

Council



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10 November 2020

A meeting of the **Council** of North Norfolk District Council will be held in the remotely via Zoom on **Wednesday, 18 November 2020 at 6.00 pm.**

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

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

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

Emma Denny
Democratic Services Manager

To: Mr T Adams, Mr D Baker, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mrs M Millership, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr J Toye, Mr A Varley, Ms K Ward, Ms L Withington and Mr A Yiasimi

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



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

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

Chief Executive: Steve Blatch

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A G E N D A

1. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

2. LEADER'S ANNOUNCEMENTS

To receive the Leader's announcements, if any.

3. AWARD FOR BACTON TO WALCOTT LANDSCAPING SCHEME

The Portfolio Holder for Coast, Cllr Fitch-Tillett, will speak about the Council winning the award for the British Construction Industries Climate Resilience Project of the Year 2020.

4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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

5. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

6. MINUTES

1 - 14

To confirm the minutes of the meeting of the Council held on 23rd September 2020.

7. 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.

8. PUBLIC QUESTIONS/STATEMENTS

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

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

15 - 20

Summary:

Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made

thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations:

1. That Council approves the revised political balance calculation as per section 2.4 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties and panels (in line with the political balance).

Contact Officer(s), telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010,
emma.denny@north-norfolk.gov.uk;

10. PORTFOLIO REPORTS

21 - 62

To receive reports from Cabinet Members on their portfolios.

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

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1. Cllr S Butikofer – Executive Support
2. Cllr A Fitch-Tillett – Coastal
3. Cllr V Gay – Culture & Wellbeing
4. Cllr G Hayman – Housing & Benefits
5. Cllr R Kershaw – Sustainable Growth
6. Cllr N Lloyd – Environmental Services, Climate Change and Environment
7. Cllr E Seward – Finance & Assets
8. Cllr L Shires – Organisational Resources
9. Cllr J Toye – Planning & Enforcement

11. RECOMMENDATIONS FROM CABINET 02 NOVEMBER

63 - 132

Budget Monitoring 2020/21 Period 6

RESOLVED:

- 1) To recommend to Full Council the release of £247,083 capital receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.

Treasury Half Year Update 2020/21

RESOLVED:

1. That the Council be asked to RESOLVE that The Treasury Management Half Yearly Report 2020/21 is approved.
2. That the Council be asked to APPROVE changes to the Counterparty Limits

DETERMINATION OF COUNCIL TAX DISCOUNTS 2021/22

RESOLVED:

Recommendations: Members recommend that Full Council shall resolve that under section 11A of the Local Government Finance Act 1992, and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers one of the following applies:

Recommendation 1

- (a) The discounts for the year 2021/22 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is continued at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60 months) is continued at 200% of the Council Tax charge for that dwelling
- (d) The premium for long term empty properties (those that have been empty for a consecutive period longer than 120 months) is set at 300% of the Council Tax charge for

- that dwelling
- (e) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
 - (f) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

Recommendation 2

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

Reasons for
Recommendations:

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

To set appropriate council tax discounts which will apply in 2021/22 in accordance with the legal requirements and to raise additional council tax revenue.

Overview & Scrutiny Committee recommendations – 11 November 2020:

Please note that this meeting took place after the agenda for Full Council was published. The Chairman of the committee will give a verbal update at the meeting.

12. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 11 NOVEMBER 2020

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 11th November.

Please note this meeting took place after the agenda for Full Council was published. The Chairman of the committee will give a verbal update at the meeting.

13. POLLING STATION REVIEW - CONSULTATION RESPONSES 133 - 140

Summary: This report is to highlight the responses received as part of the consultation into the current interim review.

Recommendations: **That Full Council supports the changes highlighted within the review and that they are implemented at future elections held.**

Cabinet Member(s)	Ward(s) affected
Cllr. Sarah Butikofer	Various

Contact Officer, telephone number and email:
Rob Henry; x6327; robert.henry@north-norfolk.gov.uk

14. QUESTIONS RECEIVED FROM MEMBERS

None Received.

15. OPPOSITION BUSINESS

None Received.

16. NOTICE(S) OF MOTION 141 - 148

The following Notices of Motion have been received:

1. Free School Meals Provision

Proposed by Cllr G Hayman, seconded by Cllr C Heinink

2. Second Homes and Furnished Holiday lets

Proposed by Cllr G Hayman, seconded by Cllr C Heinink

3. Tackling Harassment and Abuse in Public Life both for Members and Officers.

Proposed by Cllr S Butikofer, seconded by Cllr J Rest.

17. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

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

18. PRIVATE BUSINESS

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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 23 September 2020 in the Council Chamber - Council Offices at 6.00 pm

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

Also in attendance: The Chief Executive, The Head of Finance, The Monitoring Officer & Head of Legal, the Head of Economic & Community Development, The Democratic Services Manager, The Democratic Services Officer (Scrutiny)

18 CHAIRMAN'S COMMUNICATIONS

The Chairman welcomed Members to the meeting. He informed them of the sad news of the recent death of former Councillor John Perry-Warnes, who had passed away on 6th September at the age of 87. He had served on the District Council for 26 years, holding the position of Chairman in 2012. He had been highly respected across the political groups and would be sadly missed. The Chairman asked Members to observe a minutes' silence in his memory.

Referring to his civic commitments, the Chairman said that due to the pandemic he had not been out and about as much as usual. He said that he had done a communication for VJ day and together with the Leader and Cllr Toye, he had laid a wreath at the Council's poppy sculpture to commemorate the 80th anniversary of the Battle of Britain. updated Members on recent events that he had attended.

19 LEADER'S ANNOUNCEMENTS

The Leader, Cllr S Butikofer, began by paying her respects to John Perry-Warnes. She said he had been an extremely dedicated councillor and was highly respected within the local community. She said her thoughts were with his family during this difficult time.

The Leader then updated Members on recent events. She said that it had been a very busy summer along the coast, with a large number of tourists visiting the District. The Council had purchased a fogging machine to use in 'high touch' areas

to ensure that they were fully sanitised. The region had been very fortunate as to date, there had been a low number of Covid 19 cases but it was important to remain vigilant. She concluded by saying that so far, the Council had paid out £55m in Government grants. She thanked everyone for their hard work in ensuring that support to the business community was provided as quickly as possible

20 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

21 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs G Perry-Warnes and E Spagnola.

22 MINUTES

The minutes of the meeting held on 24th June 2020 were approved as a correct record.

23 ITEMS OF URGENT BUSINESS

None received.

24 PUBLIC QUESTIONS/STATEMENTS

None received.

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

The Democratic Services Manager introduced this item. She explained that following a recent change to the political make-up of the Council, it was necessary for Council to agree the revised political balance and the allocation of seats to the political groups.

It was proposed by Cllr S Butikofer, seconded by Cllr L Shires and

RESOLVED

1. That Council approves the revised political balance calculation as per section 2.4 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties and panels (in line with the political balance).

26 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS

The Leader announced the following appointments:

Cllr E Withington to be appointed to the Overview & Scrutiny Committee as Vice-Chairman.

Cllr H Blathwayt to be appointed to the Standards Committee as Chairman.

Cllr C Cushing, Leader of the Conservative Group announced that Cllr N Pearce would be appointed to Development Committee and Licensing & Appeals

Committee.

27 PORTFOLIO REPORTS

Cllr A Brown, Portfolio Holder for Planning and Housing, presented his report. He said that confirmation had been received that the Council had been successful in its combined bid for government funding under the Next Steps Accommodation programme. Referring to affordable homes, 262 were due to be delivered during 2020/21 – considerably more than the previous year.

Cllr S Butikofer, Leader and Portfolio Holder for Corporate Services and Strategy presented her report as written.

Cllr A Fitch-Tillett, Portfolio Holder for Coast, said that the Coastal team had been extremely busy. A lot of maintenance had been undertaken during the phase of good weather in the summer. Senior officers had been involved in supporting large schemes across the region – including Sizewell C in Suffolk. They had also been involved in national research projects.

Cllr V Gay, Portfolio Holder for Culture and Wellbeing, said that she had nothing to add to her written report. Cllr N Housden asked whether there had been any discussions regarding the possible early closure of the Sheringham Splash Leisure Centre as it was not referred to in her update and Overview and Scrutiny had requested that a review of the financial implications should be undertaken. Cllr Gay replied that a report had been to Cabinet and Overview and Scrutiny Committee on the matter.

Cllr G Hayman, Portfolio Holder for Commercialisation & Assets, said that a survey was due to be undertaken on future repair and maintenance cost estimates. Cllr J Rest referred to Electric Vehicle Charging Points (EVCP) and sought confirmation that they would be installed in Fakenham and Wells later this month – as indicated in the report. Cllr Hayman replied that as far as he was aware the work was still on schedule. Cllr Rest commented that the project was not currently recorded in the Council's Risk Register and as Chairman of the Governance, Risk & Audit Committee he was going to propose that it was included. Cllr N Lloyd said that there had been some issues with the EVCP scheme. They were multi-faceted projects involving a series of contractors which had led to a delay. The units had been installed and it was the technical connection of these that was now awaited.

Cllr R Kershaw, Portfolio Holder for Economic and Career Growth, introduced his report. He said that £2.761m had been awarded in grant payments. All of the awards schemes were completed now and he thanked the officers for their hard work. Cllr D Baker referred to the Heritage Action Zone funding for North Walsham and asked for an update on the projects progress. Cllr Kershaw replied that the North Walsham HAZ Working Party had met the previous day and the scheme was progressing well. A Project Manager had been appointed and the stakeholder groups had been established. Work on the lokes was due to start shortly.

Cllr N Lloyd, Portfolio Holder for Environment, said that he hoped Members had seen that the Pier had been lit up green in support of National Recycling week recently.

Cllr E Seward presented his report as written. Cllr D Baker referred to the 'exit packages' cost of £389k and asked for a breakdown. He also asked whether this

cost would go through the revenue account and add to the Council's overall deficit. Cllr Seward said that he would provide a written reply. The Leader, Cllr S Butikofer, added that the information that Cllr Baker was requesting contained personal details that were confidential. She confirmed that the payment in question was in accordance with the Council's governance procedures and was what the former employee was contractually entitled to. She said that any councillor could request to see the relevant documentation under the 'need to know' requirement as set out in the Constitution. Cllr Baker repeated his question as to whether the payment contributed to the overall deficit. Cllr Seward confirmed that it was reflected in the accounts for 2019/20 and it was a revenue cost.

28 RECOMMENDATIONS FROM CABINET 03 AUGUST 2020 AND 07 SEPTEMBER 2020

Cabinet 03 August 2020

Cllr E Seward, Portfolio Holder for Finance introduced this item. He said that he would move both items together.

Treasury Management Annual Report 2019/20

It was proposed by Cllr E Seward, seconded by Cllr H Blathwayt and
RESOLVED:

To recommend to Council that The Treasury Management Annual Report and Prudential Indicators for 2019/20 are approved.

Debt Recovery 2019/2020

It was proposed by Cllr E Seward, seconded by Cllr H Blathwayt and

RESOLVED

- 1) To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.
- 2) To agree the Debt Write Off Policy (shown in Appendix 2)
- 3) To agree the use of High Court Enforcement Agents if considered necessary (shown in Appendix 3)

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, confirmed that the had supported the recommendations.

Cabinet 07 September 2020

2019/20 Outturn Report (Period 12 Budget Monitoring Report)

Cllr E Seward introduced the report. He said despite the very real challenges to the Council's finances during the run up to the start of the pandemic, he was pleased to report that the year had ended with a slight surplus.

It was proposed by Cllr E Seward, seconded by Cllr P Heinrich and

RESOLVED

To approve:

- a) The provisional outturn position for the General Fund revenue account for

2019/20;

- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2020/21 budget;
- c) to allocate the surplus of £97,114 to the General Reserve;
- d) The financing of the 2019/20 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.404 million (after allocation of the underspend per recommendation c);
- f) The updated capital programme for 2020/21 to 2023/24 and scheme financing as outlined within the report and detailed at Appendix E;
- g) The outturn position in respect of the Prudential Indicators for 2019/20 as detailed in Appendix F and;
- h) Agree the award of the new cleaning contract to Eco Clean Services Ltd.

North Walsham Town Centre Public Realm Improvements

Cllr R Kershaw, Portfolio Holder for Economic & Career Development, introduced this item. He said that it was very exciting project for North Walsham. It was a joint scheme that involved working closely with the community. He added that the overall project would be monitored by the Overview & Scrutiny Committee and also added to the Council's Risk Register.

It was proposed by Cllr R Kershaw, seconded by Cllr W Fredericks and

RESOLVED

To note the successful bid by this Council and that the sum of £1,170, 000 (from a grant received from the Getting Building Fund) be allocated in the budget towards the town centre place-making elements of North Walsham High Street Heritage Action Zone.

Tourism Sector Support package

The Leader, Cllr S Butikofer, introduced this item. She said that Members would be aware that one of the Corporate Plan themes was to support business growth. Following the pandemic, it was also crucial to support initiatives that would help develop, promote and sustain the local visitor economy. The funding of £330,000 had been provided as a result of a collaborative bid across the region. The grant papers had been prepared and the Council was ready to start promoting the Fund to local businesses.

It was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

RESOLVED

That the £330,000 received from Norfolk Strategic Fund is allocated to a new 'Economic Recovery' reserve and that £150,000 of this is set aside for the tourism Sector Support Package, along £25,000 from the Reopening High Streets Safely' fund, for the establishment of a £175,000 grant scheme to support the local visitor economy;

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, confirmed that the Committee had supported the recommendations.

Cllr N Dixon, Chairman of the Overview & Scrutiny Committee confirmed that there were no further recommendations to Council.

30 SENIOR MANAGEMENT RESTRUCTURE

This item was introduced by the Chief Executive. He said that since being appointed as Chief Executive in June 2020, he had reviewed and assessed the capacity of the Council's management structure to support improved service delivery, the delivery of headline objectives of the Corporate Plan, responding to Covid and engagement the Authority would have in discussions regarding devolution, moving forwards. He said the Council needed more focus on service leadership and management to improve customer service, and drive efficiencies. He therefore proposed a management model of a chief executive, 3 directors and six assistant directors. It was anticipated that this would increase the strategic and service delivery capacity of the organisation by clearly defining the roles and responsibilities of senior managers within the Council. He said that the structure would be delivered with a £57,000 increase in the budget. He concluded by saying that nominations were requested for Members to sit on the appointments panel.

Cllr N Dixon said that he wished to propose an amendment to the recommendations. He said there were several concerns but they key one, which was committing the Authority to avoidable costs arising from the possible outcomes of the forthcoming local government review, could be addressed by the following amendment:

'That all the new, and or regraded, posts arising from the restructure be made temporary, by use of the acting or interim fixed term contractual facility, until the outcome of the planned Local Government Reorganisation/Devolution are known. This is to ensure this Council is not encumbered with unintended and avoidable costs of a foreseeable staff restructure in the next year or so.'

The amendment was seconded by Cllr T FitzPatrick.

The Chairman opened the debate on the amendment:

1. The Leader, Cllr S Butikofer, said she could understand the concerns that were being raised. However, it should be acknowledged that proposals regarding local government reorganisation/devolution had already been delayed several times and it was now likely that the Government White Paper would not come forward until 2021. She said that the Prime Minister had recently spoken to local authority leaders and acknowledged the importance of local government and said that it was indispensable and at the forefront of delivery for the country. Devolution needed to be looked at closely to ensure it reflected the needs of all the districts' residents. She went onto say that the Administration was extremely supportive of the proposals set out in the report. She believed that the Chief Executive should be able to structure the organisation in a way that would ensure that it would deliver the objectives of the council as effectively as possible.
2. Cllr K Ward said that she was not supportive of the casualisation of employment. She queried whether it had been checked with an employment lawyer as it may not be legally possible to implement and infringe on employees' rights.
3. Cllr J Rest reiterated Cllr Ward's points and said that he believed that any post that lasted longer than two years became permanent anyway. The Chief Executive said that the proposed structure was ring-fenced to existing employees of the authority and the Council would therefore have

responsibilities to them regardless if there was to be a reorganisation of local government.

4. Cllr G Mancini-Boyle commented on the additional costs of the proposed restructure, particularly as the pandemic had impacted on local residents lives. He said that it did not seem appropriate to be increasing the amount spent on senior officer salaries when so many constituents were facing financial hardship.
5. Cllr C Cushing, Leader of the Opposition, said that he would like to thank the Chief Executive for sharing his proposals with the Conservative group at an early stage. However, his group would not be supporting the proposals. He said putting in an extra layer of management would not make the organisation more efficient. As of March 2020, there were 279 employees at the Council and the proposed senior management structure seemed very top heavy in comparison. Regarding the increase in costs, which would result in a total of £881,000 for senior posts, he said that this was an extraordinary figure for such a small authority. Particularly as this was in addition to the redundancy payment which had been discussed earlier. He then referred to the Director roles, which commanded high salaries, and queried why they were not being advertised externally. For roles paying that highly then it would make sense to look outside of the organisation. As far as devolution was concerned, Cllr Cushing said he believed it was going to go ahead as planned and the proposed amendment was legal. He concluded by saying that he found it very surprising that during a time of such financial hardship for local families, the Council was looking to increase senior officers' salaries by such a significant amount. It wasn't defensible financially, operationally and morally and said that he hoped Members would back the amendment.
6. Cllr L Shires sought clarification that North Norfolk District Council would be the most cost effective in the County. The Chief Executive confirmed this was the case.
7. Cllr T FitzPatrick said that we were in uncharted territory regarding devolution. He acknowledged that it was likely that the three recommendations would be supported but he asked that consideration was given to the amendment which would alleviate the burden of any future, unnecessary costs that were currently unknown. It would protect the Council going forwards.

The Chairman invited members to vote on the amendment:

'That all the new, and or regraded, posts arising from the restructure be made temporary, by use of the acting or interim fixed term contractual facility, until the outcome of the planned Local Government Reorganisation/Devolution are known. This is to ensure this Council is not encumbered with unintended and avoidable costs of a foreseeable staff restructure in the next year or so'.

It was not supported with 5 Members voting in favour, 28 against and 1 abstention.

The Chairman then invited Members to debate the substantive motion.

Cllr S Butikofer said that she would like to reiterate some of the points raised earlier, including that the model was the most cost-efficient in Norfolk. She said that she believed the previous model to be too top heavy. In conclusion, she said that the proposals would drive forwards and deliver the Corporate Plan.

Cllr T FitzPatrick clarified that under the previous model, the post of Chief Executive was deleted and two Heads of Paid Service (Corporate Directors) were retained in

its place, it was therefore not top heavy.

It was proposed by Cllr R Kershaw, seconded by Cllr S Butikofer and

RESOLVED

To agree an increase in the budget for the senior management structure of up to £57,000 per annum from 1st November 2020, initially to be paid for from the Invest to Save Reserve and then incorporated into the 2021/22 base budget

The Chairman then invited nominations for the appointments panel.

Cllr A Fitch-Tillett nominated Cllr J Rest.

Cllr C Cushing said that the Conservative Group would not be nominating anyone to the Panel as they did not support the recommendations. The Chief Executive said that this was not a political process it was about the future management of the authority and it would be exceptional for an opposition group not to participate in the appointment of senior officers to the organization. Cllr Cushing reiterated that he did not intend to nominate anyone.

Cllr L Shires nominated Cllr S Butikofer.

Cllr J Rest commented that the Panel comprised 5 members. He queried whether the Conservative allocation could be given to the Independent Group to ensure there was a full panel. The Democratic Services Manager clarified that if the Conservative Group did not wish to make a nomination then there would be a vacancy on the Panel – as was the case for any committee. However, the Conservative Group could choose to allocate their seat on the panel to another group.

Cllr W Fredericks nominated Cllr R Kershaw.

Cllr Cushing said that following the discussion, he would reflect on whether to nominate to the Panel and would notify the Chief Executive.

Cllr S Butikofer nominated Cllr E Seward.

The Chief Executive requested that Cllr Cushing notified him if he intended to appoint to the Panel by the end of the week, to ensure that the timescales for interviews could be adhered to.

31 REVIEW OF POLLING STATIONS

The Chief Executive introduced this item. He said that in 2019 there had been three district-wide elections and this had allowed the Elections Team and Polling staff to gain a clear understanding as to the suitability and value for money derived in the provision of polling places across the District. Consequently, the Council would not be using premises which could have ongoing health and safety concerns or which were not suitable for staff to work long hours in, whilst realising efficiencies in terms of cost and the number of staff required.

Cllr H Blathwayt queried whether this was just a vote on the consultation. The Chief Executive confirmed this.

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

RESOLVED

To approve new Polling Station locations (as described in section 2.1) on a permanent arrangement and the closure of five Polling Stations, with new arrangements in neighbouring Polling Districts (as stated in section 3)

32 QUESTIONS RECEIVED FROM MEMBERS

None received.

33 OPPOSITION BUSINESS

None received.

34 NOTICE(S) OF MOTION

The following motion had been proposed by Cllr N Dixon, seconded by Cllr C Cushing:

‘This Council recognises and applauds the outstanding efforts of community volunteers in North Norfolk to support the vulnerable and less well-off within their communities and it seeks to retain and build up that new found capacity to help communities become more resilient and self-sustaining. This Council calls on its leadership, officers and partners to develop opportunities to engage and support the existing range of community volunteer groups, and to promote such schemes in areas not currently covered, to help meet the wider needs of the mental health, home care, wellbeing, independence and contingencies agendas which are so important to the quality of life in North Norfolk.

To work with Community Action Norfolk (CAN) and other Councils to develop community volunteer groups across the District. This would map areas currently covered and identify areas where there are none and how best they might be covered. CAN developments officers are well placed to promote and facilitate the formation of new groups and enhance the capabilities of those already operating. This would require some modest funding to resource CAN and pump prime new groups which CAN normally administers; it is proposed that a nominal sum of £10k be set aside to fund the work and this can be adjusted up or down depending on arrangements agreed with CAN.’

Cllr Dixon began by saying that the pandemic had highlighted the need for voluntary groups in local communities and had shown how Councils had relied on them to deliver low level, vital support to vulnerable people. The Council had set up local coordination centres which formed part of the network and delivery structure for providing support during lockdown. Local people were needed to sustain this effort over the longer term. He acknowledged that the Council supported some similar schemes already but support was patchy and the motion was about doing much more. He said many thousands of people volunteered for the National Volunteer Scheme earlier in the year. Many of them had not been required and local schemes would provide an opportunity to engage and retain them. Local Councils were well placed to lead the way by working with partners to provide community-level support in the most cost effective way. He concluded by saying that the Motion put residents at the centre of the Council’s focus, supporting two of the Corporate Plan themes –

Quality of Life and Financial Sustainability.

The Chairman opened up the debate.

1. Cllr W Fredericks said that she headed up 'Mundesley Cares' which had 78 volunteers. Not all of them had been used during the first lockdown period but they had all expressed an interest in being contacted if needed again in the future. She said that it had been established without any funding, although the Norfolk Community Foundation had provided some money for food boxes. She concluded by thanking everyone involved for their support and said communication coming out of the NNDC local coordination centres had been excellent.
2. Cllr C Cushing said that it was a non-political motion that supported the Administration's corporate plan. The proposals would meet low-level health and social care needs such as social prescribing, mental health support, transport and loneliness. He said that he had spoken to CAN in March when they were looking at a project in Fakenham supporting 18-24 year olds combat loneliness. He concluded that it was a low cost proposal to help start the process of establishing a district-wide support network, adding that the West of the District was currently behind the East with such schemes.
3. Cllr S Penfold said that he was very sympathetic to the motion and not averse to assisting Community Action Norfolk, however, he felt that any such funding requests should go through the full process via the North Norfolk Sustainable Communities Fund, adding that the proposals put forward in the motion appeared to meet the criteria of the Fund. He said that he wished to propose an amendment:
4. 'North Norfolk District Council supports the important work of Community Action Norfolk, whilst recognising there is a myriad of volunteer community groups and organisations working hard across the District. NNDC has a grant fund to support such organisations in this work (The North Norfolk Sustainable Communities Fund - NNSCF), where all applications are assessed with due diligence and against established criteria. We therefore encourage Community Action Norfolk to apply to the NNSCF for funding of up to £15,000 for this important work.'
5. Cllr L Shires reiterated Cllr Penfold's comments. She said that she also wanted to acknowledge the amazing work of the district's volunteers which had been outstanding during the pandemic. Communities had pulled together in remarkable circumstances. She asked about CAN's mental health strategy as she wasn't sure if they currently had one.
6. Cllr V Gay said that everyone would like to record the Council's appreciation of the work of Community Action Norfolk and she hoped that any application that they made to the North Norfolk Sustainable Communities Fund would be viewed sympathetically. She said that would like to second Cllr Penfold's amendment.
7. Cllr C Heinink agreed with previous comments regarding the key role played by voluntary groups. He said that would also like to mention the important role that town and parish councils had played in supporting their communities.
8. Cllr E Withington said that she agreed that CAN had undertaken a lot of good work recently. She said that she supported the amendment and added that NNDC already had a lot of the information that would be needed to take such a project forwards and this needed to be built on to improve the connectivity of volunteer groups, with CAN picking up on any gaps.
9. Cllr N Dixon said that he would not stand in the way of the amendment. He said that it was interesting that some of those speaking in favour of the

amendment and advocating due diligence and a proper process, but he had a concern that parallels were being drawn between the many voluntary and community groups which applied to the Fund and a partnership organisation such as CAN, and by going through this process it was possible that some of the money could be taken up by introducing an additional layer of administration. He concluded by saying that an alternative option would be to incorporate the proposals into the Delivery Plan, enabling it to get up and running quickly rather than encumbering it with further bureaucracy.

10. Cllr T FitzPatrick commented that it was good to see everyone acknowledging all of the good work that was being done. He said that it was important that it enabled additional groups to receive support and get them up and running so that any gaps across the District could be plugged.
11. Cllr S Butikofer said that she agreed with Cllr FitzPatrick's comments. She said it was important that any funding should go to support the residents of North Norfolk.
12. Cllr Cushing said that he would support the amendment. He suggested that it should be priority to plot out where all the existing groups were in the District to assist CAN with their work.

The Chairman advised Members that they would be voting on the amendment as amended.

It was proposed by Cllr N Dixon, seconded by Cllr C Cushing and

RESOLVED

This Council recognises and applauds the outstanding efforts of community volunteers in North Norfolk to support the vulnerable and less well-off within their communities and it seeks to retain and build up that new found capacity to help communities become more resilient and self-sustaining. This Council calls on its leadership, officers and partners to develop opportunities to engage and support the existing range of community volunteer groups, and to promote such schemes in areas not currently covered, to help meet the wider needs of the mental health, home care, wellbeing, independence and contingencies agendas which are so important to the quality of life in North Norfolk.

To work with Community Action Norfolk (CAN) and other Councils to develop community volunteer groups across the District. This would map areas currently covered and identify areas where there are none and how best they might be covered. CAN developments officers are well placed to promote and facilitate the formation of new groups and enhance the capabilities of those already operating. This would require some modest funding to resource CAN and pump prime new groups which CAN normally administers.

North Norfolk District Council supports the important work of Community Action Norfolk, whilst recognising there is a myriad of volunteer community groups and organisations working hard across the District. NNDC has a grant fund to support such organisations in this work (The North Norfolk Sustainable Communities Fund - NNSCF), where all applications are assessed with due diligence and against established criteria. We therefore encourage Community Action Norfolk to apply to the NNSCF for funding of up to £15,000 for this important work.

PLANNING WHITE PAPER

The Notice of Motion (as outlined in the agenda) was proposed by Cllr A Brown and seconded by Cllr E Withington.

Cllr Brown began by saying that on 6th August 2020, the Government had launched a Planning White Paper which proposed significant changes to the current system. He summarised the proposals, explaining that a 'pattern book' would replace local decision making which was likely to result in the building of bland, standard homes across the country. The current local plan process would remain but this was undermined by the introduction of an algorithm which would be used to calculate housing numbers for each area and which would significantly increase the number of homes required to be built in the District each year – by 59%. The current number of 400 would increase to 730 dwellings per annum to be built in North Norfolk. He went onto say the Council's Corporate Plan was challenged because the proposals gave developers a licence to build whatever they wanted to. The Planning White Paper does nothing to guarantee the delivery of good quality, sustainable, affordable homes in the District. Of particular concern was the introduction of the new infrastructure levy which was intended to replace the current s106 scheme as a self-financing means of running the reforms and the revised planning system. He concluded by saying within the proposals there was no provision for social housing, for releasing sub-standard green belt land, or a duty to co-operate on regional planning issues, no role for neighbourhood plans fitting in with local design codes. He said he predicted a resurgence of 'nimbyism' once MPs realised the impact on rural areas of the introduction of new national targets.

Cllr E Withington reserved her right to speak as seconder of the Motion.

1. Cllr L Shires said she had researched the proposals in depth and felt that a significant proportion of them were questionable. The main concern was that this Paper did not have enough focus on rural communities and some of the benefits that currently came with applications for small developments would be lost. It was hard to see how the proposals would impact people but it appeared that it would impact negatively on rural communities disproportionately.
2. Cllr G Hayman said that he supported the Motion. He said that some of his constituents had contacted him and he wanted to reassure them that their concerns about the impact on the environment and the amenity value of developments would be reflected in the Council's response to the White Paper.
3. Cllr A Fitch-Tillett said that the proposals were impractical and not suitable for a district with a long coastline and an area of outstanding natural beauty (AONB).
4. Cllr D Baker said he was pleased to see Members agreeing on the key aspects of the motion and he was broadly sympathetic. He agreed that it was right to air views as it was a consultation. He said that reforms to the planning system were long overdue and this should be recognised. There were two issues – the consultation paper and the housing allocations. The good aspects were that these were still plan-led proposals and the local plan structure would remain. It was a question of how much the proposals would impact on the local area. The loss of some of the current transparency arrangements such as notifying people of planning applications in their area did cause him concern and he felt that they were not right for a rural location. He said that it was important to clarify the role of planning departments and he had been reassured that they would still have a role in determining applications and notifying people of applications in their neighbourhood. Regarding the infrastructure levy, he said that it was well known that s106 agreements were not always fulfilled. If the levy was introduced, then it was important that any money generated was retained in North Norfolk. He

acknowledged that he was broadly sympathetic with these proposals. He then turned to the proposals regarding the housing allocations formula. The Government had committed to building 300,000 homes a year and he agreed with the early comments regarding the importance of affordable homes. He said the proposals were pushing demand into high demand areas where prices were high. He agreed that the District did not have the space or the infrastructure to increase housebuilding to the high level that was proposed. He reminded Members that this was a consultation and views and comments would be taken forward.

5. Cllr E Seward said that it would be best for Cllr Baker to request that the Government scraped the proposals now. He went onto say the current system was not perfect but it was democratic as it allowed local residents to have their say on planning applications in their area. Developers did not like Planning Committees deciding on applications because they did not always get their way. The LGA had shown that approval had been given for over one million homes but they had not been developed. It was not the planning system that was broken but the housing market. This country did not build houses that people could afford to buy. He referred to the western extension proposals in North Walsham and questioned what say local people and the town council would have over what should be built there. Under these new proposals it would be extremely limited. Referring to the new infrastructure levy, Cllr Seward commented that any money generated would be spent elsewhere. He supported the current system of s106 agreements because the money raised stayed in the community.
6. Cllr N Housden agreed with Cllr Seward's points. He said that the current mortgage lending situation combined with these proposals would impact on first time buyers in particular and until there was a situation where the mortgage stayed with the house, the system would remain flawed. He agreed that s106 agreements did work but they did need to be tightened up. Referring to Cllr Baker's earlier comments, he said that he had been pleased to see that he had raised the issue of second homes in Parliament and he sought assurance that Cllr Baker would not accept the bland response that had had received from the Minister and that he would do as much as he could to address the issue of second homes in Norfolk. Cllr Baker replied that he was meeting with the Minister to discuss the White Paper proposals and he also hoped to discuss the second homes issue.
7. Cllr E Withington said that the debate had been very interesting. She said that she wanted to focus on the impact of the proposals on North Norfolk and local communities. The new algorithm would mean 3000 were built over the next 5 years – double the current requirement. It was likely that this would present challenges with infrastructure. It was questionable whether the Council could meet the new target and whether there was the market appetite for such an increase in new homes. She went onto say that it would reduce the provision of rural homes for several reasons. Many would fall into the protected category, stifling the development of rural affordable homes. Affordable was an ill-fitting term with 70% of the full price remaining unaffordable for many. Therefore, this would not address the need for building affordable homes for rent or dealing with the issue of second homes. She concluded by saying the proposals were neither credible or reasonable and would be detrimental to both urban and rural communities.

It was proposed by Cllr A Brown, seconded by Cllr E Withington and

RESOLVED

By 29 votes in favour and six abstentions to support the motion.

35 EXCLUSION OF PRESS AND PUBLIC

36 PRIVATE BUSINESS

The meeting ended at Time Not Specified.

Chairman

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

Summary: Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations:

- 1. That Council approves the revised political balance calculation as per section 2.4 of this report**
- 2. That Council approves the allocation of seats to political groups as shown at Appendix A**
- 3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties and panels (in line with the political balance).**

Contact Officer(s), telephone number and email: Emma Denny, Democratic Services Manager, 01263 516010, emma.denny@north-norfolk.gov.uk ;
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1. Introduction

- 1.1 Since the last review of the political balance of the Council in September 2020, there has been a change to the political make-up of the Council. As a result of this change, it is necessary to review the political balance again and determine the allocation of seats on committees to ensure that they reflect the revised balance.
- 1.2 Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, reflecting the overall political composition. It affects all formally constituted committees, sub-committees, working parties and panels which discharge functions on behalf of the authority.

2. Background

- 2.1 On 2nd November 2020 a Liberal Democrat member joined the Conservative Group. This has resulted in a change to the political balance of the Council.

The Council composition is as follows: Liberal Democrats (28 members), Conservatives (8 members) Independent Group (4 members)

2.2 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:

- at, or as soon as practicable after the Annual Meeting of the Council or,
- where notice is received of a change in the composition of political groups

2.3 The Head of Paid Service has a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.

2.4 Political Composition

The political composition of the Council is outlined below:
(As there is one vacancy for the purposes of the political balance calculation they are not included in the table below – see section 2.6)

Group	No. of members	%
Liberal Democrat	28	70
Conservative	8	20
Independent	4	10
Total	40	100%

2.5 The Council needs to approve the allocation of seats to the political groups on those committees which are required by law to be politically balanced.

2.6 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups and does not require that a vacant seat is represented.

2.7 In carrying out any review, the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':

- a) That not all seats on the Council are allocated to the same political group
- b) That the majority of the seats on the Council are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership
- c) Subject to the above, that the number of seats on ordinary committees of the Council which are allocated to each political group, have the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority and
- d) Subject to a) and c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.
- e) It was agreed at the Annual meeting of Full Council on 15th May 2019 that delegation should be given to the Group Leaders to make any changes

required to appointments to committees, sub-committees, working parties and panels as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes and Members will be informed via the Members' Bulletin. In addition, and to ensure they changes are recorded formally, an update will be provided to the next meeting of Full Council.

3. Entitlement to Places

3.1 The table at Appendix A shows those Committees that are required to be Generally, the approach taken has been to round up percentages where they are above 0.5% or close to 0.5

3.2 According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)

3.3 Overall the percentages have changed as follows:
The Liberal Democrat Group now has 70% of committee seats which equates to 66 in total (70% of 94 = 65.8) – a **reduction of two** from the previous allocation of 68

The Conservative Group now has 20% of committee seats which equates to 19 in total (20% of 94 = 18.8) – an **increase of two** from the previous allocation of 17

The Independent Group remains unchanged at 10% - 9 seats.

3.4 As Appendix 1 shows, it is not clear cut where the change in seats should fall. The numbers on the two largest committees are reflected in the current allocations, so it is suggested that it affects the next two largest committees - Overview & Scrutiny Committee and Planning Policy & Built Heritage Working party – with one seat on each going to the Conservative Group

4. Conclusion

Council is asked to allocate seats and substitutes to political groups in accordance with the political balance rules.

5. Implications and Risks

In line with the relevant legislation, the Council must review the political balance and allocation of seats following the formation of a new political group. There is no alternative.

6. Financial Implications and Risks

There are no financial implications arising from this report.

7. Sustainability

There no sustainability issues arising from this report.

8. Equality and Diversity

An Equality Impact Assessment has not been completed because there are no service, policy or organisational changes being proposed.

9. Section 17 Crime and Disorder considerations

There are no Crime and Disorder implications arising from this report.

			Liberal Democrat		Conservative		Independent		TOTAL
Members			28		8		4		40
Expressed as %			70%		20%		10%		100%
Committee	No. of Seats Currently		Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee	15		10.8 10.5	10	2.62 3	3	1.5	2	15
Development Committee	14		10.15 9.8	10	2.45 2.8	3	1.4	1	14
Overview & Scrutiny	12		8.7 8.4	9 8	2.1 2.4	2 3	1.2	1	12
Planning Policy & Built Heritage WP	12		8.7 8.4	9 8	2.1 2.4	2 3	1.2	1	12
Standards Committee	7		5.07 4.9	5	1.22 1.4	1	0.7	1	7
*NN Sustainability Fund Grants Panel	7		5.07 4.9	5	1.22 1.4	1	0.7	1	7
*Member Development Group	6		4.35 4.2	4	1.05 1.2	1	0.6	1	6
Governance, Risk & Audit Committee	6		4.35 4.2	4	1.05 1.2	1	0.6	1	6
Constitution Working Party	5		3.62 3.5	4	0.87 1	1	0.5	0	5
*Joint Staff Consultative Committee	5		3.62 3.5	4	0.87 1	1	0.5	0	5
* Council Tax Support Working Party	5		3.62 3.5	4	0.87 1	1	0.5	0	5
TOTAL	94		68.05 65.8	-68 66	16.42 18.8	17 19	9.4	9	94

**Please note that all of the committees marked with an asterisk * are Cabinet sub-committees and therefore they are not required to be politically balanced – however, it is the practice at NNDC that they are politically balanced.*

70% of 94 seats – 65.8 (66)

20% of 94 seats – 18.8 (19)

10% of 94 seats – 9.4 (9)

70% of 94 seats – 65.8 (66)

20% of 94 seats – 18.8 (19)

10% of 94 seats – 9.4 (9)

CABINET MEMBERS REPORT TO COUNCIL

November 2020

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR EXECUTIVE SUPPORT

For the period September to November 2020

1 Progress on Portfolio Matters.

The Electoral Services Team have been running the Annual Canvass of Electors within North Norfolk since mid-July and this is now drawing to a close. This year the Canvass has been reformed by the Cabinet Office which has completely changed the way the process runs. Whilst this year saw more time involved with training for and planning the Canvass, it is now a far more economical process both in terms of cost and also Officer time with the majority of forms not requiring a response if the details currently held match the current occupiers within the household. Although we are allowed to publish the Revised Register in February 2021 we are pleased to report that we are in a great position and as such will publish on 1st December 2021. As it stands we currently have an overall completion rate of 95% which given the current circumstances we are really pleased with.

The consultation into the closure and re-designation of some Polling Districts has now ended and a final recommendation will shortly be made for Full Council to consider.

2 Forthcoming Activities and Developments.

The team have been considering how elections can be held in May 2021 which is looking extremely likely to be under Covid-19 pandemic restrictions. An initial paper has been prepared and contact has been made with Polling Stations and Election staff to ensure any shortfalls or gaps can be met. So far there has been no central guidance issued other than basic considerations which have already been included in our own thoughts.

Given the ever changing picture relating to the pandemic this work will be ever changing so this could be another challenging election to deliver but lots of thought and care will go into making it safe for all concerned.

The team are also currently working on starting a Community Governance Review to look at several boundaries within the district. A draft consideration paper together with maps and Council Tax information has

been submitted and this will soon be taken further before a timetable is drawn up for the Review to kick off in early 2021.

Finally we are being asked to support the Office for National Statistics with the delivery of Census 21 with some initial meetings being held shortly to identify further what support the team can provide.

3 Meetings attended

Meetings with fellow Norfolk Authorities have started in relation to elections in 2021 and more will follow.

Tracey Holmes is the Vice Chair of the Silver Command Group meetings so has responsibilities which come out of that in addition to her role in the Staff Focus Group. Also Rob Henry is going to be involved once again with the Vulnerability Response as Food and Medicines Co-Lead with Sonia Shuter so there will be meetings with partners across the County in relation to this.

CABINET MEMBERS REPORT TO COUNCIL

November 2020

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR EXECUTIVE SUPPORT (HUMAN RESOURCES)

For the period September to November 2020

1 Progress on Portfolio Matters.

N/A

2 Forthcoming Activities and Developments.

- Very good feedback on the new checkin process
- Management reorganisation is ongoing
- Planning a revision and implementation of the people strategy
- Period 1st April 20 to 30th November 19 new employees joined
- From 1st April received 381 job applications
- From 1st April conducted 84 interviews
- Kickstart application is progressing, first cohort will have 40 placements

3 Meetings attended

- JSSC 10th November
- Meeting with Cllr Shires regarding health and wellbeing

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CABINET MEMBERS REPORT TO COUNCIL

November 2020

COUNCILLOR A FITCH- TILLET - CABINET MEMBER FOR COAST

For the period 12th September 2020 to 5th November 2020

1 Progress on Portfolio Matters.

Overstrand:

- Health and safety inspections following gales at Overstrand raised issues with access points resulting in repairs to handrails, further work is planned to beach access steps .

Happisburgh:

- The entrance the Happisburgh car park is now nearing the cliff. This was a foreseen event when it was constructed during the 2010 Pathfinder scheme. The car park is managed by Happisburgh Parish Council. NNDC has highlighted to the Parish Council that now would be a good time to begin to consider options for roll back of the car park. The CPE team are offering advice to assist the Parish Council in developing an appropriate and affordable way forward.
- As a result of the storms in September, the lower portion of the Happisburgh ramp was lost, although initially able to remain open, due to health and safety concerns the ramp was closed. It reopened on the 9 November and will be kept under observation with action taken accordingly.

Bacton-Ostend:

- The gales at the end of September created significant windblown sand on the Walcott and Bacton frontage.
- Windblown sand was an anticipated risk of the Sandscaping project and was considered in the development, design and specification of the scheme with measures considered to reduce the risk.
- Research during development suggests that the risk of windblown sand is at its greatest in the first 18 months following construction.
- A contingency was included in the scheme to assist and this is being utilised in this instance.
- Actions have been taken by the project as goodwill gestures to assist with the impact of windblown sand.

Coastal Supplementary Planning Document

- The CPE team are supporting planning teams from NNDC, GYBC, ESC and the Broads Authority in the develop of a Coastal Supplementary Planning Document (SPD) to assist planning officers and developers with coastal developments requiring planning consent. The Scope was open for consultation and responses received are now being considered.

Sandscaping

- Sediment monitoring has continued and initial analysis received suggests the scheme is performing as anticipated.
- The scheme has won or been nominated for a number of awards including winning the British Construction Industries Award, Climate Resilient Project of the Year.

2 Forthcoming Activities and Developments.

- The team have attended the national EA/Defra webinars on the Innovation Resilience Fund which aims to offer 25 projects around £6M each to take forward Resilient Places approaches across fluvial, pluvial, tidal flood risk and coastal erosion for the next 6 years. The prospectus for this fund is will be imminently published. In preparation the team are developing potential approaches to the bid.
- The Shoreline Management Refresh process is progressing and additional guidance has now been released. The SMPs for the North Norfolk coastal frontage have completed technical 'health checks' and the team will consider these alongside other statutory bodies as to what actions may need to be taken forward. This is not a SMP review, but seeks to ensure that SMPs still reflect the current legislative, knowledge and physical position.
- A Sandscaping Monitoring Committee meeting will be held in November with project partners to discuss monitoring and analysis to date and plan future monitoring activities.

3 Meetings attended

- Karen Thomas, Head of CPE represented Coastal LA's at the Virtual Flood and Coast 2020 conference. Her presentation on Coastal Communities and our adaptation needs was shared in a Plenary session with the Defra Minister Rebecca Pow, EA Chairman Sir James Bevan and Natural England Chairman Tony Juniper. Karen ensured coastal issues were on a level pegging with wider fluvial and pluvial matters and both the Minister and EA made reference to our presentation and recognised the work we are doing at CPE which is fantastic

Cllr Angie Fitch-Tillett meetings Attended:

All Virtual Cabinet, Overview and Scrutiny, Development Committee, Planning Policy Working Party and Ward Parish Council Meetings (3 by email)

September:

- LGA Coastal SIG
- Planning White Paper Briefing

October: (All virtual unless specified)

- Site Meeting with Norfolk County Highways at Trimmingham
- SCAPE briefing from Balfour Beatty
- Site Meeting - Woodlands Holiday Park
- Flood and Coast National Conference
- Norfolk Coast Partnership Re-Opening The Coast Task & Finish Group

- Regional Flood and Coastal Committee
- Bi-weekly briefings
- Trimmingham Adaptation Meeting
- Broads Internal Drainage Board
- New Planning System Briefing
- Mental Awareness Presentation
- British Construction Industry Awards

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CABINET MEMBERS REPORT TO COUNCIL

18 November 2020

COUNCILLOR VIRGINIA GAY - CABINET MEMBER FOR LEISURE, WELLBEING & CULTURE

For the period September 2020 to November 2020

1 Progress on Portfolio Matters.

Leisure

Sports and Leisure Facilities

Since reopening the three Council owned leisure facilities on 25 July following the first Covid lockdown period, all three centres have increased visitor numbers month-on-month. The leisure operator 'Everyone Active' has implemented very robust and effective systems to keep their customers safe. The user figures are as follows.

Month	Visits
July	2,346
August	12,813
September	22,259
October	29,222

The three dual-use sports centres were due to reopen at the start of November, however given the current lockdown this will be put back until December, when hopefully all facilities be able to reopen again. Construction of the Sheringham Leisure Facility is continuing throughout this lockdown period

Countryside

The Council has been successful in retaining all three Green Flag awards: at Holt Country Park, Pretty Corner Woods and Sadler's Wood. The team have however been hard at work clearing the many trees that came down during the high winds in October. The Council's woodlands remain open during this lockdown period.

Wellbeing

Grants

Community Transport Fund – One large grant application has been received for the period July 2020 – October 2020. This will be considered by the Community Transport Panel in November. Organisations that provide community transport were proactively contacted and encouraged to apply for a grant. It was identified that the majority of Community Transport schemes

have currently suspended or reduced service due to Covid 19 and still have funding available from previous grant awards.

The new North Norfolk Sustainable Communities Fund reflects the Council's increased focus on environmental and community sustainability. The panel met on 7th October to consider ten applications. Grant awards in response to seven applications, totalling £65,621.22, were recommended; two grant applications were not supported and one was deferred.

For projects requesting grants under £1,000 a smaller Panel will meet monthly to enable decisions on these grant applications to be made more quickly.

Social Prescribing

The Council has contracts to deliver Social Prescribing services in North Norfolk on behalf of Norfolk County Council and two Primary Care Networks in North Norfolk. The five Social Prescribing Officers support vulnerable people in dealing with or managing complex or significant issues which are impacting on their health and wellbeing. Currently this is not a self-referral service. Organisations such as health, social care, police, housing associations and internal NNDC services, with consent, refer vulnerable people for support. During September and October 136 referrals were received. In total this year to-date, 507 referrals have been received.

This figure is lower than in previous years, possibly due people not going to their GP (or other organisations) as readily, because of Covid. Following the easing of the previous lockdown, the number of referrals increased, and that could be anticipated again closer to Christmas and into the new year.

NCC has reviewed the arrangements for ongoing funding of Social Prescribing Services and the outcome of this is awaited.

Information, Advice & Guidance

The Council has previously funded Norfolk Citizens Advice to provide an Information, Advice & Guidance service. In line with NCC, this is now being reviewed. Due to Covid 19, Norfolk CA did reopen offices in North Walsham and Holt on a limited basis in August but it is expected they will have closed again due to the November lockdown.

An interim grant has been given to Norfolk Citizens Advice whilst a review of IAG services is carried out. The review will consider the outcome of a NCC review into the future funding of IAG and its links/relationship with Social Prescribing, which is due imminently.

Covid 19 related activity

The Council is collaborating County-wide in the provision of a local Contact Tracing service in North Norfolk; this is for people who have tested positive for Covid 19 but where national or NCC contact tracers have been unable to reach them by phone. A team of NNDC officers is visiting addresses, as appropriate, to request that they register details of people they have been in contact with. Advice and support is being offered to people who are required

to self-isolate.

Since the announcement of the November lockdown, NNDC has been working with NCC and Third Sector organisations to establish systems to provide support to enable Clinically Extremely Vulnerable people to self isolate. In contrast to the first 'shielding programme' systems for self-help are far better developed. Supermarkets have significantly increased the availability of on-line and phone shopping services, additional support in respect of prescription delivery and loneliness and isolation support are also available. The emphasis is on advising and supporting CEV people to access services themselves in order to meet their needs whilst self-isolating. Systems are in place however, to provide food boxes in urgent circumstances. There is also funding available to help people experiencing hardship due to Covid 19 and winter pressures.

The situation is constantly being monitored and NNDC will increase support as required.

Culture

NNDC's Arts & Culture Fund has seen a reduction in grant applications, undoubtedly as a result of Covid 19. One grant application for a rural theatre project was received for the period July 2020 – October 2020. This will be considered by the Arts & Culture Panel in November. Unfortunately due to Covid 19 some previously funded projects had to be cancelled, postponed or delivered virtually.

Local organisations benefitted significantly from the 'Culture Recovery Fund' grants awarded by Arts Council England in October, as follows.

- Cromer Pier/ Pavilion Theatre (Openwide Coastal): £250,000
- Sheringham Little Theatre: £76,644
- Wells Maltings: £95,000

Pier Management Contract

Openwide, together with Nigel Hogg Productions (Cromer Pier Show's Musical Director) successfully enabled a Covid-safe Summer 'Strictly Variety' Show to take place in the theatre from 23 August to the end of September. There was a total of 21 shows, and even with limited numbers there were nearly 2,000 visitors, with almost every show sold out.

Both parties have again agreed a suitable format for a similar Christmas Show to be organised. This would run from 4 December until 1 January, Covid restrictions permitting (although this is obviously being reviewed, in light of the current and anticipated restrictions).

Openwide's Culture Recovery Fund award will help ensure plans can be made for normal operations to resume as soon as it is possible to do so, providing financial support for the investment in a summer show hopefully next year.

Meetings attended:

Since September I have attended all NNDC committee meetings of which I am a member. In addition, I have attended a meeting of the North Norfolk Sustainable Communities Fund Panel, North Norfolk Joint Museums Committee, Norfolk Records Committee, The Norfolk Health and Well Being Board, the SPARSE Rural Economy Sub Group, the North Norfolk Ambulance Response Time Working Group and the raising of the Green Flag at Sadler's Wood.

CABINET MEMBERS REPORT TO COUNCIL

18th November 2020

COUNCILLOR GREG HAYMAN - CABINET MEMBER FOR HOUSING & BENEFITS

For the period September – November 2020

1 Progress on Portfolio Matters.

Benefits

We are seeing an increase in the number of Council Tax Support claims as a result of households suffering from financial hardship throughout the pandemic. However, the impact of Covid-19 is also seeing the number of households claiming Housing Benefit reduce as people migrate onto Universal Credit which includes payment of housing costs. Overall we currently have 7988 households claiming Housing Benefit and/or Council Tax Support, compared with 7835 households this time last year.

Since the beginning of April 2020, we have received approx. 41,600 changes in circumstances and 1,500 new claims. Compared to this time last year, this is an increase of 92% in the volume of changes received, and an increase of 45% in the volume of new claims received.

Despite the increase in work, we are continuing to see excellent processing times. The speed of processing target for change of circumstances is 14 days and our current performance is 9 days. The target for new claims is 20 days and our current performance is 17 days.

In recognition of the priorities of the Council and the need to align services to being customer centred, we are continually developing our service to enhance customer service delivery. This has rapidly escalated during the pandemic, to ensure we continue to offer residents access to all our services.

Given the significant increase in the number of new claims, as well as the predicted ongoing effect of the pandemic, we have introduced more online forms, with particular focus around an online claim form. This allows the customer access 24/7 from their own home, using a quick and easy form. We are now seeing more than 90% of our new claims being made through this digital option. The form also automates our back office processing system which reduces the processing time for each new claim.

The service has also widened the contact channels to include Web Chat. The customer can contact the team from their home using their smart phone or tablet, quickly and with ease, without having to directly speak to a member of the team.

Council Tax Hardship Fund

From 1st April 2020, the Ministry of Housing Communities and Local Government (MHCLG) introduced a new support payment to assist those households which had been financially hit by the pandemic. North Norfolk District Council was granted nearly £724,000 to provide households claiming Council Tax Support and on a low income, a lump sum payment of up to £150 towards their Council Tax bill.

So far we have awarded £498,500 of the fund to 4388 households. The scheme is currently due to end on 31st March 2021.

Test and Trace Self-Isolating Payment

From Monday 28th September people across England are required by law to self-isolate if they test positive or are contacted by NHS Test and Trace.

Support is now available through the £500 Test and Trace Support Payment for people on low incomes who are unable to work and have lost income while self-isolating.

Local Authorities are responsible for administering the payment, and the Benefits Team have been asked to lead on this for North Norfolk. All councils were required to have the scheme in place by 12th October.

Since that time our webpages have been continually updated with the latest information, and we have sent out regular social media updates in order to publicise the scheme, encouraging people to self-isolate as appropriate by getting the support they need, to stop the spread of the virus.

Funding of nearly £100k has been provided to North Norfolk DC to introduce and make payments under the scheme. At the time of writing we have received 26 applications of which 10 have been authorised, 11 have been refused as the applicant has not met the criteria, and 5 applications are incomplete.

The scheme is currently due to end on 31st January 2021.

Housing

Green Homes Grant

A consortium of Norfolk Councils, including North Norfolk District, has been successful in securing £1.24 million of Green Homes Grant

The Green Homes Grant will be implemented by the Norfolk Warm Homes Partnership, to help fuel-poor residents to reduce heating costs and improve the energy efficiency of their homes (and thus carbon emissions) by the end of March 2021. Insulation measures available include solid wall insulation, cavity wall insulation, loft insulation, air source heat pumps and underfloor insulation.

Part of the grant funding targets the addition of insulation to Park Home properties. To promote this element of the funding we are writing to residents of the Council owned Park Home site in Pudding Norton to invite applications.

Temporary Housing

The Council has been successful in securing £140,000 from the Government's Next Steps Accommodation Programme, which will provide four homes for single rough sleepers or people at a risk of rough sleeping. The Council will provide £360,000 of match funding. The Council will seek to acquire suitable one-bed homes. The new homes will be in addition to the seven existing homes the Council owns and uses to provide temporary housing.

As at 30th October the Council had 42 households in temporary housing.

New Affordable Homes

Housing Associations working in North Norfolk District expect to provide 225 new affordable homes this financial year – 95 for affordable rent and 130 for shared ownership. Most of the new homes are expected to be completed in the last quarter of the year, with thirty having been completed as at 31 October 2020.

Housing 21's construction of the Fakenham Extra Care Housing scheme is progressing well and should be ready for occupation in March 2021. The sales and letting launch for the 66 flats (36 shared ownership, 30 rented) began this month.

Integrated Housing Adaptations Team (IHAT)

The IHAT has a budget of just under £1.2 million in 20/21 to provide adaptations to help people remain in their homes. The IHAT provide a range of adaptations including level access showers and stair-lifts. Most residents in need of adaptations were also shielding and many contractors were not working during lockdown earlier this year. As a result spend against budget is much lower than hoped for. Most other Norfolk Districts are in the same position. As at September we had spent £244,000 and committed a further £530,000. We expect the situation to improve in the remaining months of the year, though the November lockdown will make things difficult. We hope to be able to carry forward any underspend into 2021/22.

2 Forthcoming Activities and Developments.

HB Award Accuracy Initiative

From 1st April 2021, the DWP are introducing a mandatory initiative called Housing Benefit Award Accuracy. The aim is to identify higher levels of fraud and error in the benefit system through risk based reviews. The DWP will be providing funding under the scheme over the next 4 years. North Norfolk will receive approx. £20,000 for each year the scheme runs.

From this month we will be assessing our readiness position to launch the initiative with focus on system testing, procedures, training, and communications with internal and external stakeholders.

Performance Management

The Benefits Management Team are in the process of improving its system of Performance Management through a defined service delivery plan with set performance measures for each area of delivery. The aim is to support the direction

of the service and measure its successes. InPhase is being developed for Benefits data reporting.

Council Tax Support Scheme

The Council Tax Support Scheme for North Norfolk will be reviewed to align the scheme with recent changes to Housing Benefit legislation and to include changes to the scheme which will minimise the impact of Universal Credit changes on the Council Tax payer. Changes will be put forward to CLT and Members in due course.

3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

18 November 2020

CLLR. RICHARD KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period September 2020 to November 2020

1 Progress on Portfolio Matters.

Business as usual activity

Engagement with businesses

The usual engagement with businesses has been maintained, albeit with a reduced level of site visits. Much of the current resource and activity has been focused on helping businesses to access grants administered by the Council (see below) and helping businesses to obtain funding and other local and national support.

North Walsham Town Centre Heritage Action Zone

The current HAZ round has now had its official national launch, with £95m having been awarded to 69 High Streets.

A number of key activities have commenced including:

- a condition survey on The Cedars with a scoping report to follow;
- a Communication Strategy;
- the formulation of a community engagement plan;
- a draft tender brief for the Town Centre Place making;
- a funding bid for the Cultural Consortium;
- a risk workshop and updated Risk Register;
- a Stakeholder Group meeting.

Visitor economy

Visit North Norfolk's marketing campaign, *North Norfolk, Naturally*, a two-year marketing campaign (April 2018 to March 2020) was coming to an end just as lockdown occurred due to Covid-19.

The two-year campaign comprised 16 short films focusing on the coast and beaches, towns and villages, history and heritage, food and drink, arts and culture, walking and cycling, wildlife and nature, experiences to enjoy and family holidays. To date, there has been over 4 million film views across a number of media platforms.

This successful marketing outreach has been reflected within the 2019 Economic Impact of Tourism report received in September) which shows a tourism value of £528,931,378 (an increase of 3%) and total actual tourism related employment of 11,898, which is 29.7% of all employment (increase of 4%). Compared to 2018, the

average number of staying nights per trip was down 2.6%, however, the spend per overnight trip increased by 0.5% and the spend per night saw an increase of 3.2%. Spend per day trip saw an increase of 1%.

The current three-stage marketing campaign, *Unexplored North Norfolk*, runs to the end of 2020, forming part of a regional-wide campaign called Unexplored England run by Visit East of England. VNN is currently executing stage three, with a focus on building demand for 2021. The recently announced national lockdown will create a natural hiatus, with potential reduced national movements after the lockdown should a tiered system be re-instated. Nevertheless, through well considered and appropriate marketing, north Norfolk is well placed to capitalise on an anticipated desire for safe staycation locations next year.

Tourism marketing messages generally, for the time being, have been changed to “Now’s not the time...”

Tourism Sector Support Grant

The Council received almost 80 applications to the £175,000 North Norfolk Tourism Sector Support Fund. The standard of applications – for projects and initiatives and winter adaptations – was good and almost half have been invited to provide a more detailed Full Application. These will shortly be evaluated by a panel and Grant Offer Letters (with appropriate conditions) issued to successful bids.

Energy Sector

North Norfolk District Council is to help fund an important feasibility study into extending use of the Bacton Gas Terminal beyond its current expected life and role supporting the processing of natural gas, to create a major location for the production of hydrogen energy as the U.K. transitions to a “net zero” carbon energy economy.

The ‘Bacton 2.0’ Hydrogen Production Feasibility Study will be led by local cleaner energy experts Hydrogen East, a not-for-profit company, and the Council is matching a £12,500 funding contribution already committed by the New Anglia Local Enterprise Partnership. The remaining £25,000 cost of study will be funded by the Oil and Gas Technology Centre.

The Council will be represented on the steering group for the feasibility study.

2 Forthcoming Activities and Developments.

Kickstart Job Support Programme

This initiative, led by DWP, will provide funding for the creation of job placements for 16 to 24-year olds, the age group identified as most at risk of long-term unemployment as a result of the pandemic.

NNDC is looking to become ‘Representative’ organisation. Acting as a ‘Gateway’ we will be working with businesses and partners to deliver a local scheme for the north Norfolk District. An application has been made to DWP and, through expressions of interest from local businesses, the Council has identified its first cohort of

placements. Upon successful confirmation of the Council's application, we will look to implement the scheme shortly after.

Lockdown Supporting Grants

With the announcement of the national lockdown (5 November to 2 December), the Government has committed to providing further grant funding which will be again delivered by Local Authorities. There are two types of grants:

1. Local Restriction Grants – provided to businesses that are legally required to close due to the restrictions and are registered for Business Rates;
2. Additional Restriction Grants – a discretionary grant to support certain businesses that have not closed but have been heavily impacted or are not registered for Business Rates. The Council will need to design this scheme and determine the priority areas.

Guidance documents have just been issued by Central Government and work has commenced on preparing for the delivery of these schemes.

3 Meetings attended

Meeting with Swift Aircraft, Scottow Enterprise Park
NNDC Business Skills and Support
National Grid Skills Apprenticeships

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CABINET MEMBERS REPORT TO COUNCIL

18th November 2020

COUNCILLOR NIGEL LLOYD - CABINET MEMBER FOR ENVIRONMENTAL SERVICES, CLIMATE CHANGE AND ENVIRONMENT

For the period October 2020

1 Progress on Portfolio Matters.

Officers from across Environmental Health continue to support the response to Covid19, both within the Council and across the Norfolk wide resilience structures. Examples include:

Proactive engagement and compliance with businesses across the District on Covid19 control measures and compliance, the announcement of the second national lockdown has led to a significant number of calls from businesses trying to understand the complexities of the regulations. Officers continue to undertake visits to offer advice and ensure businesses are compliant.

Officers continue to provide representation on a number of multiagency groups:

- Tracy Howard leads the 'Business and Public Venues' cell, formed as part of the Norfolk Outbreak Control Plan, for all Norfolk District Councils. The cell works with various stakeholders and businesses to ensure that Covid prevention work and communications are delivered particularly in higher risk businesses.
- Alison Sayer provides ongoing attendance at various multi-agency response meetings including attending Emergency Planners meetings twice a week to progress Norfolk Resilience Forum programme of work and sense-check existing plans re Covid-19. Alison also supports the reporting of NNDC's information into the Multi Agency Fusion Group which has recently increased from weekly to daily, Monday-Friday, in line with the more frequent Tactical Coordination Group meetings.
- Emily Capps continues to lead on the Reopening the High Street initiative and
- Various other officers contribute to the consistent meetings and conversations which occur within the County to ensure that a consistent approach is taken to the advice given to businesses on restrictions and requirements.
- Four members of the ES team have been trained as part of test and trace service and undertaking visits to confirmed Covid cases who have not been possible to contact via other means.

Licensing officers and the Police have been undertaking night-time inspections to ensure businesses have been closing at 10pm and following

Covid19 measures. Recent checks led to the issuing of a fixed penalty notice against a premises which was not following table service requirements in allowing customers to mingle with their drinks away from tables. The same premises was issued with a prohibition notice under the new regulations as they had indicated they were having a lockdown party on the 4th November; this was the first time these prohibition provisions had been used in Norfolk.

Officers from Environmental Health have provided mutual aid support to both Great Yarmouth and Breckland Councils response to Covid19 outbreaks, with officers on the ground advising businesses and tracing those working at the affected premises at their home addresses.

Commercial and Public Protection

Licensing handbook consultation has ended, some objection to the introduction of the 'knowledge' test however, this is contained with the statutory standards. A report recommending approval will go to the next Licensing Committee

Food sampling and shellfish results on the whole have been satisfactory whilst one unsatisfactory result in some raw milk where, following action by the owner, the resamples are now acceptable.

Food hygiene inspections have been undertaken since businesses reopened in a coved safe way. Businesses' that supply food by delivery, takeaway or retail will still be inspected until we are directed otherwise. This is to safeguard the consumers and to manage the overdue inspections that couldn't be undertaken during Lockdown 1.

Environmental Services

The Team have supported the continued mobilisation of the waste contract. Seventeen of the of the new 26t Refuse Collection Vehicles have arrived and are now in service on the contract.

Officers are working with Serco on the proposed collection rounds for the new zonal approach to bin collections.

Discussions with Serco around minor amendments to the target operating model for street cleaning.

The team assisted (with Serco) in the clean-up operation following the Coastal flooding and large build-up of sand at Walcott.

Civil Contingencies

The team have dealt with numerous incidents including:

- Astronomically high tides on the 19-20 September;
- Spring tides, Flood Alerts on western parts of the North Norfolk coast, flood gates closed at Bacton and Walcott for community reassurance

after liaison with Environment Agency Flood Warning Duty Officer, Parish Council and Coastguard on the 19th October

- Severe weather (rain and high winds) – flood alerts on rivers/some overtopping in Horning, Ludham and Potter Heigham, surface water flooding in Fakenham, wind-blown sand issue at Bacton and Walcott, highways issues with downed trees and power outages over the 25-27 of September. An internal debrief of this event is being undertaken.

The Resilience Manager attended multi-agency Zoom meeting re finding a solution to ongoing flooding and drainage issues at Ferry Road Horning

The work of the Safety Advisory Group re events has picked up re both seasonal events and next summer. In the current changing situation this is extremely challenging.

Supporting the EU Exit Transition planning process, collated responses to the Government's Reasonable Worst Case planning assumptions

Environmental Protection

October saw a continuation of the normal complaint response work and sampling (water, air and shellfish) for the EP team.

The Team are also dealing with several more complex cases including a drainage case at Edingthorpe Green and odour and noise complaints relating to an Environment Agency permitted poultry unit.

An abatement notice under the Environmental Protection Act has been served for amplified music which was being played at level which caused a nuisance to neighbours.

The Team dealt with an unauthorised encampment on Station Approach car park in Sheringham, the swift action and partnership working with the Police meaning they stayed only one night, before moving on out of the district.

The project to install the new PSPOs signage relating to dog control measures went well and the media coverage generated some enquiries which were responded to.

2 Forthcoming Activities and Developments.

The Commercial and Public Protection Team are planning for the new requirement under food hygiene legislation to undertake inspections of fishing vessels

A project planned with the Health and Safety Executive on Covid19 spot checks in businesses has been put on hold but will commence after lockdown ends in December.

3 Climate Change and Environment

This has been a period of consolidation and forward planning for the projects and programmes relating to the Council's Climate Change objectives. During this time, we have identified the resources for two new posts: Environmental Policy Officer and Climate Change Project Officer, both of which I am delighted to say received a huge amount of interest and we have successfully appointed from a very strong field of candidates. Both post holders will take up their roles in the newly established Sustainable Growth team, before Christmas.

Progress on key climate/ environmental initiatives is identified below

Tree Planting initiative

Last winter, as part of the pilot of this initiative, 7441 trees were planted. A multitude of initiative are now in gestation for the current planting season, which include:

- a further 4540 trees to be planted on NNDC land this winter, many of which will be planted by staff as part of volunteer tree planting days
- a tree giveaway, which was planned for November at Holt Country Park but new arrangements are being made due to the current lockdown
- small scale planting projects with local schools and organisations (so far lined up are: Cromer Academy; Smallburgh and Dilham WI; Woodfields School; Weybourne Parish Council and the Felbeck Trust)
- pursuing a range of options will many different town and parish councils
- Potential large-scale planting scheme options in partnership with appropriate organisations and landowners on third party sites

Electric Vehicle Charge Points (EVCPs)

Progress on the installation of ECVPs has been hampered in many technical difficulties. The installations in Holt and Sheringham are complete; those at Fakenham and Cromer are in the pipeline (awaiting resolution of technical matters); Wells is awaiting commissioning; and the North Walsham installations is awaiting the resolution of access to a suitable power connection before it can commence.

Options for installing ECVPs at the new Sheringham Leisure Centre are being evaluated.

Usage of these installations will be monitored and demand will be evaluated by the new staff, once in post.

Energy production

As reported by the portfolio holder for Sustainable Growth, that Council has agreed to contribute funding towards a feasibility study into the potential for Bacton Gas Terminal to become a major location for the production of hydrogen energy, as the U.K. transitions to a “net zero” carbon energy economy.

The ‘Bacton 2.0’ Hydrogen Production Feasibility Study will be led by local cleaner energy experts Hydrogen East, a not-for-profit company, and the Council is matching a £12,500 funding contribution already committed by the New Anglia Local Enterprise Partnership. The remaining £25,000 cost of study will be funded by the Oil and Gas Technology Centre.

The Council will be represented on the steering group for the feasibility study

Energy conservation

As reported by the Housing & Benefits Portfolio holder, a consortium of Norfolk Councils, including North Norfolk District, has been successful in securing £1.24 million of Green Homes Grant, which will be implemented by the Norfolk Warm Homes Partnership, to help fuel-poor residents to reduce heating costs and improve the energy efficiency of their homes (and thus carbon emissions). Insulation measures available include solid wall insulation, cavity wall insulation, loft insulation, air source heat pumps and underfloor insulation. Part of the grant funding targets the insulation of Park Home properties, so the Council is approaching residents of the Council-owned Park Home site in Pudding Norton to invite application

Climate Change Officers

A Climate Change Project Officer and an Environment Policy Officer have been recruited. There were a large number of applicants to the advertisements placed, the standard of applicants was extremely high. These new Officers will develop an environmental charter / strategy and support the many strands of climate change activity at NNDC.

4 Forthcoming Activities and Developments.

The planned tree give-away event at Holt Country Park will be postponed due to covid restrictions.

5 Meetings attended

Waste Contract Review and Development Board
Meeting with Extinction Rebellion Rep

On-line seminars on Trees and Woodlands attended

CABINET MEMBERS REPORT TO COUNCIL

18 November 2020

COUNCILLOR E SEWARD - CABINET MEMBER FOR RESOURCES

For the period September to November 2020

1 Progress on Portfolio Matters.

Provisional Local Finance Settlement - We were expecting a technical consultation on the Provisional Local Government Finance Settlement which has not materialised. This means we have no clarity around funding from Government from the 2021-22 financial year. The finance team are working on projections and likely scenarios, but this represents a risk to the Medium Term Financial Plan.

COVID 19 – Since the last report, a second national COVID lockdown has been announced. The Government has announced four new funding pots to be made available to Councils to support their residents, of which NNDC are eligible for two. Finance and Revenues colleagues are working with the Economic Development team on eligibility criteria and distribution.

Savings Exercise – A Savings workshop was undertaken with the Council's Operational Management Team in October. The Finance team are now working on the outputs and looking at feasibility and revenue saving potential as part of the Budget setting process for 2021-22.

2018-19 Statement of Accounts – The audited statement of accounts was approved by Governance, Risk and Audit Committee in late September.

2019-20 Statement of Accounts – The audit of the draft statement of accounts is now due to take place in February 2021. It is hoped that the final version will be ready to sign off at the March meeting of Governance, Risk and Audit Committee. The audit has experienced delays due to resourcing issues being experienced by auditors nationally, as well as shifting accounts preparation deadlines caused by COVID 19.

2 Forthcoming Activities and Developments.

Spending Review - The Government has announced that the one year Spending Review will be concluded shortly and announced on the 25th November 2020. This exercise must complete before MHCLG are in a position to release the Provisional Local Government Finance Settlement

which is expected in late December.

Member Briefing on Medium Term Financial Plan – A Pre-Scrutiny briefing, open to all Members, has been scheduled for the afternoon of 25th November to cover the Medium Term Financial Planning scenarios and options for balancing the Council's budget.

Upcoming Reports – a number of reports are due to be considered over the following months as follows:

- 2021/22 Fees & charges
- Budget Monitoring Report Period 10/COVID update
- Medium Term Financial Strategy 2021/2022 onwards and 2021/22 Budget/Council Tax setting
- Treasury Management Strategy
- Capital Strategy
- Investment Strategy

3 Meetings attended

Nothing further to report.

CABINET MEMBERS REPORT TO COUNCIL

18 November 2020

COUNCILLOR LUCY SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES (CUSTOMER SERVICES)

For the period September 2020 to December 2020

1 Progress on Portfolio Matters.

Reprographics:

With the second lockdown now upon us reprographics will support services managing the increase in customer demand for housing benefit, council tax support, business rates, and business support grants with Council Tax and Business Rates in addition to providing covid-19 related signage.

Digital Mail Room:

North Norfolk Information Centre has closed on the 4th November in line with government guidelines – during this second lockdown period the staff will undertake a full stock take and deep clean in readiness for a proposed re-opening on the 3rd December pending any further lockdown extension.

The Digital Mailroom will be supporting our colleagues in Development Control to introduce new software which will enable the service to move forward and achieve efficiency in service delivery. The Digital Mailroom have agreed and will be arranging to support the service by ensuring a smooth transition by developing processes to scan/save items to the shared folder, respond to planning letters and objections with a generic letter ensuring customers are aware of the delays –and by so doing it will ensure the service can recover service deliver to a high level after 7th December which we are envisaging will be the go live date.

Customer Services:

Covid-19: The Customer services team have continued to receive calls and emails from customers using our dedicated Covid-19 help channels however with the second lockdown now in place the expectation of increased demand is anticipated and being prepared for.

Development Control new software: The Customer Services team have worked collaboratively with colleagues in DM to ensure as far as is practical a seamless service is in place to provide advice and assistance to planning customers as the service implements the new software.

Garden Waste Collection: Customers who have requested a new garden bin collection service are being contacted to set up their new accounts.

2 Forthcoming Activities and Developments.
Reprographics: The current Reprographics equipment contract is a 5 year rental agreement and the current contract is due to end in June 2021. The procurement options will be reported to Cabinet.
3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

18th November 2020

COUNCILLOR LUCY SHIRES CABINET MEMBER FOR ORGANISATIONAL RESOURCES (IT & DIGITAL TRANSFORMATION)

For the period September 2020 to December 2020

1 Progress on Portfolio Matters.

Support for remote working users is still consuming a significant amount of IT resource with additional and upgraded laptop rollouts continuing to improve the home working capability.

A new BACS payments management system has gone live which allows better remote auctioning and management of payments.

The go-live process for the Planning system has commenced and will continue to demand a significant call on the resources of the IT department into the new year.

A missed bins reporting webform, which is integrated with the contractors IT systems, has been developed and is in test. This will allow members of the public to report their missed collection 24/7. Work will continue on a number of such forms including littering, dog waste, bulky collections and many others.

The work to change the Council's online payments gateway to the GOV.PAY system is approaching completion. This will provide better management of online payments received by the Council and will reduce the cost of administering the payments.

Work has commenced on renewing the Councils Microsoft Licensing and implementing the necessary changes to the Council's IT infrastructure. This is a large scale project and it will continue into the new year. Officers have been working closely with County IT to access the discounts they have access to which has mitigated the significant cost increases resulting from the removal of Central Government negotiated discounts.

The Council's asset management system contract has been renewed and work is ongoing to upgrade the infrastructure that supports it.

A cross platform Mobile App has been developed to allow secure communication between citizens and the Council.

2 Forthcoming Activities and Developments.
<p>The Planning system will go live on 7th December. Intense activity will be ongoing from now until the end of January 2021 to implement the full range of facilities provided by the Idox Uniform system. Even beyond January there will be further activities implementing additional functionality such as a map based on-line tree register, mobile app for Building Control and S106 management modules.</p> <p>The Citizen mobile App will be integrated with the the Council's Customer Contact system to allow secure information and file exchange between citizens and back office services such as Rev's & Ben's and Planning. The app will then be launched as an additional Customer Service communications channel.</p> <p>The HR System Contract will be re-let and an ongoing program of enhancements will be implemented.</p> <p>The bandwidth upgrade between Cromer and Fakenham will be configured to enhance the IT systems backup facilities. This in turn will significantly improve our ability to maintain services in the event of an IT outage in the Cromer offices.</p> <p>Further webforms will be rolled out allowing members of the public to access facilities provided by the new Waste Management.</p> <p>This period will see the preparation of the infrastructure to deploy the facilities provided by the new Microsoft Licensing. This will be an ongoing project for the forthcoming 12 months.</p>
3 Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

18 November 2020

COUNCILLOR L SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES (PROPERTY)

For the period September 2020 to November 2020

1 Progress on Portfolio Matters.

Covid support works:

Property Services continue to provide support with cleaning and fogging of Cromer offices, Fakenham Connect, NNIC (closed from 5th November under new lockdown), Public Conveniences, Cromer Pier, outdoor play areas, promenade seating and shelters as well as assisting tenants (such as the Rocket House) to remain open.

This also includes installation repairs and replenishment of pavement hand sanitisation stations.

Continue to assist on car parks with ongoing Covid -19 testing regime.

Supporting Cromer pier with planned Christmas show post current lockdown.

Installation due shortly for secondary swipe card reader for better track and trace system at Fakenham Connect and Cromer office.

Recent storm damage insurance works:

We suffered widespread damage in the recent storm with significant high level roof damage to our **offices in Cromer as well as:** (This is the scaffold you can see going up.)

Cromer, Runton Road public conveniences.

Cromer, Cadogan Road.

Cromer, west promenade

Cromer, various shelters in North Lodge Park

Cromer Pier.

Cromer promenades and Happy Valley, repairs to various to lamp columns and lantern heads.

East Runton public conveniences.

West Runton public conveniences

With the exception of the **highlighted** items, all works are complete. All works are subject to a comprehensive insurance claim.

Cromer Office high level glazing and glu lam beam work.

These works are now practically complete with just replacement guttering to the north elevation of the building. All defective glu lam beams have been removed and capped ends installed.

Cromer amenity lighting scheme:

Conclusion of a two-year project that includes new cabling, lamp columns and LED lanterns to all Cromer promenades and cliff top areas.
Six columns to complete on the Gangway.

Cromer Pier Theatre and pavilion roofing works:

All works now practically complete with new high-level flat roof system on top of the theatre including increased levels of insulation.

This also now includes a man safe fall arrest system for ongoing maintenance access (Property Services operatives have been trained for this) and will save money when changing the high-level signage and installing / removing the mechanical vent covers.

New signage and LED lighting as well.

Lower level barrel vaults have been removed and completely, exposed areas insulated and new formed zinc sections fitted to match the existing.

Lightning conductor system has been replaced with a more up to date system.

Cromer Pier substructure works: (below the decking)

All works now practically complete with only some tie bar bracing and sacrificial concrete rings to the pile supports remaining. This phase of the works is governed by tidal and wind conditions as it requires rope access operatives and divers.

Rope access survey of the remaining areas of the pier particularly under the theatre has been completed.

This will now go to HOP (Hemsley Orrell Partnership) our consultants who will use this to provide a five year schedule with budget estimate costings. We are hoping to go to tender early in the New Year for the next phase of works subject to budgetary availability.

Ongoing works via Measured Term Contracts:

Property Services continue to operate and manage four measured term contracts.

- 1) Small scale coastal defence works.
- 2) Play areas, car parks, footpaths and fencing.
- 3) Electrical works.
- 4) Heating and Plumbing.

Appointment of Project Support Officer:

Currently undertaking due diligence post interviews and looking to appoint by 12/11/2020.

Maintenance team restructure:

The maintenance team restructure has now been completed and successfully implemented.

Property Services now operate a 24/7 reactive service for out of hours response for incidents reported by NNDC duty officer.

This serves the council, tenants and the wider public and includes all construction related matters, alarm calls etc.

Outdoor play areas:

Property Services continue to manage the outdoor play areas. This includes a quarterly inspection regime and remedial repairs at 27 sites. Additional to this is the recently installed equipment at North Lodge Park and any new sites agreed under future section106 agreements.

Tenanted buildings:

Ongoing working with our Estates colleagues to support tenanted units and operations as well as Parklands, Pudding Norton.

Electric vehicle charging points:

To date the status of the following sites is:

Cromer Offices operational.

Cromer Meadows car park, UKPN and Siemens issues to resolve.

Sheringham, Morris Street car park operational.

Albert Street Holt, operational.

Fakenham, Queens Road car park, design issues.

Wells, Stearmans Yard car park. UKPN and Siemens issues to resolve.

North Walsham, Vicarage Street car park. Ongoing consultations with J Sainsbury's Ltd. Need to access their land to install infrastructure.

OLEV grant conditions originally required completion by March 2020; this has since been extended to the end of December and is being dealt with by Duncan Ellis.

Deep History Coast projects:

Property Services have continued to support throughout this programme of works now nearing completion with works currently being undertaken at Happisburgh.

Itteringham House:

Property Services continue to support the council's holiday let initiative with continual maintenance and assurance of statutory compliance and undertakings.

Temporary accommodation for the homeless:

Property Services are heavily involved in this and work closely with our partners in Housing Services.

There is a mix of leased in and NNDC owned properties and we insure they are all maintained with continual maintenance and assurance of statutory compliance and undertakings on a 24/7 reactive service.

2 Forthcoming Activities and Developments.

Tender for next phase of public convenience works to include:

Major refurbishment to New Road North Walsham and The Lees Sheringham (this site includes a changing places facility)

Demolition and rebuild to include changing places at Stearmans Yard, Wells and Queens Road Fakenham. Both sites include changing places facilities.

We are hoping to get this revised tender document away by the end of November.

Previous capital sum of 600k approved however only 400k remains post refurbishment works to Lushers Passage, Sheringham, Walcott and Bacton. Additional funds required subject to receipt of the tender returns.

2a Stirling Close, Sculthorpe:

Tender document is currently being worked up that will include the completion of the interior of the property for handover to Housing Services as temporary homeless accommodation. Target date for occupation is 31/03/2021.

Secondary piece of work is to evaluate options for parcel of land adjacent to 2a, owned by NNDC.

Capital sum of 80k approved.

Minor works measured term contract:

Tender document is being worked up to procure a minor works measured term contractor to undertake works of up to the value of £10k under contract. This sum can be exceeded by agreement within the contract.

There is a shortage in North Norfolk of suitably qualified and experienced general building contractors. We need to appoint a local SME to undertake planned and responsive 24/7 works not only for Property Services but for corporately.

Hoping to tender and appoint by Christmas.

NNDC Cromer office canteen:

Post confirmed closure of the canteen operation discuss alternative vending options with various internal stakeholder groups.

Schedule winter planned maintenance for car parks and public conveniences.

Works to be scheduled against recent asset portfolio surveys and our

ongoing car park maintenance regime.

Currently we have 38 public conveniences and 32 pay and display car parks and other non-paying such as Pretty corner and various satellite office staff and visitor car parking.

Asbestos and Legionella Management:

Tender documents being worked up for Asbestos and Legionella management across the asset portfolio.

Fakenham Connect, Crinkle Crankle boundary wall.

Tender document being worked up for substantial repairs to the grade 2-listed boundary wall of this leased in asset.

Tender unlikely to go out until early next year. Capital sum of 80k approved,

Cornish Way Industrial units, North Walsham:

Complete asbestos roof panel replacement works are required. This will be replaced with complete new system, which will increase thermal and insulation properties as well as provide lighting that is more natural.

Capital sum of 160k approved.

Fakenham Community Centre:

Waiting for comprehensive building survey to be returned which we expect will reveal significant remedial works to this leased in asset.

Hornbeam Road car park, North Walsham:

Ongoing work with Estates and Car Park management to get this new acquisition operational.

Collectors Cabin, North Lodge Park:

Carry out repairs and refurbishment to achieve a rentable standard to this long time vacant unit.

Capital sum of 25K approved.

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CABINET MEMBERS REPORT TO COUNCIL

November 2020

COUNCILLOR J TOYE - CABINET MEMBER FOR PLANNING & ENFORCEMENT

For the period September 2020 to November 2020

1 Progress on Portfolio Matters.

Development Management Performance

Our latest figures for speed of decision stand up to month end July in as:

- *Two-year average Majors to end of October stand at 82.76%, up 1.40% since August. National indicators require decisions should exceed 60%. In October 100% of major application were determined within time.*
- *Two-year average Non-major applications to end of October stand at 89.90% up by 1.13% from August, (National indicators require decisions to be a minimum of 70%). In October 68 of the 77 decisions for Non- major application were determined within time.*

The performance profile for both sections is moving positively upwards since August. The introduction of our new Software system (UNIFORM) will be likely to require that determination time periods for November and December may be a little longer as system shutdown will elongate determination time periods. The team anticipate that any delays will be picked up quickly in Quarter 4 performance.

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

- *Majors no appeal decisions have overturned Council decisions for the 2 year reporting period.*
- *Non-major developments 0.9%. for that same 2-year period.*

The national standard for performance on this matter is 10% of appeals being approved in the 2-year cycle. The Council have an excellent record in relation to the quality of decisions being made.

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

Planning Policy & neighbourhood planning

Local Plan Review

The Planning Policy and Built Heritage Working party (PPBH) continue to work remotely and include public engagement via the Council's YouTube channel. Through these provisions PPBH was able to recommend a series of outcomes in relations to Housing mix, types and Tenures.

PPBH have also considered

- Coastal Adaptation,
- Allocations at Wells next the Sea,
- Retail and Town Centre development.
- Employment Area allocations
- Tourism policies.

In addition, the plan policy team have been pleased to assist members in preparation of the Council's response to the Government's consultation on Planning Reform proposals in the White Paper Consultation. Those comments and supporting background details are viewable at:

<https://www.north-norfolk.gov.uk/tasks/planning-policy/planning-for-the-future-a-government-consultation/>

Major projects with Conservation, Design & Landscape

The major housing development appeal for 110 homes and land for a new primary school at Beresford Close, Holt, was heard at a public Inquiry starting on 20 October 2020 over four days. The inquiry was held remotely with attendees registering and being linked in via web access.

The Application for mixed housing, extra care and sports facilities at Roughton Road Cromer was scheduled to be heard by Development Committee in October but was withdrawn by the applicants on the eve of the meeting under an officer recommendation to committee for refusal.

Housing schemes at Fakenham 900 units (Trinity College) and Holt 67 units (Hempstead Road – Hopkins Homes) are scheduled to be heard by Development Committee on 26 November.

The review of Conservation Areas within the Glaven Valley was completed and was reported to PPBH.

Building Control

Applications remain reasonably buoyant at around 80% submissions of last year's levels, recruitment to an additional technical trainee role is assisting with enhanced customer service. The post is funded by agreed spend of year on year Building Control reserves.

Software Introduction

COVID 19 will not defer the introduction of the new system, Go Live will be on 7 December 2020 with our old system closing on 13 November. A communications strategy was launched earlier this month for stakeholders, the details of this process can be viewed at <https://www.north-norfolk.gov.uk/info/planning/general-advice/planning-service-update-october-2020/>

Enforcement

The Combined Enforcement Team remains very busy with planning enforcement and council tax/business rates property inspections for the revenues service

- In terms of planning enforcement there around 300 live cases with 5 appeals in the offing, 2 potential prosecutions and 2 works in default for enforcement notices that have not been complied with
- The team are dealing with an increased number of more involved cases of unauthorised residential occupation of static caravans and mobile homes and these have to be dealt with sensitivity given pressures on housing
- Working with revenues on this year's long term empty property snapshot count in September 554 properties were identified – a reduction of 18 from last year – about 1% of our tax base. Dealing with empty properties is very resource intensive and challenging with recalcitrant owners and complicated legal processes to follow. Currently, given the pressure of planning enforcement this area of work is receiving less attention than it deserves.
- The Team will move into Planning under the management restructure.

I can also update that the Compulsory Purchase of The Shannoeks Hotel is moving forward, a pre inquiry meeting scheduled with the owners and Planning Inspector scheduled for January. In the interim all reasonable efforts will be made to seek and secure negotiated outcome with the owners. that secures commencement of works on site and completion of the permitted scheme as soon as possible.,

Staffing

The following Officers have joined the service since reporting in August

Tracey Meacham – Senior Officer Major Projects
Connor - Apprentice Technical Officer Building Regulations
Josh Case - Assistant Landscape Officer

2 Forthcoming Activities and Developments.

Planning Policy & Build Heritage Working Party – December TBC

Development Committee – 26 November 2020

3 Meetings attended

Planning Policy & Build Heritage Working party – 9 November 2020

Development Committee – 15 & 29 October 2020

Members Uniform Briefing – 3 November 2020

Various planning white paper consultation meetings both internal and external.
(Town and parish councils, LGA, RSN)

Parish council meetings By Zoom.

Planning Team meetings and introductions.

BUDGET MONITORING REPORT 2020/21 – PERIOD 6

Summary: This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of September 2020. The report also provides an update on the financial impact of Covid-19 on the Council's Financial position.

Options considered: Not applicable.

Conclusions: The overall position at the end of September 2020 shows an £1,392,232 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £421,435 which, as per the previous COVID update, is to be funded from reserves if required.

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

- 1) note the contents of the report and the current budget monitoring position;**
- 2) recommend to Full Council the release of £247,083 capital receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.**

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) Cllr Eric Seward	Ward(s) affected
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Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, Duncan.ellis@north-norfolk.gov.uk
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1. Introduction

- 1.1 This report compares the actual expenditure and income position at the end of September 2020 to the Updated budget for 2020/21. The original Base Budget as agreed by Full Council in February 2020 has been updated to reflect approved budget virements.
- 1.2 The report follows two previous COVID-19 financial updates provided to Members in May and August. At that time the anticipated year end deficit of c£1m was forecast to have reduced significantly from the previous May report to around £0.4m. It was however highlighted at that point that this projection was still based on a number of assumptions about future funding and income pressures and assumptions regarding further government support.
- 1.3 The report also provides an update on the impact of the Covid-19 pandemic on the council's financial position and likely outturn budget impact and provides a further update and follows the government announcement made on 2 July in respect of additional support towards lost income, the first claim for which has now been submitted.
- 1.4 The coronavirus COVID-19 pandemic continues to represent a significant challenge for the District Council which will continue to impact on the Council's resources and budget during 2020/21 and future years. This report sets out the current high level forecasts relating to the COVID-19 pandemic taking account of the latest central government support package.

2. Budget Monitoring Position – Summary

- 2.1 The detailed position for the various service areas is included later within the report, the table below highlights the current overall position and provides a summary of the full year projections for the service areas.

Table 1 - Summary of Full Year Effects 2020/21	Estimated Movement From Updated Budget
	£
Service Areas (Table 2) (non Covid-19)	121,606
Covid-19 Expenditure Impact	1,287,178
Covid-19 Income Impact	1,271,850
Investment Interest/Borrowing Interest	(222,021)
Business rates	0
First 3 tranches of Government support grant	(1,287,178)
First tranche of fees & charges support	(750,000)
Total	421,435

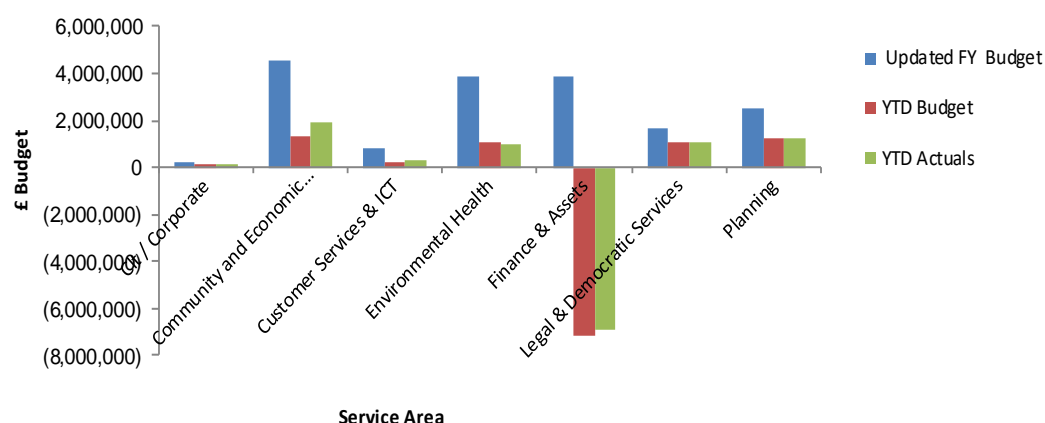
- 2.2 The table highlights that the current forecasts as at October 2020 are broadly in line with those reported back in August with a similar projected deficit of c£400k and as agreed within the last report is to be funded from reserves if further efficiencies cannot be found before the year end.
- 2.3 A fourth tranche of government support funding has recently been announced, we do not as yet have any idea what our individual allocation is likely to be but it is anticipated at the current time that it will be low as the focus has been identified as supporting those areas currently under third tier lockdown restrictions. At the present time therefore no additional income has been assumed from this funding source, if an

award is subsequently made we will be able to update the next monitoring report to reflect the amount confirmed.

3. Budget Monitoring Position – Revenue

- 3.1 The General Fund Summary at Appendix A shows the high level budget monitoring position as at 30 September 2020 and highlights a year to date variance of £1,392,232 underspend against the profiled updated budget. There is an over spend of £614,893 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. The updated budget and actuals for the Finance and Assets area have been updated to include the expenditure and funding relating to business support and discretionary grants to businesses. There is a net underspend of £2,007,131 relating to non-service expenditure against the profiled budget. Details of these variances are included below.

Variance by Service area



- 3.2 Variances are reported against the updated budget in the Council's General Fund Summary as shown in Appendix A. Any budgets and reserves affected will be updated accordingly.
- 3.3 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 be at the end of the financial year. **The Full Year Effect (FYE) position does not take account of variances that are directly attributed to Covid-19, as they are considered in more detail later in the report.** Full year savings resulting from changes in working practises have not been included in full year variances but continue to be closely monitored.

Table 2 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	As Per General Fund Summary	(Excluding Covid-19 Impacts)
	£	£
CLT and Corporate		
Human Resources and Payroll – Employee related expenditure including new appointment advertising costs.	£13,539	£13,663
Registration Services – Costs associated with the running of the European & General Election - to be funded from the Electoral Claims Unit.	£77,250	0
Corporate Leadership Team – (£56,029) - Lower salaries and oncosts as a result of staff vacancies. Due to the restructure, no saving is anticipated. (£3,086) - Other professional fees. The balance consists of minor variances.	(£66,362)	0
Communications - (£8,558) - Staff vacancies, no full year saving - to be used as part of the restructure. (£6,951) - Marketing. (£2,850) - Digital promotion - to be used for promotion of social posts to boost engagement/audience.	(£18,974)	0
Economic and Community Development		
Car Parking – £63,943 - Higher NNDR costs as a result of an increase in the multiplier and loss of transitional relief. £16,610 - Higher income from credit cards leading to higher charges. (£129,164) - Invoice for management fees not yet received. (£11,002) - Lower costs as part of the cleansing contract. (£7,775) - Contribution towards costs in relation to setting up a new car park at Millars Walk, Fakenham. £514,994 - Car park income lower due to Covid-19.	£447,719	£63,943
Markets – Lower fee income from market rentals as a result of Covid-19 restrictions and social distancing measures.	14,862	0
Leisure Complexes – (£80,498) - Rent/Hire of Buildings - No invoices received for the hire of school halls. £162,739 - Higher management fees - these represent contributions towards key workers and furloughed staff. £5,000 - Consultancy costs.	£96,037	0
Other Sports – (£8,498) - Open Space Study / overarching Consultation from New Homes Bonus reserve. (£7,602) - Salaries and oncosts - no full year variance anticipated.	(£34,265)	0
Pier Pavilion - No profit share as a result of Covid-19 pandemic.	£20,957	0

Foreshore (Community) - £5,200 - Contract extension costs. (£37,844) - New cleansing contract costs which are subject to bills of quantity. (£5,384) - Lower cost of memorial seat repairs.	(£41,785)	0
Health and Communities - (£9,232) - Arts grants. (£10,766) - A new Service Level Agreement is currently being discussed with the Citizens Advice Bureau. £27,568 - Fixed term staff funded by grants. (£9,000) - Grants awarded by the Big Society panel during prior years not yet claimed.	(£37,381)	0
Coastal Management – Staffing costs - to be funded from Reserves and contributions at year end.	£18,928	0
Customer Services and ICT		
ICT – Support Services - £13,814 - Higher salaries and oncosts. Fixed term posts funded from the Invest to Save reserve. £7,381 - Computer Software Licences due to the removal of the Microsoft Government Framework which delivered significant cost reductions on our Microsoft software. We are attempting to mitigate the impact of this by removing unused software licences and accessing a discount framework. Current estimates are that the increase will be around £30,000. £10,054 - Computer maintenance and computer lines / modems - delay in delivery of network upgrade. £46,578.55 - Computer Purchases - much of this expenditure is directly in support of providing laptops etc. as a part of the requirement to work at home as a consequence of the Covid-19 Response. The total cost of Covid-19 is £64,063.	£72,562	£30,000
Homelessness – Additional costs associated with providing temporary accommodation - this is offset by recoverable income from client contributions and housing benefit. In addition rough sleepers have been targeted and placed in temporary accommodation as part of the response to the Covid-19 Pandemic - these costs have been off-set by the Central Government grant allocation.	(£23,027)	0
Customer Services Housing – Temporary staffing to be funded from Homelessness Prevention grant.	£32,670	0
Environmental Health		
Public Protection – Licence fee income is down as a result of restrictions in place during the Covid-19 lockdown.	£50,888	0
Combined Enforcement Team – Vacant Team Leader post currently being used to fund temporary staffing within the department.	(£19,970)	0
Waste Collection and Disposal – (£58,461) Outstanding accruals from 2019/20 for services provided and no invoices yet received. (£70,297) Waste collection costs lower than budgeted - awaiting invoices from contractor. These savings are offset against contract extension costs of £26,998 to Kier. £8,830 Higher contract payments for recycling. Predicted shortfall in Trade Waste fees as a result of business closures during lockdown - currently estimated to be £150,000.	(£98,346)	

Finance and Assets		
Revenue Services – Repaid Business Support grants. These repaid grants will be included in any unallocated balance of funding returned to Central government. Although not highlighting as a variance at P6 there is an estimated reduction in income from costs awarded of £100,000. This is as a result of reduced recovery action being taken during the pandemic	(£59,011)	0
Property Services – (£17,127) Vacant post held in the service offset by costs for advertising and Covid-19 related overtime. £7,872 Works in default to be funded from the Enforcement Board. £114,410 Repair and maintenance and purchase of equipment/consumables relating to Covid-19 and Return to the High Street Safely Fund (RHSSF).	£117,722	0
Public Conveniences – £29,250 - Higher repair and maintenance expenditure associated with Legionella risk assessments and corrective works, emergency lighting and fixed wire testing and repairs. (£18,990) Underspend in running costs for water and electricity (facilities closed during the pandemic) and offset by higher NNDR and cleansing costs.	£18,999	£15,000
Investment Properties – Option appraisals and structural surveys. Outstanding debtor accruals - invoices yet to be raised for recharge of insurance premiums and utility charges.	£21,022	£20,000
Corporate and Democratic Core – (£18,238) Staff costs as a result of Planning vacancies - this will be offset by temporary agency staff required to manage work load. £7,413 Payment to Local Enterprise Partnership (LEP) re Enterprise Zones. £7,623 Prior year's external audit costs. £46,671 Additional Covid-19 costs funded from the Central Government Grant. These include a Countywide mailshot and Community foodbank contribution.	£30,073	£15,000
Legal and Democratic Services		
Members Services – Year to date savings in training and travel costs as a result of the pandemic and changes in working practices. Underspend In Chairman's Civic expenditure. These savings are predicted to deliver a Full Year Effect of £16,000.	(£21,834)	(£16,000)
Legal Services – £9,970 Employee Costs. £14,537 Income generated from legal fees. No full year is anticipated as the net position will be funded from the legal earmarked reserve.	£22,717	0
Planning		
Development Management – The variance at period 6 relates predominantly to Planning fee income. During the initial lockdown period planning income drastically reduced, although there are signs that this is starting to improve - a full year variance of £150,000 is still predicted.	£99,391	0
Planning Policy – (£24,030) Staff turnover savings resulting from a vacant post. (£47,446) Delays in Local Plan profiled expenditure.	(£73,153)	(£20,000)

Building Control – £19,854 Building Control fee income down due to Covid-19 restrictions, The full year effect of the pandemic is estimated to have a 10% reduction in full year fee income. This equates to £38,000.	£10,339	0
Property Information – (£13,309) Increase in Land Charge income currently unaffected by the pandemic. No full year variance has been reported as this is a self-financing service and net surplus/deficit will be transferred to the earmarked reserve.	(£15,641)	0
TOTALS	£655,926	£121,606

4. Covid-19 Position – Impact on Budget Monitoring Position P6

4.1 Covid-19 Grants and Additional Expenditure

4.2 In response to the pandemic, the council has received a number of grants from Central Government, many of these are targeted at providing direct support to local businesses in sectors greatly affected by the Covid-19 restrictions but it has also acknowledged the ongoing service delivery pressures facing district councils.

4.3 North Norfolk District Council has received three tranches of support grant from the Ministry for Housing Communities and Local Government (MHCLG) totaling £1,287,178. The expenditure allocated against this grant is closely monitored and monthly updates are submitted to MHCLG. The grant has not currently been allocated to service budgets and therefore the expenditure is currently showing as a variance at net cost of service level. A high level breakdown of this expenditure is shown in table 3 below, along with the projected Full Year Effect (FYE). The support grant income is identified on the General Fund Summary under Local Taxation and Government Grant, which also includes £330,029 successfully drawn down to support the tourism sector, and a package of support measures are being devised to allocate this funding.

Table 3 – Covid-19 Expenditure included in the Net Cost of Services

	YTD Actuals P6 2020/21 £	Estimated FYE 2020/21 £
Category of Spend		
Additional Publicity Communications with Residents and Community	35,619	35,610
Additional Contractor support - Leisure	172,582	526,944
Additional Homelessness Support	77,163	78,231
Additional IT Costs, including laptops for homeworking and service specific software	76,125	105,026
Additional Banking Costs	861	861
Changes to assets	81,532	80,000
Delayed schemes/ cancelled events	1,200	2,200
Finance and Corporate other	4,179	4,179
Food banks and Community support	11,773	11,773
Extrenal Resource Support - Agency/ Civica on Demand		38,000
PPE and Public Safety	15,654	20,000
Staffing /Overtime	72,507	81,280
Support to affiliated companies - VNN	9,000	18,000
Borrowing Costs		15,000
Unallocated Grant		270,074
Grand Total	558,196	1,287,178

4.4 Covid-19 Update on Income Variances

4.5 As highlighted at Period 3, the greatest financial impact that faces the council is income reductions, the position at Period 6 shows a deficit of £470,681 against the year to date profiled budget. This position has greatly improved on earlier predictions largely due to a significant recovery in car park income after lockdown restrictions were lightened in the summer.

4.6 At Period 3 it was noted that the government had announced a support package relating to losses from fees and charges income, although there were some areas specifically excluded such as commercial rents and investment income.

4.7 The first MHCLG income (fees and charges) claim was submitted on 8 October for £435k and has been calculated as per below. The lost income for the period from April through to July for qualifying areas was £766k.

	£000
Calculation of 5% deductible	
Total budgeted income 2020/21 for qualifying areas	3,782
5% deductible calculation	(189)
Calculation of MHCLG support	
Lost income (Apr – July)	769
Less 5% deductible	(189)
Gross income	580
75% MHCLG support	435

4.8 In terms of the overall claims position we are estimating that the total potential eligible claim for 2020/21 will amount to c£1m which would mean grant income of £0.75m based on the intervention rate of 75%.

4.9 A breakdown of variances by main income streams is shown below. It is still anticipated that the full impact on 2020/21 budgets will be a shortfall of £1,271,850. A breakdown of this variance is detailed in chart 3 below.

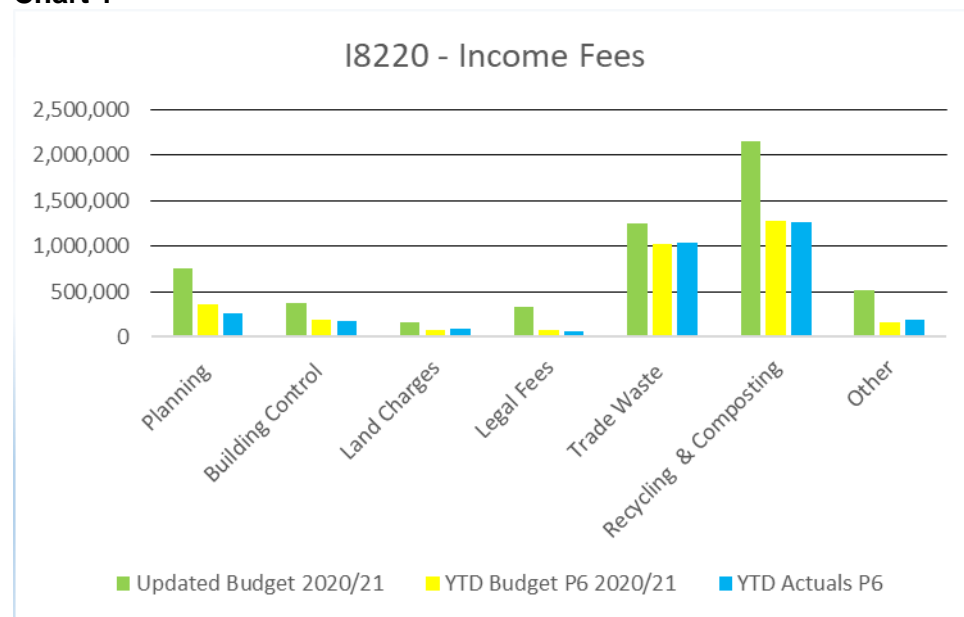
I822 - Income Fees and Charges

I8220 - Fees

Income - Fees

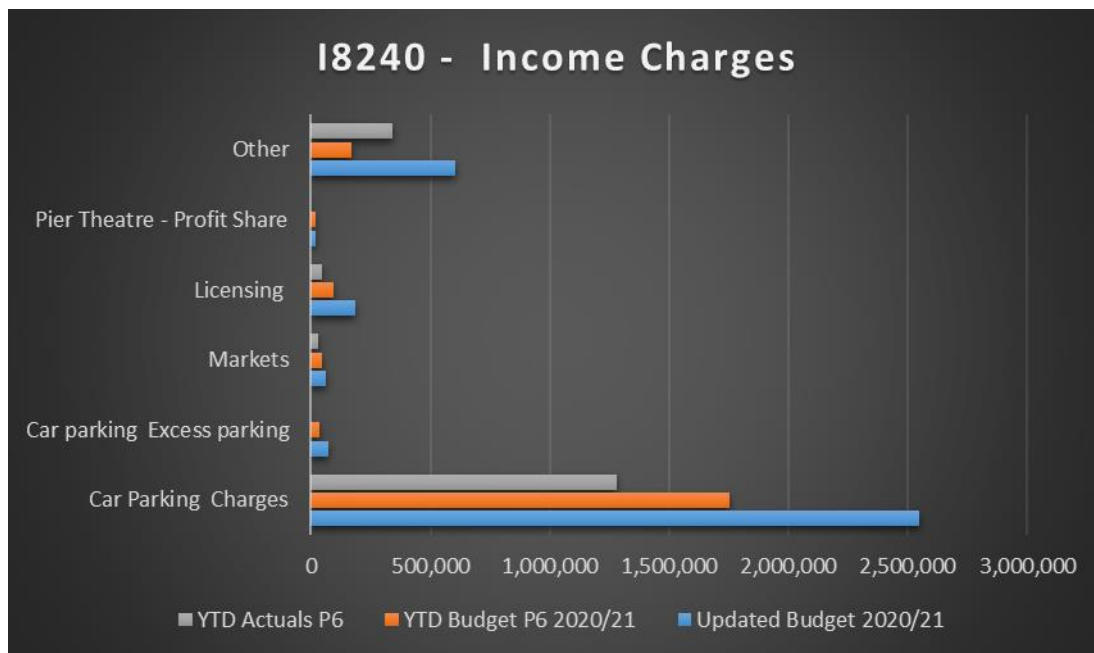
	YTD			
	Updated Budget 2020/21	Budget P6 2020/21	YTD Actuals P6	YTD Variance
Planning	(751,500)	(365,748)	(267,129)	98,619
Building Control	(380,000)	(189,996)	(170,086)	19,910
Land Charges	(162,190)	(81,096)	(93,099)	(12,003)
Legal Fees	(329,896)	(77,544)	(63,182)	14,362
Trade Waste	(1,255,000)	(1,026,250)	(1,030,382)	(4,132)
Recycling & Composting	(2,144,861)	(1,270,800)	(1,267,276)	3,524
Other	(508,278)	(164,197)	(194,591)	(30,394)
	(5,531,725)	(3,175,631)	(3,085,745)	89,886

Chart 1



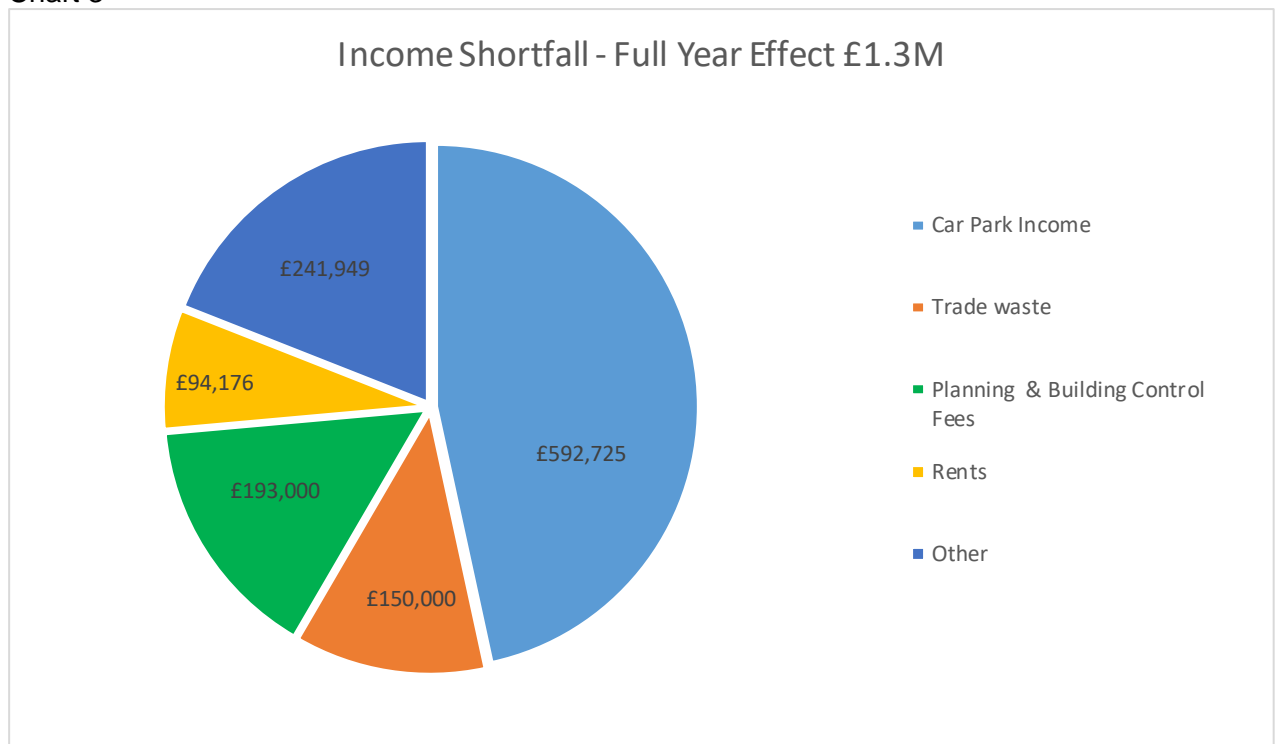
I8240- Income - Charges

	YTD			
	Updated Budget 2020/21	Budget P6 2020/21	YTD Actuals P6	YTD Variance
Car Parking Charges	(2,544,900)	(1,750,414)	(1,295,456)	454,958
Car parking Excess parking	(70,490)	(35,244)	28	35,272
Markets	(63,654)	(45,534)	(30,230)	15,304
Licensing	(187,000)	(92,250)	(45,357)	46,893
Pier Theatre - Profit Share	(20,000)	(20,000)	0	20,000
Other	(605,610)	(167,839)	(343,219)	(175,380)
	(3,491,654)	(2,111,281)	(1,714,234)	397,047



The balance that makes up the year to date income variance of £470,681 is in relation to rent of land and buildings and has a favorable variance of £16,252 at P6.

Chart 3



4. Non Service Variances to Period 6 2020/21

4.1 Investment Interest

The interest budget for 2020/21 anticipates that a total of £1,323,300 will be earned from treasury investments and a loan for service purposes to Broadland Housing Association. Overall an average balance of £41.2m is assumed, at an average interest rate of 3.5%.

At the end of period 6, a total of £697,870 has been earned, resulting in a favourable variance against the year to date budget of £36,222. The average rate of interest achieved was 2.35% from an average balance available for investment of £59.5m. At the end of the year a favourable variance against the budget of £58,464 is anticipated. The investment balance is forecast to be above budget due to additional payments received from central government in response to Covid-19. However, against this the interest rate achieved will be below the budget figure due to current market conditions. There are significant risks to this forecast in the current uncertain economic environment, where negative interest rates are a potential future possibility.

A total of £32m has been invested in pooled funds which are valued at £31.3m at the end of period 6. The reduction due to the impact of the global pandemic on equity funds. This is however, an improvement of £1.2m from the 31st March 2020, where pooled funds were valued at £30.1m.

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 2020/21 anticipates that £10,000 would be paid in interest for short-term borrowing for cash flow purposes.

At period 6, a total of £1,447 has been paid resulting in a favourable variance against the budget of £3,553. There has been a lower requirement for short-term borrowing due to increased cash inflows associated with Covid-19 related central government payments. At the end of the year a favourable variance against the budget of £7,107 is anticipated.

Interest for long-term borrowing has been budgeted for £348,100 for financing the re-provision of Splash Leisure Centre and purchase of waste vehicles.

At period 6, there had been no commitments to long-term borrowing for capital purposes. At end of the year, if long-term borrowing is not undertaken a favourable variance of £312,900 against budget is forecast, although at the present time we are only assuming 50% of this (£156,450). This may change dependent on future cash inflows and the timing of the repayment of excess grant funding from central government. The decision to undertake short-term or long-term borrowing will be made in line with our borrowing strategy.

4.3 Retained Business Rates

There is currently no variance showing against Non Domestic Rates income for the financial year. Any unspent allocation from the Section 31 grant used to reimburse the authority for new reliefs announced by the Government to support businesses with the effect of COVID will have to be repaid at the end of the year, having been paid to councils in advance to support with cash flow requirements. The final variance will not be known until the NNDR3 form is completed at the end of the year and the grant actually due to the authority has been determined.

The COVID pandemic is having adverse effects on collection rates for Non Domestic Rates, but this will not impact income recognised in the General Fund until next financial year. Due to the potential severity of this, MHCLG have confirmed that

authorities will be able to spread the surplus or deficit on the Collection Fund over three years. The accounting for this is still being worked out, and it is not possible at this time to say what the impact on NNDC will be. The sector is also lobbying central government to recognise the potential impact of this on next year's budgets with a view to providing additional financial support.

5 Budget Monitoring Position – Capital

5.1 Total Capital expenditure amounted to £2,874,627 across all projects in the first half of 2020/21. The Capital Programme has been updated to reflect changes agreed in the first half of 2020/21 and can be found at Appendix C. Since the last report to Cabinet the following changes have been made:

- HR Information System – £108,100 has been removed from the capital programme as associated costs are licences paid annually that will be met from the revenue budget.
- Revenues & Benefits Civica (Open Revenues) System - £100,000 has been removed from the capital programme as implementation costs included in the bid will not occur due to remaining with the current supplier.
- Bacton Car Park – £30,000 from the Asset Management Reserve was agreed under delegation to increase the budget to fund electrical supply and additional site costs.
- Concerto Asset Management System - £25,000 from the Asset Management Reserve was agreed under delegation for system acquisition costs required for the renewal of our current property software database.
- North Walsham Heritage Action Zone – £1,170,000 additional LEP funding has been secured for town centre place-making, increasing the scheme cost to £3,120,000. This was agreed by Cabinet in September. The original budget of £1,950,000 was approved to be met 50:50 by Historic England and Capital Receipts. The budget has been re-profiled to reflect the 4 year planned programme of works.
- The following budgets have been re-profiled into future years to reflect programme of work revisions, or known delays associated with further decision making or the impact of Covid-19:

Scheme	Budget Re-profiled
Rocket House	(£39,619)
Cornish Way	(£137,574)
North Walsham Heritage Action Zone	(£1,478,500)
Unit 1 & 2, Surf Lifesaving School, Cromer	(£55,000)
Cromer Coast Protection Scheme	(£1,742,878)
Mundesley – Refurbishment of Coastal Defences	(£1,545,843)
Steelwork Protection to Victory Pool and Fakenham Gym	(£27,467)
Cromer Office LED Lighting	(£60,000)

5.2 Further release of funds is requested at this time for the following Capital projects;

- Coastal Adaptions – £247,083 is requested from Capital Receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.

6 Reserves

The Council's current Reserve Statement is shown at Appendix D, this gives the latest position of amounts allocated to services and the capital programme and also includes known commitments that have not yet been allocated to services. A more detailed breakdown of the purpose of the current reserve allocations is included at Appendix D1. Projections for 2021/22 and beyond have not been updated but a reminder of what each allocation is for is included.

8 Conclusion

- 8.1 The revenue budget is showing an estimated full year overspend for the current financial year of £421,435. The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.
- 8.2 The previous COVID finance report secured reserve funding to support with the anticipated £400k deficit which has only changed marginally based on current forecasts. The use of reserves will be a last resort, the Council will continue to try and address any forecast deficit by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding which is not sustainable in the medium term. Should the Council not be able to make these adjustments in year then reserves will be required to balance the budget.

9 Financial Implications and Risks

- 9.1 The detail within section 3 of the report highlights the more significant variances including those that are estimated to result in a full year impact.
- 9.2 The estimated outturn shown in Table 1 will continue to be monitored during the year.

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 2020-21 Base Budget

Service Area	2020-21 Base Budget £	2020-21 Updated Budget £	Budget YTD £	Actuals YTD £	Variance YTD £	Commitments £	Remaining Budget £
Corporate Leadership Team/Corporate	314,973	277,015	134,337	139,789	5,452	11,542	125,685
Community & Economic Development	4,456,448	4,682,508	1,468,478	1,930,064	461,586	800,342	1,952,102
Customer Services & ICT	769,811	828,783	209,632	304,882	95,250	293,562	230,338
Environmental Health	3,902,129	3,898,574	1,102,064	1,005,284	(96,780)	2,682,314	210,976
Finance and Assets	3,883,103	4,026,975	(7,025,894)	(6,894,539)	131,355	636,632	10,284,882
Legal and Democratic Services	1,606,069	1,637,068	1,094,128	1,098,600	4,472	13,449	525,020
Planning	2,379,017	2,471,145	1,201,816	1,215,375	13,558	266,439	989,331
Net Cost of Services	17,311,550	17,822,068	(1,815,438)	(1,200,545)	614,893	4,704,280	14,318,333
Parish Precepts	2,520,143	2,520,143	2,520,143	2,520,143	0	0	0
Capital Charges	(1,819,204)	(1,819,204)	(909,606)	(909,600)	6	0	(909,604)
Refcus	(842,667)	(842,667)	0	0	0	0	(842,667)
Interest Receivable	(1,310,977)	(1,310,977)	(655,485)	(697,807)	(42,322)	0	(613,170)
External Interest Paid	358,100	358,100	179,049	1,447	(177,602)	0	356,653
Revenue Financing for Capital:	4,892,728	5,420,299	0	0	0	0	5,420,299
IAS 19 Pension Adjustment	260,290	260,290	0	0	0	0	260,290
Net Operating Expenditure	21,369,963	22,408,052	(681,337)	(286,362)	394,975	4,704,280	17,990,134
Contribution to/(from) the Earmarked Reserves							
Capital Projects Reserve	(636,302)	(1,198,857)	0	0	0	0	(1,198,857)
Asset Management	(27,000)	(52,000)	0	0	0	0	(52,000)
Benefits	(253,801)	(284,800)	0	0	0	0	(284,800)
Building Control	(44,441)	(44,441)	0	0	0	0	(44,441)
Business Rates Reserve	(27,068)	(166,126)	0	0	0	0	(166,126)
Coast Protection	(37,958)	(37,958)	0	0	0	0	(37,958)
Communities	(242,000)	(275,000)	0	0	0	0	(275,000)
Delivery Plan	2,379,266	2,355,706	0	0	0	0	2,355,706
Economic Development & Tourism	(10,000)	(10,000)	0	0	0	0	(10,000)
Elections	40,000	40,000	0	0	0	0	40,000
Grants	(57,086)	(81,566)	0	0	0	0	(81,566)
Housing	(488,585)	(530,961)	0	0	0	0	(530,961)
Legal	(25,426)	(25,446)	0	0	0	0	(25,446)
New Homes Bonus Reserve	(225,460)	(225,460)	0	0	0	0	(225,460)
Organisational Development	(97,885)	(97,885)	0	0	0	0	(97,885)
Pathfinder	(20,500)	(20,500)	0	0	0	0	(20,500)
Planning Revenue	50,000	20,000	0	0	0	0	20,000
Property Investment Fund	(1,000,000)	(999,475)	0	0	0	0	(999,475)
Property Company	(2,000,000)	(2,000,000)	0	0	0	1	(2,000,001)
Restructuring/Invest to save	(732,950)	(860,516)	0	0	0	0	(860,516)
Contribution to/(from) the General Reserve	(116,528)	(116,528)	0	0	0	0	(116,528)
Amount to be met from Government Grant and Local Taxpayers	17,796,239	17,796,239	(681,337)	(286,362)	394,975	0	13,378,320
Collection Fund – Parishes	(2,520,143)	(2,520,143)	(1,260,072)	(1,260,072)	0	0	(1,260,071)
Collection Fund – District	(6,305,671)	(6,305,671)	(3,152,832)	(3,152,832)	0	0	(3,152,839)
Retained Business Rates	(7,504,661)	(7,504,661)	(3,752,328)	(3,752,328)	0	0	(3,752,333)
Revenue Support Grant	(89,799)	(89,799)	(44,898)	(44,898)	0	0	(44,901)
New Homes bonus	(892,194)	(892,194)	(446,097)	(446,097)	0	0	(446,097)
Rural Services Delivery Grant	(483,771)	(483,771)	(241,886)	(241,886)	0	0	(241,885)
Covid Grants	0	0	0	(1,787,207)	(1,787,207)	0	1,787,207
Income from Government Grant and Taxpayers	(17,796,239)	(17,796,239)	(8,898,113)	(10,685,320)	(1,787,207)	0	(8,210,144)
(Surplus)/Deficit	0	0	(9,579,450)	(10,971,682)	(1,392,232)	0	5,168,176

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General Fund

Service Area Summaries P6 2020-21

Clt / Corporate

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<u>Human Resources & Payroll</u>							
Gross Direct Costs	377,192	188,610	202,972	14,362	6,245	167,975	£6,960 - Higher salaries and oncosts as a result of no staff turnover and a higher than budgeted pay award. This will have a full year effect of £13,663. £10,756 - New appointment advertising - this is charged out to services as and when recruitment advertising takes place. £4,722 - Equipment purchases, bicycles purchased as part of the cycle scheme. £5,966 - Various professional fees. (£13,674) - Corporate training not yet delivered.
Gross Direct Income	(1,000)	(498)	(1,321)	(823)	0	321	No Major Variances.
Support Service Charges	(376,192)	(188,112)	(188,112)	0	0	(188,080)	No Major Variances.
	0	0	13,539	13,539	6,245	(19,784)	
<u>Registration Services</u>							
Gross Direct Costs	246,243	105,158	96,162	(8,996)	19	150,062	Staffing costs following a restructure of the team. Some of this saving will be used to fund staffing costs ahead of next year's elections.
Gross Direct Income	(54,120)	(13,338)	72,908	86,246	0	(127,028)	Outstanding claims for the European and General Elections.
Support Service Charges	122,850	61,440	61,440	0	0	61,410	No Major Variances.
	314,973	153,260	230,510	77,250	19	84,444	
<u>Corporate Leadership Team</u>							
Gross Direct Costs	480,324	240,168	173,806	(66,362)	2,989	303,530	(£56,029) - Lower salaries and oncosts as a result of staff vacancies. Due to the restructure, no saving is anticipated. (£3,086) - Other professional fees. The balance consists of minor variances.
Support Service Charges	(480,324)	(240,144)	(240,144)	0	0	(240,180)	No Major Variances.
	0	24	(66,338)	(66,362)	2,989	63,350	
<u>Communications</u>							
Gross Direct Costs	257,210	128,635	111,205	(17,430)	2,289	143,717	See Note A Below:
Gross Direct Income	0	0	(1,544)	(1,544)	0	1,544	Income from filming rights.
Support Service Charges	(295,168)	(147,582)	(147,582)	0	0	(147,586)	No Major Variances.
	(37,958)	(18,947)	(37,921)	(18,974)	2,289	(2,325)	
Note A: (£8,558) - Staff vacancies, no full year saving - to be used as part of the restructure. (£6,951) - Marketing. Some bills still potentially being processed, also varying marketing/graphic design demand from other departments due to impact of COVID on normal council business. (£2,850) - Digital promotion - to be used for promotion of social posts to boost engagement/audience							
Total Clt / Corporate	277,015	134,337	139,789	5,452	11,542	125,685	

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General Fund

Service Area Summaries P6 2020-21

Community, Econ Dev & Coast

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Health							
Gross Direct Income	0	0	(253)	(253)	0	253	No Major Variances.
	0	0	(253)	(253)	0	253	
Car Parking							
Gross Direct Costs	824,726	516,941	457,442	(59,499)	292,920	74,365	See Note A Below:
Capital Charges	62	30	30	0	0	32	No Major Variances.
Gross Direct Income	(2,634,946)	(1,786,936)	(1,295,399)	491,537	0	(1,339,547)	See Note B Below:
Support Service Charges	151,089	85,554	85,554	0	0	65,535	No Major Variances.
	(1,659,069)	(1,184,411)	(752,373)	432,038	292,920	(1,199,616)	
Note A: £63,943 - Higher NNDR costs as a result of an increase in the multiplier and loss of transitional relief. £16,610 - Higher income from credit cards leading to higher charges. (£129,164) - Invoice for management fees not yet received. (£11,002) - Lower than anticipated costs as part of the cleansing contract.							
Note B: £514,994 - Car park income lower than expected due to Covid. (£7,775) - Contribution towards costs in relation to setting up a new car park at Millars Walk, Fakenham							
Markets							
Gross Direct Costs	56,318	25,790	25,136	(654)	1,993	29,189	No Major Variances.
Gross Direct Income	(63,654)	(45,534)	(30,018)	15,516	0	(33,636)	£15,516 - Lower income from market rents as a result of closure between April and June because of Covid.
Support Service Charges	22,990	11,502	11,502	0	0	11,488	No Major Variances.
	15,654	(8,242)	6,620	14,862	1,993	7,041	
Parks & Open Spaces							
Gross Direct Costs	292,174	147,222	132,605	(14,617)	151,380	8,189	(£8,904) - R & M Grounds - General. £6,777 - Grounds maintenance contract; (£9,903) - Cleansing (dog and litter bins) contract - Both subject to Bills of Quantity invoicing.
Capital Charges	11,434	5,718	5,718	0	0	5,716	No Major Variances.
Gross Direct Income	(14,590)	(3,438)	(725)	2,713	0	(13,865)	No Major Variances.
Support Service Charges	115,030	57,528	57,528	0	0	57,502	No Major Variances.
	404,048	207,030	195,126	(11,904)	151,380	57,542	
Foreshore							
Gross Direct Costs	150,727	42,861	54,814	11,953	1,225	94,688	£5,710 - Higher salaries and oncosts. £7,080 - Winter storage costs. (£3,153) - Lower NNDR costs.
Capital Charges	109,610	54,804	54,804	0	0	54,806	No Major Variances.
Gross Direct Income	(217,362)	(108,684)	(129,880)	(21,196)	0	(87,482)	(£18,025) - Higher beach hut and chalet rentals. It is projected that overall income will be £30,000 lower due to Covid. (£3,717) - Winter storage charges.
Support Service Charges	188,230	94,140	94,140	0	0	94,090	No Major Variances.
	231,205	83,121	73,878	(9,243)	1,225	156,102	
Leisure Complexes							
Gross Direct Costs	291,515	224,537	323,374	98,837	34,168	(66,028)	(£80,498) - Rent/Hire of Buildings - No invoices received for the hire of school halls. £162,739 - Higher management fees due to Covid. These represent contributions towards key workers and furloughed staff. £5,000 - Consultancy costs.
Capital Charges	538,140	269,064	269,064	0	0	269,076	No Major Variances.
Gross Direct Income	0	0	(2,800)	(2,800)	0	2,800	No Major Variances.
Support Service Charges	101,830	50,946	50,946	0	0	50,884	No Major Variances.
	931,485	544,547	640,584	96,037	34,168	256,732	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<u>Other Sports</u>							
Gross Direct Costs	112,310	65,377	50,261	(15,116)	4,299	57,750	(£8,498) - Open Space Study / overarching Consultation from New Homes Bonus. (£7,602) - Salaries and oncosts - no variance anticipated.
Gross Direct Income	(10,000)	(4,998)	(24,147)	(19,149)	0	14,147	(£24,008) - Mammoth marathon entry fees. £4,859 - No fee income as a result of Covid.
Support Service Charges	65,740	32,874	32,874	0	0	32,866	No Major Variances.
	168,050	93,253	58,988	(34,265)	4,299	104,763	
<u>Recreation Grounds</u>							
Gross Direct Costs	13,800	6,900	6,300	(600)	8,697	(1,197)	No Major Variances.
Capital Charges	79	42	42	0	0	37	No Major Variances.
Gross Direct Income	(1,000)	(498)	(935)	(437)	0	(65)	No Major Variances.
Support Service Charges	5,780	2,898	2,898	0	0	2,882	No Major Variances.
	18,659	9,342	8,305	(1,037)	8,697	1,657	
<u>Pier Pavilion</u>							
Gross Direct Costs	7,780	3,888	4,845	957	401	2,533	No Major Variances.
Gross Direct Income	(20,000)	(20,000)		20,000	0	(20,000)	(£20,000) - No profit share as a result of Covid.
Support Service Charges	35,160	17,592	17,592	0	0	17,568	No Major Variances.
	22,940	1,480	22,437	20,957	401	101	
<u>Foreshore (Community)</u>							
Gross Direct Costs	416,415	154,282	112,497	(41,785)	196,857	107,060	£5,200 - Contract extension costs. (£37,844) - New cleansing contract costs, subject to bills of quantity invoices. (£5,384) - Lower cost of memorial seat repairs.
Support Service Charges	69,240	34,626	34,626	0	0	34,614	No Major Variances.
	485,655	188,908	147,123	(41,785)	196,857	141,674	
<u>Woodlands Management</u>							
Gross Direct Costs	181,275	91,144	110,353	19,209	7,816	63,106	(£3,369) - General Grounds maintenance. £18,080 - Woodland furniture - of this, £15,359 will be funded from earmarked reserves (Parks Improvement funding). £4,925 - Other professional fees.
Capital Charges	1,346	672	672	0	0	674	No Major Variances.
Gross Direct Income	(25,550)	(12,780)	(19,944)	(7,164)	0	(5,606)	(£8,260) - Higher car park income. (£2,180) - Rental income.
Support Service Charges	156,280	78,156	78,156	0	0	78,124	No Major Variances.
	313,351	157,192	169,237	12,045	7,816	136,298	
<u>Cromer Pier</u>							
Gross Direct Costs	98,649	92,858	89,437	(3,422)	1,133	8,079	No Major Variances.
Capital Charges	5,277	2,640	2,640	0	0	2,637	No Major Variances.
Gross Direct Income	(28,274)	(14,136)	(14,080)	56	0	(14,194)	No Major Variances.
Support Service Charges	79,550	39,774	39,774	0	0	39,776	No Major Variances.
	155,202	121,136	117,771	(3,366)	1,133	36,298	
<u>Economic Growth</u>							
Gross Direct Costs	82,030	41,914	34,415	(7,499)	59,819	(12,204)	Contributions/match funding not paid out.
Capital Charges	50,211	25,110	25,110	0	0	25,101	No Major Variances.
Gross Direct Income	0	0	(1,659)	(1,659)	0	1,659	No Major Variances.
Support Service Charges	349,280	174,642	174,642	0	0	174,638	No Major Variances.
	481,521	241,666	232,507	(9,159)	59,819	189,195	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<u>Tourism</u>							
Gross Direct Costs	43,588	21,798	31,951	10,153	0	11,637	£9,000 Payment made to VNN to be funded from Covid grant allocation.
Gross Direct Income	0	0		0	0	0	
Support Service Charges	19,200	9,612	9,612	0	0	9,588	No Major Variances.
	62,788	31,410	41,563	10,153	0	21,225	
<u>Coast Management</u>							
Gross Direct Costs	321,730	135,252	134,292	(960)	16,818	170,620	No Major Variances.
Capital Charges	509,716	254,856	254,856	0	0	254,860	No Major Variances.
Support Service Charges	390,900	195,456	195,456	0	0	195,444	No Major Variances.
	1,222,346	585,564	584,604	(960)	16,818	620,924	
<u>Business Growth Staffing</u>							
Gross Direct Costs	269,551	134,790	144,423	9,633	0	125,128	Funding to be allocated to a new project officer post re North Walsham HSAZ project.
Support Service Charges	(269,551)	(134,754)	(134,754)	0	0	(134,797)	No Major Variances.
	0	36	9,669	9,633	0	(9,669)	
<u>Economic & Comm Dev Mgt</u>							
Gross Direct Costs	84,401	42,204	42,346	142	315	41,740	No Major Variances.
Support Service Charges	(84,401)	(42,198)	(42,198)	0	0	(42,203)	No Major Variances.
	0	6	148	142	315	(463)	
<u>Leisure</u>							
Gross Direct Costs	205,421	102,720	106,250	3,530	0	99,171	£4,729 - Higher salaries and oncosts as a result of no staff turnover and the pay award being higher than budgets.
Gross Direct Income	(700)	(348)		348	0	(700)	No Major Variances.
Support Service Charges	(204,721)	(102,354)	(102,354)	0	0	(102,367)	No Major Variances.
	0	18	3,896	3,878	0	(3,896)	
<u>Housing Strategy</u>							
Gross Direct Costs	408,015	204,018	197,951	(6,067)	17,562	192,502	Supplies and Services/ Contributions.
Capital Charges	742,667	0		0	0	742,667	No Major Variances.
Gross Direct Income	0	0	(1,670)	(1,670)	0	1,670	Final Vat shelter agreement receipts from Victory/Flagship Housing Association.
Support Service Charges	102,296	51,192	51,192	0	0	51,104	No Major Variances.
	1,252,978	255,210	247,473	(7,737)	17,562	987,943	
<u>Health & Communities</u>							
Gross Direct Costs	650,430	172,214	178,293	6,079	0	472,137	(£9,232) - Arts grants. (£10,766) - A new Service Level Agreement is currently being discussed with the Citizens Advice Bureau. £27,568 - Fixed term staff funded by grants. (£9,000) - Grants awarded by the Big Society panel during prior years not yet claimed. The balance consists of minor variances.
Gross Direct Income	(106,675)	(31,998)	(75,458)	(43,460)	0	(31,217)	(£41,670) - Grants for fixed term staff.
Support Service Charges	31,940	15,978	15,978	0	0	15,962	No Major Variances.
	575,695	156,194	118,813	(37,381)	0	456,882	
<u>Coastal Management</u>							
Gross Direct Costs	287,290	128,652	148,027	19,375	4,820	134,443	Staffing costs - to be funded from Reserves and contributions at year end.
Gross Direct Income	0	0	(447)	(447)	0	447	No Major Variances.
Support Service Charges	(287,290)	(143,634)	(143,634)	0	0	(143,656)	No Major Variances.
	0	(14,982)	3,946	18,928	4,820	(8,766)	
Total Community, Econ Dev & Coast	4,682,508	1,468,478	1,930,064	461,586	800,222	1,952,222	

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General Fund

Service Area Summaries P6 2020-21

Customer Services & ICT

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitment s £	Remaining Budget £	Explanation for Major Variances
It - Support Services							
Gross Direct Costs	1,383,452	635,237	716,948	81,711	75,888	590,616	See Note A Below:
Capital Charges	79,420	39,708	39,708	0	0	39,712	No Major Variances.
Gross Direct Income	(410)	(204)	(3,000)	(2,796)	0	2,590	No Major Variances.
Support Service Charges	(1,424,504)	(712,284)	(712,284)	0	1,101	(713,321)	(£3,000) - Grant towards staff training costs
	37,958	(37,543)	41,372	78,915	76,990	(80,404)	

Note A: £13,814 - Higher salaries and oncosts. Fixed term posts funded from the invest to save reserve. £7,381 - Computer Software Licences. This is caused by the removal of the Microsoft Government Framework which delivered significant cost reductions on our Microsoft software. We are attempting to mitigate the impact of this by removing unused software licences and accessing a discount framework available to NCC. Current estimates are that the increase will be around £30,000. £31,793 - Computer maintenance. (£21,739) - Computer Lines / Modems - Delay in delivery of network upgrade - this will be complete by March 2021 £46,578 - Computer Purchases, Hardware - Much of this expenditure is directly in support of providing laptops etc. as a part of the requirement to work at home as a consequence of the Covid 19 Response. The total cost of Covid is £64,063

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Gross Direct Costs	105,898	52,617	48,266	(4,351)	9,078	48,555	(£4,076) - Purchases For Resale - fewer souvenirs bought for resale.
Capital Charges	5,729	2,862	2,862	0	0	2,867	No Major Variances.
Gross Direct Income	(27,000)	(13,506)	(7,708)	5,798	0	(19,292)	£5,812 - Sale of souvenirs.
Support Service Charges	77,020	38,526	38,526	0	0	38,494	No Major Variances.
	161,647	80,499	81,946	1,447	9,078	70,624	

Homelessness

Gross Direct Costs	241,170	120,586	450,615	330,029	172,660	(382,105)	Additional costs associated with providing temporary accommodation, This is offset by additional client receipts and housing benefit subsidy.
Capital Charges	4,856	2,430	2,430	0	0	2,426	No Major Variances.
Gross Direct Income	(522,107)	(398,512)	(751,568)	(353,056)	0	229,461	Additional recoverable costs on temporary accommodation costs.
Support Service Charges	632,340	316,164	316,164	0	0	316,176	No Major Variances.
	356,259	40,668	17,641	(23,027)	172,660	165,959	

Customer Services Housing

Gross Direct Costs	410,872	205,446	238,386	32,940	178	172,308	Contract extensions to temporary staff to be funded from by Homelessness grants earmarked in the Housing reserve.
Gross Direct Income	0	0	0	0	0	0	No Major Variances.
Support Service Charges	(410,872)	(205,434)	(205,704)	(270)	0	(205,168)	No Major Variances.
	0	12	32,682	32,670	178	(32,860)	

Digital Transformation

Gross Direct Costs	290,519	145,266	150,279	5,013	14,630	125,610	£6,512 - Salaries and oncosts are higher than anticipated - no full year effect is expected.
Capital Charges	31,500	15,750	15,750	0	0	15,750	No Major Variances.
Gross Direct Income	0	0	0	0	0	0	No Major Variances.
Support Service Charges	(70,114)	(35,064)	(35,064)	0	0	(35,050)	No Major Variances.
	251,905	125,952	130,965	5,013	14,630	106,310	

Reprographics

Gross Direct Costs	83,047	41,526	32,889	(8,637)	5,827	44,332	(£2,479) - Operating lease costs for printers lower than expected as a result of lower numbers of copies being required. (£4,175) - Paper costs lower because of lower printing requirements. Both due to Covid
Capital Charges	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	(7,500)	(3,750)	(894)	2,856	0	(6,606)	£2,856 - Covid has meant external revenue has fallen due to less activities being allowed to open.
Support Service Charges	(75,547)	(37,770)	(37,770)	0	0	(37,777)	No Major Variances.
	0	6	(5,775)	(5,781)	5,827	(52)	

Customer Services - Corporate

Gross Direct Costs	718,067	348,584	354,074	5,490	14,201	349,792	See Note A Below:
Capital Charges	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	(22,070)	(11,034)	(10,510)	524	0	(11,560)	£4,002 - Postal charges re envelopes, BR postage and surcharges. (£3,886) - Income from service charges.
Support Service Charges	(674,983)	(337,512)	(337,512)	0	0	(337,471)	No Major Variances.
	21,014	38	6,052	6,014	14,201	761	

Note A: £10,332 - Salaries and oncosts higher as a result of no staff turnover, staff regradings and pay award higher than budgeted. This will lead to a full year cost of £38,737. (£2,783) - Postage costs. £7,786 - Personal protective equipment purchased for the Council as a whole due to Covid. (£3,432) - Other professional fees. (£2,549) - Stationery purchases.

Total Customer Services & ICT	828,783	209,632	304,882	95,259	293,562	230,338	
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General Fund

Service Area Summaries P6 2020-21

Environmental Health

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<u>Commercial Services</u>							
Gross Direct Costs	310,188	155,098	137,900	(17,198)	5,161	167,128	Vacant post within the team and lower mileage costs due to Covid.
Gross Direct Income	(11,250)	(5,628)	(1,822)	3,806	0	(9,428)	No income from food hygiene re-rating visits.
Support Service Charges	91,780	45,894	45,894	0	0	45,886	No Major Variances.
	390,718	195,364	181,972	(13,392)	5,161	203,586	
<u>Internal Drainage Board Levies</u>							
Gross Direct Costs	412,188	206,094	203,703	(2,392)	0	208,486	Lower inflation.
Support Service Charges	190	96	96	0	0	94	No Major Variances.
	412,378	206,190	203,799	(2,392)	0	208,580	
<u>Travellers</u>							
Gross Direct Costs	50,320	20,536	19,290	(1,246)	22,227	8,802	No Major Variances.
Gross Direct Income	(4,000)	(2,004)	(630)	1,374	0	(3,370)	No Major Variances.
Support Service Charges	870	432	432	0	0	438	No Major Variances.
	47,190	18,964	19,092	128	22,227	5,870	
<u>Public Protection</u>							
Gross Direct Costs	198,935	92,479	93,255	775	6,615	99,066	No Major Variances.
Gross Direct Income	(197,000)	(98,496)	(48,384)	50,113	0	(148,617)	Lower income received - under review.
Support Service Charges	100,110	50,058	50,058	0	0	50,052	No Major Variances.
	102,045	44,041	94,929	50,888	6,615	501	
<u>Street Signage</u>							
Gross Direct Costs	12,000	3,996	1,980	(2,016)	0	10,020	No Major Variances.
Capital Charges	4,235	2,118	2,118	0	0	2,117	No Major Variances.
Support Service Charges	18,920	9,462	9,462	0	0	9,458	No Major Variances.
	35,155	15,576	13,560	(2,016)	0	21,595	
<u>Environmental Protection</u>							
Gross Direct Costs	687,269	325,514	324,723	(791)	36,611	325,934	No Major Variances.
Capital Charges	8,397	4,200	4,200	0	0	4,197	No Major Variances.
Gross Direct Income	(58,375)	(11,648)	(20,535)	(8,887)	0	(37,840)	Reimbursement of costs relating to emergency measures to a dangerous structure.
Support Service Charges	195,040	97,530	97,530	0	0	97,510	No Major Variances.
	832,331	415,596	405,918	(9,678)	36,611	389,802	
<u>Env Health - Service Mgmt</u>							
Gross Direct Costs	140,332	70,182	85,205	15,023	10,574	44,553	Staffing costs funded from a saving within the Corporate Enforcement team.
Support Service Charges	(140,332)	(70,152)	(70,152)	0	0	(70,180)	No Major Variances.
	0	30	15,053	15,023	10,574	(25,627)	
<u>Combined Enforcement Team</u>							
Gross Direct Costs	159,503	79,758	59,788	(19,970)	2,214	97,501	Vacant post. - used to fund temporary staffing.
Support Service Charges	(159,503)	(79,740)	(79,740)	0	0	(79,763)	No Major Variances.
	0	18	(19,952)	(19,970)	2,214	17,738	
<u>Environmental Contracts</u>							
Gross Direct Costs	282,296	141,158	142,616	1,458	191	139,489	No Major Variances.
Capital Charges	4,521	2,262	2,262	0	0	2,259	No Major Variances.
Support Service Charges	(286,817)	(143,406)	(143,406)	0	0	(143,411)	No Major Variances.
	0	14	1,472	1,458	191	(1,663)	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<u>Waste Collection And Disposal</u>							
Gross Direct Costs	4,138,993	1,810,659	1,718,921	(91,738)	2,171,165	248,908	See Note A below
Capital Charges	48,815	24,408	24,408	0	0	24,407	No Major Variances.
Gross Direct Income	(3,447,361)	(2,317,926)	(2,324,534)	(6,608)	0	(1,122,827)	Additional income from bulky waste collections.
Support Service Charges	450,780	225,414	225,414	0	0	225,366	No Major Variances.
	1,191,227	(257,445)	(355,791)	(98,346)	2,171,165	(624,147)	
Note A: (£58,461) Outstanding accruals from 2019/20 for services provided and no invoices yet received. (£70,297) Waste collection costs lower than budgeted - awaiting invoices from contractor. These savings are offset against contract extension costs of £26,998 to Kier. £8,830 Contract payments for recycling.							
<u>Cleansing</u>							
Gross Direct Costs	690,300	331,484	332,009	525	426,772	(68,482)	No Major Variances.
Capital Charges	18,000	9,000	9,000	0	0	9,000	No Major Variances.
Gross Direct Income	(57,170)	0	(172)	(172)	0	(56,998)	No Major Variances.
Support Service Charges	58,580	29,298	29,298	0	0	29,282	No Major Variances.
	709,710	369,782	370,135	353	426,772	(87,198)	
<u>Environmental Strategy</u>							
Gross Direct Costs	25,000	25,000	(3,979)	(28,979)	0	28,979	No expenditure - Green Build event cancelled due to Covid.
Gross Direct Income	(15,000)	(15,000)	0	15,000	0	(15,000)	No income - Green Build event cancelled due to Covid.
Support Service Charges	19,840	9,918	9,918	0	0	9,922	No Major Variances.
	29,840	19,918	5,939	(13,979)	0	23,901	
<u>Community Safety</u>							
Gross Direct Costs	30,647	15,324	13,081	(2,243)	0	17,566	No Major Variances.
Support Service Charges	250	126	126	0	0	124	No Major Variances.
	30,897	15,450	13,207	(2,243)	0	17,690	
<u>Civil Contingencies</u>							
Gross Direct Costs	87,743	43,878	41,263	(2,615)	785	45,695	No Major Variances.
Support Service Charges	29,340	14,688	14,688	0	0	14,652	No Major Variances.
	117,083	58,566	55,951	(2,615)	785	60,347	
Total Environmental Health	3,898,574	1,102,064	1,005,284	(96,780)	2,682,314	210,976	

General Fund

Service Area Summaries P6 2020-21

Finance & Assets

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Industrial Estates							
Gross Direct Costs	15,517	9,535	6,366	(3,169)	1,075	8,076	Insurance premiums.
Capital Charges	46,240	23,118	23,118	0	0	23,122	No Major Variances.
Gross Direct Income	(134,600)	(67,300)	(59,620)	7,680	0	(74,980)	Debtor provisions brought forward relating to insurance premium recharges - invoices yet to be raised.
Support Service Charges	46,230	23,124	23,124	0	0	23,106	No Major Variances.
	(26,613)	(11,523)	(7,013)	4,510	1,075	(20,675)	
Surveyors Allotments							
Gross Direct Costs	3,000	0	25	25	0	2,975	No Major Variances.
Gross Direct Income	(50)	(24)	(50)	(26)	0	0	No Major Variances.
Support Service Charges	12,070	6,042	6,042	0	0	6,028	No Major Variances.
	15,020	6,018	6,017	(1)	0	9,003	
Handy Man							
Gross Direct Costs	44,065	22,044	27,032	4,988	0	17,033	Consumables - stock for vans.
Gross Direct Income	(54,730)	0	0	0	0	(54,730)	All budgets for the Handyman are to be incorporated within Property Services and process for recharges is to be changed.
Support Service Charges	60,970	30,498	30,498	0	0	30,472	No Major Variances.
	50,305	52,542	57,530	4,988	0	(7,225)	
Parklands							
Gross Direct Costs	34,767	17,408	14,568	(2,840)	2,204	17,995	Lower repair and maintenance costs to date.
Capital Charges	432	216	216	0	0	216	No Major Variances.
Gross Direct Income	(64,055)	(49,055)	(61,086)	(12,031)	0	(2,969)	(£14,500) Sale of pitch.
Support Service Charges	32,560	16,284	16,284	0	0	16,276	No Major Variances.
	3,704	(15,147)	(30,019)	(14,872)	2,204	31,518	
Revenue Services							
Gross Direct Costs	66,225,518	56,572,752	56,570,033	(2,719)	36,385	9,619,100	No Major Variances
Gross Direct Income	(65,944,911)	(65,628,456)	(65,684,748)	(56,292)	0	(260,163)	Repaid Covid Business Support grants.
Support Service Charges	383,980	192,018	192,018	0	0	191,962	No Major Variances.
	664,587	(8,863,686)	(8,922,697)	(59,011)	36,385	9,550,899	
Benefits Subsidy							
Gross Direct Costs	21,979,945	0	463	463	0	21,979,482	No Major Variances.
Gross Direct Income	(21,726,144)	0	(3,964)	(3,964)	0	(21,722,180)	
	253,801	0	(3,501)	(3,501)	0	257,302	
Discretionary Payments							
Support Service Charges	3,820	1,908	1,908	0	0	1,912	No Major Variances.
	3,820	1,908	1,908	0	0	1,912	
Non Distributed Costs							
Gross Direct Costs	0	108,455	116,435	7,980	0	(116,435)	£9,331 - Actuarial strain costs for staff retiring early.
	0	108,455	116,435	7,980	0	(116,435)	
Administration Buildings Svs							
Gross Direct Costs	609,472	293,658	292,038	(1,620)	34,721	282,713	See Note A below:
Capital Charges	75,862	37,932	37,932	0	0	37,930	No Major Variances.
Gross Direct Income	(344,158)	(96,888)	(86,544)	10,344	0	(257,614)	Service charges are lower as fewer tenants.
Support Service Charges	(281,517)	(140,754)	(140,754)	0	0	(140,763)	No Major Variances.
	59,659	93,948	102,672	8,724	34,721	(77,734)	
Note A: £37,804 Higher repair and maintenance costs - Legionella corrective works at various sites, PAT testing and emergency lighting. (£41,871) Lower running costs - outstanding invoices for rent at Kings Arms St. North Walsham; lower gas and electricity costs at Cromer and Fakenham and lower contract cleaning costs at North Walsham and Cromer.							
Property Services							
Gross Direct Costs	622,794	336,766	441,411	104,645	55,736	125,648	See Note A below:
Capital Charges	3,002	1,500	1,500	0	0	1,502	No Major Variances.
Gross Direct Income	(10,000)	0	13,377	13,377	0	(23,377)	Outstanding debtor income from 2019/20.
Support Service Charges	(615,796)	(307,890)	(308,190)	(300)	0	(307,606)	No Major Variances.
	0	30,376	148,098	117,722	55,736	(203,833)	
Note A: (£17,127) Vacant post held in the service offset by costs for advertising and Covid related overtime. £7,872 Works in default to be funded from the Enforcement Board. £114,410 Repair and maintenance and purchase of equipment and consumables relating to Covid and the Return to the High Street Safely Fund (RHSSF).							
Head Of Finance & Assets							
Gross Direct Costs	109,836	54,924	55,653	729	0	54,183	No Major Variances.
Support Service Charges	(109,836)	(54,930)	(54,930)	0	0	(54,906)	No Major Variances.
	0	(6)	723	729	0	(723)	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Corporate Finance							
Gross Direct Costs	446,119	229,190	221,803	(7,387)	21,529	202,787	Staffing due to contract changes
Support Service Charges	(446,119)	(223,056)	(223,056)	0	0	(223,063)	No Major Variances.
	0	6,134	(1,253)	(7,387)	21,529	(20,276)	
Insurance & Risk Management							
Gross Direct Costs	199,704	199,704	201,974	2,270	0	(2,270)	No Major Variances.
Gross Direct Income	(650)	(324)	(185)	139	0	(465)	No Major Variances.
Support Service Charges	(199,054)	(99,552)	(99,552)	0	0	(99,502)	No Major Variances.
	0	99,828	102,237	2,409	0	(102,237)	
Internal Audit							
Gross Direct Costs	75,000	0	1,917	1,917	51,427	21,656	No Major Variances.
Support Service Charges	(75,000)	(37,506)	(37,506)	0	0	(37,494)	No Major Variances.
	0	(37,506)	(35,589)	1,917	51,427	(15,838)	
Playgrounds							
Gross Direct Costs	57,110	19,012	20,485	1,473	19,285	17,339	No Major Variances.
Support Service Charges	37,740	18,876	18,876	0	0	18,864	No Major Variances.
	94,850	37,888	39,361	1,473	19,285	36,203	
Community Centres							
Gross Direct Costs	9,893	4,739	4,408	(331)	80	5,405	No Major Variances.
Support Service Charges	8,650	4,332	4,332	0	0	4,318	No Major Variances.
	18,543	9,071	8,740	(331)	80	9,723	
Public Conveniences							
Gross Direct Costs	586,309	325,115	343,430	18,315	210,447	32,432	See Note A below:
Capital Charges	179,646	89,826	89,826	0	0	89,820	No Major Variances.
Support Service Charges	87,477	43,740	44,424	684	0	43,053	No Major Variances.
	853,432	458,681	477,680	18,999	210,447	165,305	
Note A: £29,250 - Higher repair and maintenance costs associated with Legionella risk assessments and corrective works, emergency lighting and fixed wire testing and repairs. (£18,990) Underspend in running costs for water and electricity offset by higher NNDR costs. £6,564 Higher cleansing contractor costs due to Covid.							
Investment Properties							
Gross Direct Costs	146,039	75,725	81,887	6,162	50,019	14,133	Option appraisals and structural surveys.
Capital Charges	46,674	23,340	23,340	0	0	23,334	No Major Variances.
Gross Direct Income	(210,105)	(121,240)	(106,379)	14,861	0	(103,726)	Outstanding debtor accruals - invoices yet to be raised for recharge of insurance premiums and utility charges.
Support Service Charges	154,140	77,082	77,082	0	0	77,058	No Major Variances.
	136,748	54,907	75,929	21,022	50,019	10,800	
Central Costs							
Gross Direct Costs	91,205	43,103	39,013	(4,090)	6	52,186	(£7,752) - Budget for general events etc. £2,900 - Data protection fee
Support Service Charges	(87,650)	(43,812)	(43,812)	0	0	(43,838)	No Major Variances.
	3,555	(709)	(4,799)	(4,090)	6	8,348	
Corporate & Democratic Core							
Gross Direct Costs	621,069	355,149	385,722	30,573	153,718	81,629	See Note A Below:
Capital Charges	100,000	0	0	0	0	100,000	No Major Variances.
Gross Direct Income	0	0	(500)	(500)	0	500	No Major Variances.
Support Service Charges	1,175,550	587,778	587,778	0	0	587,772	No Major Variances.
	1,896,619	942,927	973,000	30,073	153,718	769,901	
Note A: (£18,238) - Salaries and oncosts lower due to vacancies in Planning, this will be offset by agency costs. (£13,471) - Bank charges. (£3,710) - Treasury consultancy charges. (£9,298) - Other professional fees. £7,413 - Enterprise zone payment. £27,266 - Countywide mailshot - COVID 19. £19,405 - Foodbank and other donations (Covid). £7,623 - Prior years grant audit by external auditors							
Total Finance & Assets	4,028,030	(7,025,894)	(6,894,539)	131,355	636,632	10,285,937	

General Fund

Service Area Summaries P6 2020-21

Legal & Democratic Svs

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<u>Benefits Administration</u>							
Gross Direct Costs	930,319	481,539	511,497	29,958	3,294	415,528	£20,350 overtime, predominantly funded from Covid grant. Turnover savings not made. £7,713 Covid related software costs funded from Covid grant allocation.
Gross Direct Income	(346,963)	(1,770)	(28,139)	(26,369)	0	(318,824)	Miscellaneous Grants from Department for Works and Pensions (DWP).
Support Service Charges	488,240	244,128	244,128	0	0	244,112	No Major Variances.
	1,071,596	723,897	727,486	3,589	3,294	340,816	
<u>Members Services</u>							
Gross Direct Costs	507,462	251,770	229,738	(22,032)	3,981	273,743	See Note A below.
Gross Direct Income	(400)	(198)	0	198	0	(400)	No Major Variances.
Support Service Charges	58,410	29,220	29,220	0	0	29,190	No Major Variances.
	565,472	280,792	258,958	(21,834)	3,981	302,533	
Note A: (£4,808) - General Training (Members) - This budget is underspent this year due to the pandemic. Training was put on hold initially and is now restarting on a remote basis. (£6,459) - Travelling allowances - general - Members are not travelling to the office to attend meetings currently so are not claiming travel expenses at the usual level. (£7,134) - Chairman's' Civic Expenditure. (£2,080) - Telephone reimbursements. £2,794 - Members Allowances - due to a change in the SRA payments to the Chair of Standards and the Leader of the Opposition – following the recommendations of the Independent Remuneration Panel (approved by Council in Feb 2020). All of this will lead to a full year saving of £16,000.							
<u>Legal Services</u>							
Gross Direct Costs	646,462	325,281	336,297	11,016	6,173	303,991	£9,970 - Salaries and oncosts. (£4,087) - Client disbursements. £3,500 - Purchase of legal books. Any overspend will be funded from the legal reserve.
Gross Direct Income	(329,946)	(77,568)	(65,868)	11,700	0	(264,078)	£14,537 - Income from legal fees. No variance is anticipated because any balance will be transferred to the Legal reserve. (£2,842) - Other recoverable charges.
Support Service Charges	(316,516)	(158,274)	(158,274)	0	0	(158,242)	No Major Variances.
	0	89,439	112,156	22,717	6,173	(118,329)	
Total Legal & Democratic Svs	1,637,068	1,094,128	1,098,600	4,472	13,449	525,020	

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General Fund

Service Area Summaries P6 2020-21

Planning

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Development Management							
Gross Direct Costs	1,060,192	543,888	547,095	3,207	83,085	430,012	No Major Variances.
Capital Charges	36,000	18,000	18,000	0	0	18,000	No Major Variances.
Gross Direct Income	(801,700)	(400,854)	(304,670)	96,184	0	(497,030)	Planning fee income - see Covid fee update
Support Service Charges	598,290	299,160	299,160	0	0	299,130	No Major Variances.
	892,782	460,194	559,586	99,391	83,085	250,112	
Planning Policy							
Gross Direct Costs	669,343	293,021	219,993	(73,028)	8,997	440,353	(£24,030) Vacant post. (£47,446) Local Plan Profiled Expenditure.
Gross Direct Income	0	0	(125)	(125)	0	125	No Major Variances.
Support Service Charges	93,076	46,560	46,560	0	0	46,516	No Major Variances.
	762,419	339,581	266,428	(73,153)	8,997	486,994	
Conservation, Design & Landscaping							
Gross Direct Costs	159,938	78,003	61,986	(16,017)	41,135	56,817	(£14,750) Accrued Contributions in dispute not yet paid.
Support Service Charges	76,830	38,424	38,424	0	0	38,406	No Major Variances.
	236,768	116,427	100,410	(16,017)	41,135	95,223	
Major Developments							
Gross Direct Costs	259,617	140,489	165,364	24,875	50,261	43,992	£7,893 New appointment advertising. Costs associated with Planning appeals.
Gross Direct Income	0	0	(4,980)	(4,980)	0	4,980	Costs awarded to Council following planning appeal.
Support Service Charges	78,760	39,378	39,378	0	0	39,382	No Major Variances.
	338,377	179,867	199,762	19,895	50,261	88,354	
Building Control							
Gross Direct Costs	451,956	225,996	216,482	(9,515)	5,212	230,262	(£7,582) Staffing. (£4,860) Transport costs due to lockdown restrictions.
Gross Direct Income	(390,000)	(194,994)	(175,141)	19,854	0	(214,860)	Building control fees - see Covid fee update.
Support Service Charges	124,740	62,388	62,388	0	0	62,352	No Major Variances.
	186,696	93,390	103,729	10,339	5,212	77,755	
Head Of Planning							
Gross Direct Costs	132,755	64,686	53,430	(11,256)	17,121	62,203	(£4,998) Generic training. (£3,456) Supplies and Services.
Support Service Charges	(132,755)	(66,372)	(66,372)	0	0	(66,383)	No Major Variances.
	0	(1,686)	(12,942)	(11,256)	17,121	(4,180)	
Property Information							
Gross Direct Costs	184,959	79,983	77,650	(2,333)	60,628	46,681	No Major Variances.
Gross Direct Income	(182,190)	(91,098)	(104,407)	(13,309)	0	(77,783)	Land charge fee income. Current effect predicted as a result of Covid.
Support Service Charges	50,280	25,158	25,158	0	0	25,122	No Major Variances.
	53,049	14,043	(1,598)	(15,641)	60,628	(5,980)	
Total Planning	2,470,091	1,201,816	1,215,375	13,558	266,439	988,277	

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General Fund Summary P6 2020/21
Service Area Summaries

Clf / Corporate

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Human Resources & Payroll	0	0	13,539	13,539	6,245	(19,784)
Registration Services	314,973	153,260	230,510	77,250	19	84,444
Corporate Leadership Team	0	24	(66,338)	(66,362)	2,989	63,350
Communications	(37,958)	(18,947)	(37,921)	(18,974)	2,289	(2,325)
Total Clf / Corporate	277,015	134,337	139,789	5,452	11,542	125,685

Community, Econ Dev & Coast

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Health	0	0	(253)	(253)	0	253
Car Parking	(1,659,069)	(1,184,411)	(752,373)	432,038	292,920	(1,199,616)
Markets	15,654	(8,242)	6,620	14,862	1,993	7,041
Parks & Open Spaces	404,048	207,030	195,126	(11,904)	151,380	57,542
Foreshore	231,205	83,121	73,878	(9,243)	1,225	156,102
Leisure Complexes	931,485	544,547	640,584	96,037	34,168	256,732
Other Sports	168,050	93,253	58,988	(34,265)	4,299	104,763
Recreation Grounds	18,659	9,342	8,305	(1,037)	8,697	1,657
Pier Pavilion	22,940	1,480	22,437	20,957	401	101
Foreshore (Community)	485,655	188,908	147,123	(41,785)	196,857	141,674
Woodlands Management	313,351	157,192	169,237	12,045	7,816	136,298
Cromer Pier	155,202	121,136	117,771	(3,366)	1,133	36,298
Economic Growth	481,521	241,666	232,507	(9,159)	59,819	189,195
Tourism	62,788	31,410	41,563	10,153	0	21,225
Coast Management	1,222,346	585,564	584,604	(960)	16,818	620,924
Business Growth Staffing	0	36	9,669	9,633	0	(9,669)
Economic & Comm Dev Mgt	0	6	148	142	315	(463)
Leisure	0	18	3,896	3,878	0	(3,896)
Housing Strategy	1,252,978	255,210	247,473	(7,737)	17,562	987,943
Health & Communities	575,695	156,194	118,813	(37,381)	0	456,882
Coastal Management	0	(14,982)	3,946	18,928	4,820	(8,766)
Total Community, Econ Dev & Coast	4,682,508	1,468,478	1,930,064	461,586	800,222	1,952,222

Customer Services & Ict

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
It - Support Services	37,958	(37,543)	41,372	78,915	76,990	(80,404)
Tic'S	161,647	80,499	81,946	1,447	9,078	70,624
Homelessness	356,259	40,668	17,641	(23,027)	172,660	165,959
Customer Services Housing	0	12	32,682	32,670	178	(32,860)
Digital Transformation	251,905	125,952	130,965	5,013	14,630	106,310
Reprographics	0	6	(5,775)	(5,781)	5,827	(52)
Customer Services - Corporate	21,014	38	6,052	6,014	14,201	761
Total Customer Services & Ict	828,783	209,632	304,882	95,250	293,562	230,338

Environmental Health

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Commercial Services	390,718	195,364	181,972	(13,392)	5,161	203,586
Internal Drainage Board Levies	412,378	206,190	203,799	(2,392)	0	208,580
Travellers	47,190	18,964	19,092	128	22,227	5,870
Public Protection	102,045	44,041	94,929	50,888	6,615	501
Street Signage	35,155	15,576	13,560	(2,016)	0	21,595
Environmental Protection	832,331	415,596	405,918	(9,678)	36,611	389,802
Env Health - Service Mgmt	0	30	15,053	15,023	10,574	(25,627)
Combined Enforcement Team	0	18	(19,952)	(19,970)	2,214	17,738
Environmental Contracts	0	14	1,472	1,458	191	(1,663)
Waste Collection And Disposal	1,191,227	(257,445)	(355,791)	(98,346)	2,171,165	(624,147)
Cleansing	709,710	369,782	370,135	353	426,772	(87,198)
Environmental Strategy	29,840	19,918	5,939	(13,979)	0	23,901
Community Safety	30,897	15,450	13,207	(2,243)	0	17,690
Civil Contingencies	117,083	58,566	55,951	(2,615)	785	60,347
Total Environmental Health	3,898,574	1,102,064	1,005,284	(96,780)	2,682,314	210,976

Finance & Assets

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Industrial Estates	(26,613)	(11,523)	(7,013)	4,510	1,075	(20,675)
Surveyors Allotments	15,020	6,018	6,017	(1)	0	9,003
Handy Man	50,305	52,542	57,530	4,988	0	(7,225)
Parklands	3,704	(15,147)	(30,019)	(14,872)	2,204	31,518
Revenue Services	664,587	(8,863,686)	(8,922,697)	(59,011)	36,385	9,550,899
Benefits Subsidy	253,801	0	(3,501)	(3,501)	0	257,302
Discretionary Payments	3,820	1,908	1,908	0	0	1,912
Non Distributed Costs	0	108,455	116,435	7,980	0	(116,435)
Administration Buildings Svs	59,659	93,948	102,672	8,724	34,721	(77,734)
Property Services	0	30,376	148,098	117,722	55,736	(203,833)
Head Of Finance & Assets	0	(6)	723	729	0	(723)
Corporate Finance	0	6,134	(1,253)	(7,387)	21,529	(20,276)
Insurance & Risk Management	0	99,828	102,237	2,409	0	(102,237)
Internal Audit	0	(37,506)	(35,589)	1,917	51,427	(15,838)
Playgrounds	94,850	37,888	39,361	1,473	19,285	36,203
Community Centres	18,543	9,071	8,740	(331)	80	9,723
Public Conveniences	853,432	458,681	477,680	18,999	210,447	165,305
Investment Properties	136,748	54,907	75,929	21,022	50,019	10,800
Central Costs	3,555	(709)	(4,799)	(4,090)	6	8,348
Corporate & Democratic Core	1,896,619	942,927	973,000	30,073	153,718	769,901
Total Finance & Assets	4,028,030	(7,025,894)	(6,894,539)	131,355	636,632	10,285,937

Legal & Democratic Svs

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Benefits Administration	1,071,596	723,897	727,486	3,589	3,294	340,816
Members Services	565,472	280,792	258,958	(21,834)	3,981	302,533
Legal Services	0	89,439	112,156	22,717	6,173	(118,329)
Total Legal & Democratic Svs	1,637,068	1,094,128	1,098,600	4,472	13,449	525,020

Planning

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Development Management	892,782	460,194	559,586	99,391	83,085	250,112
Planning Policy	762,419	339,581	266,428	(73,153)	8,997	486,994
Conservation, Design & Landscap	236,768	116,427	100,410	(16,017)	41,135	95,223
Major Developments	338,377	179,867	199,762	19,895	50,261	88,354
Building Control	186,696	93,390	103,729	10,339	5,212	77,755
Head Of Planning	0	(1,686)	(12,942)	(11,256)	17,121	(4,180)
Property Information	53,049	14,043	(1,598)	(15,641)	60,628	(5,980)
Total Planning	2,470,091	1,201,816	1,215,375	13,558	266,439	988,277

Total General Fund

17,822,069	(1,815,438)	(1,200,545)	614,893	4,704,160	14,318,454
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<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/20 Expenditure	Updated Budget 2020/21	Current Expenditure 2020/21	Updated Budget 2021/22	Updated Budget 2022/23	Updated Budget 2023/24
	£			£	£	£	£
Boosting Business Sustainability and Growth							
Rocket House	77,084	37,465	0	0	39,619	0	0
Local Property Investment Fund	1,000,000	524	999,476	0	0	0	0
Property Investment Company	2,000,000	0	2,000,000	0	0	0	0
Purchase of New Car Park Vehicles	60,000	45,000	15,000	0	0	0	0
Deep History Coast	869,777	854,777	15,000	2,539	0	0	0
Fair Meadow House Improvements	50,000	16,650	33,350	0	0	0	0
Fair Meadow House Annexe	55,000	0	55,000	0	0	0	0
Collectors Cabin	25,000	933	24,067	0	0	0	0
Cornish Way	170,000	2,426	30,000	0	137,574	0	0
Fakenham Connect	100,000	332	99,668	0	0	0	0
Bacton Car Park	60,000	592	59,408	45,464	0	0	0
North Walsham Heritage Action Zone	3,120,000	175	471,325	0	1,477,750	863,500	307,250
Public Convenience Improvements	600,000	197,577	402,423	0	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	0	0	55,000	0	0
Purchase of Property Services Vehicles	17,744	0	0	17,744	0	0	0
	8,259,605	1,156,449	4,204,718	65,748	1,709,943	863,500	307,250
Local Homes for Local Need							
Disabled Facilities Grants	Annual programme	Annual programme	992,094	189,255	1,000,000	1,000,000	0
Parkland Improvements	100,000	13,124	86,876	0	0	0	0
Compulsory Purchase of Long Term Empty Properties	675,500	490,677	184,823	0	0	0	0
Shannocks Hotel	477,887	53,152	424,735	0	0	0	0
Laundry Loke - Victory Housing	100,000	0	100,000	0	0	0	0
Community Housing Fund	2,198,261	574,384	569,543	0	527,167	527,167	0
Provision of Temporary Accommodation	610,000	173,613	436,387	232,688	0	0	0
Fakenham Extra Care	215,500	171,024	44,476	0	0	0	0
	4,377,148	1,475,974	2,838,933	421,943	1,527,167	1,527,167	0
Climate, Coast and the Environment							
Gypsy and Traveller Short Stay Stopping Facilities	1,417,533	1,388,576	28,957	0	0	0	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,370,732	7,817	0	0	0	0
Cromer West Prom Chalets	62,000	655	61,345	0	0	0	0
Cromer Coast Protection Scheme	8,822,001	5,305,817	30,000	428	1,743,092	1,743,092	0
Coastal Erosion Assistance	90,000	41,203	48,797	0	0	0	0
Coastal Adaptations	247,493	0	247,493	0	0	0	0
Mundesley - Refurbishment of Coastal Defences	3,221,000	52,550	50,000	6,764	1,572,607	1,545,843	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,315,883	1,215,883	100,000	167,610	0	0	0
Sea Palling Ramp	10,000	349	9,651	0	0	0	0
Bacton and Walcott Coastal Management Scheme	21,784,866	21,376,122	408,744	83,089	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	0	45,500	0	0	0	0
	38,394,826	30,751,887	1,038,304	257,891	3,315,699	3,288,935	0
Quality of Life							
Holt Country Park Play Area	52,000	47,454	4,546	4,944	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	62,500	0	0	0	0
Splash Gym Equipment	1,013,000	376,698	636,302	133,768	0	0	0
North Walsham Artificial Grass Pitch	860,000	11,132	848,868	0	0	0	0
Splash Leisure Centre Reprovision	12,697,000	2,829,974	8,237,551	1,635,487	1,629,475	0	0
	14,712,001	3,265,291	9,789,768	1,774,199	1,656,942	0	0
Customer Focus and Financial Sustainability							
Administrative Buildings	1,565,678	1,515,678	50,000	107,050	0	0	0
Council Chamber and Committee Room Improvements	89,000	80,588	8,412	598	0	0	0
Environmental Health IT System Procurement	150,090	132,119	17,971	0	0	0	0

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/20 Expenditure	Updated Budget 2020/21	Current Expenditure 2020/21	Updated Budget 2021/22	Updated Budget 2022/23	Updated Budget 2023/24
	£			£	£	£	£
Purchase of Bins	646,895	406,895	80,000	51,729	80,000	80,000	0
User IT Hardware Refresh	275,000	106,622	58,378	0	55,000	55,000	0
Storage Hardware	60,000	42,433	17,567	0	0	0	0
Members IT	65,000	41,457	23,543	0	0	0	0
Back Scanning of Files	200,000	166,790	33,210	35,798	0	0	0
Electric Vehicle Charging Points	248,600	119,424	129,176	33,718	0	0	0
Waste vehicles	4,500,000	0	4,500,000	67,964	0	0	0
Housing Options System	20,000	650	19,350	0	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	0	0	0
Cromer Office LED Lighting	60,000	0	0	0	60,000	0	0
Fire Wall Replacements	36,000	0	36,000	32,488	0	0	0
HR Information System - Implementation	0	0	0	0	0	0	0
Refurbishment of IT Training Room	15,000	0	15,000	0	0	0	0
Revenue & Benefits IT System Licences	101,000	0	101,000	0	0	0	0
Revenues & Benefits Civica (Open Revenues) System	0	0	0	0	0	0	0
Citizen App	45,000	0	45,000	25,500	0	0	0
Concerto Asset Management System	25,000	0	25,000	0	0	0	0
	8,116,264	2,612,656	5,173,608	354,847	195,000	135,000	0
TOTAL EXPENDITURE	73,859,842	39,262,258	23,045,331	2,874,627	8,404,751	5,814,602	307,250
<u>Capital Programme Financing</u>							
Grants			2,533,592	272,772	5,096,449	4,762,435	209,750
Asset Management Reserve			184,668	16,056	137,574	0	0
Revenue Contribution to Capital (RCCO)			0	17,744	0	0	0
Capital Project Reserve			1,198,857	331,385	0	0	0
Other Reserves			4,016,442	25,500	527,167	527,167	0
Capital Receipts			3,374,220	507,720	1,014,086	525,000	97,500
Internal / External Borrowing			11,737,551	1,703,451	1,629,475	0	0
TOTAL FINANCING			23,045,331	2,874,627	8,404,751	5,814,602	307,250

Reserves Statement 2020-21 Monitoring

Appendix D

Reserve	Purpose and Use of Reserve	Balance 01/04/20 £	Updated Budgeted Movement 2020/21 £	Committed but not allocated to Budgets £	Total Movement 2020/21 £	Balance 01/04/21 £	Budgeted Movement 2021/22 £	Balance 01/04/22 £	Budgeted Movement 2022/23 £	Balance 01/04/23 £	Budgeted Movement 2023/24 £	Balance 01/04/24 £
General Fund - General Reserve	A working balance and contingency, current recommended balance is £1.9 million.	2,404,127	(116,528)	(9,000)	(125,528)	2,278,599	(69,109)	2,209,490	(50,000)	2,159,490	(50,000)	2,109,490
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	1,303,796	(1,198,857)		(1,198,857)	104,939	0	104,939	0	104,939	0	104,939
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	954,190	(52,000)		(52,000)	902,190	(5,000)	897,190	(15,000)	882,190	(5,000)	877,190
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	897,959	(284,800)		(284,800)	613,159	0	613,159	0	613,159	0	613,159
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	212,481	(44,441)		(44,441)	168,040	(44,441)	123,599	(44,441)	79,158	(44,441)	34,717
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	2,074,708	(166,126)		(166,126)	1,908,582	(18,000)	1,890,582	(18,000)	1,872,582	(18,000)	1,854,582
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	238,293	(37,958)		(37,958)	200,335	0	200,335	0	200,335	0	200,335
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. Funded by a proportion of NCC element of second homes council tax. Earmarked in prior years.	1,000,996	(275,000)	(50,000)	(325,000)	675,996	(242,000)	433,996	(242,000)	191,996	0	191,996
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	0	2,355,706	(480,000)	1,875,706	1,875,706	0	1,875,706	0	1,875,706	0	1,875,706
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets along with funding earmarked for Learning for Everyone.	165,621	(10,000)		(10,000)	155,621	0	155,621	0	155,621	0	155,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	3,000	40,000		40,000	43,000	40,000	83,000	40,000	123,000	(120,000)	3,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	112,973	0	(7,872)	(7,872)	105,101	0	105,101	0	105,101	0	105,101
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	336,065	(150,000)		(150,000)	186,065	0	186,065	0	186,065	0	186,065
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	0	150,000		150,000	150,000	0	150,000	0	150,000	0	150,000

Reserve	Purpose and Use of Reserve	Balance 01/04/20 £	Updated Budgeted Movement 2020/21 £	Committed but not allocated to Budgets £	Total Movement 2020/21 £	Balance 01/04/21 £	Budgeted Movement 2021/22 £	Balance 01/04/22 £	Budgeted Movement 2022/23 £	Balance 01/04/23 £	Budgeted Movement 2023/24 £	Balance 01/04/24 £
Grants	Revenue Grants received and due to timing issues not used in the year.	609,038	(81,586)	(15,359)	(96,945)	512,093	(14,655)	497,438	(14,655)	482,783	(14,655)	468,128
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,528,543	(530,961)		(530,961)	1,997,582	(611,672)	1,385,910	(548,293)	837,617	0	837,617
Land Charges	To mitigate the impact of potential income reductions.	308,526	0		0	308,526	0	308,526	0	308,526	0	308,526
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	196,119	(25,426)		(25,426)	170,693	(16,964)	153,729	0	153,729	0	153,729
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	292,207	(225,460)		(225,460)	66,747	0	66,747	0	66,747	0	66,747
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	269,041	(97,885)	(35,000)	(132,885)	136,156	(23,083)	113,073	(18,629)	94,444	0	94,444
Floodfinder	To help Coastal Communities adapt to coastal changes.	128,053	(20,500)		(20,500)	107,553	(20,500)	87,053	(3,417)	83,636	0	83,636
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	159,684	20,000		20,000	179,684	50,000	229,684	50,000	279,684	50,000	329,684
Property Investment Fund	To provide funding for the acquisition and development of new land and property assets	999,476	(999,476)		(999,476)	0	0	0	0	0	0	0
Property Company	To fund potetial housing development and property related schemes	2,000,000	(2,000,000)		(2,000,000)	0	0	0	0	0	0	0
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	1,669,383	(860,516)	(35,490)	(896,006)	773,377	(240,000)	533,377	(100,000)	433,377	0	433,377
Sports Hall Equipment & Sports Facilities	To support renewals for sports hall equipment. Amount transferred in the year represents over or under achievement of income target.	2,640	0		0	2,640	0	2,640	0	2,640	0	2,640
Total Reserves		18,866,917	(4,611,814)	(632,721)	(5,244,535)	13,622,382	(1,215,424)	12,406,958	(964,435)	11,442,523	(202,096)	11,240,427

**Reserve allocation Breakdowns 2020/21
to 2023/2024**

Reserve - Use of Reserve	Allocated to 2020/21 Budgets £	Committed not yet allocated to Services 2020/21 £	Total 2020/21 £	Forecast 2021/22 £	Forecast 2022/23 £	Forecast 2023/24 £
General Reserve						
Conservation Area Appraisals	50,000		50,000	50,000	50,000	50,000
Mamouth Marathon	20,665		20,665			
Economic Growth Staffing	45,863		45,863	19,109		
Beach Wheelchairs		9,000	9,000			
	116,528	9,000	125,528	69,109	50,000	50,000
Capital Projects Reserve						
Capital Programme Financing	1,198,857	0	1,198,857	0	0	0
Asset Management						
Asset Valuation Programme	27,000	0	27,000	5,000	15,000	5,000
Capital Programme Financing	25,000		25,000	0	0	0
	52,000	0	52,000	5,000	15,000	5,000
Benefits						
2017/18 Subsidy clawback	253,801		253,801	0	0	0
Computer system Enhancements	30,999		30,999	0	0	0
	284,800	0	284,800	0	0	0
Building Control						
Staffing	44,441	0	44,441	44,441	44,441	44,441
Business Rates						
LEP Enterprise Zone Contribution	139,058		139,058	0	0	0
Revenue Staffing	9,068		9,068	0	0	0
LEP Enterprise Zone Contribution	18,000		18,000	18,000	18,000	18,000
	166,126	0	166,126	18,000	18,000	18,000
Coast Protection						
Staffing	37,958	0	37,958	0	0	0
Communities						
Big Society Grants	225,000		225,000	225,000	225,000	0
Transport Grants	17,000		17,000	17,000	17,000	0
Additional Transport Grants	33,000		33,000	0	0	0
North Norfolk Sustainable Communities		50,000	50,000	0	0	0
	275,000	50,000	325,000	242,000	242,000	0
Delivery Plan						
Contribution re 2020/21 budgeted surplus FC Feb 2020	(2,355,706)		(2,355,706)	0	0	0
Response to Recovery - Norfolk Strategic Fund		150,000	150,000	0	0	0
Tree Planting project		330,000	330,000	0	0	0
	(2,355,706)	480,000	(1,875,706)	0	0	0
Economic Development and Regeneration						
Museum contribution	10,000	0	10,000	0	0	0
Election Reserve						
Contribution to reserve	(40,000)		(40,000)	(40,000)	(40,000)	(40,000)
Election to be carried out	0		0	0	0	160,000
	(40,000)	0	(40,000)	(40,000)	(40,000)	120,000
Enforcement						
Enforcement costs on works on default	0	7,872	7,872	0	0	0
Environment Health						
Creation of new Environment Reserve as per FC Feb 20	150,000	0	150,000	0	0	0

**Reserve allocation Breakdowns 2020/21
to 2023/2024**

<i>Reserve - Use of Reserve</i>	<i>Allocated to 2020/21 Budgets £</i>	<i>Committed not yet allocated to Services 2020/21 £</i>	<i>Total 2020/21 £</i>	<i>Forecast 2021/22 £</i>	<i>Forecast 2022/23 £</i>	<i>Forecast 2023/24 £</i>
Environment						
Transfer from Enbvironmental Health - as per FC Feb 20	(150,000)	0	(150,000)	0	0	0
Grants						
Planning Policy Staffing	14,655		14,655	14,655	14,655	14,655
Revenues Staffing	42,411		42,411	0	0	0
Friends of North Lodge Park - Grant Roll forward 2019/20	24,500		24,500	0	0	0
New burdens funding to be allocated to Open Spaces expenditure	0	15,359	15,359	0	0	0
	81,566	15,359	96,925	14,655	14,655	14,655
Housing						
Community Housing Fund Staffing	48,666		48,666	0	0	0
Health and Wellbeing staffing funded from HIA balances	40,081		40,081	11,684	0	0
Housing options staffing from Homelessness prevention grants	96,176		96,176	72,821	21,126	0
Bal of Social Prescribing Money to fund posts	31,247		31,247	0	0	0
Community Housing Fund - Capital Financing Allocation	569,543		569,543	527,167	527,167	0
Homelessness Grants not allocated to revenue in year	(254,752)		(254,752)	0	0	0
	530,961	0	530,961	611,672	548,293	0
Legal						
Staffing	25,446	0	25,446	16,964	0	0
New Homes Bonus						
Local Plan	214,687		214,687	0	0	0
Statagic Housing - Viability Studies	10,773		10,773	0	0	0
	225,460	0	225,460	0	0	0
Organisational Development						
Apprentice funding	97,885	35,000	132,885	23,083	18,629	0
Pathfinder						
Coast protection staffing	20,500	0	20,500	20,500	3,417	
Planning						
Contribution to Reserve - re future Local Plan Expenditure	(50,000)		(50,000)	(50,000)	(50,000)	(50,000)
Costs awarded against the Council Plannign appeal	30,000		30,000	0	0	0
	(20,000)	0	(20,000)	(50,000)	(50,000)	(50,000)
Property Investment Fund						
Capital Programme Financing	999,476	0	999,476	0	0	0
Property Company						
Capital Programme Financing	2,000,000	0	2,000,000	0	0	0
Restructuring and Invest to Save						
ICT staffing	3,691	35,490	39,181	0	0	0
Capital Programme Financing - Public Conveniences	402,423		402,423	0	0	0
DT programme (to be adjusted)	325,000		325,000	240,000	100,000	0
Postal and Scanning Staffing	21,014		21,014	0	0	0
Planning Uniform project temporary staffing	18,984		18,984	0	0	0
Planning Agency officer - Uniform project resources	44,404		44,404	0	0	0
Capital Programme Financing - Citizen App	45,000		45,000			
	860,516	35,490	896,006	240,000	100,000	0
Total Movement	4,611,814	632,721	5,244,535	1,215,424	964,435	202,096

North Norfolk District Council Treasury Management Half Yearly Report 2020/21

Introduction

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

The Authority's treasury management strategy for 2020/21 was approved at a meeting on 26th February 2020. The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 26th February 2020.

External Context

Economic background: The spread of the coronavirus pandemic dominated during the period as countries around the world tried to manage the delicate balancing act of containing transmission of the virus while easing lockdown measures and getting their populations and economies working again. After a relatively quiet few months of Brexit news it was back in the headlines towards the end of the period as agreement between the UK and EU on a trade deal was looking difficult and the government came under fire, both at home and abroad, as it tried to pass the Internal Market Bill which could override the agreed Brexit deal, potentially breaking international law.

The Bank of England (BoE) maintained Bank Rate at 0.1% and its Quantitative Easing programme at £745 billion. The potential use of negative interest rates was not ruled in or out by BoE policymakers, but then a comment in the September Monetary Policy Committee meeting minutes that the central bank was having a harder look at its potential impact than was previously suggested took financial markets by surprise.

Government initiatives continued to support the economy, with the furlough (Coronavirus Job Retention) scheme keeping almost 10 million workers in jobs, grants and loans to businesses and 100 million discounted meals being claimed during the 'Eat Out to Help Out' (EOHO) offer.

GDP growth contracted by a massive 19.8% (revised from first estimate -20.4%) in Q2 2020 (Apr-Jun) according to the Office for National Statistics, pushing the annual growth rate down to -21.5% (first estimate -21.7%). Construction output fell by 35% over the quarter, services output by almost 20% and production by 16%. Recent monthly estimates of GDP have shown growth recovering, with the latest rise of almost 7% in July, but even with the two previous monthly gains this still only makes up half of the lost output.

The headline rate of UK Consumer Price Inflation (CPI) fell to 0.2% year/year in August,

further below the Bank of England's 2% target, with the largest downward contribution coming from restaurants and hotels influenced by the EHO scheme. The Office for National Statistics' preferred measure of CPIH which includes owner-occupied housing was 0.5% y/y.

In the three months to July, labour market data showed the unemployment rate increased from 3.9% to 4.1% while wages fell 1% for total pay in nominal terms (0.2% regular pay) and was down 1.8% in real terms (-0.7% regular pay). Despite only a modest rise in unemployment over the period, the rate is expected to pick up sharply in the coming months as the furlough scheme ends in October. On the back of this, the BoE has forecast unemployment could hit a peak of between 8% and 9%.

The US economy contracted at an annualised rate of 31.7% in Q2 2020 (Apr-Jun). The Federal Reserve maintained the Fed Funds rate at between 0% and 0.25% but announced a change to its inflation targeting regime. The move is to a more flexible form of average targeting which will allow the central bank to maintain interest rates at low levels for an extended period to support the economy even when inflation is 'moderately' above the 2% average target, particularly given it has been below target for most of the last decade.

The European Central Bank maintained its base rate at 0% and deposit rate at -0.5%.

Financial markets: Equity markets continued their recovery, with the Dow Jones climbing to not far off its pre-crisis peak, albeit that performance being driven by a handful of technology stocks including Apple and Microsoft, with the former up 75% in 2020. The FTSE 100 and 250 have made up around half of their losses at the height of the pandemic in March. Central bank and government stimulus packages continue to support asset prices, but volatility remains.

Ultra-low interest rates and the flight to quality continued, keeping gilts yields low but volatile over the period with the yield on some short-dated UK government bonds remaining negative. The 5-year UK benchmark gilt yield started and ended the June–September period at -0.06% (with much volatility in between). The 10-year gilt yield also bounced around, starting at 0.21% and ending at 0.23% over the same period, while the 20-year rose from 0.56% to 0.74%. 1-month, 3-month and 12-month bid rates averaged 0.02%, 0.06% and 0.23% respectively over the period.

At the end of September, the yield on 2-year US treasuries was around 0.13% while that on 10-year treasuries was 0.69%. German bund yields remain negative across most maturities.

Credit review: Credit default swap spreads eased over most of the period but then started to tick up again through September. In the UK, the spreads between ringfenced and non-ringfenced entities remains, except for retail bank Santander UK whose CDS spread remained elevated and the highest of those we monitor at 85bps while Standard Chartered was the lowest at 41bps. The ringfenced banks are currently trading between 45 and 50bps.

After a busy second quarter of the calendar year, the subsequent period has been relatively quiet for credit changes for the names on our counterparty list. Fitch assigned a AA- deposit rating to Netherlands lender Rabobank with a negative outlook and prior to that, while not related to our counterparty list but quite significant, revised the outlook on the US economy to Negative from Stable while also affirming its AAA rating.

There continues to remain much uncertainty around the extent of the losses banks and building societies will suffer due to the impact from the coronavirus pandemic and for the UK

institutions on our list there is the added complication of the end of the Brexit transition period on 31st December and what a trade deal may or may not look like. The institutions on Arlingclose's counterparty list and recommended duration remain under constant review, but at the end of the period no changes had been made to the names on the list or the recommended maximum duration of 35 days.

Local Context

On 31st March 2020, the Authority had net investments of £33.265m arising from its revenue and capital income and expenditure. The treasury management position on 30th September 2020 and the change over the six months is shown in Table 1 below.

Table 1: Treasury Management Summary

	31.3.20 Balance £m	Movement £m	30.9.20 Balance £m
Long-term borrowing	0.000	0.000	0.000
Short-term borrowing	5.000	(5.000)	0.000
Total borrowing	5.000	(5.000)	0.000
Long-term investments	32.000	0.000	32.000
Short-term investments	6.265	2.805	9.070
Total investments	38.265	2.805	41.070
Net investments	33.265	7.805	41.070

Borrowing Strategy during the period

At 30th September 2020 the Authority held no long-term loans, (same position as at 31st March 2020), as part of its strategy for funding previous and current years' capital programmes. Some external borrowing is assumed in the current estimates of future year's capital funding, but has not yet been taken out.

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

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

Other Debt Activity

Although not classed as borrowing, the Authority can raise capital finance via Private Finance Initiatives and finance leases, etc. The Authority has not done this in the period to 30th September 2020.

Treasury Investment Activity

On 1st April 2020 the Authority received central government funding to support small and medium businesses during the coronavirus pandemic through grant schemes. This was received, temporarily invested in short-dated, liquid instruments such as the DMADF and Money Market Funds. An amount remains to be passed back to Central Government once the reconciliation exercise is complete.

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Authority's investment balances ranged between £107.155 and £41.070 million due to timing differences between income and expenditure. The investment position is shown in table 2 below.

Table 2: Treasury Investment Position

	31.3.20 Balance £m	Net Movement £m	30.9.20 Balance £m	30.9.20 Rate of Return %
Banks & building societies (unsecured)	0.000	0.000	0.000	N/A
Covered bonds (secured)	0.000	0.000	0.000	N/A
Government (incl. local authorities)	0.000	0.000	0.000	N/A
Money Market Funds	6.265	2.805	9.070	0.16%
<i>Cash plus funds</i>	3.000	0.000	3.000	0.86%
<i>Short-dated bond funds</i>	3.000	0.000	3.000	0.63%
<i>Strategic bond funds</i>	5.000	0.000	5.000	3.01%
<i>Equity income funds</i>	8.000	0.000	8.000	4.14%
<i>Property funds</i>	5.000	0.000	5.000	7.89%
<i>Multi asset income funds</i>	8.000	0.000	8.000	4.21%
Total investments	38.265	2.805	41.070	

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Continued downward pressure on short-dated cash rate brought net returns on sterling low volatility net asset value money market funds (LVNAV MMFs) close to zero even after some managers have temporarily lowered their fees. At this stage net negative returns are not the central case of most MMF managers over the short-term, and fee waivers should maintain positive net yields, but the possibility cannot be ruled out.

On 25th September the overnight, 1- and 2-week deposit rates on Debt Management Account Deposit Facility (DMADF) deposits dropped below zero percent to -0.03%, the rate was 0% for 3-week deposits and 0.01% for longer maturities.

The return on Money Market Funds net of fees also fell over the six months and for many funds net returns range between 0% and 0.1%. In many instances, the fund management companies have temporarily lowered or waived fees to maintain a positive net return.

Given the continuing risk and low returns from short-term unsecured bank investments, the Authority has previously diversified into more secure and/or higher yielding asset classes and continues to review opportunities to do this further, where cash flow allows. However, in the light of the pandemic crisis and the likelihood of unexpected calls on cash flow, the Authority kept more cash available at very short notice than is normal. Liquid cash was diversified over several Money Market Funds and the DMADF to manage both credit and liquidity risks.

The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in Table 3 below.

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

	Credit Score	Credit Rating	Bail-in Exposure	Rate of Return %
31.03.2020	4.19	AA-	100%	0.71%
30.09.2020	4.12	AA-	100%	0.05%
Similar LAs	4.15	AA-	65%	0.27%
All LAs	4.16	AA-	64%	0.30%

Externally Managed Pooled Funds: £32.000m of the Authority's investments are held in externally managed strategic pooled bond, equity, multi-asset and property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds generated a return of £0.628m which is used to support services in year, and £0.651m 2.03% of unrealised capital loss.

In a relatively short period since the onset of the COVID-19 pandemic in March and the ensuing enforced lockdown in many jurisdictions, the global economic fallout has been sharp and large. Market reaction was extreme with large falls in equities, corporate bond markets and, to some extent, real estate echoing lockdown-induced paralysis and the uncharted challenges for governments, business and individuals.

The Authority is invested in bond, equity, multi-asset and property funds. The falls in the capital values of the underlying assets, in particular bonds and equities were reflected in the 31st March 2020 fund valuations with almost every fund registering negative capital returns over a 12-month period. Since March there has been improvement in market sentiment which is reflected in an increase in capital values of the short-dated, strategic bond and multi-asset income funds and most of the equity income funds in the Authority's portfolio. The capital value of the property fund is below that at 31st March. Market values at 31st March and 30th September 2020 are as shown in Table 4, above.

Similar to many other property funds, dealing (i.e. buying or selling units) in the CCLA Local Authorities Property Fund was suspended by the fund in March 2020. The relative infrequency of property transactions in March as the pandemic intensified meant that it was not possible for valuers to be confident that their valuations correctly reflected prevailing conditions. To avoid material risk of disadvantage to buyers, sellers and holders of units in the property fund, the management company was obliged to suspend transactions until the required level of certainty is re-established. The dealing suspension was lifted in September 2020. There has also been a change to redemption terms for the CCLA Local Authorities Property Fund; from September 2020 investors are required to give at least 90 calendar days' notice for redemptions.

Because the Authority's externally managed funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates.

In 2020/21 the Authority expects to receive significantly lower income from its cash and short-dated money market investments and from its externally managed funds than it did in 2019/20 and earlier years. Dividends and income paid will ultimately depend on many factors including but not limited to the duration of COVID-19 and the extent of its economic impact, the fund's sectoral asset allocation, securities held/bought/sold and, in the case of equities, the enforced or voluntary dividend cuts or deferral.

Non-Treasury Investments

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

The Authority also held £3.349m of such investments in

- directly owned property £0.791m
- loans to housing associations £2.558m

These investments generated £0.076m of investment income for the Authority after taking account of direct costs, representing a rate of return of 2.27%. This compares favourably against Treasury investment rates, particularly against shorter term deposits. These investments represent a different risk to the Authority, as property investments do not carry the same interest rate or credit risk, but there is the risk of loss of income through voids and other market factors. They also require more staff time to manage than externalised pooled investments.

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

Treasury Performance

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

Table 4: Performance

	Actual £m	YTD Budget £m	Over/ (under)	Actual %	Budget %	Over/ under
Term Deposits	0.016	0.023	(0.007)	0.13	0.72	Under
Pooled Funds	0.629	0.586	0.043	3.93	3.67	Over
Total treasury investments	0.645	0.609	0.036	4.06	4.39	Under

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the first 5 months of the 2020/21 financial year complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 5 below.

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

Table 5: Debt Limits

	Q1 Maximum	30.9.20 Actual	2020/21 Operational Boundary	2020/21 Authorised Limit	Complied? Yes/No
Borrowing	£5.000m	£0.000m	£22.680m	£27.400	Yes

Total debt	£5.000m	£0.000m	£22.680m	£27.400	Yes
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Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Table 6: Investment Limits

	Half-year Maximum	30.9.20 Actual	2020/21 Limit	Complied? Yes/No
Any single organisation, except the UK Central and Local Government	£0.000m	£0.000m	£6m each	Yes
UK Central and Local Government	£60.000m	£0.000m	Unlimited	Yes
Any group of organisations under the same ownership	£0.000m	£0.000m	£6m per group	Yes
Any group of pooled funds under the same management	£7.000m	£7.000m	£15m per manager	Yes
Negotiable instruments held in a broker's nominee account	£0.000m	£0.000m	£10m per broker	Yes
Foreign countries	£0.000m	£0.000m	£6m per country	Yes
Registered providers and registered social landlords	£2.962m	£2.558m	£10m in total	Yes
Unsecured investments with building societies	£0.000m	£0.000m	£5m in total	Yes
Loans to unrated corporates	£0.000m	£0.000m	£5m in total	Yes
Money Market Funds	£16.000m	£9.070m	£16m in total	Yes
Real estate investment trusts	£0.000m	£0.000m	£10m in total	Yes

The balance held with the UK Central and Local Government is a deposit made with the DMADF (Central Government) following the payment of monies to fund the COVID related grants to small businesses announced by the Government in March 2020. This balance has reduced as these grants were paid out, and is nil at the half-year point.

Treasury Management Indicators

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

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

	30.9.20 Actual	2020/21 Target	Complied?
Portfolio average credit score	4.12	6.0	Yes

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

	30.9.20 Actual	2020/21 Target	Complied?
Total sum borrowed in past 3 months without prior notice	£0m	£10m	Yes

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

Interest rate risk indicator	30.9.20 Actual	2020/21 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£0m	£0.6m	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0m	£0.6m	Yes

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

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

	30.9.20 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	N/A	100%	0%	Yes
12 months and within 24 months	N/A	100%	0%	Yes
24 months and within 5 years	N/A	100%	0%	Yes
5 years and within 10 years	N/A	100%	0%	Yes
10 years and above	N/A	100%	0%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. The rows marked N/A indicate no borrowing was held at the half year point.

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

	2020/21	2021/22	2022/23
Actual principal invested beyond year end	£32m	£32m	£32m
Limit on principal invested beyond year end	£50m	£50m	£50m
Complied?	Yes	Yes	Yes

Other

IFRS 16: The implementation of the new IFRS 16 Leases accounting standard has been delayed until 2021/22.

Outlook for the remainder of 2020/21

	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23
Official Bank Rate													
Upside risk	0.00	0.00	0.00	0.15	0.15	0.15	0.15	0.30	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Downside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

The medium-term global economic outlook is weak. While the strict initial lockdown restrictions have eased, coronavirus has not been suppressed and second waves have prompted more restrictive measures on a regional and national basis. This ebb and flow of restrictions on normal activity will continue for the foreseeable future, at least until an effective vaccine is produced and importantly, distributed.

The global central bank and government responses have been significant and are in many cases on-going, maintaining more stable financial, economic and social conditions than otherwise. This has supported a sizeable economic recovery in Q3.

However, the scale of the economic shock to demand, on-going social distancing measures, regional lock downs and reduced fiscal support will mean that the subsequent pace of recovery is limited. Early signs of this are already evident in UK monthly GDP and PMI data, even before the latest restrictions.

This situation will result in central banks maintaining low interest rates for the medium term. In the UK, Brexit is a further complication. Bank Rate is therefore likely to remain at low levels for a very long time, with a distinct possibility of being cut to zero. Money markets have priced in a chance of negative Bank Rate.

Longer-term yields will also remain depressed, anchored by low central bank policy rates, expectations for potentially even lower rates and insipid inflation expectations. There is a chance yields may follow a slightly different path in the medium term, depending on investor perceptions of growth and inflation, or if the UK leaves the EU without a deal.

The Authority's Treasury advisor, Arlingclose, expects Bank Rate to remain at the current 0.10% level and additional monetary loosening in the future most likely through further financial asset purchases (QE). While Arlingclose's central case for Bank Rate is no change from the current level of 0.1%, further cuts to Bank Rate to zero or even into negative territory cannot be completely ruled out.

Gilt yields are expected to remain very low in the medium term. Shorter-term gilt yields are currently negative and will remain around zero or below until either the Bank of England expressly rules out negative Bank Rate or growth/inflation prospects improve.

Downside risks remain in the near term, as the government dials down its fiscal support measures, reacts to the risk of a further escalation in infection rates and the Brexit transition period comes to an end.

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DETERMINATION OF COUNCIL TAX DISCOUNTS 2021/22

Summary: This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2021/22.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

Options considered: The recommendations take advantage of the reforms included in the Local Government Finance Act 2012 as amended to generate additional revenue.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2021/22 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Members recommend that Full Council shall resolve that under section 11A of the Local Government Finance Act 1992, and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers one of the following applies:

Recommendation 1

- (a) The discounts for the year 2021/22 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is continued at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60 months) is continued at 200% of the Council Tax charge for that dwelling
- (d) The premium for long term empty properties (those that have been empty for a consecutive

- period longer than 120 months) is set at 300% of the Council Tax charge for that dwelling
- (e) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
 - (f) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

Recommendation 2

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

Reasons for
Recommendations:

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

To set appropriate council tax discounts which will apply in 2021/22 in accordance with the legal requirements and to raise additional council tax revenue.

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

1. Introduction

- 1.1 Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.
- 1.2 All billing authorities are able to reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e. tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.
- 1.3 It is for the billing authority to determine whether changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 1.4 Properties that are classed as Long Term Empty (those that have not been occupied for a period of 24 months) can attract a premium on their Council Tax, which varies depending on the period of non-occupation.
- 1.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 1.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered will generate additional revenue for both the District Council and preceptors. The current position in respect of the council tax discounts offered by North Norfolk District Council for 2020/21 is shown in the table below.

2. Current Discounts and amendments for 2021/22

- 2.1 There are four classes of dwellings where the Council has discretion to vary the discount offered to council tax payers. The table below sets out the current discount levels as agreed by Full Council in December 2019. Maintaining these discount levels is in line with the current strategy to reduce the forecast budget gap. It is proposed that these levels continue from 1st April 2021.

Class	Description	2020/21 Discount	Proposed Discount from 1 st April 2021
Class A	Dwellings which are not the sole or main residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	10%	10%
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and	No	No

	substantially unfurnished.	Discount	Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> • require or are undergoing major repair to make them habitable • are undergoing structural alteration • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained unoccupied and unfurnished since that date 	No Discount	No Discount

3. Empty Homes Premium

- 3.1 Between 2013 and 2019 the Council has charged the maximum premium of 50% (on top of the usual 100% charge) on long term empty properties ie those that have been empty continuously for 24 months or more.
- 3.2 Introduced in March 2018 and passed through the report stage of the House of Lords on 18 July 2018, the Council has been given additional legal powers to increase the levy premium level to a maximum from 50% to 100%, which would effectively mean a 200% charge on qualifying properties. This has been in place since the 2019/20 financial year. In the 2020/21 financial year, the Council introduced a levy of 200% on properties unoccupied for longer than 60 months.
- 3.3 The levy premium cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.
- 3.4 Currently, there are fewer than 150 properties that fall within the bracket within North Norfolk, so this isn't being viewed as a significant revenue generating exercise for the Council, rather a policy tool to encourage efficient use of available housing within the district.
- 3.5 An additional power is now available to allow the increase of the levy charge to 300% for properties that have been unoccupied for the longer period of 120 months. There are 13 properties within the district which would qualify for this premium. The financial implications for each preceptor of introducing this levy is shown below.
- 3.6 Officers are aware there are cases where long term empty properties are undergoing significant renovations in order to bring them back into use, and would like to incentivise this where possible. Officers are recommending that discretion be provided to the Section 151 Officer in conjunction with the Portfolio holder, on advice of the Revenues Manager to provide exceptions to the Levy charge in these cases. There are anticipated to only be a small number of qualifying properties in the District, so is not considered to be a significant financial risk to the Council.

	Band D		Levy	Levy	Increased
	2020/21		200%	300%	Revenue
Norfolk County Council	1,416.51		27,701	41,551	13,850
Norfolk Police & Crime Commissioner	263.07		5,144	7,717	2,573
North Norfolk District Council	153.72		3,006	4,509	1,503
	1,833.30		35,851	53,777	17,926
Parish Average	61.93		1,211	1,817	3,028
Total Average Band D Amount	1,895.23		37,062	55,594	20,954

4. Classes of Property

4.1 The Regulations differentiate between classes of property as follows:

- “Class A” - properties are those which are not an individual’s sole or main residence, are furnished and have seasonal planning prohibition (i.e. preventing occupation for a continuous period of at least 28 days)
- “Class B” - properties are those which are not an individual’s sole or main residence, are furnished and have no restrictions with regard to occupation.

4.2 In effect Class A properties are second homes where occupancy is restricted for a period of at least 28 days a year where Class B properties have no restrictions on occupancy.

5. Formal Determinations

5.1 The Council has to approve its determinations for each financial year. It should be noted that the schedule of Class “B” property exceptions shown in Appendix A and referred to in recommendation 2) above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2021 for the reason stated. Under the wording of the 2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for possible inclusion in the list for exemptions, they may only be added when the determinations for 2022/23 are made for operation from 1 April 2022.

6. Financial Implications and Risks

6.1 The calculation of the tax base for 2021/22 will be made alongside the budget, based on the level of discounts approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts will reduce the taxbase, and therefore also income.

7. Sustainability

7.1 This report does not raise any issues relating to Sustainability

8. Equality and diversity

8.1 This report does not raise any issues relating to Equality and Diversity

9. Section 17 Crime and Disorder considerations

9.1 This report does not raise any issues relating to Crime and Disorder considerations

Appendix A

North Norfolk District Council

Reduction in Council Tax Discounts for Second Homes

Schedule of Class 'B' Property Exceptions for the year 2021/22

Dwellings described or geographically defined, which are judged not structurally capable of occupation all year around and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947.

<u>Property Reference</u>	<u>Property Number</u>	<u>Property Name/Address</u>	<u>Post Code</u>
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Anne Stannard Way, Bacton

710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
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Coast Road Chalet Park, Bacton

779616	2	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710835	3	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710836	4	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710837	5	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710838	6	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710839	7	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710842	10	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710843	11	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710844	12	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710845	13	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710846	14	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710847	15	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710848	16	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710849	17	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710850	18	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710851	19	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710852	20	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
772237	21	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710854	22	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710855	23	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
776071	24	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710857	25	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710858	26	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710860	28	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710861	29	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710862	30	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710863	31	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710864	32	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710865	33	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
Mill Lane, Bacton			
778888	Crest-O-Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
779428	Hydaway	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
774277	Rest Haven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
New Zealand Way, Bacton			
772331	2	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
770682	3	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
778690	4	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
773905	5	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	6	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	7	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	8	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762797	9	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
Sea View Estate, Bacton			
710648	Poppycott, 1	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710641	12	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710671	28	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710674	33	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme, 36	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH

Watch House Lane, Bacton

710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
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Abbotts Way, Eccles-on-sea

012370	Alouette	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
756512	Amberwood	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712403	Bennebroek	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712379	Freaneezy	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712380	Gaytime	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712382	Kingfishers	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712404	Reviellie	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712392	St Ives	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712385	The Beach House	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712376	Tranquility	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712397	Tresco	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA

Beach Road, Eccles-on-sea

715614	Braemar	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715627	Field View	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715634	Four Winds	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715626	Hillside	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715611	Idlehours	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715618	Lattice Chalet	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
761175	Lisfannon	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715622	Munden	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715630	Oasis	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715624	Sandilands	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715599	Sea Gulls	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715621	The Old Kit Bag	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715617	Wylaway	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715609	Y Not	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715605	You & I	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL

Bush Drive, Eccles-on-sea

712438	Aingarth	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712495	Badgers Set	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712473	Bali-Hai	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712496	Blue Bay	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712498	Cedar Wood	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712484	Dingly Dell	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712476	Dresden	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712493	Endways	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712506	Redwing	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712481	Sea Urchin	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF

Church Lane, Eccles-on-sea

712407	Appleby	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712429	Campana	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712410	Campanella	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
767987	Dunes Edge	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712417	Majorca	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712413	Marineville	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712421	Sandsend	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712424	Sea Whistles	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712425	Sunnyside	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712426	Sunray	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY

Crowden Road, Eccles-on-sea

712455	Argus	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
770505	Bung Ho	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712470	Cliff Royal	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712462	Sea Lows	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712463	Spartyme	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712468	White Lodge	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712472	Zermatt	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ

Hedgehog Walk, Eccles-on-sea

712607	Orkney	Hedgehog Walk, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SZ
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Bush Drive, Happisburgh

752939	Bruins Rest	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724196	Flamingo	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724197	Fourwinds	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724198	Green Tiles	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724201	Holidays	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724202	Kirk-Cu-Brae	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
778617	Leisure Hour	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724204	Linden	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724205	Puffin	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724206	Samphire	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724208	Sand Castle	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724212	Silver Sand	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724213	Slide Away	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724215	Surf Cottage	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724219	Windhill	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN

Cart Gap Road, Happisburgh

724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
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Doggetts Lane, Happisburgh

061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724151	Jeckells Hyde, 8	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724137	10	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724143	Eastward Ho, 11	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724139	14	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724149	The Brambles, 16	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724144	Pershere, 17	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724141	O'Meara Bungalow	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724148	Sea Edge	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724147	Seadrift	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL

Wroxham Way, Happisburgh

724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
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Staithe Road, Hickling

713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
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Bureside Estate, Horning

714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP

Ferry View Estate, Horning

062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
778976	Oakdale	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT

Horning Reach, Horning

714025	Bonnington	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714028	Jada	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714033	The Birches	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR

Brimbelow Road, Hoveton

052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
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014717	Bure Croft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bureway	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059715	Rosemere	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014742	Summerville	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
714750	The Patch	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ

Thurne Dyke, Ludham

713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA

Riverbank, Ludham, Great Yarmouth, Norfolk.

715988	Tonga, 1C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715989	Swan Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715990	The Willows	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715991	Toorak, 1B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715992	Royston, 1D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715993	Pot Pourri, 1E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715994	Sunflowers, 1F	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715996	Summertime, 2A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715997	Fairway, 2B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715998	Dolphins, 2C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715999	Bluewaters, 2D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716000	Repps Reach Plot 2E	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716001	Terra Nova	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716002	Cedar Lodge	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716003	Plot 4A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716004	Rania	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716005	Plot 5B	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716006	Leaside	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716008	Touchwood Plot 5A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
775395	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG
754931	Joybelle 1G	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
760276	Mands	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND

River Bank, Potter Heigham, Great Yarmouth, Norfolk.

017014	Kalinda, 19	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
017103	Rands (56-56A)	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE

057217	Windy Ridge	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
057220	Mildene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
057388	Patikipa	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
058415	Sunnyside	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
059675	Haven	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
060391	Four Es	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
061826	Woodstock	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717005	Olken	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717007	Bath Hurst	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717008	Melrose, 85A	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717009	Eveholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717013	High's Mill	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717016	Restawhile, Plot 4	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717017	Risedene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717019	Nine	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717020	Rosemary Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717021	St Elmo	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717040	Idleway	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717042	Dutch Tutch	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717043	Fishers Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717044	Wee Ben	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
	Dydle Down, 87 North		
717045	East	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
780694	Eastcote	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717047	Pachelbel, Plot 6	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717048	Little Quay	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
	River Rest, 8 North		
717049	West	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717050	Down River	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717051	Crystal Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717052	Burton Garth	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717064	The Sanctuary	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717065	Rand View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717067	Paddock Wood	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717068	Thurnholm, 32	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717069	Plot 37	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717071	The Nook 57-58	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717073	Herongate	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717074	Maissonette	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717075	Willow Creek	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717076	Broad View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717077	Tower View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717078	Bullrush	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717079	Reedsmere	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717081	Heron Cottage, 70	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717082	Herwinia	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717083	The Fens	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717084	Sunnyside	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717086	Perfick	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717093	Millway, 85C	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717095	Jokers Wild	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717096	Manderley	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE

717100	Tencholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717101	Four Winds	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717102	Fresh Fields	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717106	Ambleside, 86B	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
755550	Rivendell, Plot 79	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759643	St Clair	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759644	River Holme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759645	The Rosary	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
759646	Marsh View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759786	Primrose	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759787	Silver Ley	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759806	Ellesmere	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759893	Pastime	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
760184	Le Chalet	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
760231	Mill View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
760269	23 Riverside	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
760448	Octagon Lodge	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
761608	River View, 27 Thurne View, North West	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
761764	Up River, North East	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
762883	Moon River Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
763336	Calypso, 82	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
764919	Vespers	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
715991	Toorak 1B	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND

**Clink Lane, Sea Palling, Norwich,
Norfolk.**

717969	Nutshell	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL
717970	Seaway	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL

**The Marrams, Sea Palling, Norwich,
Norfolk.**

061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718094	Linga Longa	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718097	Sunnyside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718103	Tween Whyles	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718107	Vi La Vaer	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718109	Peddars Peace	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN

718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718116	Jandola	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
761287	Venta	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN

Sand Hills, Sea Palling, Norwich, Norfolk.

018035	Primary Guest House at The School	Waxham Road, Sea Palling, Norwich, Norfolk.	NR12 0UP
718062	La Siesta	Waxham Road, Sea Palling, Norwich, Norfolk.	NR12 0UN
718063	Grenut	Sand Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718065	Little House	Sand Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN

Moor Road, Sutton, Norwich, Norfolk

720253	Moorlands	Moor Road, Sutton, Norwich, Norfolk	NR12 9QN
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Seaview Crescent, Walcott, Norwich, Norfolk.

061806	Blue Moon	Seaview Crescent, Ostend Road, Walcott, Norwich	NR12 0NZ
724604	1	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724605	10	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724606	11	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724607	12	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724609	14	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724610	15	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724611	16	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724614	19	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724616	Sea Breeze, 20	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724618	Sea Breeze, 22	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724619	4	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724620	5	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724622	7	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724623	8	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724625	Calm Seas	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724626	Golden Sands	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724627	Sunnyside	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL

Hill Gap, Waxham, Norwich, Norfolk.

773282	Bide a Wee	Hill Gap, Waxham, Norwich, Norfolk.	NR12 0DY
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Interim Polling Place Review – Close of Consultation

Summary: This report is to highlight the responses received as part of the consultation into the current interim review.

Recommendations: **That Council supports the changes highlighted within the review and that they are implemented at future elections held.**

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Appendix 1 – Table of representations received during.

Cabinet Member(s) Cllr. Sarah Butikofer	Ward(s) affected Various
Contact Officer, telephone number and email: Rob Henry; x6327; robert.henry@north-norfolk.gov.uk	

1. Summary

Following approval to proceed to consultation which was received at the meeting of Full Council held on 23rd September 2020 the Electoral Services Team contacted Clerks at Parish Council's affected by the proposed closures and relevant County Councillors who had not had sight of the report previously.

A Press release was issued to Archant and was published in the Eastern Daily Press and the North Norfolk News both in print and online and it was also published on the North Norfolk District Council website and through our social media channels. The consultation closed last week on 2nd November 2020 and I have shown each of the four representations received in the table below.

Please note that the comments made by Cllr Steffan Aquarone, County Councillor for Melton Constable Division were made following an initially incorrect detail in the Archant online article where they stated that the Polling Station at Little Barningham Hall was to be closed. This was incorrect as it was only electors from the parish of Matlaske who would not use Little Barningham Village Hall but instead vote at Baconsthorpe Village Hall, as requested by Matlaske Parish Council following trials held at both alternative Polling Stations in 2019. Little Barningham Village Hall will continue to be the Polling Station for electors from Little Barningham.

This error in the article was alerted to Archant immediately and a revision was made before the article went to printed press.

2. Conclusion

There were no responses received before 2nd November 2020 in relation to the proposed closures of the Polling Stations for Gunthorpe North (PR1) at Bale Village Hall (PR1), Horsey (HI2) at Horsey Methodist Church or Ingworth (ER6) at the Ingworth Reading Room however we have received subsequent comments in respect of Horsey and Ingworth which have been included as an addition in the subsequent appendix.

Where no representations have been received in relation to the closure of the Polling Stations at Bale, the proposal to close the existing stations is to be moved forward and electors in each Polling District will subsequently be written to by the Electoral Services Team to advise them of the changes which would be in place at all forthcoming elections.

Also it remains the proposal to make permanent the previously trialled changes in respect of designated Polling Places for the parishes of Matlaske (GR8), Sustead (ER8) and Tunstead (HT8).

Sidestrand (PO1):

The response received from the Parish Clerk, states Sidestrand Parish Council propose that the polling station at The Londs in Overstrand be designated for Sidestrand, without providing a reason to support it. Given the easier access and better parking facilities and the larger and newer building which is more comfortable for staff we will propose that Trimingham Village Hall be confirmed as the Polling Place for Sidestrand.

Morston (CO4)

The response received from the Chairman of Morston Parish Council is detailed and states why they disagree with the proposals. In response to the point made about an extra cost in respect of the 'Morston facility' at Blakeney Polling Station; In determining the costings shown in the initial report we did not include other costs such as printing of ballot papers etc as these would apply at whatever location the Poll was held at. I can confirm there would be no further costs which would be incurred due to Morston electors voting at Blakeney Village Hall.

While it would still be our proposal to implement the change in relation to Morston electors now voting at Blakeney, this decision is now put forward for your consideration.

3. Recommendations

Matlaske (GR8)

Move from **Little Barningham Village Hall** to **Baconsthorpe Village Hall**

Sustead (ER8)

Move from **Sustead Village Hall** to **Hanworth Village Hall**

Tunstead (HT8)

Move from **Tunstead Primary School** to **Horse & Groom Public House**

Bale (PR1)

Move from **Bale Village Hall** to **Gunthorpe Village Institute**

Horsey (HI2)

Move from **School Room, Horsey Methodist Church** to **Sea Palling Village Hall**

Ingworth (ER6)

Move from **Ingworth Reading Room** to **Erpingham Village Hall**

Morston (CO4)

Move from **Morston Village Hall** to **Blakeney Village Hall**

Sidestrand (PO3)

Move from **Sidestrand Reading Room** to **Trimingham Village Hall**

Once final decisions have been made, letters will be written to Parish Councils outlining the outcome of the Review and also a letter will be sent to each elector in the affected communities to advise them of the changes which will be implemented for all future elections.

A Postal Vote application form can also be sent to each elector so they have the opportunity to complete and return it should they wish to vote using this method in the future, also providing information about Proxy applications should they wish to vote by this method instead.

We will issue a notice on our website and social media channel and inform Archant so a press release can be issued advising of the outcome.

Consultee	Date Received	Station Relating To	Comments
Cllr Steffan Aquarone (Melton Constable Division County Councillor)	12 October 2020	General Comment	<p>To whom it may concern,</p> <p>I am contacting you in light of the recent proposals to close small, rural polling stations including that in Little Barningham. I am the County Councillor for Melton Constable and as Little Barningham falls within my division. I am deeply concerned by this news.</p> <p>Although I fully appreciate the concerns around the costs involved with hiring and staffing these smaller stations, I feel extremely strongly that there must be another way to rectify this issue that still provides a space for local residents to access their right to vote within a walking distance of their homes.</p> <p>Many residents of these rural communities are elderly and may have difficulties with safely travelling to a larger destination to provide their vote. By removing smaller polling stations, such as Little Barningham, you face not only disenfranchising rural voters but also damaging a key aspect of community life in these villages.</p> <p>Surely in a time of such turbulence, we should be looking to transform the way people vote if we want to save costs, not alienating those already facing difficulties in accessing so many services.</p> <p>I trust this is of some use.</p>
Helen Chadwick (Clerk, Sidestrand Parish Council)	26 th October 2020	Sidestrand	<p>Dear Mr Henry,</p> <p>With reference to the proposal to close the polling station at</p>

			<p>Sidestrand, the Council, although disappointed, understand the necessity of this.</p> <p>However, the Council feels that travelling to Overstrand would be preferable to the residents of Sidestrand than Trimmingham.</p>
John Burdell (Chairman, Morston Parish Council)	27 th October 2020	Morston	<p>Dear Peter,</p> <p>Having circulated Rob Henry's letter to members and taking note of their views, I now summarise our comments in response to the Returning Officer's proposal for Morston Polling District (C03).</p> <p>We disagree with the thinking behind the statement that "there are efficiency and economic reasons as to why this venue is considered unsuitable".</p> <p>I will respond to each assertion in turn :-</p> <p>EFFICIENCY.</p> <p>We give booking priority to use of the hall as a Polling Station. It is therefore reliably available for the purpose.</p> <p>The letter states that there has been no feedback from staff working at the Polling Station to suggest it is unsuitable. We would expect that it has ample facilities for a comfortable working environment and are open to suggestions for improvements.</p> <p>Many Morston residents have no reason to be going to Blakeney on a daily basis or indeed leaving their home village.</p> <p>Reference to Quay Lane being "not the widest and used by</p>

			<p>vehicles towing boats" and to Blakeney Village Hall having great car parking facilities make little sense. There is no more hindrance to driving a car to Morston Village Hall than there is to reaching the top end of the one at Blakeney Village Hall - where one normally has to go as the car park is usually very full. The relevant difference is that one can park near the door at Morston as against a typical walk of more than 100yds, each way on a difficult gravel surface, at Blakeney. This is very relevant to anyone less agile and ignores the fact that many, more agile residents walk to Morston Village Hall to do their voting. Reference to using the Coasthopper bus service as part of a Polling Routine ignores the likelihood of the process taking about 2hours, with much of it spent standing waiting.</p> <p>Finally the suggestion of arranging to make Postal Voting the norm for future elections. There are valid reasons for Postal Votes, where there is no alternative. It is not democratically acceptable to remove a perfectly usable Polling Station and justify it by Postal Voting being available. Turning up, in person at one's Local Polling Station, marking the Ballot Paper and putting it in the Ballot Box still seems a cornerstone of Our Democratic Process.</p> <p>ECONOMIC REASONS Rob's letter and supporting papers clearly detail the cost of Polling at Morston and we understand why it may seem an easy prize in a quest for cost savings. It is not entirely clear what extra cost would be</p>
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			<p>involved by having a dedicated "Morston Facility" attached to the Blakeney Polling Station, which we would expect to be provided. At first sight the cost per head, per election, does seem high but in reality only reflects the high cost of local government. We charge £75 for the use of the hall but have no clear memory of how that figure was arrived at. It could be argued that we should provide it without charge - as a clear benefit to our parishioners and while we would be happy to do that, we can have no influence on the main cost.</p> <p>We understand that Morston's small size impacts on any cost per capita assessments, having recently made a contribution to the cost of bringing Fibre Broadband to the village that may otherwise have been unavailable to our residents. We would expect the cost of satisfactorily providing the Normal Democratic Polling System to be covered by paying our taxes.</p> <p>CONCLUSION Suggestions that Morston does not warrant it's own Polling Station have come up before and been successfully resisted. The reason to resist them now is no less relevant and we ask the Returning Officer to take note of our rejection of his current suggestion.</p> <p>Best regards,</p>
Cllr. Marie Strong (Wells Division County Councillor)	29 th October 2020	Morston	Trying to remember how long it is since we fought this fight before – and won.

Further Comments:

Cllr. John Teye (Erpingham Ward District Councillor)	10 th November 2020	Ingworth	Hi Rob, In Relation to the Ingworth closure It might be useful to note that Banningham/Colby village hall is also available as an alternative as well as Erpingham
Cllr. Harry Blathwayt (Hickling Ward District Councillor)	10 th November 2020	Horsey	Dear Robert, Thanks for contacting me. I did not attend the Parish council Meeting at Horsey when this was discussed however I understand from the Chairman that when discussing the price of democracy against the value of democracy Horsey Parish Council came down unanimously on the value side of the argument. The demographic of the Horsy electorate is such that in the interests of voter turnout the Horsy Polling Station should be retained. I am sure you will shortly hear directly from the Parish Council with their formal objection.
Robin Buxton (Chairman, Horsey Parish Council)	10 th November 2020	Horsey	I confirm as chairman of Horsey Parish Council that at our last parish meeting we discussed the polling station issue and unanimously voted to object to the closure of the Horsey polling station. I informed Councillor Blathwayt but did not realise we also had to inform you hence this email. Yours sincerely

Free School meals provision

Proposed by Greg Hayman, seconded by Colin Heinink

This Council notes:

That numbers of pupils entitled to Free School Meals (FSM) are rising fast, and more needs to be done to tackle this issue.

National Picture: 17 per cent pupils eligible for FSM.

East of England: 14 per cent of pupils eligible FSM.

Norfolk: 18.2 per cent of pupils (19865) eligible for FSM.

North Norfolk: 12.8 per cent of pupils (1730) eligible for FSM.

That every child who is entitled to Free School Meals is a sign of a family under significant financial pressure.

It is a cause for serious concern that in two of our towns alone (Holt and North Walsham) 20.7 % and 24% of pupils are in receipt of free school meals – both far higher than the national average of 17%.

That this picture of increasing child poverty is supported by the rapid rise in the number of families dependent on food banks.

That children who are hungry are less able to learn and thrive at school.

That the extension of the school meals voucher scheme (campaigned for by Marcus Rashford) to cover the period of the summer holiday was incredibly important and valuable to families in food poverty.

This Council recognises that this second lockdown and any further lockdowns will have potential adverse financial impacts on struggling families and likely to lead to further increases in child poverty.

This Council therefore welcomes the decision to extend the scheme into 2021 as called for by the Child Food Poverty Task Force, supported by Marcus Rashford and many leading food suppliers and producers.

Therefore, we call for the expansion of free school meals provision to every child whose family is in receipt of Universal Credit or equivalent, or with a low-income and no recourse to public funds to be made permanent.

That ongoing provision be made for food vouchers to cover school holidays and periods of lockdown for all families in receipt of Universal Credit or with low-income and no recourse to public funds.

That Healthy Start vouchers should be increased in value to £4.25, and expanded to be made available to all those in receipt of Universal Credit or with a low-income and no recourse to public funds.

This Council therefore resolves to write to the Secretary of State for Education the Chancellor and our local MPs to call for:

- Extended eligibility for free school meals to every pupil whose parents or guardians are in receipt of Universal Credit
- Food vouchers for every one of those pupils in every school holiday and during any period of lockdown
- Extended eligibility for free school meals to pupils from low-income families whose parents or guardians have no recourse to public funds.

This council resolves to continue to work with local food bank charities, and will collaborate with local community groups to provide support for these groups if Central Government does not improve its haphazard approach to caring for the most vulnerable in our society.

Second homes Motion

Proposer Cllr Liz Withington

Seconder Cllr Colin Heinink

This Council recognises that second homes and furnished holiday lets (FHL) are an integral part of the culture and economy of North Norfolk. However, current legislation allows for proprietors of FHL to claim FHL status as a business with no evidence required to prove compliance with the 20 week minimum letting rule (140 days) and 210 days availability rule. This then results in no income for the Local Authority, from Council Tax for those FHL incorrectly registering for Business Rates. We call on government to legislate for evidence of occupancy levels to be requisite to achieve FHL status and eligible for business rates and Small Business Rate Relief.

North Norfolk is an attractive popular and interesting place for holidays and since the early days of the 20th Century, when Olive Edis was photographing local fishermen to the country's King who regularly visited the area; has been a popular destination for a second home(SH). With the resurgence of 'Staycations' over the recent years the traditional North Norfolk holiday home has become even more popular and seen as an investment, with the number of second homes(SH) and now Furnished Holiday Lets (FHL) increasing by 4.3% or 276 homes across the district in the last year.

In total the district is home to **a total of 6697 second or FHL** comprising of **11.6% of all** homes in the district.

- **4476 of these properties are second homes and 2221 are FHL.**
- **Currently there is a rapid increase in the number of FHL paying business rates which has increased by 13% in the last year.**
- In some areas of the district such as Salthouse they have 50% of their properties occupied as SHs or FHLs.
- North Norfolk towns such as Sheringham and Cromer having 15% and 13% respectively. This is not only a coastal phenomenon with several inland villages and those in the area of the Broads averaging around 10% Shs and FHLs.

This Council accepts that the local economy is dependent on the people who visit either as second home owners or as the visitors who let the FHL and that the growth in our local economy has been as a result of this growth in the number of second homes and holiday makers visiting and staying in the FHL. In fact it is these people who stay in self-catering accommodation that NNDC has actively been encouraging to stay for longer and contribute more to the local economy while they visit. **It must therefore be made clear that this motion is not about decrying second home owners and those running FHLs.** It is about making sure that **the wonderful environment, services and amenities available in North Norfolk are paid for fairly** by not only the residents and also those who visit but those who

run a business which is dependent on the provision of these facilities and which helps them to turn a profit as a return on their investment

A second home owner where a second home is defined as a residence which the owner plans to occupy the home for part of the year and the property is let out for less than **20 weeks per year** and used predominantly by the owner for their own holidays; will qualify to pay council tax.

If a holiday home in North Norfolk is used predominately for commercial self-catering accommodation, and is available to let for **20 weeks (140 days)** or more in a year, then the property should be registered for business rates rather than council tax.

In order to qualify as a business for Tax purposes a FHL must be let commercially as furnished holiday accommodation to the public for **at least 105 days in the year and available for let for 210 days per year**. Proprietors cannot count any days when they let the property to friends or relatives at zero or reduced rates as this is not a commercial let. In the event of a property not being let for this amount of time this business can have up to two years grace where it can elect to be a FHL. Therefore a third of all second homes and FHL are eligible to pay business rates in North Norfolk. Increasingly newly acquired second homes are FHL. The number of SH in the area reducing by 25 last year.

Importantly many such FHL properties are likely to qualify for **Small Business Rate Relief**, which provides relief from business rates.

The owners of some Furnished Holiday Let properties therefore **pay no council tax or business rates**, as their property qualifies for Small Business Rates Relief providing **100% exemption** and **no income for the authority**.

For North Norfolk this amounts to 2221 homes and at a band d property a loss of potential council tax income for the district of £4,208,795 if all of these properties do not actually meet the criteria for FHL status.

Many other small businesses in North Norfolk will be claiming Small business rate relief and in effect not contributing directly to the costs of the district and that is the way of the world. However, when an individual has to prove that they are disabled and eligible for a Council Tax discount or benefits it seems incongruent that a FHL owner is not required to provide proof that they have let their investment property for the requisite number of days commercially and as a result **automatically qualify for a potential exemption from either Council Tax or Business rates**.

Sadly this inevitably means that all FHL owners tend to be besmirched with the same reputation as investors or Second home Owners, who are not letting their properties for the requisite time and escaping the payment of either council tax or Business rates. As with everything there are those who will genuinely be conforming and paying what is due but

current legislation does not require this evidence and in effect provides a legal loophole for this to occur. It is impossible to know officially how many days are let and how many second homes are avoiding payment of Council Tax through false claims of FHL status.

As a District Council we are well aware of the benefits of holiday home owners to the region but equally we are aware of the detrimental impact of high numbers of holiday homes; reduced housing stock, high house prices, loss of community services and facilities. These negative impacts require financial support to local communities, the development of affordable housing and support to services to enable communities to be sustainable and for quality of life for our residents. The legal loophole that currently exists results in a potentially reduced amount of Council Tax income available for the redirection of funds back to communities, for the provision of what is needed by the people negatively affected.

We therefore urge Government to take the appropriate legal action requiring evidence of commercial occupancy levels, which will help to address one aspect of the inequality in funding of those rural tourist dependent areas of England such as North Norfolk.

<https://www.gov.uk/government/publications/furnished-holiday-lettings-hs253-self-assessment-helpsheet/hs253-furnished-holiday-lettings-2020>

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Tackling Harassment and Abuse in Public Life both for Members and Officers.

Proposed by Cllr S Butikofer, seconded by Cllr J Rest.

This council acknowledges the announcement in the last Queens Speech that “Ministers will develop legislation to improve internet safety for all” and note the many ongoing reports of online harassment and abuse of those in public life.

This council also notes representations made by the cross party Local Government Association which represents members and officers where they state; “Harassment, threats and intimidation of local elected representatives are completely unacceptable, and must be dealt with robustly at all levels. This includes the Government, by councils, private sector; by the police and, where relevant, by the social media companies which provide platforms for specific forms of abuse.”

This council believes in the right of those democratically elected by the residents of North Norfolk, and those working as officers for them should be able to carry out their duties without the fear of harassment and abuse.

We therefore support any efforts by government and those of the Local Government Association in ensuring the protection of our democracy, while recognising the importance of free speech and expression.

This Council resolves:

- To write to the Districts MPs to seek their support in tackling harassment and abuse in public life.
- To write to the Minister for the Cabinet Office to seek a cross government response in tackling harassment and abuse in public life.
- To write to the Chair and Chief Executive of the Local Government Association to thank them for representations made to date on the issue.
- To arrange mandatory training on the Nolan principles for all Councillors that we are all acting as ambassadors of best practice.

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