gross Direct Costs	283,894	236,589	233,322	(3,267)	0	50,572	Contributions not yet paid.
Gross Direct Income	(86,700)	(86,700)	(86,700)	0	0	0	
Support Service Charges	54,288	45,260	45,260	0	0	9,028	
Total Housing (Health & Wellbeing)	251,482	195,149	191,882	(3,267)	0	59,600	
Housing Strategy							
Gross Direct Costs	298,156	239,938	238,880	(1,059)	19,625	39,651	No Major Variances.
Gross Direct Income	0	(9)	(46,973)	(46,964)	0	46,973	(£40,621) Net VAT shelter position, this will be transferred to the Capital Receipts reserve toward future capital spend.
Capital Charges	425,000	0	0	0	0	425,000	
Support Service Charges	43,867	36,630	36,630	0	0	7,237	
Total Housing Strategy	767,023	276,559	228,536	(48,023)	19,625	518,862	

Service Area Detail P10.2019/20

Community and Economic Development

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Variances
Community And Localism							
Gross Direct Costs	417,647	140,576	131,938	(8,638)	0	285,709	(£4,201) - Arts grants. (£2,841) - Grants awarded by the Big Society panel during 2018/19 not yet claimed.
Gross Direct Income	(50,658)	(43,887)	(42,677)	1,210	0	(7,981)	No Major Variances.
Support Service Charges	10,630	8,860	8,860	0	0	1,770	No Major Variances.
Total Community And Localism	377,619	105,549	98,121	(7,428)	0	279,498	
Coastal Management							
Gross Direct Costs	294,255	224,390	242,436	18,046	0	51,819	Employee costs - to be funded by a contribution from the Coastal Partnership at year end.
Support Service Charges	(299,895)	(249,910)	(249,910)	0	0	(49,985)	
Total Coastal Management	(5,640)	(25,520)	(7,474)	18,046	0	1,834	
Total Community and Economic Development	4,148,807	2,533,882	2,149,057	(384,825)	849,987	1,149,764	

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Service Area Detail P10 2019/20

CLT / Corporate

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Human Resources & Payroll							
Gross Direct Costs	358,552	298,731	288,808	(9,923)	11,568	58,176	See Note A Below
Gross Direct Income	(1,000)	(830)	(1,154)	(324)	0	154	No Major Variances.
Support Service Charges	(357,552)	(297,970)	(297,970)	0	0	(59,582)	No Major Variances.
Total Human Resources & Payroll	0	(69)	(10,315)	(10,246)	11,568	(1,253)	
Note A: (£10,690) - Salaries and oncosts. Staff vacancies – Resource for admin support to help with the new HR system tender and implementation and / or org plus system support, so no variance is anticipated. £9,743 - New appointment advertising credits - To be used as and when vacancies require advertising and charged on to services. (£16,533) - Common Training. Decisions made in the year mean that training is being delivered in a more cost effective way and projected future spend reduced. This allows other training to be funded. Spend will be incurred on asbestos training; leadership development; project management and appraisal outcomes. £8,495 - Other Professional Fees (xpert HR subscription)							
Registration Services							
Gross Direct Costs	416,818	377,405	727,462	350,057	1,664	(312,308)	Costs associated with the running of the European & General Election - to be funded from the Electoral Claims Unit.
Gross Direct Income	(71,120)	(68,870)	(360,044)	(291,174)	0	288,924	Grant income from the Electoral Claims Unit to fund the European & General Elections.
Support Service Charges	94,910	79,110	79,110	0	0	15,800	
Total Registration Services	440,608	387,645	446,528	58,883	1,664	(7,585)	
Corporate Leadership Team							
Gross Direct Costs	461,625	384,690	410,678	25,988	13,624	37,323	£14,612 - Salaries and oncosts are higher as a result of staff regradings and pay awards. This will lead to a full year cost of £16,649. £11,920 - Professional fees.
Support Service Charges	(461,625)	(384,680)	(384,680)	0	0	(76,945)	No Major Variances.
Total Corporate Leadership Team	0	10	25,998	25,988	13,624	(39,622)	
Communications							
Gross Direct Costs	309,078	252,620	259,584	6,964	6,539	42,956	£2,665 - CIPR Professional PR Diploma. £6,560 - External Printing - Fitting of reception graphic and window vinyls for Cromer Pier. (£3,761) - Marketing.
Gross Direct Income	0	0	(3,761)	(3,761)	0	3,761	Income from filming rights.
Support Service Charges	(309,078)	(257,630)	(257,630)	0	0	(51,448)	No Major Variances.
Total Communications	0	(5,010)	(1,807)	3,203	6,539	(4,731)	
Total CLT/Corporate	440,608	382,576	460,403	77,827	33,395	(53,190)	

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Service Area Detail P10 2019/20

Customer Services & ICT

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
ICT - Support Services							
Gross Direct Costs	1,330,772	1,136,614	1,125,136	(11,478)	90,547	115,089	No Major Variances.
Gross Direct Income	(410)	(340)	(3,667)	(3,327)	0	3,257	Sales - Obsolete Items
Capital Charges	99,550	82,960	82,960	0	0	16,590	No Major Variances.
Support Service Charges	(1,417,912)	(1,181,600)	(1,181,600)	0	2,100	(238,412)	No Major Variances.
Total It - Support Services	12,000	37,634	22,830	(14,804)	92,647	(103,477)	

Tourist Information Centres

Gross Direct Costs	107,417	91,303	99,929	8,626	17,248	(9,761)	See Note A below
Gross Direct Income	(27,000)	(22,510)	(16,387)	6,123	0	(10,613)	£6,123 - Sale of souvenirs.
Capital Charges	5,729	4,770	4,770	0	0	959	No Major Variances.
Support Service Charges	98,390	82,010	82,010	0	0	16,380	No Major Variances.
Total Tourist Information Centres	184,536	155,573	170,322	14,749	17,248	(3,034)	

Note A: £3,093 - Salaries and oncosts higher as a result of cover for long term sickness. £5,532 - Holt TIC refurbishment. £5,521 - North Norfolk Information Centre repairs and maintenance. (£3,430) - Purchases For resale.

Homelessness

Gross Direct Costs	242,318	196,182	367,637	171,455	111,436	(236,755)	See Note A below
Gross Direct Income	(500,791)	(456,375)	(719,001)	(262,625)	0	218,210	See Note B below.
Support Service Charges	504,330	420,280	420,280	0	0	84,050	
Total Homelessness	245,857	160,087	68,916	(91,171)	111,436	65,505	

Note A: £196,525 Bed and Breakfast charges - there are some payments not yet reflected due to problems with credit card processing. These costs are offset by client contributions and benefit payments. £34,598 Rent deposit scheme. This is offset by £60,000 homelessness funding allocated from the County Community pot not yet spent.

Note B: (£37,159) Rent deposits repayments. (£221,762) Recovered costs re Bed and Breakfast accommodation - this is the total position up to the end of Qtr 3 and includes recovery of payments not yet showing as expenditure.

Customer Services Housing

Gross Direct Costs	393,383	321,013	327,712	6,699	89	65,582	No Major Variances.
Support Service Charges	(334,790)	(278,980)	(278,980)	0	0	(55,810)	
Total Customer Services Housing	58,593	42,033	48,732	6,699	89	9,772	

Reprographics

Gross Direct Costs	88,343	73,620	65,762	(7,858)	17,309	5,272	See Note A below
Gross Direct Income	(7,500)	(6,250)	(4,767)	1,483	0	(2,733)	No Major Variances.
Capital Charges	18,603	15,500	15,500	0	0	3,103	No Major Variances.
Support Service Charges	(99,446)	(82,870)	(82,870)	0	0	(16,576)	No Major Variances.
Total Reprographics	0	0	(6,375)	(6,375)	17,309	(10,934)	

Note A: (£3,902) - Operating lease costs for printers lower than expected as a result of lower numbers of copies being required. (£4,665) - Paper costs lower because of lower printing requirements.

Service Area Detail P10 2019/20

Customer Services & ICT

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Customer Services - Corporate							
Gross Direct Costs	642,354	535,300	536,706	1,406	11,575	94,073	See Note A below
Gross Direct Income	(30,640)	(29,040)	(21,315)	7,725	0	(9,325)	£6,669 - Postal charges re envelopes, BR postage and surcharges.
Support Service Charges	(619,484)	(516,260)	(516,260)	0	0	(103,224)	No Major Variances.
Total Customer Services - Corporate	(7,770)	(10,000)	(868)	9,132	11,575	(18,477)	
Note A: £15,520 - Salaries and oncosts higher as a result of regradings. This will lead to a full year cost of £19,935. (£2,323) - Lower stationery purchases. (£5,276) - Lower postage costs. (£5,162) - Other professional fees.							
Digital Transformation							
Gross Direct Costs	243,370	202,810	185,161	(17,649)	14,630	43,579	See Note A below
Support Service Charges	(243,370)	(202,820)	(202,820)	0	0	(40,550)	No Major Variances.
Total Digital Transformation	0	(10)	(17,659)	(17,649)	14,630	3,029	
Note A: (£19,197) - Salaries and oncosts are lower than anticipated. This is as a result of carrying staff vacancies. There is to be a review of the Digital Transformation programme, so no staff will be appointed and the balance will be returned to the Digital Transformation Reserve, from where the staff were initially funded, therefore no variance is anticipated. £2,603 - Trainers expenses.							
Total Customer Services and ICT	493,216	385,317	285,898	(99,419)	264,935	(57,617)	

Service Area Detail P10 2019/20

Environmental Health

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Commercial Services							
Gross Direct Costs	258,216	214,731	227,406	12,675	4,590	26,220	Staffing costs - to be funded from an overall saving in the Environmental Health (EH) staffing budgets or from the EH reserve at year end.
Gross Direct Income	(13,250)	(11,048)	(6,728)	4,320	0	(6,522)	Lower fee income from Food Hygiene Courses and re-rating visits.
Support Service Charges	115,880	96,590	96,590	0	0	19,290	
Total Commercial Services	360,846	300,273	317,268	16,995	4,590	38,988	
Internal Drainage Board Levies							
Gross Direct Costs	397,862	397,862	399,024	1,162	0	(1,162)	No Major Variances.
Support Service Charges	710	590	590	0	0	120	
Total Internal Drainage Board Levies	398,572	398,452	399,614	1,162	0	(1,042)	
Travellers							
Gross Direct Costs	7,400	41,216	40,847	(369)	27,694	(61,140)	No Major Variances.
Gross Direct Income	(4,000)	(3,340)	(15,488)	(12,148)	0	11,488	Insurance claim - to be offset against costs for replacing lamp posts and fencing at the Fakenham site.
Capital Charges	97,800	81,500	81,500	0	0	16,300	
Support Service Charges	1,930	1,620	1,620	0	0	310	
Total Travellers	103,130	120,996	108,479	(12,517)	27,694	(33,042)	
Public Protection							
Gross Direct Costs	207,585	171,560	161,750	(9,810)	5,964	39,871	Vacant post - now filled.
Gross Direct Income	(196,985)	(165,980)	(159,464)	6,516	0	(37,521)	Lower licensing income received against budget. This is under review.
Support Service Charges	104,470	87,090	87,090	0	0	17,380	
Total Public Protection	115,070	92,670	89,376	(3,294)	5,964	19,730	
Street Signage							
Gross Direct Costs	12,470	7,050	4,621	(2,429)	0	7,849	No Major Variances.
Capital Charges	7,564	6,300	6,300	0	0	1,264	
Support Service Charges	18,950	15,800	15,800	0	0	3,150	
Total Street Signage	38,984	29,150	26,721	(2,429)	0	12,263	
Environmental Protection							
Gross Direct Costs	662,062	527,913	533,664	5,751	19,662	108,735	Works for Enforcement Board.
Gross Direct Income	(59,235)	(45,175)	(62,153)	(16,978)	0	2,918	Rechargeable Enforcement Board works.
Capital Charges	4,501	3,750	3,750	0	0	751	
Support Service Charges	176,210	146,850	146,850	0	0	29,360	
Total Environmental Protection	783,538	633,338	622,111	(11,227)	19,662	141,765	

Service Area Detail P10 2019/20

Environmental Health

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Env Health - Service Mgmt							
Gross Direct Costs	140,739	115,363	120,245	4,881	14,248	6,247	Staffing supplements offset by miscellaneous underspends in supplies and services.
Support Service Charges	(127,735)	(106,430)	(106,430)	0	0	(21,305)	
Total Env Health - Service Mgmt	13,004	8,933	13,815	4,881	14,248	(15,058)	
Combined Enforcement Team							
Gross Direct Costs	154,164	128,480	117,528	(10,952)	2,063	34,573	Vacant post.
Gross Direct Income	0	0	75	75	175	(250)	No Major Variances.
Support Service Charges	(154,164)	(128,430)	(128,430)	0	0	(25,734)	
Total Combined Enforcement Team	0	50	(10,827)	(10,877)	2,238	8,589	
Environmental Contracts							
Gross Direct Costs	270,155	225,150	231,529	6,379	584	38,042	Staffing costs.
Gross Direct Income	0	0	(251)	(251)	0	251	No Major Variances.
Support Service Charges	(270,155)	(225,100)	(225,100)	0	0	(45,055)	
Total Environmental Contracts	0	50	6,178	6,128	584	(6,762)	
Waste Collection And Disposal							
Gross Direct Costs	4,366,995	3,279,955	3,348,440	68,485	1,369,613	(351,058)	£31,013 Consultancy relating to the new waste procurement contract; £32,040 Contractor costs; £6,496 Bad debts written off; £5,622 Hybrid mailing and card fees for garden bins; (£7,592) NEWS processing costs lower.
Gross Direct Income	(3,156,297)	(2,943,794)	(3,264,408)	(320,614)	0	108,111	(£234,021) Commercial waste fee income; (£59,780) Garden bin income; (£13,916) Bulky collections; (£18,336) Smoothing Mechanism.
Capital Charges	52,686	43,910	43,910	0	0	8,776	
Support Service Charges	452,720	377,310	377,310	0	0	75,410	
Total Waste Collection And Disposal	1,716,104	757,381	505,252	(252,129)	1,369,613	(158,761)	
Cleansing							
Gross Direct Costs	828,183	615,500	613,569	(1,931)	247,020	(32,407)	No Major Variances.
Gross Direct Income	(54,157)	(54,157)	(63,912)	(9,755)	0	9,755	(£4,200) Sale of vehicles; (£5,555) Additional income from dog and litter bin recharges.
Support Service Charges	55,020	45,860	45,860	0	0	9,160	
Total Cleansing	829,046	607,203	595,517	(11,686)	247,020	(13,492)	

Service Area Detail P10 2019/20

Environmental Health

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Variances
Environmental Strategy							
Gross Direct Costs	25,000	25,000	39,928	14,928	0	(14,928)	Costs associated with the Green Build event.
Gross Direct Income	(15,000)	(15,000)	(21,351)	(6,351)	9	6,342	Sponsorship and income from exhibitors.
Support Service Charges	20,190	16,820	16,820	0	0	3,370	
Total Environmental Strategy	30,190	26,820	35,397	8,577	9	(5,216)	
Community Safety							
Gross Direct Costs	26,893	22,420	23,614	1,194	0	3,279	No Major Variances.
Support Service Charges	11,750	9,800	9,800	0	0	1,950	
Total Community Safety	38,643	32,220	33,414	1,194	0	5,229	
Civil Contingencies							
Gross Direct Costs	83,336	69,248	69,401	153	245	13,690	No Major Variances.
Support Service Charges	25,560	21,310	21,310	0	0	4,250	
Total Civil Contingencies	108,896	90,558	90,711	153	245	17,940	
Total Environmental Health	4,536,023	3,098,094	2,833,026	(265,068)	1,691,868	11,129	

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Service Area Detail P10 2019/20
Finance & Assets

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Variances
Industrial Estates							
Gross Direct Costs	12,610	9,646	9,729	83	1,654	1,227	No Major Variances.
Gross Direct Income	(128,649)	(114,950)	(135,609)	(20,659)	0	6,960	(£13,774) Possession proceedings and legal fees; (£4,793) Rental income invoiced quarterly in advance.
Capital Charges	46,238	38,530	38,530	0	0	7,708	
Support Service Charges	46,580	38,850	38,850	0	0	7,730	
Total Industrial Estates	(23,221)	(27,924)	(48,501)	(20,577)	1,654	23,625	
Surveyors Allotments							
Gross Direct Income	(50)	(40)	(50)	(10)	0	0	No Major Variances.
Support Service Charges	5,240	4,380	4,380	0	0	860	
Total Surveyors Allotments	5,190	4,340	4,330	(10)	0	860	
Handy Man							
Gross Direct Costs	41,637	35,260	40,759	5,499	109	769	£2,816 Stock for van.
Gross Direct Income	(54,730)	(41,049)	(39,920)	1,129	0	(14,810)	No Major Variances.
Support Service Charges	65,970	54,990	54,990	0	0	10,980	
Total Handy Man	52,877	49,201	55,829	6,628	109	(3,061)	
Parklands							
Gross Direct Costs	37,282	30,961	29,013	(1,948)	649	7,621	No Major Variances.
Gross Direct Income	(67,628)	(67,628)	(62,917)	4,711	0	(4,711)	(£2,500) Commission on sale of pitch; £6,647. Lower income from recharge of utility costs - under review.
Capital Charges	585	490	490	0	0	95	
Support Service Charges	33,490	27,910	27,910	0	0	5,580	
Total Parklands	3,729	(8,267)	(5,504)	2,763	649	8,584	
Revenue Services							
Gross Direct Costs	678,817	525,065	542,601	17,535	14,814	121,402	Employee Inflation in relation to staff regradings and increments. This is likely to result in a full year variance of £20k.
Gross Direct Income	(452,136)	(230,101)	(222,509)	7,592	0	(229,627)	Although not currently evidenced within the YTD variance there is likely to be a shortfall in court costs recover of £20-£30k.
Support Service Charges	441,270	367,790	367,790	0	0	73,480	
Total Revenue Services	667,951	662,754	687,881	25,127	14,814	(34,744)	
Benefits Subsidy							
Gross Direct Costs	23,321,596	0	(549)	(549)	0	23,322,145	No Major Variances.
Gross Direct Income	(23,321,596)	0	(18,537)	(18,537)	0	(23,303,059)	Rent allowances other recoverable charges.
Total Benefits Subsidy	0	0	(19,086)	(19,086)	0	19,086	
Discretionary Payments							
Gross Direct Costs	61,237	61,237	63,920	2,683	0	(2,683)	One off payment to a parish council.
Support Service Charges	3,770	3,140	3,140	0	0	630	
Total Discretionary Payments	65,007	64,377	67,060	2,683	0	(2,053)	

Service Area Detail P10 2019/20**Finance & Assets****Non Distributed Costs**

Gross Direct Costs	0	189,153	191,107	1,954	0	(191,107)	No Major Variances.
Total Non Distributed Costs	0	189,153	191,107	1,954	0	(191,107)	

Administration Buildings Svcs

Gross Direct Costs	566,490	393,903	415,190	21,287	40,399	110,901	See Note A
Gross Direct Income	(277,475)	(155,310)	(161,556)	(6,246)	0	(115,919)	See Note B
Capital Charges	76,860	64,050	64,050	0	0	12,810	
Support Service Charges	(291,643)	(243,030)	(243,030)	0	0	(48,613)	
Total Administration Buildings Svcs	74,232	59,613	74,654	15,041	40,399	(40,821)	

Buildings Svcs

Note A: £9,122 Evaporative cooling system at Fakenham Connect; £23,607 R&M and service contracts; (£5,413) Rental payments not required for Stonehill Way - premises vacated; (£8,092) Invoices not received for rent and cleaning services at Kings Arms Street.

Note B: (£15,421) Service charges - some of which relate to a contribution to capital costs; £8,269 Lower rental income at Fakenham Connect - top floor of building not rented out.

Property Services

Gross Direct Costs	567,044	476,134	588,111	111,977	47,420	(68,486)	See Note A
Gross Direct Income	0	0	(6)	(6)	0	6	No Major Variances.
Capital Charges	12,385	10,320	10,320	0	0	2,065	
Support Service Charges	(579,429)	(482,810)	(482,830)	(20)	0	(96,599)	
Total Property Services	0	3,644	115,595	111,951	47,420	(163,014)	

See Note A: (£19,445) Staff turnover. (£8,500) Creditor provision for service charge review. £17,525 Purchase of vehicle - to be funded from Capital. £100,562 Professional fees, including £50,000 for Asset Condition Surveys, £11,250 for Energy Management Contract, £20,900 contract for Feasibility studies at North Walsham and Stalham hubs and £12,913 for tree and Enforcement works. The balance relates to various fees relating to valuation reports, E-tendering, commercial agency work and building cost information services.

Head Of Finance & Assets

Gross Direct Costs	101,419	84,520	89,792	5,272	0	11,627	Employee inflation and staff turnover not made.
Support Service Charges	(101,419)	(84,610)	(84,610)	0	0	(16,809)	
Total Head Of Finance & Assets	0	(90)	5,182	5,272	0	(5,182)	

Corporate Finance

Gross Direct Costs	426,639	357,420	348,289	(9,131)	23,465	54,885	Net saving resulting from a vacant post.
Gross Direct Income	0	0	0	0	0	0	
Capital Charges	4,491	3,740	3,740	0	0	751	
Support Service Charges	(431,130)	(359,270)	(359,270)	0	0	(71,860)	
Total Corporate Finance	0	1,890	(7,241)	(9,131)	23,465	(16,224)	

Insurance & Risk Management

Gross Direct Costs	199,486	99,742	99,743	1	0	99,743	No Major Variances.
Gross Direct Income	(650)	(540)	(28)	512	0	(622)	No Major Variances.
Support Service Charges	(198,836)	(165,740)	(165,740)	0	0	(33,096)	No Major Variances.
Total Insurance & Risk Management	0	(66,538)	(66,026)	512	0	66,026	

Internal Audit

Gross Direct Costs	75,000	56,250	51,811	(4,439)	24,886	(1,697)	No Major Variances.
Support Service Charges	(75,000)	(62,500)	(62,500)	0	0	(12,500)	No Major Variances.
Total Internal Audit	0	(6,250)	(10,689)	(4,439)	24,886	(14,197)	

Service Area Detail P10 2019/20**Finance & Assets****Playgrounds**

Gross Direct Costs	42,428	32,269	28,552	(3,716)	9,935	3,940	No Major Variances.
Support Service Charges	36,970	30,820	30,820	0	0	6,150	
Total Playgrounds	79,398	63,089	59,372	(3,716)	9,935	10,090	

Community Centres

Gross Direct Costs	9,753	4,250	3,344	(906)	25	6,384	No Major Variances.
Support Service Charges	7,470	6,240	6,240	0	0	1,230	
Total Community Centres	17,223	10,490	9,584	(906)	25	7,614	

Public Conveniences

Gross Direct Costs	569,209	441,480	430,642	(10,838)	85,315	53,252	£19,956 R&M costs, (£31,884) Lower utility costs - invoices not received.
Gross Direct Income	0	0	(680)	(680)	0	680	No Major Variances.
Capital Charges	131,495	109,580	109,580	0	0	21,915	
Support Service Charges	80,717	67,260	67,260	0	0	13,457	
Total Public Conveniences	781,421	618,320	610,250	(8,070)	85,315	85,856	

Investment Properties

Gross Direct Costs	95,221	78,363	136,940	58,577	15,537	(57,256)	See Note A
Gross Direct Income	(221,800)	(173,090)	(190,172)	(17,082)	0	(31,628)	(£13,049) Service charges at the Rocket House.
Capital Charges	66,099	55,080	55,080	0	0	11,019	
Support Service Charges	165,510	137,940	137,940	0	0	27,570	
Total Investment Properties	105,030	98,293	139,787	41,494	15,537	(50,294)	

Note A: Costs of £43,013 associated with Fair Meadow House - £5,212 R&M, £27,830 septic tank and associated costs for emptying, £5,872 contract cleaning & £4,103 management fees. £13,666 R&M at Stirling Road, Sculthorpe.

Central Costs

Gross Direct Costs	86,384	69,544	63,821	(5,723)	6	22,557	£2,114 - Salaries and oncosts are higher than anticipated.. (£10,653) - Budget for general events etc. £2,900 - Data protection fee
Support Service Charges	(86,384)	(72,020)	(72,020)	0	0	(14,364)	No Major Variances.
Total Central Costs	0	(2,476)	(8,199)	(5,723)	6	8,193	

Corporate & Democratic Core

Gross Direct Costs	516,705	439,823	407,413	(32,410)	3,718	105,574	(£20,639) Turnover from Planning staff vacancies. This is being used to support temporary contract staff. (£5,668) - Bank charges. (£9,298) - Other Professional Fees - Includes LEP budget of £11,000
Gross Direct Income	0	0	(40,720)	(40,720)	0	40,720	(£34,968) Brexit grant (£5,040) External audit recoverable fees.
Capital Charges	1,000,000	0	0	0	0	1,000,000	
Support Service Charges	1,052,640	877,210	877,210	0	0	175,430	
Total Corporate & Democratic Core	2,569,345	1,317,033	1,243,903	(73,130)	3,718	1,321,724	

Total Finance and Assets

4,398,182	3,030,652	3,099,290	68,638	267,932	1,030,960
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Service Area Detail P10 2019/20
Legal and Democratic Services

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitmen ts	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Benefits Administration							
Gross Direct Costs	936,635	778,498	764,590	(13,908)	2,953	169,092	Staff turnover from in year vacancies.
Gross Direct Income	(403,290)	(23,405)	(88,311)	(64,906)	0	(314,979)	A number of New Burdens grants have been received from the Department for Works and Pensions (DWP), these are to support the service to implement legislative changes and improvements.
Capital Charges	11,500	9,580	9,580	0	0	1,920	
Support Service Charges	549,050	457,580	457,580	0	0	91,470	
Total Benefits Administration	1,093,895	1,222,253	1,143,439	(78,814)	2,953	(52,497)	
Members Services							
Gross Direct Costs	514,647	427,497	426,500	(996)	3,981	84,165	No Major Variances.
Gross Direct Income	(400)	(330)	(148)	182	0	(252)	No Major Variances.
Support Service Charges	58,250	48,580	48,580	0	0	9,670	No Major Variances.
Total Members Services	572,497	475,747	474,932	(814)	3,981	93,583	
Legal Services							
Gross Direct Costs	689,194	572,957	583,070	10,113	3,480	102,644	See Note A below
Gross Direct Income	(329,946)	(216,685)	(265,489)	(48,804)	0	(64,457)	See Note B below
Support Service Charges	(359,248)	(299,380)	(299,380)	0	0	(59,868)	No Major Variances.
Total Legal Services	0	56,892	18,202	(38,690)	3,480	(21,681)	
Note A: (£11,402) - Salaries and oncosts, offset by locum costs of £5,275. £2,916 - Generic training. £5,680 - Mileage allowances. £9,239 - Client disbursements, more specialist advice required.							
Note B: (£42,588) - Income from legal fees. No variance is anticipated because any balance will be transferred to the Legal reserve. (£5,083) - Client disbursements - recharged land registry fees etc.							
Total Legal and Democratic	1,666,392	1,754,892	1,636,573	(118,319)	10,414	19,405	

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Service Area Detail P10 2019/20

Planning

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Variances
	£	£	£	£	£	£	
Development Management							
Gross Direct Costs	1,028,586	847,788	855,165	7,377	91,918	81,504	£10,500 One-off compensation payment, £11,325 Professional and Legal advice relating to planning appeals work. This is currently offset by a number of minor underspends.
Gross Direct Income	(802,200)	(668,490)	(595,034)	73,456	0	(207,166)	Shortfall in forecast planning fee income due to fewer large fees. This is partially offset by income from professional advice and conditions.
Capital Charges	37,106	30,920	30,920	0	0	6,186	
Support Service Charges	647,710	539,770	539,770	0	0	107,940	
Total Development Management	911,202	749,988	830,821	80,833	91,918	(11,536)	
Planning Policy							
Gross Direct Costs	460,155	385,872	373,892	(11,980)	5,719	80,545	Turnover savings resulting from vacancies in the year.
Gross Direct Income	0	0	(75)	(75)	0	75	
Support Service Charges	73,506	61,280	61,280	0	0	12,226	
Total Planning Policy	533,661	447,152	435,097	(12,055)	5,719	92,846	
Conservation, Design & Landscape							
Gross Direct Costs	101,081	85,300	87,300	2,000	88,343	(74,561)	No Major Variances.
Support Service Charges	70,070	58,440	58,440	0	0	11,630	
Total Conservation, Design & Landscap	171,151	143,740	145,740	2,000	88,343	(62,931)	
Major Developments							
Gross Direct Costs	286,255	238,530	234,616	(3,914)	20,448	31,191	Staff turnover savings offset by contract planning officer.
Support Service Charges	95,670	79,730	79,730	0	0	15,940	
Total Major Developments	381,925	318,260	314,346	(3,914)	20,448	47,131	
Building Control							
Gross Direct Costs	395,739	330,335	335,230	4,895	1,714	58,796	Staff turnover savings not made.
Gross Direct Income	(386,250)	(321,880)	(350,349)	(28,469)	0	(35,901)	Income, adjusted through the earmarked reserve as part of the outturn process.
Support Service Charges	123,110	102,630	102,630	0	0	20,480	
Total Building Control	132,599	111,085	87,510	(23,575)	1,714	43,375	
Head Of Planning							
Gross Direct Costs	119,410	100,060	97,895	(2,165)	6,009	15,506	No Major Variances.
Support Service Charges	(119,410)	(99,490)	(99,490)	0	0	(19,920)	
Total Head Of Planning	0	570	(1,595)	(2,165)	6,009	(4,414)	
Property Information							
Gross Direct Costs	187,190	148,269	130,013	(18,256)	29,461	27,716	(£13,705) NCC search fees.
Gross Direct Income	(190,000)	(158,340)	(177,820)	(19,480)	0	(12,180)	Land charge income up against profiled budget.
Support Service Charges	61,960	51,660	51,660	0	0	10,300	
Total Property Information	59,150	41,589	3,853	(37,736)	29,461	25,836	
Total Planning	2,189,688	1,812,384	1,815,772	3,388	243,610	130,306	

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Service Area Summaries P10 2019/20

Clt / Corporate

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
Human Resources & Payroll	0	(69)	(10,315)	(10,246)	11,568	(1,253)
Registration Services	440,608	387,645	446,528	58,883	1,664	(7,585)
Corporate Leadership Team Communications	0	10	25,998	25,988	13,624	(39,622)
	0	(5,010)	(1,807)	3,203	6,539	(4,731)
	440,608	382,576	460,403	77,827	33,395	(53,190)

Community and Economic Development

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
Health	0	0	(253)	(253)	0	253
Car Parking	(1,609,285)	(1,445,618)	(1,613,518)	(167,900)	293,369	(289,135)
Markets	20,702	(7,789)	10,569	18,358	2,384	7,749
Parks & Open Spaces	391,851	320,564	316,552	(4,012)	47,528	27,770
Foreshore	132,948	75,920	93,136	17,216	3,283	36,529
Sports Centres	316,529	196,129	188,430	(7,699)	24,399	103,700
Leisure Complexes	850,524	704,944	566,659	(138,285)	172,835	111,030
Other Sports	198,069	161,595	128,483	(33,111)	45,596	23,989
Recreation Grounds	22,035	16,841	16,716	(125)	4,617	702
Pier Pavilion	73,278	66,518	62,123	(4,395)	701	10,454
Foreshore (Community)	573,963	464,273	455,734	(8,539)	102,181	16,049
Woodlands Management	280,693	233,404	240,094	6,689	14,787	25,813
Cromer Pier	143,679	107,316	102,324	(4,992)	3,158	38,197
Economic Growth	389,001	321,438	322,364	926	60,334	6,303
Tourism	66,198	61,820	60,850	(970)	0	5,348
Market Town Initiatives	125,837	125,837	122,902	(2,935)	0	2,935
Coast Protection	709,585	519,145	519,781	636	40,825	148,978
Business Growth Staffing	26,233	20,969	14,463	(6,506)	0	11,770
Economic & Comm Dev Mgt	44,735	37,330	28,290	(9,040)	14,366	2,079
Leisure	1,748	1,510	2,292	782	0	(544)
Housing (Health & Wellbeing)	251,482	195,149	191,882	(3,267)	0	59,600
Housing Strategy	767,023	276,559	228,536	(48,023)	19,625	518,862
Community And Localism	377,619	105,549	98,121	(7,428)	0	279,498
Coastal Management	(5,640)	(25,520)	(7,474)	18,046	0	1,834
	4,148,807	2,533,882	2,149,057	(384,825)	849,987	1,149,764

Customer Services & ICT

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
It - Support Services	12,000	37,634	22,830	(14,804)	92,647	(103,477)
Tourist Information Centres	184,536	155,573	170,322	14,749	17,248	(3,034)
Homelessness	245,857	160,087	68,916	(91,171)	111,436	65,505
Customer Services Housing	58,593	42,033	48,732	6,699	89	9,772
Reprographics	0	0	(6,375)	(6,375)	17,309	(10,934)
Customer Services - Corporate	(7,770)	(10,000)	(868)	9,132	11,575	(18,477)
Digital Transformation	0	(10)	(17,659)	(17,649)	14,630	3,029
	493,216	385,317	285,898	(99,419)	264,935	(57,617)

Environmental Health

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
Commercial Services	360,846	300,273	317,268	16,995	4,590	38,988
Internal Drainage Board Levies	398,572	398,452	399,614	1,162	0	(1,042)
Travellers	103,130	120,996	108,479	(12,517)	27,694	(33,042)
Public Protection	115,070	92,670	89,376	(3,294)	5,964	19,730
Street Signage	38,984	29,150	26,721	(2,429)	0	12,263
Environmental Protection	783,538	633,338	622,111	(11,227)	19,662	141,765
Env Health - Service Mgmt	13,004	8,933	13,815	4,881	14,248	(15,058)
Combined Enforcement Team	0	50	(10,827)	(10,877)	2,238	8,589
Environmental Contracts	0	50	6,178	6,128	584	(6,762)
Waste Collection And Disposal	1,716,104	757,381	505,252	(252,129)	1,369,613	(158,761)
Cleansing	829,046	607,203	595,517	(11,686)	247,020	(13,492)
Environmental Strategy	30,190	26,820	35,397	8,577	9	(5,216)
Community Safety	38,643	32,220	33,414	1,194	0	5,229
Civil Contingencies	108,896	90,558	90,711	153	245	17,940
	4,536,023	3,098,094	2,833,026	(265,068)	1,691,868	11,129

Finance & Assets

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
Industrial Estates	(23,221)	(27,924)	(48,501)	(20,577)	1,654	23,625
Surveyors Allotments	5,190	4,340	4,330	(10)	0	860
Handy Man	52,878	49,201	55,829	6,628	109	(3,060)
Parklands	3,729	(8,267)	(5,504)	2,763	649	8,584
Revenue Services	667,951	662,754	687,881	25,127	14,814	(34,744)
Benefits Subsidy	0	0	(19,086)	(19,086)	0	19,086
Discretionary Payments	65,007	64,377	67,060	2,683	0	(2,053)
Non Distributed Costs	0	189,153	191,107	1,954	0	(191,107)
Administration Buildings Svs	74,232	59,613	74,654	15,041	40,399	(40,821)
Property Services	0	3,644	115,595	111,951	47,420	(163,014)
Head Of Finance & Assets	0	(90)	5,182	5,272	0	(5,182)
Corporate Finance	0	1,890	(7,241)	(9,131)	23,465	(16,224)
Insurance & Risk Management	0	(66,538)	(66,026)	512	0	66,026
Internal Audit	0	(6,250)	(10,689)	(4,439)	24,886	(14,197)
Playgrounds	79,398	63,089	59,372	(3,716)	9,935	10,090
Community Centres	17,223	10,490	9,584	(906)	25	7,614
Public Conveniences	781,421	618,320	610,250	(8,070)	85,315	85,856
Investment Properties	105,030	98,293	139,787	41,494	15,537	(50,294)
Central Costs	0	(2,476)	(8,199)	(5,723)	6	8,193
Corporate & Democratic Core	2,569,345	1,317,033	1,243,903	(73,130)	3,718	1,321,724
Total Finance and Assets	4,398,183	3,030,652	3,099,290	68,638	267,932	1,030,961

Legal & Democratic Svs

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
Benefits Administration	1,093,895	1,222,253	1,143,439	(78,814)	2,953	(52,497)
Members Services	572,497	475,747	474,932	(814)	3,981	93,583
Legal Services	0	56,892	18,202	(38,690)	3,480	(21,681)
Total Legal and Democratic	1,666,392	1,754,892	1,636,573	(118,319)	10,414	19,405

Planning

Service	Updated Budget £	YTD Budget £	YTD Actuals £	Variance YTD £	Immediate Commitments	Remaining Budget £
Development Management	911,202	749,988	830,821	80,833	91,918	(11,536)
Planning Policy	533,661	447,152	435,097	(12,055)	5,719	92,846
Conservation, Design & Landscape	171,151	143,740	145,740	2,000	88,343	(62,931)
Major Developments	381,925	318,260	314,346	(3,914)	20,448	47,131
Building Control	132,599	111,085	87,510	(23,575)	1,714	43,375
Head Of Planning	0	570	(1,595)	(2,165)	6,009	(4,414)
Property Information	59,150	41,589	3,853	(37,736)	29,461	25,836
Total Planning	2,189,688	1,812,384	1,815,772	3,388	243,610	130,306
	17,872,917	12,997,797	12,280,018	(717,779)	3,362,140	2,230,759

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/19 Actual Expenditure	Updated Budget 2019/20	Current Expenditure and Commitments 2019/20	Updated Budget 2020/21	Updated Budget 2021/22	Updated Budget 2022/23
	£	£	£	£	£	£	£
Boosting Business Sustainability and Growth							
Rocket House	77,084	37,334	0	0	39,750	0	0
Better Broadband for Norfolk	1,000,000	0	1,000,000	1,000,000	0	0	0
Local Property Investment Fund	1,000,000	0	0	0	1,000,000	0	0
Property Investment Company	2,000,000	0	0	0	2,000,000	0	0
Purchase of New Car Park Vehicles	60,000	45,000	0	0	15,000	0	0
Deep History Coast	692,973	318,050	374,923	411,827	0	0	0
Fair Meadow House Improvements	50,000	16,235	0	0	33,765	0	0
Fair Meadow House Annexe	55,000	0	0	0	55,000	0	0
Collectors Cabin	25,000	652	0	0	24,348	0	0
Cornish Way	170,000	0	1,770	1,770	168,230	0	0
Fakenham Connect	100,000	0	332	332	99,668	0	0
Bacton Car Park	30,000	0	30,000	10,450	0	0	0
Holway Road Roundabout	100,000	0	0	0	100,000	0	0
North Walsham Heritage Action Zone	1,950,000	0	0	0	1,950,000	0	0
Public Convenience Improvements	600,000	45,741	150,000	151,745	404,259	0	0
Cabbell Park Car Park	50,000		50,000	0	0	0	0
	7,960,057	463,012	1,607,025	1,576,124	5,890,020	0	0
Local Homes for Local Need							
Disabled Facilities Grants	Annual programme,	Annual programme,	1,122,631	728,463	1,000,000	1,000,000	1,000,000
Parkland Improvements	100,000	12,996	0	0	87,004	0	0
Compulsory Purchase of Long Term Empty Properties	675,500	490,654	184,846	0	0	0	0
Shannoeks Hotel	477,887	51,638	426,249	1,514	0	0	0
Laundry Loke - Victory Housing	100,000	0	100,000	0	0	0	0
Community Housing Fund	2,198,261	416,760	200,000	157,624	527,167	527,167	527,167
Provision of Temporary Accommodation	610,000	0	0	0	610,000	0	0
Fakenham Extra Care	215,500	0	0	215,500	215,500	0	0
	4,377,148	972,047	2,033,726	1,103,101	2,439,671	1,527,167	1,527,167
Climate, Coast and the Environment							
Gypsy and Traveller Short Stay Stopping Facilities	1,417,533	1,347,941	40,849	0	28,743	0	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,364,734	13,815	0	0	0	0
Cromer Pier and West Prom Refurbishment Project	1,119,805	1,119,299	506	39,517	0	0	0
Cromer West Prom Chalets	62,000	0	62,000	1,359	0	0	0
Refurbishment Works to the Seaside Shelters	149,501	145,130	4,371	9,845	0	0	0
Cromer Coast Protection Scheme	8,822,001	5,305,389	30,000	0	1,743,306	1,743,306	0
Coastal Erosion Assistance	90,000	41,203	0	0	48,797	0	0
Coastal Adaptations	410	0	0	0	410	0	0
Mundesley - Refurbishment of Coastal Defences	3,221,000	45,786	30,000	5,806	1,572,607	1,572,607	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,143,954	382,869	761,085	660,328	0	0	0
Beach Access	201,514	182,742	18,772	40,202	0	0	0
Sea Palling Ramp	10,000	0	10,000	0	0	0	0
Bacton and Walcott Coastal Management Scheme	500,000	353,965	146,035	500,000	0	0	0

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/19 Actual Expenditure	Updated Budget 2019/20	Current Expenditure and Commitments 2019/20	Updated Budget 2020/21	Updated Budget 2021/22	Updated Budget 2022/23
	£	£	£	£	£	£	£
	18,116,267	10,289,058	1,117,433	1,257,057	3,393,863	3,315,913	0
Quality of Life							
Splash Roof Repairs	63,120	9,866	0	0	53,254	0	0
Holt Country Park Play Area	52,000	0	52,000	0	0	0	0
Cromer Sports Hall	102,000	0	102,000	0	0	0	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	0	0	27,467	0	0
Fakenham Gym	62,500	0	0	0	62,500	0	0
Splash Gym Equipment	1,013,000	0	376,698	376,698	636,302	0	0
North Walsham Artificial Grass Pitch	860,000	3,018	100,000	8,114	756,982	0	0
Splash Leisure Centre Reprovision	12,697,000	1,060,709	1,611,355	11,465,787	8,395,461	1,629,475	0
	14,877,120	1,073,626	2,242,053	11,850,599	9,931,966	1,629,475	0
Customer Focus and Financial Sustainability							
Administrative Buildings	1,302,570	919,747	382,823	552,033	0	0	0
Council Chamber and Committee Room Improvements	89,000	76,679	12,321	69,187	0	0	0
Environmental Health IT System Procurement	150,090	114,988	25,102	0	10,000	0	0
Document and Records Management System	60,000	36,157	23,843	28,600	0	0	0
Purchase of Bins	612,800	292,800	80,000	83,199	80,000	80,000	80,000
User IT Hardware Refresh	275,000	59,146	50,854	34,100	55,000	55,000	55,000
Storage Hardware	60,000	0	60,000	57,098	0	0	0
Members IT	65,000	0	65,000	30,063	0	0	0
Back Scanning of Files	200,000	109,176	90,824	57,439	0	0	0
Electric Vehicle Charging Points	248,600	0	248,600	32,028	0	0	0
Waste vehicles	4,500,000	0	0	0	4,500,000	0	0
Housing Options System	20,000	650	0	0	19,350	0	0
	7,583,060	1,609,343	1,039,367	943,747	4,664,350	135,000	135,000
	52,913,652	14,407,087	8,039,604	16,730,627	26,319,870	6,607,555	1,662,167
Capital Programme Financing							
Grants			1,987,252	774,471	6,368,453	4,315,913	1,000,000
Other Contributions			500,000	0	0	0	0
Asset Management Reserve			2,102	2,102	0	0	0
Capital Project Reserve			1,606,353	1,118,177	636,302	0	0
Other Reserves			1,350,000	1,309,369	3,931,426	527,167	527,167
Capital Receipts			2,493,897	13,518,395	3,488,228	135,000	135,000
Internal / External Borrowing			100,000	8,114	11,895,461	1,629,475	0
TOTAL FINANCING			8,039,604	16,730,627	26,319,870	6,607,555	1,662,167

Savings 2019/20 Monitoring

Ref.	Service	Savings Title	Workstream (where applicable)	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2019/20 Savings/ Income Updated	2019/20 P10 Savings /Income	2019/20 P10 Variance
SAVINGS BIDS SUBMITTED BY HEADS OF SERVICE								
ASSETS & LEISURE								
AL2	Assets & Leisure	Car Parks - Fakenham Car Park - Community Centre	3. Property Investment & Asset Commercialisation	Car Park Order (CPO) for Community Centre Fakenham to enable the site to become pay and display.	I	(5,400)	(5,400)	0
AL6	Assets & Leisure	Beach Hut Fees and Charges	3. Property Investment & Asset Commercialisation	Revision of Beach Hut Fee Income	I	(97,197)	(97,197)	0
AL8	Assets & Leisure	Pier Contract Savings	3. Property Investment & Asset Commercialisation	Renegotiation of the Pier Contract Management Agreement, with the intention to reduce the subsidy given to nil and incorporate profit share fee income.	S	(88,399)	(88,399)	0
SUB TOTAL ASSETS & LEISURE						(190,996)	(190,996)	0
CLT / CORPORATE								
CLEGG (LEGAL)	CLT / CORPORATE (LEGAL)	Local Government Lawyer	4. Shared Services/Selling Services	Eastlaw continue to deliver year on year savings to the Council through selling services to our partner organisations.	I	(26,800)	(26,800)	0
SUB TOTAL CLT /other Corporate Areas						(26,800)	(26,800)	0
ECONOMIC DEVELOPMENT								
ECD1	Economic Dev	Coastal Management Revenue Works	7. Other Efficiencies and Savings	Reduction in coastal defence revenue budget.	S	(50,000)	(50,000)	0
ECD2	Economic Dev	Tourism Development & Destination Marketing	7. Other Efficiencies and Savings	Restructuring within the Economic Growth Team as well as a review of contractual arrangements with external providers and partner organisations.	S	(12,000)	(12,000)	0
ECD4	Economic Dev	Economic Growth	7. Other Efficiencies and Savings	A review of the external needs of businesses in the District has been undertaken and the intention is to restructure the Learning 4 Life team to better focus on meeting these needs and achieving the priorities set out in the Corporate Plan.	S	(46,582)	(46,582)	0
ECD5	Economic Dev	Miscellaneous Contributions	7. Other Efficiencies and Savings	The Economic Growth service makes contributions to a range of external bodies, either through membership or as grants. These should be reviewed and/or renegotiated. In some cases it could be considered that in-kind contributions can substitute financial contributions.	S	(10,000)	(10,000)	0
SUB TOTAL ECONOMIC DEVELOPMENT						(118,582)	(118,582)	0

Savings 2019/20 Monitoring

Ref.	Service	Savings Title	Workstream (where applicable)	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2019/20 Savings/ Income Updated	2019/20 P10 Savings /Income	2019/20 P10 Variance
SAVINGS BIDS SUBMITTED BY HEADS OF SERVICE								
CUSTOMER SERVICES & ICT								
CSIT2	CUSTOMER SERVICES & ICT	Closure of Holt TIC	7. Other Efficiencies and Savings	In line with similar changes to service provision in Wells & Sheringham seek to transfer TIC function to another service provider in Holt.	S	(18,589)	(13,056)	5,533
CSIT3	CUSTOMER SERVICES & ICT	Revision of Reprographics Services	2 Digital Transformation	Alter the service delivery approach of the Reprographics Service to reduce the requirement for printing hardware and reduce costs of print & mail activity by accessing web based services.	S	(58,648)	(58,648)	0
SUB TOTAL CUSTOMER SERVICES & ICT						(77,237)	(71,704)	5,533
ENVIRONMENTAL HEALTH								
EH3	Environmental Health	Staffing Costs	2. Digital Transformation	Reduction in staffing costs re rationalization of staffing structures following Business Process Review.	S	(50,110)	(50,110)	0
EH4	Environmental Health	Waste & related Services Review	6. Maximising Income and Reducing Costs	Additional Income from Garden Waste Service subscription charge and trade waste lifts in addition to direct arrangement of the night soil collection service.	S	(66,720)	(66,720)	0
EH6	Environmental Health	Civil Contingencies budget savings	6. Maximising Income and Reducing Costs	Reduction in Civil Contingencies budget	S	(2,800)	(2,800)	0
SUB TOTAL ENVIRONMENTAL HEALTH						(119,630)	(119,630)	0
FINANCE								
F2	Finance	Vacant Post Review	7. Other Efficiencies and Savings	Review and rationalisation of vacant posts within the revenues and benefits services.	S	(106,435)	(106,435)	0
SUB TOTAL FINANCE						(106,435)	(106,435)	0

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Savings 2019/20 Monitoring

Ref.	Service	Savings Title	Workstream (where applicable)	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2019/20 Savings/ Income Updated	2019/20 P10 Savings /Income	2019/20 P10 Variance
SAVINGS BIDS SUBMITTED BY HEADS OF SERVICE								
ORGANISATIONAL DEVELOPMENT								
ORG1	Organisational Development	Reduction of posts	7. Other Efficiencies and Savings	The potential reduction of posts across the following teams:- Elections, Reprographics and Democratic Services. Figures are based on the removal of those posts rather than a reduction in hours.	S	(22,288)	(22,288)	0
				Additional legal income to offset Democratic Services saving not being delivered	I	(13,691)	(13,691)	0
SUB TOTAL ORGANISATIONAL DEVELOPMENT						(35,979)	(35,979)	0
PLANNING								
P1	Planning			Planning BPR review of Planning support staff structure	S	(51,921)	(51,921)	0
SUB TOTAL PLANNING						(51,921)	(51,921)	0
TOTAL ALL SERVICES						(727,580)	(722,047)	5,533
SUB TOTAL BY WORKSTREAM								
		1. Growth - New Homes and Business Rates		Sub total		0	0	0
		2. Digital Transformation		Sub total		(160,679)	(160,679)	0
		3. Property Investment & Asset Commercialisation		Sub total		(190,996)	(190,996)	0
		4. Shared Services/Selling Services		Sub total		(26,800)	(26,800)	0
		5. Collaboration and Localism		Sub total		0	0	0
		6. Maximising Income and Reducing Costs		Sub total		(83,211)	(83,211)	0
		7. Other Efficiencies and Savings		Sub total		(265,894)	(260,361)	5,533
						(727,580)	(722,047)	5,533

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Ministry of Housing,
Communities &
Local Government

Rt Hon Robert Jenrick MP
*Secretary of State for Housing, Communities
and Local Government*

**Ministry of Housing, Communities and Local
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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

(February 2020)

1. Our Commitment

The Council is committed to equality, diversity and inclusion and continues to work to improve our culture and the experience of our employees and candidates in this regard. The Council wishes to create a culture which not only prevents discrimination but recognises and welcomes the value and contribution that each individual can bring to the organisation. One of the Council's core values is that we respect people and treat everyone fairly.

2. Legal requirements

The Council recognises its statutory obligations and will comply with all relevant legislation, including:

- Equality Act 2010 - including the Public Sector Equality Duty
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Protection from Harassment Act 1997

3. Policies and procedures

All the Council's policies include an equalities statement and are drafted and reviewed with equality, diversity and inclusion in mind.

The standard statement is as follows:

“NNDC wishes to promote equality and has a number of obligations under equality legislation. All employees are expected to adhere to this policy in line with these obligations. Reasonable adjustments or supportive measures should be considered to ensure equality of access and opportunity regardless of age, gender, maternity, pregnancy, gender reassignment, marriage, civil partnership, race, ethnicity, sexual orientation, disability, religion or belief.”

The Council's policies and procedures also provide mechanisms for employees to escalate any instance where they feel that they have not been treated in a way that is fair or just. The Council will not tolerate discrimination and such matters would be referred to the Disciplinary Procedure, following investigation.

Relevant policies and procedures include:

- Grievance Procedure
- Bullying and Harassment Policy
- Whistleblowing Policy
- Disciplinary Policy
- Transgender Policy and Procedure
- Family Friendly Policy

- Flexible Working Request Guidelines
- Equality Impact Assessment Procedures

4. Recruitment and Selection

All appointments are made on the basis of merit. The Council is a 'Disability Confident' employer and offers reasonable adjustments where appropriate. Whilst equality data is collected as part of the recruitment process, this is for monitoring purposes only and is not shared with the recruiting manager.

5. Training on Equality, Diversity and Inclusion

All employees are required to complete training in relation to equality, diversity and inclusion as part of their induction. This training is refreshed on a regular basis, with the last refresher taking place in August 2018.

6. Reporting and Monitoring

The Council complies with legal requirements to publish workforce data in line with the Equality Act 2010 (as amended to include Gender Pay gap reporting). The Workforce Profile Statistics and Gender Pay Gap reports are published on the Council's website annually.

Employees are asked to refresh their equalities data on an annual basis before the reporting takes place. Analysis and reporting is anonymised and presented in a way which will not identify individuals.

NORTH NORFOLK DISTRICT COUNCIL

DIVERSITY & EQUALITY POLICY

Our Commitment to Diversity & Equality

North Norfolk District Council values diversity and believes that all people have the right to be treated with dignity and respect. We aim to promote equality of opportunity in our role as a service provider and policy maker, employer, purchaser of goods and services and elected leader in the local community.

In promoting equality of opportunity, we will challenge all forms of discrimination, whether on grounds of disability, gender, race, sexuality, age, marital status, religion, national origin or any other condition or requirement which may place a person or group at a disadvantage.

In order to demonstrate the Council has discharged its commitments, we have adopted the Equality Standard for Local Government as our framework. In so doing, the Council is committed to improve equality practice at both corporate and service levels.

Legal requirements

The Council recognises its statutory obligations and will comply with all relevant equality based legislation and codes of practice, including:

- Equal Pay Act 1970 (and Amendment Regulations 2003)
- Race Relations Act 1976 (and Amendment Act 2000 and Regulations 2003)
- Race Relations (Amendment) Act 2000
- Human Rights Act 1998
- Disability Discrimination Act 1995
- Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- Sex Discrimination Act 1975 (including the Gender (Reassignment) Regulations 1999)
- Rehabilitation of Offenders Act 1974
- Religion or Belief Regulations 2003
- Protection from Harassment Act 1997
- Various Equal Opportunities Directives and Amendments to UK legislation as they come on stream.

Specific Diversity & Equality Aims

As a provider of services we will:

- Continuously improve services to ensure that they are accessible and provided fairly to everyone in our community.
- Take action to identify groups in North Norfolk whose needs and requirements in accessing our services are less well met by Council services than other groups, through needs/requirements and impact assessments.
- Integrate equality considerations into everything we do, through the development of service specific equality action plans and targets.
- Monitor the effectiveness of our services in promoting equality of opportunity and address any particular obstacles or difficulties identified.
- Ensure that our complaints procedure is accessible to all service users, and that complaints about unfairness and discrimination are treated in a way that does not promote fear of victimisation and/or reprimand.

As an employer, we will:

- Ensure that no employee or job applicant receives less favourable treatment than another on the grounds of disability, gender, race, sexuality, age, marital status, religion and national origin.
- Ensure that advertising and recruitment processes are accessible to all sections of society, as part of our commitment to developing a workforce that reflects the community we serve.
- Ensure that objective job-related criteria apply to all of our employment policies and practices to ensure they are fair. Appointments and promotions to Council posts will be based on merit, qualification and experience.
- Create and maintain a workplace where all employees are treated with dignity and respect, and where the need to achieve a balance between work and personal/home responsibilities is recognised
- In recruitment of employees, seek to eliminate any assumptions, preferences or judgements that do not relate to the potential abilities of individuals to perform the required job. This principle will apply to every stage of the recruitment process.
- Ensure equality of opportunity for promotion and advancement. A vital element in this is ensuring equal access to training.
- Ensure that all employees understand and receive training as appropriate to promote and encourage equal opportunities.

APPENDIX B

- Monitor recruitment, promotion and training opportunities and take up, staff absence, harassment, pay, grievances and exit from employment.

As a purchaser of goods and services we will:

- Communicate our Diversity & Equality Policy to contractors delivering services on our behalf, and include equality factors in the awarding and monitoring of contracts.

As an elected leader in the community we will:

- Promote good relations within the community and seek to eliminate discrimination, harassment and abuse of any group or individual.
- Raise awareness and promote the Council's equality commitments among staff, members, partner agencies and the wider community.
- Develop robust methods to ensure that consultation exercises carried out by the Council are systematic and accessible to all groups within our community.

Implementing the Diversity & Equality Policy

To support the implementation of this Policy, the Council will:

- Develop a detailed Corporate Equality Plan (CEP), which translates commitments into specific actions for all services, with targets and timescales for moving through the five levels of the Equality Standard for Local Government. The CEP will also include procedures for self-assessment, audit and scrutiny using national and local performance indicators.
- Undertake community and workforce profiling and monitor service usage.
- Monitor progress and revise targets in all areas of action – reporting on a regular basis to elected members and senior management.
- Deliver and keep under regular review the Council's statutory Race Equality Scheme, Disability Equality Scheme and other equality related strategies and plans.
- Allocate specific resources to improve equality practice as appropriate.

Responsibility for the Diversity & Equality Policy

The Council has made a commitment to ensure that diversity and equality is integrated in all that we do. Specifically, a Board has been set up to ensure that our diversity and equality commitments are delivered. The Chief Executive acts as the diversity and equalities 'champion', working with senior management and Members to ensure that active steps are taken across all services to implement this Policy. Most importantly, all employees have a role in implementing and supporting all aspects of this policy.

At elected member level, specific responsibility for overseeing this Policy rests with the Cabinet and the Portfolio holder with responsibility for Sports and Leisure. However, all Members have a responsibility to support the commitments and specific aims of this Policy.

Complaints

As part of the Council's commitment to monitoring the impact of its Diversity & Equality Policy, we encourage comments and complaints to be submitted where it appears we have fallen short of the standards we have set or where it appears we have failed to comply with legislation or our policy. Complaints should be made to the Chief Executive, the Cabinet Portfolio holder with responsibility for Sport and Leisure or to the relevant service manager.

27th February 2006

Appendix A: Sheringham Leisure Centre Cost Summary March 2020

COSTS INCURRED	Budget Baseline	Actual	Variance
Enabling Works	£436,562.00	£402,532.00	-£34,030.00
Skate Park	£154,016.00	£154,016.00	£0.00
Professional fees pre-construction phase	£504,582.00	£504,582.00	£0.00
Surveys pre-construction	£124,249.00	£124,249.00	£0.00
Utility diversion fees	£21,012.00	£21,012.00	£0.00
TOTAL	£1,240,421.00	£1,206,391.00	-£34,030.00

COSTS/BUDGETS IN PROGRESS	Budget Baseline	Report to date	Variance
Main contract - new build and demolition	£10,903,389.00	£10,982,674.80	£79,285.80
Construction Contingency	£200,000.00	£119,000.00	-£81,000.00
Professional fees -construction phase	£184,450.00	£220,370.00	£35,920.00
Asbestos Survey	£5,000	£5,000.00	£0.00
NNDC Direct Items	£90,000.00	£90,000.00	£0.00
Client Contingency	£73,878.00	£73,878.00	£0.00
TOTAL	£11,456,717.00	£11,490,922.80	£34,205.80

GRAND TOTAL	£12,697,138.00	£12,697,313.80	£175.80
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Sheringham Leisure Centre: project update March 2020

Detailed information relating to any aspect of the project can be obtained from Robert Young (Senior Reporting Officer) or Kate Rawlings (Project Manager) and clarification of any aspect of the table's content can be provided at or following the meeting.

	Forecast/ expected position	Current position	Notes/ comments
Time	Completion date: 29 Aug 2021	The persistent wet weather has made certain processes on the site more labourious and time consuming and it is anticipated that there may well be delays to report as a result but at present we have not been formally notified of the magnitude of this.	The contractor has reported that whilst delays should be anticipated, they are due to evaluate the programme to identify ways in which to regain that time.
Budget	£12,697,139	£12,697,139	<ul style="list-style-type: none"> • No change to budget. No further calls made on contingency in this period. • The value engineering target has been met • The cost summary for the project is attached as Appendix A
Issues log		Wet weather has been an issue, potentially impacting on the programme but the consequences of this are yet to be evaluated.	See comment above.
Risk log	A risk log is being maintained. These are routinely monitored and revised, and controls are introduced to manage/ mitigate risks and provide assurance	<p>As previously reported, the most critical, high level risk remains the potential 'failure' of the existing facility, prior to the new one being completed. The vulnerability of the Splash was illustrated by the roof damage caused by the recent storm event. Premature closure of Splash would adversely impact financially on the Council.</p> <p>The principal risks to the construction project at this time remain potential delays in completion impacting on the leisure operator contract.</p>	<ul style="list-style-type: none"> • The maintenance and life-cycle log for Splash will remain under review in order to flag any likely issues. Contractual provisions are in place to help mitigate any impact and the fact that the new facility is now being built should address any reputational impacts. • No expected delays to the critical path known at this time, contractor has been quick to identify potential issues and to find solutions.





<p>Project Governance</p>	<p>The Portfolio Holder (PH) is Cllr Virginia Gay, the Council’s Senior Reporting Officer (SRO) is Robert Young and the internal Project Manager is Kate Rawlings. Various other technical experts from within the Council are involved in the project as appropriate. The Council has procured the services of: an Employer’s Agent, Project Manager and Cost Consultant (all provided by REAL Consulting); a Technical Architect (Saunders Boston Architects); and a Mechanical, Electrical and Pool Filtration Consultant (Silcock Dawson)</p>	<ul style="list-style-type: none"> • The project team and responsibilities remain unchanged and meetings and reporting are occurring as scheduled. 	<p>No comments to provide</p>
<p>Communications</p>	<p>The Communications Plan covers:</p> <ul style="list-style-type: none"> • Planned activities at key milestones • Responses to issues and events as they occur • Routine communications to interested parties (including via the website) 	<ul style="list-style-type: none"> • The name of the new Sheringham Leisure Centre needs to be agreed before the relevant planning condition can be discharged. • Opportunities are being explored to use this substantial project to showcase the career opportunities that can arise. We will work with the contractor in the coming months to shine a light on the project and find ways to inspire young people. 	<ul style="list-style-type: none"> • The website continues to be kept up to date as the key source of information. • The Locality Leisure Services team will work with the new Communications Manager and his team (together with Metnor and Everyone active) to revise the communications plan, plotting the milestones in the project and devising ways in which we can count down to the completion of this very significant investment in health and wellbeing in the district.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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North Norfolk District Council
Cabinet Work Programme
For the Period 01 March to 31 May 2020



Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) / Lead Officer	Corporate Plan Theme	Status / additional comments
March 2020					
Cabinet	02 Mar 2020	Property Transactions	Greg Hayman Andrew Brown Nicky Debbage Renata Garfoot	Financial Sustainability Local Housing for Local need	 Exempt information
Cabinet Council	02 Mar 2020 29 Apr 2020	Enabling Land at Sheringham	Greg Hayman Renata Garfoot Estates & Assets Strategy Manager	Financial Sustainability	 Exempt information
Cabinet Scrutiny	02 Mar 2020 11 Mar 2019	Budget Monitoring Period 10	Eric Seward Duncan Ellis Head of Finance & Assets	Financial Sustainability	
Cabinet Council	02 Mar 2020 29 Apr 2020	Purchase of temporary accommodation – two properties	Sarah Butikofer Nicky Debbage Housing Strategy & Delivery Manager	Local Housing for Local need	 Exempt information
30 March 2020					
Cabinet	30 Mar 2020	Car Park Charges - Review	Eric Seward Duncan Ellis Head of Finance & Assets	Financial Sustainability	



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

North Norfolk District Council
Cabinet Work Programme
For the Period 01 March to 31 May 2020


Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) / Lead Officer	Corporate Plan Theme(s)	Status / additional comments
Cabinet	30 Mar 2020	Senior Leadership Restructure - outcome of consultation	Sarah Butikofer		 Exempt information
Cabinet	30 Mar 2020	Review of the Big Society Fund	Sarah Butikofer Virginia Gay Sonia Shuter Health & Communities Manager	Quality of Life Climate, Coast & Environment	
Cabinet	30 Mar 2020	Sponsorship & Advertising Policy	Greg Hayman Duncan Ellis Head of Finance & Assets	Financial Sustainability	
Cabinet Scrutiny	30 Mar 2020 22 Apr 2020	Information Advice & Guidance Service	Virginia Gay Sonia Shuter Health & Communities Manager	Quality of Life	
Cabinet	30 Mar 2020 22 Apr 2020	Property Transactions	Greg Hayman Andrew Brown Nicky Debbage Renata Garfoot	Financial Sustainability Local Homes for Local Need	 Exempt Information



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

North Norfolk District Council
Cabinet Work Programme
For the Period 01 March to 31 May 2020



Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) / Lead Officer	Corporate Plan Theme(s)	Status / additional comments
Cabinet	30 Mar 2020	Revenues & Benefits Procurement	Eric Seward / Sarah Butikofer Emma Duncan	Customer Focus	 Exempt Information
May 2020					
Cabinet	04 May 2020	Appointments to Cabinet sub-committees, working parties and Outside Bodies	Sarah Butikofer Emma Denny Democratic Services Manager		
Council	20 May 2020				
Cabinet	04 May 2020	Big Society Fund – Annual report	Virginia Gay Sonia Shuter Health & Communities Manager	Quality of Life	
Scrutiny	13 May 2020				
Cabinet	30 Mar 2020	Community Governance Reviews	Sarah Butikofer Steve Blatch Head of Paid Service	Quality of Life	
Cabinet	30 Mar 2020	Digital Transformation Update	Sarah Butikofer Sean Kelly Head of IT & Digital Transformation	Customer Focus	



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

North Norfolk District Council
 Cabinet Work Programme
 For the Period 01 March to 31 May 2020

Upcoming					
Cabinet		New Road, North Walsham – options	Greg Hayman <i>Renata Garfoot</i> <i>Estates & Assets</i> <i>Strategy Manager</i>	<i>Financial</i> <i>Sustainability</i>	 Exempt information
		Establishment of Property Company	Greg Hayman Eric Seward <i>Renata Garfoot</i> <i>Emma Duncan</i>	<i>Financial</i> <i>Sustainability</i> <i>Local Homes for</i> <i>Local Need</i>	 Exempt information



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
June 2019				
Scrutiny	Sheringham Primary School Parking Interim Report	Matt Stembrowicz	To seek approval for the Task & Finish Group to continue	
Cabinet Scrutiny Council	Out-turn report	Eric Seward Duncan Ellis	To make any recommendations to Council	Annual
Cabinet Scrutiny Council	Treasury Management Annual Report	Eric Seward Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny	Performance Management Q4	Sarah Bütikofer Helen Thomas	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Market Towns Initiative Working Group Update	Matt Stembrowicz	To update the Committee on the progress of the Task and Finish group	
July				
Cabinet Scrutiny Council	Debt Management Annual Report	Eric Seward Sean Knight	To review the Report and make any necessary recommendations to Council	Annual
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2018/19	Matt Stembrowicz	Committee to approve and recommend to Council	Annual
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update on the work of the Enforcement Board	Six Monthly
Scrutiny	Work Programme Setting	Matt Stembrowicz Nigel Dixon	To agree non-statutory items on the Committee's Work Programme	Annual
September				
Cabinet Scrutiny	Budget Monitoring P4	Eric Seward Duncan Ellis	To review the budget monitoring position	
Cabinet Scrutiny Council	Pre-Scrutiny of the Corporate Plan's Emerging Themes	Sarah Bütikofer	To review Cabinet's Corporate plan and consider any recommendations	Requested by Committee
Scrutiny Cabinet	O&S Scrutiny Guidance Report	Matt Stembrowicz Nigel Dixon	To consider the statutory scrutiny guidance from the Ministry of Housing & Local Government	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
October				
Cabinet Scrutiny Council	Council Tax Discount Determinations	Lucy Hume/Eric Seward	To determine the Council Tax discounts for 2020/21	Annual
Scrutiny Cabinet	Review of CP Framework: Recommendations	Matt Stembrowicz/Nigel Dixon	To agree recommendations from the O&S Review of the Draft Corporate Plan Framework	Requested by the Committee
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny Cabinet	Homelessness and Rough Sleeping Strategy 2019 – 2024	Lisa Grice/Andrew Brown	To review the strategy and consider any response to the public consultation	
November				
Cabinet Scrutiny	Budget Monitoring P6	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
Cabinet Scrutiny Council	Joint Waste Contract Procurement Briefing	Nigel Lloyd Steve Hems	Pre-scrutiny of the terms & development of the new waste contract/consideration of costed options prior to approval	Requested by the Committee
Scrutiny	Crime & Disorder Briefing – Rural Policing	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on rural policing	Annual
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Chairman
December				
Cabinet Scrutiny Council	Treasury Management Half-Yearly Report	Eric Seward Duncan Ellis	To consider the treasury management activities	Six Monthly
Scrutiny	Beach Huts & Chalets Monitoring	Maxine Collis Greg Hayman	To monitor & review outcomes of O&S T&F Group recommendations	Requested by the Committee
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Chairman
Cabinet Scrutiny Council	Medium Term Financial Strategy	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2020/21 Budget

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
January 2020				
Cabinet Scrutiny Council	2020/21 Base Budget and Projections for 2021/22 to 2022/23	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny Cabinet Council	Executive-Scrutiny Protocol	Matt Stembrowicz Nigel Dixon/Sarah Bütikofer	To establish and agree a protocol for the working relationship between the Executive and Overview & Scrutiny Committee	Requested by Committee Chairman
Council Scrutiny	Consideration of Ambulance Response Times Motion	Matt Stembrowicz Emma Spagnola	Consider Committee response to Council Motion on ambulance response times in North Norfolk	Requested by Council
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Chairman
February				
Cabinet Scrutiny Council	Treasury Strategy 2019/20	Eric Seward Lucy Hume	To review the treasury management activities and strategy for the investment of surplus funds	Annual
Cabinet Scrutiny Council	Capital Strategy	Eric Seward Lucy Hume	To review the deployment of capital resources to meet Council objectives & framework for management of the capital programme	Annual
Cabinet Scrutiny Council	Investment Strategy	Eric Seward Lucy Hume	To review the Council's Investment Strategy for the year 2020-21	Annual
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny Cabinet	Delivery Plan	Nick Baker Sarah Bütikofer	To review the Delivery Plan and consider any recommendations	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
March				
Scrutiny Cabinet	Itteringham House/Shop Review & Commercialisation Strategy	Greg Hayman Duncan Ellis/Emma Duncan	To review the Itteringham house/shop and consider alongside commercialisation strategy	Requested by the Committee
Cabinet Scrutiny	Budget Monitoring P10	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny	Review Diversity & Equality Policy		To review the Council's equality & diversity policy	Requested by Council
April				
Scrutiny	Market Towns Initiative Monitoring/Process Review	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process	Requested by the Committee
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Committee
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update Enforcement Board cases – inc how to raise concerns, resourcing of team and overview of properties	Six-monthly
Scrutiny	Ambulance Response Times Briefing	Matt Stembrowicz/Emma Spagnola	To invite representatives from NCCG & EEAST to provide a briefing on ambulance response times in North Norfolk	Requested by the Committee

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
Outstanding/ TBC				
Scrutiny	Rural Transport Briefing TBC		To identify service gaps and lack of access to services to identify potential recommendations	Requested by the Committee
Scrutiny	Customer Service Briefing (TBC)	David Williams Sarah Bütikofer	To brief on the complaints procedure, no. of complaints resolved/outstanding	Requested by the Committee
Cabinet Scrutiny Council	Affordable Housing Strategy		Pre-Scrutiny of the affordable housing strategy	
Scrutiny	Waste Contract Monitoring			
Scrutiny	Declaration of Climate Emergency	Nigel Lloyd	To consider the action taken since the declaration of a climate emergency was made	
	Economic Development Briefing	Richard Kershaw	To inform the Committee of alternatives to Tourism across the district	
	Monitor resource implications for Homelessness Strategy			
Scrutiny	Website design/functionality		To review the functionality of the Council's website	Requested by the Committee
Cabinet Scrutiny	Performance Management Q3 TBC	Eric Seward Helen Thomas	To monitor the performance of the Council and consider any resulting recommendations	Quarterly
Cabinet Scrutiny Council	Annual Action Plan TBC?	Sarah Bütikofer Helen Thomas		Annual

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**Overview & Scrutiny February 2020
Outcomes & Action List**

ACTION BY
(Additional comments in italics) **PROGRESS / COMPLETION**

<p><u>ITEM 77: DELIVERY PLAN 2019-2023</u></p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. To agree the content of the draft Delivery Plan 2019-2023. 2. To agree with authorisation given to the Corporate Directors and Heads of Paid Service, in consultation with the Leader of the Council, to agree any minor revisions and changes to the final draft of the Delivery Plan document and thereafter the format and design of the document for publication. 3. To establish Scrutiny Panels to act as a mechanism to review and monitor decisions made relating to the strategic policy, performance and resources required to deliver the priorities of the Council as set out in the Corporate Plan and Delivery Pan. 	<p>Democratic Services Manager/ Scrutiny Officer</p>	<p>April Meeting</p>
<p><u>ITEM 78: CAPITAL STRATEGY 2020-2021</u></p> <p>RESOLVED</p> <p>To commend the Capital Strategy and Prudential Indicators for 2020-21 to Council for approval.</p>	<p>Council</p>	<p>February Meeting</p>

<u>ITEM 79: INVESTMENT STRATEGY 2020-2021</u> RESOLVED To commend the Investment Strategy 2020/21 to Council for approval.	Council	February Meeting
<u>ITEM 80: TREASURY MANAGEMENT STRATEGY STATEMENT 2020-2021</u> RESOLVED To commend the Treasury Management Strategy Statement 2020/21 to Council for approval.	Council	February Meeting
<u>ITEM 81: SPLASH LEISURE CENTRE PROJECT UPDATE BRIEFING - FEBRUARY 2020</u> RESOLVED 1. To note the update	N/A	N/A