

Overview & Scrutiny Committee



Please contact: Matthew Stembrowicz
Please email: matthew.stembrowicz@north-norfolk.gov.uk
Please direct dial on: 01263 516047

Tuesday, 16 March 2021

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **remotely via Zoom** on **Wednesday, 24 March 2021** at **9.30 am**.

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

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

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

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

Emma Denny
Democratic Services Manager

To: Mr N Dixon, Ms L Withington, Mr H Blathwayt, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Mrs E Spagnola, Mr A Varley, Mr C Cushing, Mr A Brown and Mr P Fisher

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



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

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

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 10th February 2021.

5. ITEMS OF URGENT BUSINESS

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

6. DECLARATIONS OF INTEREST

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

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

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

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

Cllr N Dixon requested that the Committee consider the loss of thirty-eight affordable homes at Cley Road, Holt.

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

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

None to report.

10. CRIME AND DISORDER BRIEFING

To receive a briefing on crime, disorder and policing in North Norfolk during the Covid-19 pandemic.

11. BUDGET MONITORING REPORT 2020/21 – PERIOD 10

9 - 48

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of January 2021. 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 January 2021 shows an £8,443,191 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £164,729 which, as per the previous COVID update, is to be funded from the General Fund reserve if required.

Recommendations: It is recommended that Cabinet:

- 1) note the contents of the report and the current budget monitoring position;
- 2) agree to fund any deficit from the General Fund reserve at the year-end if required
- 3) Approve the capital programme funding as identified from reserves.

Reasons for Recommendations:

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

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

System budget monitoring reports

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

Contact Officer, telephone number and email: Duncan Ellis, 01263 5163:
Duncan.ellis@north-norfolk.gov.uk

12. SHERINGHAM LEISURE CENTRE PROJECT UPDATE: MARCH 2021

49 - 52

To receive and note the update on the Sheringham Leisure Project.

13. PRE-SCRUTINY: NORTH NORFOLK DISTRICT COUNCIL EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2021-2025 53 - 66

Summary: All public authorities are required to publish one or more equality objectives, at least every four years, which they think should help them to meet the aims of the Public Sector Equality Duty. In addition the Equality Act 2010 requires that people be treated fairly at work or when using services. The Equality strategy sets out the Council's commitment to Equality, Diversity and Inclusion and four key equality objectives which the Council will seek to deliver against over the next four years.

Options considered: The Council is legally required to publish its Equality objectives and it has been considered that the best way to do this is in the form of an Equality, Diversity and Inclusion Strategy.

Conclusions: To recommend to Full Council the formal adoption of the Equality, Diversity and Inclusion Strategy 2021-2025

Recommendations: **To recommend to Full Council the formal adoption of the Equality, Diversity and Inclusion Strategy 2021-2025**

Reasons for Recommendations: The Council is legally required to publish its Equality objectives and it has been considered that the best way to do this is in the form of an Equality, Diversity and Inclusion Strategy. The Strategy will need to be formally adopted by Full Council

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)

None

Cabinet Member(s) Ward(s) affected – all

Contact Officer, telephone number and email:
Karen Hill, Assistant Director of People Services, 01263 516183,
karen.hill@north-norfolk.gov.uk

WORK PROGRAMMES

14. THE CABINET WORK PROGRAMME 67 - 70

To note the upcoming Cabinet Work Programme.

15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 71 - 78

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

16. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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

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OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 10 February 2021 remotely via Zoom at 9.30 am

Committee Members Present:	Mr N Dixon (Chairman)	Ms L Withington (Vice-Chairman)
	Mr H Blathwayt	Mrs W Fredericks
	Mr P Heinrich	Mr G Mancini-Boyle
	Mrs E Spagnola	Mr A Varley
	Mr C Cushing	Mr A Brown
Other Members Present:	Mrs A Fitch-Tillett (Observer)	Ms V Gay (Observer)
	Mrs P Grove-Jones (Observer)	Mr N Lloyd (Observer)
	Mr J Rest (Observer)	Mr E Seward (Observer)
	Miss L Shires (Observer)	Mr J Toye (Observer)
Officers in Attendance:	Democratic Services and Governance Officer (Scrutiny) (DSGOS), Chief Executive (CE), Democratic Services Manager (DSM), Director for Communities (DFC), Chief Technical Accountant (CTA), Policy and Performance Management Officer (PPMO) and Assistant Director for Sustainable Growth (ADSG)	

134 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Housden and Cllr P Fisher.

135 SUBSTITUTES

None.

136 PUBLIC QUESTIONS & STATEMENTS

None received.

137 MINUTES

Minutes from the meeting held on 13th January 2021 were approved as a correct record and signed by the Chairman.

138 ITEMS OF URGENT BUSINESS

None received.

139 DECLARATIONS OF INTEREST

None declared.

140 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

141 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A

MEMBER

At the meeting held on 13th January 2020, Cllr A Brown requested that the Committee consider the viability of implementing a food waste collection service across the District. The DFC attended to provide an update on the process and implications of implementing a food waste collection service:

The DFC stated that during procurement of the current waste contract, a costed option for food waste collections had been included, which could be implemented at any point during the contract, provided reasonable notice was given. He added that there would be an additional cost to deliver this service, and at the time that the contract was agreed, it was not considered that the benefits would outweigh the costs. It was reported that the Government's Environment Bill was passing through the parliamentary process, and was likely to include a number of provisions included in the Waste and Related Services Strategy, such as the mandatory collection of food waste. It was noted that the Government were likely to introduce food waste collections in 2023, though this could be subject to change. The DFC stated that it was normal for the Government to provide additional burdens funding when introducing legislation of this kind, and it was therefore prudent to wait until the exact requirements were known prior to implementation.

Questions and Discussion

- i. Cllr A Brown asked whether any preparations or discussions had taken place with the Contractors, or whether this would be delayed until the outcome of the Environment Bill was known. He added that he wished to place on record his thanks to the Waste Collection Team for their continued hard work under difficult circumstances. The DFC replied that conversations with the contractor on the introduction of a food waste collection service had taken place, and would likely resume once the outcome of the Environment Bill was known, though no discussions had taken place on the potential for an earlier introduction. It was noted that there would be significant costs involved in implementing food waste collections, and these would not be covered by new burdens funding if implemented prior to becoming mandatory. As a result, the DFC advised Members that it would be prudent to wait until the outcome of the Environment Bill was known, before implementing the service. He added that an independent review of a countywide food waste collection scheme had been completed, which included consideration of cost mitigation by County Council returning the benefit of avoided disposals to Districts as recycling credits. It was noted that this would only be viable if all avoided disposal costs were returned to Districts, and would also require residual waste to move to three or four weekly collections, which could be challenging for residents.
- ii. Cllr A Brown noted that food waste collection had been well received elsewhere, and noted that he was happy with the response at the current time. The Chairman suggested that it could be useful to request a report to consider the full implications of food waste collections at a more appropriate time, once the outcome of the Environment Bill was known. Cllr A Brown agreed and stated that he was happy to propose it be added to the Work Programme.
- iii. Cllr G Mancini Boyle suggested that it could be possible to move residual waste collections to three weekly, if food waste collections adequately reduced the amount of residual waste produced. The Chairman suggested that this could be considered as part of the report in the future.

- iv. Cllr P Heinrich noted that he would be very reluctant to see residual waste collections extended beyond the current two weeks.
- v. It was proposed by Cllr W Fredericks and seconded by Cllr A Brown to add review of the implementation of a food waste collection service to the Work Programme, at a time to be agreed, once the outcome of the Environment Bill was known.

RESOLVED

To request that the Director of Communities provide a report outlining the process and associated costs of implementing a food waste collection service in North Norfolk.

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

The DSGOS informed Members that the recommendations from the Car Parking Income Data report and the Base Budget report had all been accepted by Cabinet.

143 MEDIUM TERM FINANCIAL STRATEGY 2022-2025

Cllr E Seward – Portfolio Holder for Finance and Assets introduced the report and informed Members that whilst deficits were forecasted in future years, the Council continued to fund services and deliver a balanced budget. He added that whilst the Council remained prudent, it was uncertainty around future levels of financial support from Central Government that were the key cause of forecasted deficits. Cllr E Seward stated that it was important to ensure that the Council was operating as efficiently as possible, whilst still being able to meet its corporate objectives. He added that there had been plans to commence efficiency savings proposals in the 2020/21 financial year, but Covid-19 had limited the resources available to undertake these exercises. It was reported that work would soon begin on a zero base budgeting exercise, alongside a request for departments to consider the impact of a 10% reduction in service budgets, a review of fees and charges, and the creation of an asset repair fund.

Questions and Discussion

- i. The Chairman sought clarification that the approach to the Council's finances was a mix of prudence and patience, to wait and see what level of financial support would be offered by Central Government. Cllr E Seward replied that there was an element of waiting for the outcome of spending reviews, though there were also plans to implement several savings proposals in the summer. He added that some proposals would remain as back up options, if the financial situation further deteriorated. The Chairman asked for an indication of the urgency that the savings proposals identified in Appendix E would be treated. Cllr E Seward replied that these proposals would be considered in due course alongside those already mentioned, and added that some were more viable than others. He added that he was open to providing updates on the progress of delivering these proposals as and when available. The Chairman noted that some of the proposals would take considerable time to deliver, and asked whether this had been taken into account. Cllr E Seward replied that planning work would begin in March, with proposals ready for implementation in autumn.
- ii. Cllr A Varley thanked officers for the report and asked why the MTFS had

returned to the Committee as a separate report. The Chairman replied that the MTFs had always been a separate report on the Committee's Work Programme, and that this was the standard approach to review details of the strategy.

- iii. Cllr L Withington stated that the MTFs showed prudence and the planned consideration of options, and asked whether an update on the proposals could be provided in June.
- iv. Cllr W Fredericks reiterated her comments from the previous meeting, that the Council should continue to lobby Central Government and local MPs for greater clarity on future levels of financial support.
- v. Cllr G Mancini-Boyle referred to the spending required to maintain Comer Pier, and asked whether there was a long-term strategy or any fresh ideas. He then referred to gate fees for the District's recycling, and asked whether the substantial price increases had been factored into the budget. Cllr E Seward replied with regards to the Pier, that whilst it required significant funding that had been continually reviewed by different administrations, he was open to ideas for new funding arrangements. He added that the Pier remained crucially important to the tourism industry of North Norfolk. The CTA added that the Pier provided a direct income via a management fee, but was also a significant draw for tourism in North Norfolk. On recycling gate fees, the CTA stated that future costs had been given general consideration, but would be looked at in more detail when preparing the 2022-23 budget. Cllr G Mancini-Boyle suggested that it could be helpful to consider alternate options for funding the Pier's maintenance, and suggested holding a public consultation on the matter. In response to a question from Cllr W Fredericks on the listed status of the Pier, it was stated that the Council did have a responsibility to maintain the structure, as owner.
- vi. Cllr H Blathwayt stated that in his experience, the more commercial a Pier became, the less attractive it would be to visitors, and noted that he would be happy to provide input for consideration if required.
- vii. Cllr P Heinrich asked whether establishing a charity trust to fund the Pier maintenance could make it eligible for lottery funding. The CE replied that this could be considered, and noted that the Council had received lottery funding in the past.
- viii. Cllr A Brown referred to the financial outlook of the MTFs, and referred to an announcement of a 4.5% increase in core spending for Local Government, which he suggested was mostly the result of Council Tax increases. He added that over five years, financial support for local government had been reduced by approximately 30%, and asked whether this was sustainable. The CTA stated that should those cuts continue, then it would not be sustainable for any Council, and representations to this effect had been made in relation to the financial settlement.
- ix. Cllr L Withington proposed that an update be provided on the savings proposals as part of the budget monitoring process later in the year. Cllr A Varley seconded the proposal.

RESOLVED

1. To recommend to Full Council that the Medium Term Financial Strategy is approved.

2. To request that an update on the progress of savings proposals be included in the Outturn Report.

144 CAPITAL STRATEGY 2021/2022

Cllr E Seward – Portfolio Holder for Finance and Assets introduced the report and informed Members that it was a statutory requirement to agree the strategy on an annual basis. The CTA added that the strategy had to be approved in advance of the new financial year, and noted that there had not been any substantial changes.

Questions and Discussion

It was proposed by Cllr P Heinrich and seconded by Cllr W Fredericks that the report be recommended to Full Council for approval.

RESOLVED

To recommend to Full Council that the Capital Strategy and Prudential Indicators for 2021-22 are approved.

145 INVESTMENT STRATEGY 2021/2022

Cllr E Seward – Portfolio Holder for Finance and Assets introduced the report and informed Members that it was a statutory requirement to approve the Investment Strategy on an annual basis. The CTA added that the strategy had been updated following guidance from MHCLG.

Questions and Discussion

It was proposed by Cllr P Heinrich and seconded by Cllr H Blathwayt to recommend the report to Full Council for approval.

RESOLVED

To recommend to Council that the Investment Strategy is approved.

146 TREASURY MANAGEMENT STRATEGY 2021/2022

Cllr E Seward – Portfolio Holder for Finance and Assets introduced the report and informed Members that it was a statutory report that required approval on an annual basis. The CTA added that the strategy was a continuation from previous years with additional context in relation to the low interest rates caused by Covid-19.

Questions and Discussion

- i. Cllr P Heinrich asked whether any modelling had taken place to determine the potential impact of negative interest rates. The CTA replied that the treasury advisors were closely monitoring the potential for negative interest rates to be introduced, though it remained unlikely. She added that whilst negative interest rates would have an impact on the Council, extensive modelling had not been undertaken at present, due to the low likelihood of them being introduced. It was suggested that more detailed modelling would be completed

if this likelihood increased.

- ii. Cllr A Varley proposed that the report be recommended to Full Council for approval and Cllr E Spagnola seconded the proposal.

RESOLVED

To recommend to Council that the Treasury Management Strategy Statement is approved.

147 DELEGATED DECISIONS (JANUARY TO FEBRUARY 2021)

The DSM introduced the report and informed Members that three decisions had been reported to Cabinet in February. The first related to the discretionary business grant scheme, the next on commencing consultation of the Council Tax support scheme, and the final decision related to a payment for supporting the test and trace scheme.

RESOLVED

To note the report.

148 SHERINGHAM LEISURE CENTRE PROJECT UPDATE: FEBRUARY 2021

Cllr V Gay – Portfolio Holder for Leisure, Wellbeing and Culture introduced the report and informed Members that there had been no change in the budget. It was reported that whilst careful consideration had been given to reopening the existing Splash facility, it had been determined that demolition would be brought forward in order to complete phases one and two of the project by 12th August. Cllr V Gay referred to previous discussion of the communications of the project, and noted that search terms had likely been the cause of updates not displaying correctly. She added that searching for Sheringham Leisure Centre would provide up to date news releases, time lapse videos and plans. The AD SG noted that there had been a request for the demolition costs to be outlined, which was reported as approximately £161k, with work to commence shortly.

Questions and Discussion

- i. Cllr L Withington stated that there was a general understanding in Sheringham that the early demolition was the result of a change in circumstance caused by Covid-19, and that residents appreciated that Splash had been kept open for as long as possible. She added that given the cost savings, and taking into account that Splash may have only opened for a matter of weeks, it was now prudent to progress with an early demolition.
- ii. Cllr V Gay thanked officers and Members for their input monitoring the project and noted that the demolition costs were not additional and had been included in the original budget.
- iii. Consideration was given to the frequency of ongoing updates, and it was agreed that updates would continue on a monthly basis.

RESOLVED

To note the report.

149 PERFORMANCE MANAGEMENT QUARTER 3 2020/21

The CE introduced the report and informed Members that it covered the period from October to December 2020, during which time the District saw a rising number of cases leading to a second lockdown in November. It was reported that progress had been made on a number of corporate priorities including climate change, temporary accommodation and Sheringham Leisure Centre. The CE noted that a return to processing business grants had required considerable resource, though this had not impacted services, and that the report had been brought to Scrutiny in advance of Cabinet to provide information in a more timely manner.

Questions and Discussion

- i. Cllr C Cushing referred to the installation of electric vehicle charging points in Fakenham, and asked whether any update on progress was available. Cllr N Lloyd replied that EVCPs in Wells, Sheringham, Cromer and Holt were online, and it was expected that Fakenham points would soon be connected, though he was yet to receive confirmation. Cllr L Shires added that she would seek to provide a full written answer, and noted that issues had arisen in North Walsham, and the Council was now looking for an alternative site which she would provide an update on in due course.
- ii. Cllr A Brown referred to housing delivery targets, and asked to place on record his thanks to officers for working hard to meet these targets, and for their efforts in preparing the new Local Plan.
- iii. Cllr G Mancini-Boyle congratulated relevant officers for preparing the carbon reduction strategy outlined in the report.
- iv. Cllr L Withington referred to progress on climate change actions, and asked whether these could be brought together in a wider briefing. The DSGOS noted that the draft Environmental Charter was expected to come forward for pre-scrutiny in the coming months, and there was potential for this to come alongside a wider briefing. The CE suggested that if Members wanted more information on actions taken to address climate change, then it would be possible to include additional information on request. The PPMO stated that performance data was now publicly available, with a single page for all climate related data and actions.

RESOLVED

To note the report and endorse the actions being taken by Corporate Leadership Team detailed in Appendix A.

150 THE CABINET WORK PROGRAMME

The DSGOS informed Members that the Committee had changed its working practices to factor in more pre-scrutiny, meaning that several items of business on the Cabinet Work Programme had already been reviewed or were planned for review by the Committee. It was noted that this included the Equality and Diversity Policy, that was expected to come for pre-scrutiny in March, and go to Cabinet for approval in April/May.

RESOLVED

To note the Cabinet Work Programme.

151 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The DSGOS informed Members that the crime and disorder briefing was expected to take place in March, and a request had been made for the PCC to address issues of domestic abuse and wider policing issues in relation to the Covid-19 pandemic. He added that the draft Environmental Charter was expected in the coming months.

It was clarified, following a question from Cllr L Withington that the Committee would continue to adopt a pre-scrutiny approach where possible.

RESOLVED

To note the Work Programme.

152 EXCLUSION OF THE PRESS AND PUBLIC

The meeting ended at 11.15 am.

Chairman

BUDGET MONITORING REPORT 2020/21 – PERIOD 10

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of January 2021. 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 January 2021 shows an £8,443,191 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £164,729 which, as per the previous COVID update, is to be funded from the General Fund reserve if required.

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

- 1) **note the contents of the report and the current budget monitoring position;**
- 2) **agree to fund any deficit from the General Fund reserve at the year-end if required**
- 3) **Approve the capital programme funding as identified from reserves.**

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

<u>Cabinet Member(s)</u> Cllr Eric Seward
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<u>Ward(s) affected</u>

<u>Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, Duncan.ellis@north-norfolk.gov.uk</u>
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1. Introduction

- 1.1 This report compares the actual expenditure and income position at the end of January 2021 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 also provides an update on the impact of the Covid-19 pandemic on the council's financial position and likely outturn budget impact.
- 1.3 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)	59,927
Savings resulting from changes to working practices	(120,000)
Covid-19 Expenditure and Grant Allocations	0
Covid-19 Income Impact	1,414,367
Investment Interest/Borrowing Interest	(439,565)
Business rates	0
Fees & charges support grant	(750,000)
Total	164,729

- 2.2 The table highlights that the current forecasts as at January 2021 this position has improved from the £421k forecast as part of period 6 monitoring. As previously agreed this is to be funded from reserves if further efficiencies cannot be found before the year end.

2.3 Budget Monitoring Position – Revenue

- 2.3 The General Fund Summary at Appendix A shows the high level budget monitoring position as at 31 January 2021 and highlights a year to date variance of £8,443,191 underspend against the profiled updated budget. Of this underspend £5,021,515 is in relation to net cost service variances with the remainder relating to non-service specific budgets. Where appropriate to do so COVID-19 expenditure and grants have been allocated to services, to understand the net impact of this on the Council's base budget monitoring, an extract of the General Fund Summary adjusting for this position is shown below.

General Fund Summary P10 2020-21
Adjusted Net Cost of Service

Service Area	2020-21	Budget YTD	Actuals YTD	Variance	Covid	Adjusted
	Updated			YTD	Related	
	Budget			YTD	Expenditure/	Non Covid
	£	£	£	£	Income	£
Corporate Leadership Team/Corporate	277,015	188,111	122,407	(65,704)	16,850	(82,553)
Community & Economic Development	4,728,178	2,923,227	3,490,488	567,261	354,187	213,074
Customer Services & ICT	912,091	597,926	825,569	227,643	144,550	83,093
Environmental Health	3,898,574	2,825,308	2,737,451	(87,857)	20,483	(108,340)
Finance and Assets	3,985,045	(5,942,178)	(11,699,570)	#####	(5,802,890)	45,498
Legal and Democratic Services	1,637,068	1,709,238	1,733,182	23,944	(9,004)	32,948
Planning	2,302,200	1,928,299	1,998,888	70,589	6,824	63,765
Net Cost of Services	17,740,171	4,229,931	(791,584)	#####	(5,269,000)	247,485

2.4 Full variances across all service areas are detailed as part of Appendix B included with this report. The following table outlines the more significant variances compared to the updated budget along with the likely full year effect which are not attributed to the pandemic. Variances that are directly attributed to COVID-19 are considered in more detail later in this report. Income related variances are also discussed in more detail.

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. Professional and consultancy fees. These costs have been offset by savings in the corporate training programme which are being analysed separately	£20,541	£32,465
Registration Services – Staffing costs following a restructure of the team. Some of this saving will be used to fund staffing costs ahead of elections in May - there is potentially a full year effect saving. Costs associated with the running of the European & General Election - to be funded from the Electoral Claims Unit.	£58,262	(£20,000)
Corporate Leadership Team – (£95,276) - Lower salaries and on costs as a result of staff vacancies. Some of this will be offset by the restructure. The balance consists of minor variances.	(£108,169)	(£85,000)

Communications - (£16,471) – Staff turnover savings due to vacancies. (£13,800) - Marketing. (£4,750) - Digital promotion - to be used for promotion of social posts to boost engagement/audience.	(£36,338)	(£25,000)
Economic and Community Development		
Car Parking – £60,722 - Higher NNDR costs as a result of an increase in the multiplier and loss of transitional relief £514,994 - Car park income lower due to Covid-19, included under income impacts.	£423,759	£60,722
Markets – Lower fee income from market rentals as a result of Covid-19 restrictions and social distancing measures.	£25,853	£0
Leisure Complexes – (£93,282) - Rent/Hire of Buildings - No invoices received for the hire of school halls. £356,700 - Higher management fees as agreed by Cabinet - these represent contributions towards key workers and furloughed staff along with loss of income. £5,000 - Consultancy costs.	£275,171	£5,000
Other Sports – (£24,008) - Mammoth Marathon entry fees and sponsorship. This will be carried forward as the Marathon is now anticipated in May 2022.	(£18,304)	£0
Foreshore (Community) - £5,200 - Contract extension for the period 1st to 5th April 2020. (£73,633) - New cleansing contract costs, bills of quantity. (£52,960) - Beach Lifeguard Management Fee. (£9,890) - Lower costs of memorial seat repairs.	(£129,048)	(£54,760)
Business Growth Staffing – New project manager post funded from capital, this will be adjusted as part of Capital financing at year end.	£23,397	£0
Housing Strategy – (£7,384) Employee costs due to vacant hours. (£4,132) Transport costs. (£12,427) Supplies and services, professional fees not yet incurred, this mainly relates to viability works funded from the New Homes Bonus reserve.	(£25,614)	(£7,500)
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.	(£46,439)	£0
Coastal Management – Staffing costs - to be funded from Reserves and contributions at year end.	£37,161	£0
Customer Services and ICT		

<p>ICT – Support Services - £173,824 - Computer Software Licences. There is an £8k one-off item for an upgrade to the GIS system. There is a £99k growth in the software licensing of Microsoft products following the withdrawal of the government framework. Current estimates are that the increase will be around £107,000. £45,551 - Computer maintenance. There are one-off costs for mandatory software upgrades, leading to a full year effect of £35,746. (£38,917) - Computer Lines / Modems - Delay in delivery of network upgrade - this will be complete by March 2021.</p> <p>Computer Purchases, Hardware - 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 measures to date is £93,730. This has been allocated against the Covid grant.</p>	£237,542	£150,000
<p>Homelessness – Grant allocation not yet offset by expenditure due to Covid pressures.</p>	(£39,205)	£0
Environmental Health		
<p>Commercial Services – Vacant post within the team.</p>	(£23,041)	(£23,000)
<p>Public Protection –. Licence fee income is down as a result of restrictions in place during the Covid-19 lockdown.</p>	£40,910	£0
<p>Environmental Health Service Management – Temporary staffing costs offset by other staff savings across the wider department.</p>	£33,193	£0
<p>Combined Enforcement Team – Vacant Team Leader post currently being used to fund temporary staffing within the department.</p>	(£33,630)	£0
<p>Waste Collection and Disposal – (£20,018) Outstanding accruals from 2019/20 for services provided and no invoices yet received. £56,828 Waste collection costs higher than profiled budget. Contract extension costs of £26,998 to Kier. (£35,772) Lower contract payments for the processing of recyclables.</p> <p>Additional income from garden waste and bulky waste collections.</p>	(£46,915)	(£47,000)
<p>Cleansing – £7,641 Contractor extension costs to Kier; (£44,475) Contractor costs to Serco based on bill of quantities.</p>	(£35,830)	(£36,000)
Finance and Assets		
<p>Industrial Estates – Change of lease agreement, rental income not yet invoiced.</p>	£29,846	£0
<p>Revenue Services – The variance to date shows the net position on Business support and Discretionary grants, no full year effect is anticipated as grants continue to be made to businesses and there is an expectation that unspent monies will be repaid to the Ministry for Housing Communities and Local Government (MHCLG).</p>	(£5,927,657)	£0

<p>Due to pressures on the service relating to processing the grant payments additional external support has been agreed using Civica on Demand. This has been funded from the Covid support grant.</p> <p>Although not highlighting as a variance at P10 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, this is include within the income impact figures.</p>		
<p>Benefits Subsidy – Current net position on Test and Trace payments (grant less expenditure)</p>	(£53,705)	£0
<p>Admin Buildings – £67,033 Higher repair and maintenance costs - Legionella corrective works at various sites, PAT testing and emergency lighting and the removal of Portacabins at New Road, North Walsham. £22,676 of which relates to Covid-19 measures and will be funded by the grant. (£44,345) Lower running costs - outstanding invoices for rent at Kings Arms St. North Walsham; lower gas and electricity costs at Cromer and Fakenham. £6.235 Management fee - termination of Caterserve contract.</p>	£52,783	£20,000
<p>Property Services – (£17,127) Vacant post held in the service offset by costs for advertising and overtime. £7,872 Works in default to be funded from the Enforcement Board. £145,825 various works identified as supporting Covid-19 measures and Return to the High Street Safely Fund (RHSSF) to be funded by relevant grants.</p>	£146,870	£0
<p>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.</p>	£3,207	£15,000
<p>Investment Properties – Option appraisals and structural surveys. Outstanding debtor accruals - invoices yet to be raised for recharge of insurance premiums and utility charges.</p>	£25,154	£20,000
<p>Corporate and Democratic Core – £7,413 Payment to Local Enterprise Partnership (LEP) re Enterprise Zones. £7,623 Prior year's external audit costs.</p> <p>£46,671 Additional Covid-19 costs funded from the Central Government Grant. These include a Countywide mailshot and Community food bank contribution.</p>	(£3,485)	£15,000
Legal and Democratic Services		
<p>Members Services – Year to date savings in training and travel costs as a result of the pandemic and forced changes to working practices. Underspend In Chairman's Civic expenditure. These savings are predicted to deliver a Full Year Effect of £16,000, this has been included within estimate shown at 2.5.</p>	(£23,426)	£0
<p>Legal Services – £27,651 Employee Costs. £30,181 Income</p>	£51,691	£0

generated from legal fees. No full year is anticipated as the net position will be funded from the legal earmarked reserve.		
Planning		
Development Management – £16,992 Turnover and pay award. (£7,335) Transport costs. £3,228 Costs awarded. £5,228 Professional Advice. £12,695 Agency costs - some funded from Covid-19 grant as the implementation of the new planning system (Uniform) was directly affected by the pandemic. The variance at period 10 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 £120,000 is still predicted.	£82,826	£20,000
Planning Policy – (£24,030) Staff turnover savings resulting from a vacant post. (£47,446) Delays in Local Plan profiled expenditure.	(£32,959)	(£30,000)
Conservation, Design and Landscape - Accruals relating to prior year contributions in relation to Historic Environment Service not yet made. Spending profile of conservation area appraisal.	(£27,040)	£0
Major Developments – £56,504 Professional and legal services relating to planning application appeals.	£57,470	60,000
Building Control – £35,821 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.	£25,479	£0
Head of Planning – Departmental generic training and public transport is budgeted for here. The anticipated full year effect relates to various supplies and services.	(£22,774)	(£10,000)
TOTALS	(£4,964,160)	£59,927

- 2.5 As a result of the rapid transformation of the workplace and home working becoming the new normal, new ways of digitally delivering meetings and training have delivered savings across most service areas. Individually these savings are not significant enough to include in the table above but corporately they could be significant. The table below shows the current level of savings for travel and training along with an estimated saving that could be generated by outturn (this movement has been excluded from the full year effect figures above).

	Full Year Budget	Year to Date Budget	Actuals YTD	YTD Variance	Estimated Full Year Effect
	£	£	£	£	£
Travel Allowances and Public Transport	149,456	123,130	76,161	(46,969)	(50,000)
Training	174,472	145,650	73,365	(72,285)	(70,000)
Total	323,928	268,780	149,526	(119,254)	(120,000)

3. Covid-19 Position – Impact on Budget Monitoring Position P10

3.1 Covid-19 Grants and Additional Expenditure

3.2 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. The table below highlights the current grants and expenditure being allocated against them. No Full Year effects have been assumed for this grant income as it will be matched by expenditure or repaid.

Summary of Grant Position - Main Covid-19 grants received by the Authority as at P10 2020/21 (assume no Full Year Effect as additional expenditure or pay back)

	Grant Allocation at P10 2020-21 £	Expenditure at P10 2020-21 £	Current variance £
Covid Grant from MHCLG - 4 Tranches	1,703,210	787,242	(915,968)
<u>Business Support Grants</u>			
Small Business Grants/Discretionary	65,502,000	55,958,000	(9,544,000)
Local Restrictions/Tier 2/Tier 4 grants	9,484,945	7,751,041	(1,733,904)
Additional Restrictions Support	931,273	143,500	(787,773)
National Lockdown	7,900,821	6,838,929	(1,061,892)
Closed Business Lockdown	<u>15,795,000</u>	<u>13,672,000</u>	(2,123,000)
Total Business Support	99,614,039	84,363,470	(15,250,569)
Tourism Sector Support package (TSSP) Other/Grants	330,029	215,671	(114,358)
Reopening the High Street Fund	93,332	63,973	(29,359)
Test and Trace - Standard/Disc/Administration	105,473	59,973	(45,500)
Other funding including New Burdens and Enforcement Surge	74,995	42,354	(32,641)
	<u>101,921,078</u>	<u>85,532,683</u>	<u>(16,388,395)</u>

3.3 North Norfolk District Council has received four tranches of support grant from the Ministry for Housing Communities and Local Government (MHCLG) totaling £1,703,210. The expenditure allocated against this grant is closely monitored and monthly updates are submitted to MHCLG. The grant has not currently been allocated to specific service budgets and therefore the expenditure is currently showing as a variance at net cost of service level. The support grant income is identified on the General Fund Summary under Local Taxation and Government Grant. The main areas of expenditure set against this grant include, officer overtime, additional ICT to enable homeworking, Leisure contract support, Homelessness Rough Sleeper placements and Covid-19 compliance. Since our last monitoring report to the MHCLG the council has been notified that we have been awarded the full £200,000 funding from the National Leisure Recovery Fund. This funding is provided by Government, via Sport England to help support local authorities and leisure providers to recover from the effects of the Covid pandemic. This will reduce the sum currently committed from the support grant.

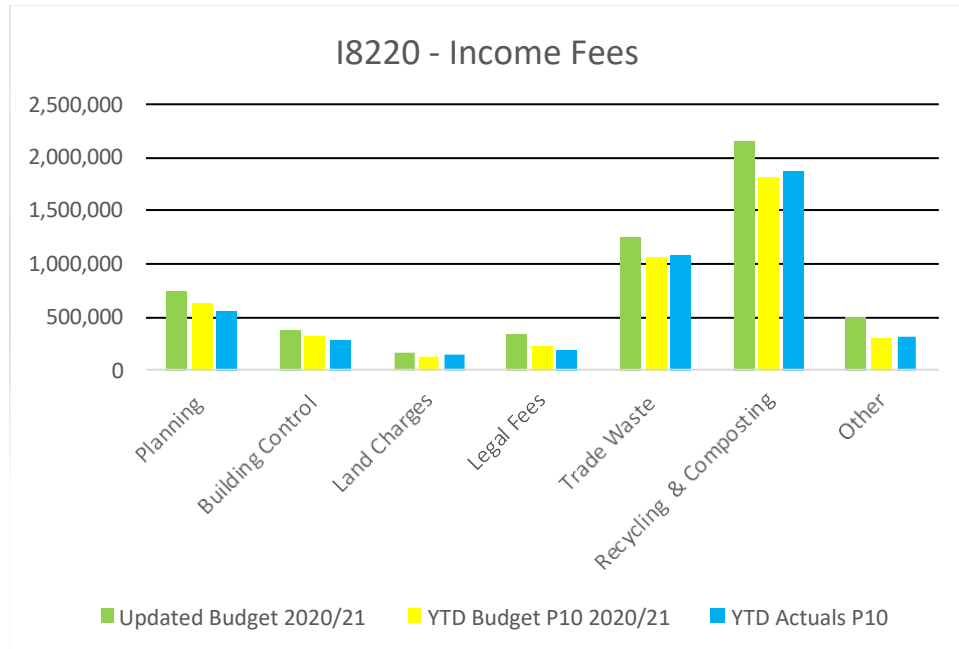
- 3.4 The most significant area of Covid-19 support that the council is undertaking is the provision of business support. A number of different grants have been made available for businesses across the District to draw down. The schemes relating to the original allocation of £65,502,000 have now closed and it is anticipated that once reconciliation work is complete and the final figures verified the unallocated balance will be repaid to MHCLG. The other streams are still in operation but the same process of payback for unallocated balances is likely.
- 3.5 A number of more specific grants have been received by the Council to provide greater support to specific sectors including businesses particularly effected by the pandemic such as Tourism and individuals who may be experiencing financial hardship as a result of enforced Covid-19 measures such as self-isolating. Further funding has been allocated to help the public and businesses understand the latest Covid-19 regulations, and increase compliance and enforcement checks on businesses throughout the district.
- 3.6 Covid-19 Update on Income Variances**
- 3.7 As previously highlighted, the greatest financial impact that faces the council is income reductions, the position at Period 10 shows a deficit of £574,136 against the year to date profiled budget.
- 3.8 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.
- 3.9 The first claim for the period April to July was submitted in October for £435k, this has been received and is shown on the General Fund Summary under government Grants and Local Taxation. A further claim was completed in December for the period August to November but due to favorable income levels during these months nothing further was claimed.
- 3.10 In terms of the overall claims position we are estimating that the total potential eligible claim for 2020/21 will still amount to a total of c£1m as previously quoted which would mean grant income of total grant of £0.75m based on the intervention rate of 75%. Taking into account monies already received we could expect to draw down a further £315k.
- 3.11 A breakdown of variances by main income streams is shown below. It is worth highlighting that whilst the current shortfall is £574,136 the Council is still anticipating that the full impact on 2020/21 budgets will be a shortfall of £1,414,367. A breakdown of this can be seen at Chart 3 below. The current position has been influenced by favorable variances against budget headings not included in the claim such as recycling. Another factor effecting the year to date position is the way income is accounted for within some services. For example, trade waste income is charged by invoicing and this process credits the service when the invoice is raised and not when the cash is physically received. As such the overall position cannot be quantified until all refunds and credits for suspended services have been applied to businesses accounts. Where this is the case anticipated full year variances have been provided by service managers working with their accountants.

1822 - Income Fees and Charges

18220 - Income - Fees

	Updated Budget 2020/21	YTD Budget P10 2020/21	YTD Actuals 2020-21 P10	YTD Variance
Planning	(751,500)	(626,250)	(554,843)	71,407
Building Control	(380,000)	(316,660)	(280,624)	36,036
Land Charges	(162,190)	(135,160)	(148,385)	(13,225)
Legal Fees	(329,896)	(216,644)	(186,523)	30,121
Trade Waste	(1,255,000)	(1,071,750)	(1,080,595)	(8,845)
Recycling & Composting	(2,144,861)	(1,809,400)	(1,873,051)	(63,651)
Other	(508,278)	(287,918)	(313,209)	(25,291)
	<u>(5,531,725)</u>	<u>(4,463,782)</u>	<u>(4,437,230)</u>	<u>26,552</u>

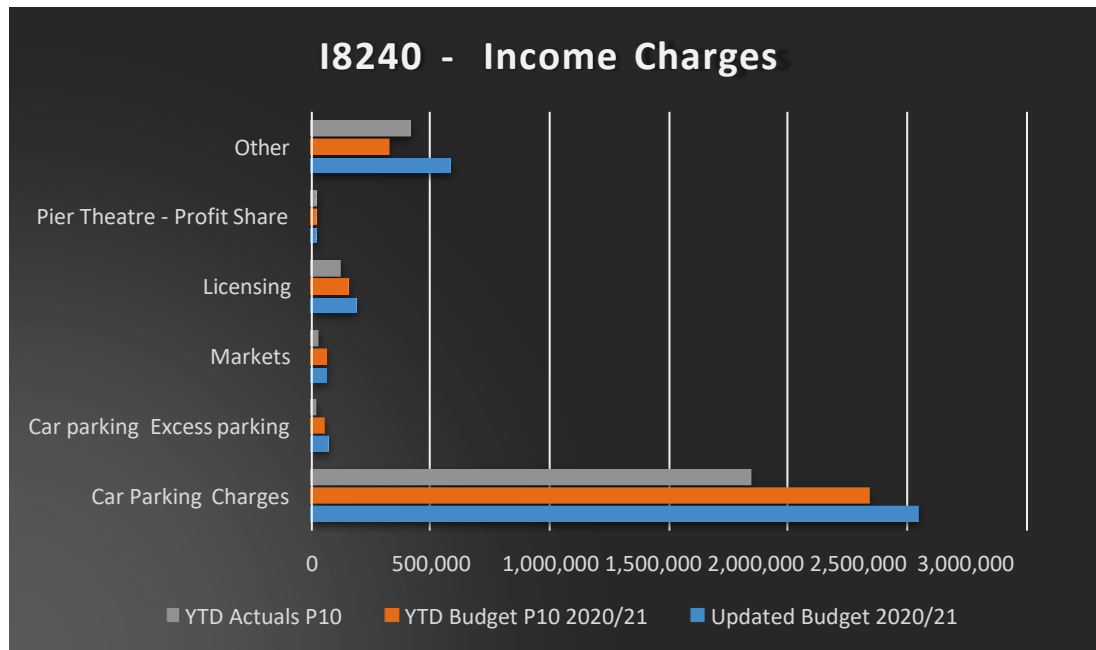
Chart 1



18240 - Income - Charges

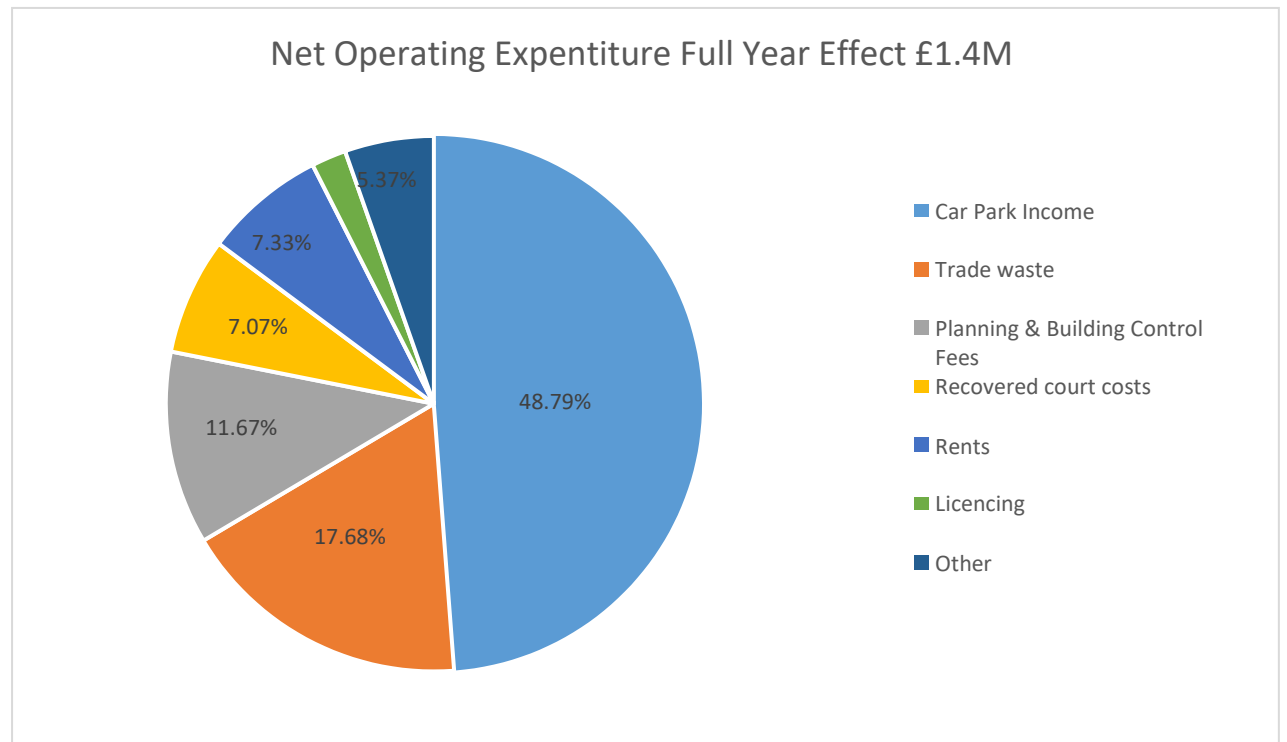
	Updated Budget 2020/21	YTD Budget P10 2020/21	YTD Actuals 2020-21 P10	YTD Variance
Car Parking Charges	(2,544,900)	(2,339,359)	(1,838,767)	500,592
Car parking Excess parking	(70,490)	(58,740)	(20,746)	37,994
Markets	(63,654)	(60,954)	(32,452)	28,502
Licensing	(188,500)	(157,080)	(120,359)	36,721
Pier Theatre - Profit Share	(20,000)	(20,000)	(19,361)	639
Other	(587,110)	(326,709)	(415,404)	(88,695)
	<u>(3,474,654)</u>	<u>(2,962,842)</u>	<u>(2,447,089)</u>	<u>515,753</u>

Chart 2



The balance that makes up the year to date income variance on I82 - Customer and Client Receipts of £574,136 is in relation to rents and miscellaneous receipts and sales and has a net negative impact of £31,830 at P10.

Chart 3



4. Non Service Variances to Period 10 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 £40.1m is assumed, at an average interest rate of 3.3%.

At the end of period 10, a total of £1,178,475 has been earned, resulting in a favourable variance against the year to date budget of £75,727. The average rate of interest achieved was 2.55% from an average balance available for investment of £55.3m. At the end of the year a favourable variance against the budget of £83,992 is anticipated. This is due to dividends from pooled funds being higher than budgeted, performing well despite the impact of COVID. Conversely, the returns from investing surplus cash in money markets has been significantly lower than expected, the interest rates now at 0.01%, down from a high of 0.45% in April. This has been partly mitigated by increased investment balances due to additional payments received from central government in response to COVID. 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 £32.8m at the end of period 10; a gain of £0.8m on the original investment. This is an improvement of £2.7m from the position at 31st March, where pooled funds were valued at £30.1m due to the impact of the global pandemic on equity funds.

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 10, a total of £1,633 has been paid resulting in a favourable variance against the budget of £6,700. There has been a lower requirement for short-term borrowing due to increased cash inflows associated with COVID related central government payments. At the end of the year a favourable variance against the budget of £7,473 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. No borrowing in relation to these projects have been made to date and this is the same position expected at the end of the financial year. This will be continually reviewed, with treasury management decisions made based on achieving best value for money.

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. This is not however an option for the Council as we will not be eligible to

spread the NNDR deficit as our Collection Fund deficit was caused due to the retail relief, and not due to non-collection.

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 at the end of period 10, amounted to £9,813,570 across all projects. The Capital Programme has been updated to reflect changes agreed up to the end of January 2021 and can be found at Appendix C. Since the last report to Cabinet the following changes have been made:

- Property Investment Company – £2,000,000 has been removed from the capital programme in response to the new PWLB lending rules.
- Cromer West Prom Chalet Ramps - £61,345 has been removed from the capital programme as the project was not viable, due to lack of buy-in by chalet holders.
- Provision of Temporary Accommodation - £60,560 additional budget has been added for the refurbishment of 2a Stirling Road, Sculthorpe for temporary accommodation use. This was approved by Cabinet and funded by capital receipts. The refurbishment in total will cost £80,000; the remainder is met by savings within the original approved programme.
- The following 2020/21 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:

Scheme	Budget Re-profiled
Fakenham Connect	(£69,668)
North Walsham Heritage Action Zone	(£277,000)
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	(45,500)
Splash Gym Equipment	(£502,534)
North Walsham Artificial Grass Pitch	(£848,868)
Splash Leisure Centre Re-provision	(£2,370,264)
Waste vehicles	(£1,388,157)

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

- Cromer Pier Steelworks and Improvements to Pavilion Theatre – An additional £424,900 is requested to meet expected final costs for the current programme due to urgent work requirements. This will be financed by the Capital Project

(£104,939) and Asset Management (£319,961) reserves. A further paper will be brought to Cabinet to consider the most recent survey results and to approve the future work programme and its associated procurement and financing.

- Administration Buildings (Cromer Office Works) – A further £148,200 is requested to cover anticipated final costs for this project, financed by the Asset Management Reserve. This has been due to further essential emergency works that have been uncovered as part of the project which were unforeseen when the scheme was initially commenced.

6 Conclusion

- 6.1 The revenue budget is showing an estimated full year overspend for the current financial year of £164,729. The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.
- 6.2 The previous Budget monitoring report secured reserve funding to support with the anticipated £400k deficit which has reduced to £165k based on current forecasts. The use of the General Fund reserve 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 a transfer from the General Fund reserve will be required to balance the budget at year end.

7 Financial Implications and Risks

- 7.1 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.
- 7.2 The estimated outturn shown in Table 1 will continue to be monitored during the year.

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

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

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

General Fund Summary 2020-21 Base Budget

Service Area	2020-21	2020-21	Budget YTD	Actuals YTD	Variance YTD	Commitments	Remaining Budget
	Base Budget	Updated Budget					
	£	£	£	£	£	£	£
Corporate Leadership Team/Corporate	314,973	277,015	188,111	122,407	(65,704)	21,823	132,785
Community & Economic Development	4,456,448	4,728,178	2,923,227	3,490,488	567,261	714,255	523,435
Customer Services & ICT	769,811	912,091	597,926	825,569	227,643	322,604	(236,082)
Environmental Health	3,902,129	3,898,574	2,825,308	2,737,451	(87,857)	1,382,354	(221,231)
Finance and Assets	3,883,103	3,985,045	(5,942,178)	(11,699,570)	(5,757,391)	533,000	15,151,614
Legal and Democratic Services	1,606,069	1,637,068	1,709,238	1,733,182	23,944	24,007	(120,121)
Planning	2,379,017	2,302,200	1,928,299	1,998,888	70,589	196,582	106,730
Net Cost of Services	17,311,550	17,740,171	4,229,931	(791,584)	(5,021,515)	3,194,625	15,337,131
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)	(1,516,000)	(1,516,010)	(10)	0	(303,194)
Refcus	(842,667)	(842,667)	0	0	0	0	(842,667)
Interest Receivable	(1,310,977)	(1,310,977)	(1,092,476)	(1,178,741)	(86,265)	0	(132,236)
External Interest Paid	358,100	358,100	298,416	1,641	(296,775)	0	356,459
Revenue Financing for Capital:	4,892,728	5,565,300	0	0	0	0	5,565,300
IAS 19 Pension Adjustment	260,290	260,290	0	0	0	0	260,290
Net Operating Expenditure	21,369,963	22,471,156	4,440,014	(964,551)	(5,404,565)	3,194,625	20,241,083
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)	(157,058)	0	0	0	0	(157,058)
Coast Protection	(37,958)	(37,958)	0	0	0	0	(37,958)
Communities	(242,000)	(325,000)	0	0	0	0	(325,000)
Delivery Plan	2,379,266	2,345,289	0	0	0	0	2,345,289
Economic Development & Tourism	(10,000)	(10,000)	0	0	0	0	(10,000)
Elections	40,000	40,000	0	0	0	0	40,000
Environmental Health	0	(150,000)	0	0	0	0	(150,000)
Environment	0	150,000	0	0	0	0	150,000
Grants	(57,086)	(73,605)	0	0	0	0	(73,605)
Housing	(488,585)	(575,641)	0	0	0	0	(575,641)
Legal	(25,426)	(25,446)	0	0	0	0	(25,446)
New Homes Bonus Reserve	(225,460)	(25,773)	0	0	0	0	(25,773)
Organisational Development	(97,885)	(136,512)	0	0	0	0	(136,512)
Pathfinder	(20,500)	(20,500)	0	0	0	0	(20,500)
Planning Revenue	50,000	8,242	0	0	0	0	8,242
Property Investment Fund	(1,000,000)	(999,476)	0	0	0	0	(999,476)
Property Company	(2,000,000)	(2,000,000)	0	0	0	0	(2,000,000)
Restructuring/Invest to save	(732,950)	(1,005,516)	0	0	0	0	(1,005,516)
Contribution to/(from) the General Reserve	(116,528)	(95,865)	0	0	0	0	(95,865)
Amount to be met from Government Grant and Local Taxpayers	17,796,239	17,796,239	4,440,014	(964,551)	(5,404,565)	0	15,566,166
Collection Fund – Parishes	(2,520,143)	(2,520,143)	(2,100,120)	(2,242,928)	(142,808)	0	(277,215)
Collection Fund – District	(6,305,671)	(6,305,671)	(5,254,720)	(5,520,798)	(266,078)	0	(784,873)
Retained Business Rates	(7,504,661)	(7,504,661)	(6,253,880)	(6,253,880)	0	0	(1,250,781)
Revenue Support Grant	(89,799)	(89,799)	(74,832)	(67,350)	7,482	0	(22,449)
New Homes bonus	(892,194)	(892,194)	(743,495)	(892,194)	(148,699)	0	0
Rural Services Delivery Grant	(483,771)	(483,771)	(483,771)	(483,771)	0	0	0
Covid Grants not allocated to Net Cost of Services	0	0	0	(2,053,560)	(2,053,560)	0	2,053,560
Sales ,Fees and Charges Support	0	0	0	(434,963)	(434,963)	0	434,963
Income from Government Grant and Taxpayers	(17,796,239)	(17,796,239)	(14,910,818)	(17,949,444)	(3,038,626)	0	(2,335,318)
(Surplus)/Deficit	0	0	(10,470,804)	(18,913,995)	(8,443,191)	0	13,230,848

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Service Area Summaries P10 2020-21

Community, Econ Dev & Coast

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remainin g 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	712,954	589,173	(123,781)	281,471	(45,918)	See Note A below:
Capital Charges	62	50	50	0	0	12	No Major Variances.
Gross Direct Income	(2,634,946)	(2,400,229)	(1,852,689)	547,540	0	(782,257)	£557,336 - 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. A full year effect for both of these will be £569,225.
Support Service Charges	151,089	142,590	142,590	0	0	8,499	No Major Variances.
	(1,659,069)	(1,544,635)	(1,120,876)	423,759	281,471	(819,664)	
Note A: £60,722 - Higher NNDR costs as a result of an increase in the multiplier and loss of transitional relief. This will have a full year effect. £18,972 - Higher income from credit cards leading to higher charges. (£202,654) - Invoice for management fees not yet received. (£8,891) - General repair and maintenance is lower than expected. (£21,410) - Lower than anticipated costs as part of the cleansing contract. £35,178 - Rent of Land. Hire of car parks at Beach Road, Mundesley & Clink Road, Sea Palling. This is offset by higher income at these car parks. (£3,898) - Other Professional Fees. (£3,320) - Advertising - General.							
Markets							
Gross Direct Costs	56,318	32,806	31,675	(1,131)	1,485	23,158	No Major Variances.
Gross Direct Income	(63,654)	(57,614)	(30,630)	26,984	0	(33,024)	£26,984 - Lower income from market rents, due to Covid restrictions. This will have a full year effect of £30,000
Support Service Charges	22,990	19,170	19,170	0	0	3,820	No Major Variances.
	15,654	(5,638)	20,215	25,853	1,485	(6,046)	
Parks & Open Spaces							
Gross Direct Costs	292,174	243,850	236,628	(7,222)	81,974	(26,428)	£9,241 - R & M Grounds - General. £4,276 - Grounds maintenance contract - Bills of quantity. (£19,269) - Cleansing contract - Bills of quantity (dog and litter bins).
Capital Charges	11,434	9,530	9,530	0	0	1,904	No Major Variances.
Gross Direct Income	(14,590)	(5,730)	(1,458)	4,272	0	(13,132)	No Major Variances.
Support Service Charges	115,030	95,880	95,880	0	0	19,150	No Major Variances.
	404,048	343,530	340,580	(2,950)	81,974	(18,506)	
Foreshore							
Gross Direct Costs	150,727	98,133	98,463	330	3,349	48,916	No Major Variances.
Capital Charges	109,610	91,340	91,340	0	0	18,270	No Major Variances.
Gross Direct Income	(217,362)	(181,140)	(185,288)	(4,148)	0	(32,074)	Beach hut and chalet rentals. It is projected that overall income will be £14,000 lower due to Covid. (£6,522) - Winter storage charges
Support Service Charges	188,230	156,900	156,900	0	0	31,330	No Major Variances.
	231,205	165,233	161,415	(3,818)	3,349	66,442	

Leisure Complexes							
Gross Direct Costs	291,515	269,197	547,168	277,971	30,143	(285,796)	See Note A Below:
Capital Charges	538,140	448,440	448,440	0	0	89,700	No Major Variances.
Gross Direct Income	0	0	(2,800)	(2,800)	0	2,800	No Major Variances.
Support Service Charges	101,830	84,910	84,910	0	0	16,920	No Major Variances.
	931,485	802,547	1,077,718	275,171	30,143	(176,376)	
Note A: (£93,282) - Rent/Hire of Buildings - no invoices received for the hire of school halls. £356,700 - Higher management fees due to Covid. as agreed at Cabinet. There is a potential full year effect of £689,081 but there is a possibility - of £200,000 grant from govt. (The National Leisure Recovery Fund) - all Authorities with outsourced leisure services have been given a share of £100 million nationally). £3,345 - Building repair and maintenance. £2,648 - Equipment purchases, Cabbell park football goals.							
Other Sports							
Gross Direct Costs	91,645	82,316	80,219	(2,097)	2,921	8,506	Salaries and oncosts.
Gross Direct Income	(10,000)	(8,330)	(24,537)	(16,207)	0	14,537	(£24,008) - Mammoth Marathon entry fees and sponsorship. Will be rolled forward as a receipt in advance. Marathon anticipated May 2022. £7,801 - No fee income as a result of Covid. There will be a full year effect of £10,000.
Support Service Charges	65,740	54,790	54,790	0	0	10,950	No Major Variances.
	147,385	128,776	110,472	(18,304)	2,921	33,993	
Recreation Grounds							
Gross Direct Costs	13,800	11,500	9,777	(1,723)	5,220	(1,197)	No Major Variances.
Capital Charges	79	70	70	0	0	9	No Major Variances.
Gross Direct Income	(1,000)	(830)	(720)	110	0	(280)	No Major Variances.
Support Service Charges	5,780	4,830	4,830	0	0	950	No Major Variances.
	18,659	15,570	13,957	(1,613)	5,220	(518)	
Pier Pavilion							
Gross Direct Costs	7,780	6,480	9,441	2,961	401	(2,063)	No Major Variances.
Gross Direct Income	(20,000)	(20,000)	(19,361)	639	0	(639)	No Major Variances.
Support Service Charges	35,160	29,320	29,320	0	0	5,840	No Major Variances.
	22,940	15,800	19,400	3,600	401	3,138	
Foreshore (Community)							
Gross Direct Costs	416,415	365,003	235,955	(129,048)	139,566	40,894	£5,200 - Contract extension for the period 1st to 5th April 2020. (£73,633) - New cleansing contract costs, bills of quantity. (£52,960) - Beach Lifeguard Management Fee. (£9,890) - Lower costs of memorial seat repairs. All of these will produce a full year saving of £54,760.
Support Service Charges	69,240	57,710	57,710	0	0	11,530	No Major Variances.
	485,655	422,713	293,665	(129,048)	139,566	52,424	
Woodlands Management							
Gross Direct Costs	197,610	164,854	189,743	24,889	24,030	(16,164)	£6,295 - General Grounds maintenance. Tree safety work re Warren woods, essential works. This will have a full year effect of £13,000. £7,360 - Woodland furniture. This will be funded from earmarked reserves (Parks Improvement funding). £8,593 - Other professional fees.
Capital Charges	1,346	1,120	1,120	0	0	226	No Major Variances.
Gross Direct Income	(25,550)	(21,300)	(39,871)	(18,571)	0	14,321	(£18,750) - Higher car park income. (£4,095) - Rental income
Support Service Charges	156,280	130,260	130,260	0	0	26,020	No Major Variances.

329,686 274,934 281,252 6,318 24,030 24,404

Cromer Pier							
Gross Direct Costs	98,649	96,718	96,601	(117)	545	1,503	No Major Variances.
Capital Charges	5,277	4,400	4,400	0	0	877	No Major Variances.
Gross Direct Income	(28,274)	(21,204)	(14,080)	7,124	0	(14,194)	No Major Variances.
Support Service Charges	79,550	66,290	66,290	0	0	13,260	No Major Variances.
	155,202	146,204	153,211	7,007	545	1,446	
Economic Growth							
Gross Direct Costs	82,030	68,662	65,175	(3,487)	38,254	(21,399)	No Major Variances.
Capital Charges	50,211	41,850	41,850	0	0	8,361	No Major Variances.
Gross Direct Income	0	0	(1,659)	(1,659)	0	1,659	No Major Variances.
Support Service Charges	349,280	291,070	291,070	0	0	58,210	No Major Variances.
	481,521	401,582	396,435	(5,147)	38,254	46,832	
Tourism							
Gross Direct Costs	43,588	36,330	184,366	148,036	13,000	(153,778)	£121,970 Tourism support Grants £18,000 Additional support for Visit North Norfolk funded from Covid grant.
Gross Direct Income	0	0	(150,000)	(150,000)	0	150,000	Allocation of Tourism Support Package grant.
Support Service Charges	19,200	16,020	16,020	0	0	3,180	No Major Variances.
	62,788	52,350	50,386	(1,964)	13,000	(598)	
Market Town Initiatives							
Gross Direct Costs	0	0	(9,550)	(9,550)	0	9,550	Returned grant HTC.
	0	0	(9,550)	(9,550)	0	9,550	
Coast Management							
Gross Direct Costs	321,730	191,420	202,339	10,919	85,496	33,895	Timber purchases.
Capital Charges	509,716	424,760	424,760	0	0	84,956	No Major Variances.
Gross Direct Income	0	0	(10,000)	(10,000)	0	10,000	Contribution from Coastal Loss Innovative Funding & Finance project (CLIFF) towards consultancy costs.
Support Service Charges	390,900	325,760	325,760	0	0	65,140	
	1,222,346	941,940	942,859	919	85,496	193,991	
Business Growth Staffing							
Gross Direct Costs	269,551	224,650	248,047	23,397	0	21,504	New North Walsham project manager post funded through the capital programme.
Support Service Charges	(269,551)	(224,590)	(224,590)	0	0	(44,961)	No Major Variances.
	0	60	23,457	23,397	0	(23,457)	
Economic & Comm Dev Mgt							
Gross Direct Costs	84,401	70,340	73,376	3,036	315	10,710	Employee costs, budgeted turnover not made.
Support Service Charges	(84,401)	(70,330)	(70,330)	0	0	(14,071)	No Major Variances.
	0	10	3,046	3,036	315	(3,361)	
Leisure							
Gross Direct Costs	205,421	171,200	176,360	5,160	0	29,061	£6,596 - Higher salaries and oncosts as a result of no staff turnover and the pay award being higher than budgets. A full year effect of £7,593 is anticipated.
Gross Direct Income	(700)	(580)	0	580	0	(700)	No Major Variances.
Support Service Charges	(204,721)	(170,590)	(170,590)	0	0	(34,131)	No Major Variances.
	0	30	5,770	5,740	0	(5,770)	

Housing Strategy							
Gross Direct Costs	408,015	340,030	316,086	(23,944)	5,990	85,939	(£7,384) Employee costs due to vacant hours. (£4,132) Transport costs. (£12,427) Supplies and services, professional fees not yet incurred.
Capital Charges	742,667	0	0	0	0	742,667	No Major Variances.
Gross Direct Income	0	0	(1,670)	(1,670)	0	1,670	No Major Variances.
Support Service Charges	102,296	85,320	85,320	0	0	16,976	No Major Variances.
	1,252,978	425,350	399,736	(25,614)	5,990	847,252	
Health & Communities							
Gross Direct Costs	792,859	461,335	421,420	(39,915)	0	371,439	See Note A Below:
Gross Direct Income	(199,104)	(130,323)	(136,847)	(6,523)	0	(62,257)	(£2,533) - Grants for fixed term staff. (£5,200) - Repayment of grant paid twice.
Support Service Charges	31,940	26,630	26,630	0	0	5,310	No Major Variances.
	625,695	357,642	311,203	(46,439)	0	314,492	
Note A: (£15,820) - Arts grants – level of applications lower as a result of Covid. There is an anticipated full year saving of £16,000 £5,814 - A new Service Level Agreement is currently being discussed with the Citizens Advice Bureau. (£28,368) - Social prescribing grant from Norfolk County Council less salaries. will be rolled forward as an unspent grant. A saving of £8,000 is also anticipated as the level of Community Transport grant applications is lower as a result of Covid, meaning the total saving on this service will be £24,000.							
Coastal Management							
Gross Direct Costs	287,290	218,620	256,227	37,607	95	30,968	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)	(239,390)	(239,390)	0	0	(47,900)	No Major Variances.
	0	(20,770)	16,391	37,161	95	(16,486)	
				0			
Total Community, Econ Dev & Coast	4,728,178	2,923,227	3,490,488	567,261	714,255	523,435	

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CLT/ Corporate

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Human Resources & Payroll							
Gross Direct Costs	377,192	314,350	337,080	22,730	6,370	33,742	See Note A below
Gross Direct Income	(1,000)	(830)	(3,019)	(2,189)	0	2,019	No Major Variances.
Support Service Charges	(376,192)	(313,520)	(313,520)	0	0	(62,672)	No Major Variances.
	0	0	20,541	20,541	6,370	(26,910)	
Note A: £12,211 - 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 £14,595. £13,409 - New appointment advertising - this is charged out to services as and when recruitment advertising takes place. £4,620 - Equipment purchases, bicycles purchased as part of the cycle scheme. £20,222 - Various professional and consultancy fees. this will have a full year effect of £17,870. (£23,945) - Corporate training not yet delivered. A roll forward will be requested to deliver coaching to the new Leadership and Management Teams in 2021/22.							
Registration Services							
Gross Direct Costs	246,243	169,920	155,101	(14,819)	19	91,123	Staffing costs following a restructure of the team. Some of this saving will be used to fund staffing costs ahead of elections in May - there is potentially a full year effect saving of c. £20k..
Gross Direct Income	(54,120)	(52,670)	20,411	73,081	0	(74,531)	Outstanding claims for the European and General Elections.
Support Service Charges	122,850	102,400	102,400	0	0	20,450	No Major Variances.
	314,973	219,650	277,912	58,262	19	37,042	
Corporate Leadership Team							
Gross Direct Costs	480,324	400,280	292,111	(108,169)	13,145	175,067	(£95,276) - Lower salaries and oncosts as a result of staff vacancies. Due to the restructure, no saving is anticipated. (£5,248) - Other professional fees. £4,212 - Marketing - General, Door to door leaflet drop re Covid. (£9,162) - Lower mileage, subsistence and conference expenses, due to Covid restrictions.
Support Service Charges	(480,324)	(400,240)	(400,240)	0	0	(80,084)	No Major Variances.
	0	40	(108,129)	(108,169)	13,145	94,983	
Communications							
Gross Direct Costs	257,210	214,391	179,883	(34,508)	2,289	75,038	(£16,471) - Staff vacancies, no full year saving - to be used as part of the restructure. (£13,800) - Marketing. Varying marketing/graphic design demand from other departments due to impact of COVID on normal council business. (£4,750) - Digital promotion - to be used for promotion of social posts to boost engagement/audience.
Gross Direct Income	0	0	(1,830)	(1,830)	0	1,830	Income from filming rights.
Support Service Charges	(295,168)	(245,970)	(245,970)	0	0	(49,198)	No Major Variances.
	(37,958)	(31,579)	(67,917)	(36,338)	2,289	27,670	
Total CLT/ Corporate	277,015	188,111	122,407	(65,704)	21,823	132,785	

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Customer Services & ICT

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
ICT - Support Services							
Gross Direct Costs	1,422,079	1,094,213	1,334,415	240,202	89,242	(1,578)	See Note A below:
Capital Charges	79,420	66,180	66,180	0	0	13,240	No Major Variances.
Gross Direct Income	(410)	(340)	(3,000)	(2,660)	0	2,590	Grant towards staff training costs.
Support Service Charges	(1,424,504)	(1,187,140)	(1,187,140)	0	0	(237,364)	No Major Variances.
	76,585	(27,087)	210,455	237,542	89,242	(223,112)	
Note A: £4,006 - Higher salaries and oncosts due to higher pay award. This is offset slightly by staff reducing hours, but the full year cost is anticipated to be £7,253. £173,824 - Computer Software Licences. There is an £8k one-off item for an upgrade to the GIS system. There is a £99k growth in the software licensing of Microsoft products following the withdrawal of the government framework. Current estimates are that the increase will be around £107,000. £45,551 - Computer maintenance. There are one-off costs for mandatory software upgrades, leading to a full year effect of £35,746. (£38,917) - Computer Lines / Modems - Delay in delivery of network upgrade - this will be complete by March 2021. £56,342 - 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 measures to date is £93,730. The total full year effect is £150,000.							
TIC's							
Gross Direct Costs	105,898	84,941	79,569	(5,372)	16,898	9,432	(£5,589) - Purchases For Resale - fewer souvenirs bought for resale (Closed as a result of Government Covid guidelines)
Capital Charges	5,729	4,770	4,770	0	0	959	No Major Variances.
Gross Direct Income	(27,000)	(22,510)	(10,605)	11,905	0	(16,395)	£11,929 - Sale of souvenirs (Closed as a result of Government Covid guidelines)
Support Service Charges	77,020	64,210	64,210	0	0	12,810	No Major Variances.
	161,647	131,411	137,943	6,532	16,898	6,806	
Homelessness							
Gross Direct Costs	308,520	257,081	696,956	439,876	143,779	(532,215)	£371,672 B&B temporary Accommodation charges. £96,644 Rough Sleeper temporary accommodation funded from the Covid grant. £5,086 Rent deposit expenditure. (£39,000) Professional fees funded by grants not incurred.
Capital Charges	4,856	4,050	4,050	0	0	806	No Major Variances.
Gross Direct Income	(598,103)	(562,842)	(1,041,923)	(479,081)	0	443,820	(£8,298) Rent on temporary accommodation properties. (£50,005) Recovered rent deposits. (£339,536) Recoverable costs, benefit subsidy and client contributions from B & B clients. (£75,298) Recoverable subsidy on Covid placed rough sleepers. (£7,500) Rough sleeper funding.
Support Service Charges	632,340	526,940	526,940	0	0	105,400	No Major Variances.
	347,613	225,229	186,023	(39,205)	143,779	17,811	
Customer Services Housing							
Gross Direct Costs	464,199	386,831	395,777	8,946	178	68,244	£13,837 Staffing, turnover and regradings. (£1,554) Transport related savings. (£3,336) Various supplies and services.
Support Service Charges	(410,872)	(342,390)	(342,840)	(450)	0	(68,032)	No Major Variances.
	53,327	44,441	52,937	8,496	178	212	
Digital Transformation							
Gross Direct Costs	290,519	242,110	253,117	11,007	14,630	22,772	£10,636 - Salaries and oncosts are higher than anticipated and there is a full year cost of £17,634
Capital Charges	31,500	26,250	26,250	0	0	5,250	No Major Variances.
Support Service Charges	(70,114)	(58,440)	(58,440)	0	0	(11,674)	No Major Variances.
	251,905	209,920	220,927	11,007	14,630	16,348	

Reprographics							
Gross Direct Costs	83,047	69,210	58,660	(10,550)	48,558	(24,171)	(£4,222) - Due to Covid the Council's activities have reduced and less production of print produced. Therefore, operating lease costs for printers are lower than expected. (£4,920) - The majority of staff are working from home, this equates to less paper being used.
Gross Direct Income	(7,500)	(6,250)	(1,483)	4,767	0	(6,017)	£4,767 - Due to Covid external revenue has fallen due to less activities being allowed to open.
Support Service Charges	(75,547)	(62,950)	(62,950)	0	0	(12,597)	No Major Variances.
	0	10	(5,773)	(5,783)	48,558	(42,785)	
Customer Services - Corporate							
Gross Direct Costs	718,067	594,912	609,058	14,146	9,320	99,689	See Note A Below:
Gross Direct Income	(22,070)	(18,390)	(23,481)	(5,091)	0	1,411	£4,209 - Postal charges re envelopes, BR postage and surcharges. (£9,980) - Income from service charges.
Support Service Charges	(674,983)	(562,520)	(562,520)	0	0	(112,463)	No Major Variances.
	21,014	14,002	23,057	9,055	9,320	(11,363)	
Note A: £8,163 - 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 £9,552. £10,082 - Overtime paid as a result of Covid. (£6,248) - Postage costs. £9,337 - Personal protective equipment purchased for the Council as a whole due to Covid. (£4,750) - Other professional fees. (£1,891) - Stationery purchases. The full year effect of all of these is £29,134.							
Total Customer Services & ICT	912,091	597,926	825,569	227,643	322,604	(236,082)	

Service Area Summaries P10 2020-21

Environmental Health

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Commercial Services							
Gross Direct Costs	310,188	258,496	227,468	(31,029)	5,278	77,443	Vacant post within the team and lower mileage costs due to Covid.
Gross Direct Income	(11,250)	(9,380)	(1,393)	7,988	0	(9,858)	No income from food hygiene re-rating visits and food hygiene courses which have been suspended. This will have a full year effect of £10,000.
Support Service Charges	91,780	76,490	76,490	0	0	15,290	No Major Variances.
	390,718	325,606	302,565	(23,041)	5,278	82,875	
Internal Drainage Board Levies							
Gross Direct Costs	412,188	412,188	407,405	(4,783)	0	4,783	Lower inflation.
Support Service Charges	190	160	160	0	0	30	No Major Variances.
	412,378	412,348	407,565	(4,783)	0	4,813	
Travellers							
Gross Direct Costs	50,320	43,704	44,581	877	45,622	(39,883)	No Major Variances.
Gross Direct Income	(4,000)	(3,340)	(1,610)	1,730	0	(2,390)	No Major Variances.
Support Service Charges	870	720	720	0	0	150	No Major Variances.
	47,190	41,084	43,691	2,607	45,622	(42,123)	
Public Protection							
Gross Direct Costs	198,935	163,788	162,047	(1,741)	6,455	30,433	No Major Variances.
Gross Direct Income	(197,000)	(164,160)	(121,509)	42,651	0	(75,491)	Lower income received with some impact by Covid e.g. Temporary Events and Lottery Licences. This is under review with the Licensing team .
Support Service Charges	100,110	83,430	83,430	0	0	16,680	No Major Variances.
	102,045	83,058	123,968	40,910	6,455	(28,378)	
Street Signage							
Gross Direct Costs	12,000	4,660	2,071	(2,589)	0	9,929	No Major Variances.
Capital Charges	4,235	3,530	3,530	0	0	705	No Major Variances.
Support Service Charges	18,920	15,770	15,770	0	0	3,150	No Major Variances.
	35,155	23,960	21,371	(2,589)	0	13,784	
Environmental Protection							
Gross Direct Costs	687,269	552,490	553,064	574	19,603	114,602	No Major Variances.
Capital Charges	8,397	7,000	7,000	0	0	1,397	No Major Variances.
Gross Direct Income	(58,375)	(30,080)	(42,563)	(12,483)	0	(15,812)	Reimbursement of costs relating to emergency measures to a dangerous structure; sales of goat merchandise and additional licensing income for Houses in Multiple Occupation.
Support Service Charges	195,040	162,550	162,550	0	0	32,490	No Major Variances.
	832,331	691,960	680,051	(11,909)	19,603	132,677	
Env Health - Service Mgmt							
Gross Direct Costs	140,332	114,130	147,323	33,193	13,498	(20,489)	Staffing costs funded from a saving within the Corporate Enforcement team plus a change of senior management structure.
Support Service Charges	(140,332)	(116,920)	(116,920)	0	0	(23,412)	No Major Variances.
	0	(2,790)	30,403	33,193	13,498	(43,901)	
Combined Enforcement Team							
Gross Direct Costs	159,503	132,930	99,300	(33,630)	2,128	58,075	Vacant post. - used to fund temporary staffing within Environmental Health.
Support Service Charges	(159,503)	(132,900)	(132,900)	0	0	(26,603)	No Major Variances.
	0	30	(33,600)	(33,630)	2,128	31,472	

Environmental Contracts							
Gross Direct Costs	282,296	233,930	239,346	5,416	232	42,718	Turnover staffing costs not met.
Capital Charges	4,521	3,770	3,770	0	0	751	No Major Variances.
Support Service Charges	(286,817)	(239,010)	(239,010)	0	0	(47,807)	No Major Variances.
	0	(1,310)	4,106	5,416	232	(4,338)	
Waste Collection And Disposal							
Gross Direct Costs	4,138,993	3,043,235	3,070,993	27,758	1,174,077	(106,076)	See Note A below:
Capital Charges	48,815	40,680	40,680	0	0	8,135	No Major Variances.
Gross Direct Income	(3,447,361)	(2,918,944)	(2,993,617)	(74,673)	0	(453,744)	Additional income from garden waste and bulky waste collections. No full year effect is anticipated as any additional income will be offset by lower fee income from trade waste customers.
Support Service Charges	450,780	375,690	375,690	0	0	75,090	No Major Variances.
	1,191,227	540,661	493,746	(46,915)	1,174,077	(476,595)	
Note A: (£20,018) Outstanding accruals from 2019/20 for services provided and no invoices yet received. £56,828 Waste collection costs higher than profiled budget. Contract extension costs of £26,998 to Kier. (£35,772) Lower contract payments for the processing of recyclables.							
Cleansing							
Gross Direct Costs	690,300	556,920	520,728	(36,192)	115,217	54,355	£7,641 Contractor extension costs to Kier; (£44,475) Contractor costs to Serco based on bill of quantities.
Capital Charges	18,000	15,000	15,000	0	0	3,000	No Major Variances.
Gross Direct Income	(57,170)	(57,170)	(56,809)	362	0	(362)	No Major Variances.
Support Service Charges	58,580	48,830	48,830	0	0	9,750	No Major Variances.
	709,710	563,580	527,750	(35,830)	115,217	66,743	
Environmental Strategy							
Gross Direct Costs	25,000	25,000	7,857	(17,143)	0	17,143	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	16,530	16,530	0	0	3,310	No Major Variances.
	29,840	26,530	24,387	(2,143)	0	5,453	
Community Safety							
Gross Direct Costs	30,647	22,210	17,086	(5,124)	0	13,561	Vacant post.
Support Service Charges	250	210	210	0	0	40	No Major Variances.
	30,897	22,420	17,296	(5,124)	0	13,601	
Civil Contingencies							
Gross Direct Costs	87,743	73,690	69,671	(4,019)	245	17,827	No Major Variances.
Support Service Charges	29,340	24,480	24,480	0	0	4,860	No Major Variances.
	117,083	98,170	94,151	(4,019)	245	22,687	
						0	
Total Environmental Health	3,898,574	2,825,308	2,737,451	(87,857)	1,382,354	(221,231)	

Finance & Assets

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Industrial Estates							
Gross Direct Costs	15,517	12,207	6,849	(5,358)	430	8,238	Lower insurance premiums.
Capital Charges	46,240	38,530	38,530	0	0	7,710	No Major Variances.
Gross Direct Income	(134,600)	(129,600)	(94,396)	35,204	0	(40,204)	Rental income not invoiced due to a change of Lease - the assignment is with the solicitor awaiting completion.
Support Service Charges	46,230	38,540	38,540	0	0	7,690	No Major Variances.
	(26,613)	(40,323)	(10,477)	29,846	430	(16,566)	
Surveyors Allotments							
Gross Direct Costs	3,000	0	25	25	0	2,975	No Major Variances.
Gross Direct Income	(50)	(40)	(50)	(10)	0	0	No Major Variances.
Support Service Charges	12,070	10,070	10,070	0	0	2,000	No Major Variances.
	15,020	10,030	10,045	15	0	4,975	
Handy Man							
Gross Direct Costs	3,251	2,731	2,710	(21)	0	541	No Major Variances.
Gross Direct Income	(54,730)	0	0	0	0	(54,730)	No Major Variances.
Support Service Charges	60,970	50,830	50,830	0	0	10,140	No Major Variances.
	9,491	53,561	53,540	(21)	0	(44,049)	
Parklands							
Gross Direct Costs	34,767	28,976	23,137	(5,839)	1,464	10,166	Lower electricity costs - delays in receipt of invoices from supplier.
Capital Charges	432	360	360	0	0	72	No Major Variances.
Gross Direct Income	(64,055)	(59,055)	(72,264)	(13,209)	0	8,209	(£14,500) Sale of pitch - to be used as a capital receipt at year end.
Support Service Charges	32,560	27,140	27,140	0	0	5,420	No Major Variances.
	3,704	(2,579)	(21,627)	(19,048)	1,464	23,867	
Revenue Services							
Gross Direct Costs	66,192,154	56,761,968	85,004,402	28,242,435	14,456	(18,826,705)	£10,369 Overtime funded from Covid grant. £28,594 Civica on Demand support funded from Covid. £28,190,470 Covid - Small Business Support and Lockdown grants.
Gross Direct Income	(65,944,911)	(65,712,760)	(99,882,852)	(34,170,092)	0	33,937,941	Covid Funding for Business Support Grants - there is an expectation that a reconciliation will be made and unspent allocations will be repaid to Ministry Housing Communities and Local Government (MHCLG).
Support Service Charges	383,980	320,030	320,030	0	0	63,950	No Major Variances.
	631,223	(8,630,762)	(14,558,420)	(5,927,657)	14,456	15,175,186	
Benefits Subsidy							
Gross Direct Costs	21,979,945	0	33,825	33,825	0	21,946,120	£33,500 Test and Trace Payments, funded by grant.
Gross Direct Income	(21,726,144)	0	(87,529)	(87,529)	0	(21,638,615)	(£79,000) Test and Trace grant payments.
	253,801	0	(53,705)	(53,705)	0	307,506	
Discretionary Payments							
Support Service Charges	3,820	3,180	3,180	0	0	640	No Major variances.
	3,820	3,180	3,180	0	0	640	
Non Distributed Costs							
Gross Direct Costs	0	195,219	201,603	6,384	0	(201,603)	£9,331 - Actuarial strain costs for staff retiring early.
	0	195,219	201,603	6,384	0	(201,603)	
Administration Buildings Svs							
Gross Direct Costs	575,759	372,181	402,802	30,621	74,155	98,802	See Note A below:
Capital Charges	75,862	63,220	63,220	0	0	12,642	No Major Variances.
Gross Direct Income	(344,158)	(190,063)	(167,901)	22,162	0	(176,257)	Service charges are lower as fewer tenants.
Support Service Charges	(281,517)	(234,590)	(234,590)	0	0	(46,927)	No Major Variances.
	25,946	10,748	63,531	52,783	74,155	(111,740)	
Note A: £67,033 Higher repair and maintenance costs - Legionella corrective works at various sites, PAT testing and emergency lighting and the removal of Portacabins at New Road, North Walsham. (£44,345) Lower running costs - outstanding invoices for rent at Kings Arms St. North Walsham; lower gas and electricity costs at Cromer and Fakenham. £6,235 Management fee - termination of Caterserve contract.							

Property Services							
Gross Direct Costs	697,321	590,535	738,710	148,175	56,011	(97,400)	See Note A below:
Capital Charges	3,002	2,500	2,500	0	0	502	No Major Variances.
Gross Direct Income	(10,000)	0	(805)	(805)	0	(9,195)	Outstanding debtor accruals offset by sale proceeds from land at Weybourne.
Support Service Charges	(615,796)	(513,150)	(513,650)	(500)	0	(102,146)	No Major Variances.
	74,527	79,885	226,755	146,870	56,011	(208,239)	

Note A: (£25,718) Staffing costs - 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. £139,982 Repair and maintenance and purchase of equipment and consumables relating to Covid and the Return to the High Street Safely Fund (RHSSF). £23,687 Professional fees and consultancy costs.

Head Of Finance & Assets							
Gross Direct Costs	109,836	91,540	93,612	2,072	0	16,224	No Major Variances.
Support Service Charges	(109,836)	(91,550)	(91,550)	0	0	(18,286)	No Major Variances.
	0	(10)	2,062	2,072	0	(2,062)	
Corporate Finance							
Gross Direct Costs	446,119	374,150	355,446	(18,704)	21,739	68,935	(£22,828) Employee savings due to vacant hours. £4,207 additional ICT costs.
Support Service Charges	(446,119)	(371,760)	(371,760)	0	0	(74,359)	No Major Variances.
	0	2,390	(16,314)	(18,704)	21,739	(5,424)	

Insurance & Risk Management							
Gross Direct Costs	199,704	199,704	205,037	5,333	0	(5,333)	Legal Fees
Gross Direct Income	(650)	(540)	(208)	332	0	(442)	No Major Variances.
Support Service Charges	(199,054)	(165,920)	(165,920)	0	0	(33,134)	No Major Variances.
	0	33,244	38,909	5,665	0	(38,909)	

Internal Audit							
Gross Direct Costs	75,000	28,000	28,720	720	51,427	(5,147)	No Major Variances.
Support Service Charges	(75,000)	(62,510)	(62,510)	0	0	(12,490)	No Major Variances.
	0	(34,510)	(33,790)	720	51,427	(17,637)	

Playgrounds							
Gross Direct Costs	57,110	49,048	49,431	383	10,278	(2,600)	No Major Variances.
Support Service Charges	37,740	31,460	31,460	0	0	6,280	No Major Variances.
	94,850	80,508	80,891	383	10,278	3,680	

Community Centres							
Gross Direct Costs	9,893	7,075	6,363	(712)	4,492	(962)	No Major Variances.
Support Service Charges	8,650	7,220	7,220	0	0	1,430	No Major Variances.
	18,543	14,295	13,583	(712)	4,492	468	

Public Conveniences							
Gross Direct Costs	586,309	497,375	499,897	2,522	104,944	(18,532)	See Note A below:
Capital Charges	179,646	149,710	149,710	0	0	29,936	No Major Variances.
Gross Direct Income	0	0	(454)	(454)	0	454	No Major Variances.
Support Service Charges	87,477	72,900	74,040	1,140	0	13,437	No Major Variances.
	853,432	719,985	723,192	3,207	104,944	25,296	

Note A: £44,873 - Higher repair and maintenance costs associated with Legionella risk assessments and corrective works, emergency lighting and fixed wire testing and repairs. (£51,463) Underspend in running costs for water and electricity offset by higher NNDR costs. £7,784 Higher cleansing contractor costs due to Covid.

Investment Properties							
Gross Direct Costs	146,039	123,527	133,395	9,868	36,359	(23,715)	Option appraisals and structural surveys.
Capital Charges	46,674	38,900	38,900	0	0	7,774	No Major Variances.
Gross Direct Income	(210,105)	(177,720)	(162,434)	15,286	0	(47,671)	Outstanding debtor accruals - invoices yet to be raised for recharge of utility charges.
Support Service Charges	154,140	128,470	128,470	0	0	25,670	No Major Variances.
	136,748	113,177	138,331	25,154	36,359	(37,942)	

Central Costs							
Gross Direct Costs	91,205	73,507	66,350	(7,157)	6	24,849	(£12,920) - Budget for general events etc. £2,900 - Data protection fee.
Support Service Charges	(87,650)	(73,020)	(73,020)	0	0	(14,630)	No Major Variances.
	3,555	487	(6,670)	(7,157)	6	10,219	

Corporate & Democratic Core							
Gross Direct Costs	611,448	469,666	519,322	49,656	157,239	(65,112)	See Note A Below:
Capital Charges	100,000	0	0	0	0	100,000	No Major Variances.
Gross Direct Income	0	0	(53,141)	(53,141)	0	53,141	(£52,641) - Grants - Other (Surge Enforcement funding).
Support Service Charges	1,175,550	979,630	979,630	0	0	195,920	No Major Variances.
	1,886,998	1,449,296	1,445,811	(3,485)	157,239	283,949	

Note A: (£3,346) - Salaries and oncosts lower than expected. (£6,210) - Treasury consultancy charges. (£9,298) - Other professional fees. £27,266 - Countywide mailshot - COVID 19. £22,245 - Foodbank and other donations (Covid). £7,623 - Prior years grant audit by external auditors. The balance consists of minor variances.

Total Finance & Assets	3,985,045	(5,942,178)	(11,699,570)	(5,757,391)	533,000	15,151,614	
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Service Area Summaries P10 2020-21

Legal & Democratic Services

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Benefits Administration							
Gross Direct Costs	932,477	778,047	832,623	54,576	4,369	95,485	£18,100 Budgeted employee turnover savings not made, career grade movements. £32,511 Additional overtime funded from Covid grant and test and trace administrative grant. £7,713 Additional hardship software funded from the Covid grant.
Gross Direct Income	(349,121)	(3,928)	(62,826)	(58,898)	0	(286,295)	(£21,771) Various unbudgeted grants received from the Department for Works and Pensions (DWP). (£26,473) Test and Trace Administration Grant. (£10,654) New Burdens Hardship funding received from MHCLG.
Support Service Charges	488,240	406,880	406,880	0	0	81,360	No Major Variances.
	1,071,596	1,180,999	1,176,677	(4,322)	4,369	(109,450)	
Members Services							
Gross Direct Costs	507,462	420,934	397,178	(23,756)	3,981	106,303	See Note A Below:
Gross Direct Income	(400)	(330)	0	330	0	(400)	No Major Variances.
Support Service Charges	58,410	48,700	48,700	0	0	9,710	No Major Variances.
	565,472	469,304	445,878	(23,426)	3,981	115,613	
Note A: (£5,920) - 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. (£11,590) - Travelling allowances - general - Members are not travelling to the office to attend meetings currently, so are not claiming travel expenses at the usual level. (£8,186) - Chairman's Civic Expenditure. (£5,184) - Telephone reimbursements. £11,772 - 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.							
Legal Services							
Gross Direct Costs	646,462	539,409	564,159	24,750	15,657	66,646	£27,651 - Salaries and oncosts. (£6,427) - Client disbursements. Demand led. Court fees and land registry fees. £9,556 - Other Professional Fees. Any overspend will be funded from the legal reserve.
Gross Direct Income	(329,946)	(216,684)	(189,743)	26,941	0	(140,203)	£30,181 - Income from legal fees. No variance is anticipated because any balance will be transferred to the Legal reserve. (£3,203) - Other recoverable charges. Recharged disbursements (land registry fees etc.) Any reduction in income will be funded from the legal reserve.
Support Service Charges	(316,516)	(263,790)	(263,790)	0	0	(52,726)	No Major Variances.
	0	58,935	110,626	51,691	15,657	(126,283)	
						0	
Total Legal & Democratic Svs	1,637,068	1,709,238	1,733,182	23,944	24,007	(120,121)	

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Service Area Summaries P10 2020-21

Planning

	Updated Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Development Management							
Gross Direct Costs	1,062,973	890,022	920,668	30,646	86,209	56,096	£16,992 Turnover and pay award. (£7,335) Transport costs. £3,228 Costs awarded. £5,228 Professional Advice. £12,695 Agency costs - some funded from Covid grant as the implementation of the new planning system (Uniform) was directly affected by the pandemic.
Capital Charges	36,000	30,000	30,000	0	0	6,000	No Major Variances.
Gross Direct Income	(801,700)	(668,090)	(615,910)	52,180	0	(185,790)	Income - see Covid impact analysis in report.
Support Service Charges	598,290	498,600	498,600	0	0	99,690	No Major Variances.
	895,563	750,532	833,358	82,826	86,209	(24,004)	
Planning Policy							
Gross Direct Costs	469,656	395,392	362,599	(32,793)	5,719	101,338	(£28,692) Employee turnover savings as a result of vacant posts . (£8,977) Slippage in Local Plan - this will be offset by year end reserve funding.
Gross Direct Income	0	0	(167)	(167)	0	167	No Major Variances.
Support Service Charges	93,076	77,600	77,600	0	0	15,476	No Major Variances.
	562,732	472,992	440,033	(32,959)	5,719	116,981	
Conservation, Design & Landscape							
Gross Direct Costs	171,277	133,277	106,237	(27,040)	32,567	32,474	(£10,731) Profile conservation area appraisals funded from the general reserve. (£14,750) Contributions to NCC re Historic Environment Service (HES).
Support Service Charges	76,830	64,040	64,040	0	0	12,790	No Major Variances.
	248,107	197,317	170,277	(27,040)	32,567	45,264	
Major Developments							
Gross Direct Costs	277,293	241,860	306,507	64,647	21,353	(50,567)	£2,197 Relocation expenses. £11,872 New appointment advertising. £56,504 Professional services planning appeals (£2,782) Transport costs.
Gross Direct Income	0	0	(7,177)	(7,177)	0	7,177	(£2,197) Recovered costs for past employees, (£4,980) costs awarded to council following appeal.
Support Service Charges	78,760	65,630	65,630	0	0	13,130	No Major Variances.
	356,053	307,490	364,960	57,470	21,353	(30,260)	
Building Control							
Gross Direct Costs	451,956	376,660	366,318	(10,342)	5,182	80,456	(£6,603) Transport related savings. (£5,525) Employee costs.
Gross Direct Income	(390,000)	(324,990)	(289,169)	35,821	0	(100,831)	Income shortfall as a result of Covid.
Support Service Charges	124,740	103,980	103,980	0	0	20,760	No Major Variances.
	186,696	155,650	181,129	25,479	5,182	385	
Head Of Planning							
Gross Direct Costs	132,755	111,201	88,427	(22,774)	17,121	27,207	(£8,228) Generic training for department, (£2,708) Transport costs. (£9,748) Misc. supplies and service savings.
Support Service Charges	(132,755)	(110,620)	(110,620)	0	0	(22,135)	No Major Variances.
	0	581	(22,193)	(22,774)	17,121	5,072	
Property Information							
Gross Direct Costs	184,959	153,637	153,273	(364)	28,432	3,254	No Major Variances.
Gross Direct Income	(182,190)	(151,830)	(163,878)	(12,048)	0	(18,312)	Fee income.
Support Service Charges	50,280	41,930	41,930	0	0	8,350	No Major Variances.
	53,049	43,737	31,324	(12,413)	28,432	(6,707)	
Total Planning	2,302,200	1,928,299	1,998,888	70,589	196,582	106,730	

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Service Area Summaries P10 2020/21

Clt / Corporate

Level 6 Cost Centre Code	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R260	Human Resources & Payroll	0	0	20,541	20,541	6,370	(26,910)
R400	Registration Services	314,973	219,650	277,912	58,262	19	37,042
R460A	Corporate Leadership Team	0	40	(108,129)	(108,169)	13,145	94,983
R481E	Communications	(37,958)	(31,579)	(67,917)	(36,338)	2,289	27,670
		277,015	188,111	122,407	(65,704)	21,823	132,785

Community, Econ Dev & Coast

Level 6 Cost Centre Code	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R112A	Health	0	0	(253)	(253)	0	253
R200	Car Parking	(1,659,069)	(1,544,635)	(1,120,876)	423,759	281,471	(819,664)
R200A	Markets	15,654	(5,638)	20,215	25,853	1,485	(6,046)
R300	Parks & Open Spaces	404,048	343,530	340,580	(2,950)	81,974	(18,506)
R301	Foreshore	231,205	165,233	161,415	(3,818)	3,349	66,442
R304	Leisure Complexes	931,485	802,547	1,077,718	275,171	30,143	(176,376)
R305	Other Sports	147,385	128,776	110,472	(18,304)	2,921	33,993
R306	Recreation Grounds	18,659	15,570	13,957	(1,613)	5,220	(518)
R309	Pier Pavilion	22,940	15,800	19,400	3,600	401	3,138
R310	Foreshore (Community)	485,655	422,713	293,665	(129,048)	139,566	52,424
R312	Woodlands Management	329,686	274,934	281,252	6,318	24,030	24,404
R314	Cromer Pier	155,202	146,204	153,211	7,007	545	1,446
R330	Economic Growth	481,521	401,582	396,435	(5,147)	38,254	46,832
R333	Tourism	62,788	52,350	50,386	(1,964)	13,000	(598)
R336	Market Town Initiatives	0	0	(9,550)	(9,550)	0	9,550
R340	Coast Management	1,222,346	941,940	942,859	919	85,496	193,991
R391	Business Growth Staffing	0	60	23,457	23,397	0	(23,457)
R391B	Economic & Comm Dev Mgt	0	10	3,046	3,036	315	(3,361)
R397	Leisure	0	30	5,770	5,740	0	(5,770)
R399	Housing Strategy	1,252,978	425,350	399,736	(25,614)	5,990	847,252
R415	Health & Communities	625,695	357,642	311,203	(46,439)	0	314,492
R472	Coastal Management	0	(20,770)	16,391	37,161	95	(16,486)
		4,728,178	2,923,227	3,490,488	567,261	714,255	523,435

Customer Services & ICT

Level 6 Cost Centre Code	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R261	It - Support Services	76,585	(27,087)	210,455	237,542	89,242	(223,112)
R311	Tic'S	161,647	131,411	137,943	6,532	16,898	6,806
R372	Homelessness	347,613	225,229	186,023	(39,205)	143,779	17,811
R394	Customer Services Housing	53,327	44,441	52,937	8,496	178	212
R450C	Digital Transformation	251,905	209,920	220,927	11,007	14,630	16,348
R481C	Reprographics	0	10	(5,773)	(5,783)	48,558	(42,785)
R481D	Customer Services - Corporate	21,014	14,002	23,057	9,055	9,320	(11,363)
		912,091	597,926	825,569	227,643	322,604	(236,082)

Environmental Health

Level 6 Cost	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R111A	Commercial Services	390,718	325,606	302,565	(23,041)	5,278	82,875
R114	Internal Drainage Board Levies	412,378	412,348	407,565	(4,783)	0	4,813
R115	Travellers	47,190	41,084	43,691	2,607	45,622	(42,123)
R117	Public Protection	102,045	83,058	123,968	40,910	6,455	(28,378)
R117B	Street Signage	35,155	23,960	21,371	(2,589)	0	13,784
R119A	Environmental Protection	832,331	691,960	680,051	(11,909)	19,603	132,677
R151	Env Health - Service Mgmt	0	(2,790)	30,403	33,193	13,498	(43,901)
R151B	Combined Enforcement Team	0	30	(33,600)	(33,630)	2,128	31,472
R151D	Environmental Contracts	0	(1,310)	4,106	5,416	232	(4,338)
R316	Waste Collection And Disposal	1,191,227	540,661	493,746	(46,915)	1,174,077	(476,595)
R317	Cleansing	709,710	563,580	527,750	(35,830)	115,217	66,743
R412	Environmental Strategy	29,840	26,530	24,387	(2,143)	0	5,453
R413	Community Safety	30,897	22,420	17,296	(5,124)	0	13,601
R420	Civil Contingencies	117,083	98,170	94,151	(4,019)	245	22,687
		3,898,574	2,825,308	2,737,451	(87,857)	1,382,354	(221,231)

Finance & Assets

Level 6 Cost	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R201	Industrial Estates	(26,613)	(40,323)	(10,477)	29,846	430	(16,566)
R202	Surveyors Allotments	15,020	10,030	10,045	15	0	4,975
R203	Handy Man	9,491	53,561	53,540	(21)	0	(44,049)
R204	Parklands	3,704	(2,579)	(21,627)	(19,048)	1,464	23,867
R210	Revenue Services	631,223	(8,630,762)	(14,558,420)	(5,927,657)	14,456	15,175,186
R211	Benefits Subsidy	253,801	0	(53,705)	(53,705)	0	307,506
R214	Discretionary Payments	3,820	3,180	3,180	0	0	640
R219	Non Distributed Costs	0	195,219	201,603	6,384	0	(201,603)
R262	Administration Buildings Svs	25,946	10,748	63,531	52,783	74,155	(111,740)
R262A	Property Services	74,527	79,885	226,755	146,870	56,011	(208,239)
R262B	Head Of Finance & Assets	0	(10)	2,062	2,072	0	(2,062)
R263	Corporate Finance	0	2,390	(16,314)	(18,704)	21,739	(5,424)
R263B	Insurance & Risk Management	0	33,244	38,909	5,665	0	(38,909)
R263C	Internal Audit	0	(34,510)	(33,790)	720	51,427	(17,637)
R300A	Playgrounds	94,850	80,508	80,891	383	10,278	3,680
R302	Community Centres	18,543	14,295	13,583	(712)	4,492	468
R315	Public Conveniences	853,432	719,985	723,192	3,207	104,944	25,296
R318B	Investment Properties	136,748	113,177	138,331	25,154	36,359	(37,942)
R450	Central Costs	3,555	487	(6,670)	(7,157)	6	10,219
R450A	Corporate & Democratic Core	1,886,998	1,449,296	1,445,811	(3,485)	157,239	283,949
		3,985,045	(5,942,178)	(11,699,570)	(5,757,391)	533,000	15,151,614

Legal & Democratic Svs

Level 6 Cost	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R211A	Benefits Administration	1,071,596	1,180,999	1,176,677	(4,322)	4,369	(109,450)
R450B	Members Services	565,472	469,304	445,878	(23,426)	3,981	115,613
R481	Legal Services	0	58,935	110,626	51,691	15,657	(126,283)
		1,637,068	1,709,238	1,733,182	23,944	24,007	(120,121)

Planning

6CCC - Level 6 Cost Centre	6CCN - Level 6 Cost Centre Name	Full Year Budget 1	YTD Budget 1	YTD Actuals	Variance YTD	Immediate Commitments	Remaining Budget
R100	Development Management	895,563	750,532	833,358	82,826	86,209	(24,004)
R101	Planning Policy	562,732	472,992	440,033	(32,959)	5,719	116,981
R102	Conservation, Design & Landsca	248,107	197,317	170,277	(27,040)	32,567	45,264
R104B	Major Developments	356,053	307,490	364,960	57,470	21,353	(30,260)
R121	Building Control	186,696	155,650	181,129	25,479	5,182	385
R152	Head Of Planning	0	581	(22,193)	(22,774)	17,121	5,072
R402	Property Information	53,049	43,737	31,324	(12,413)	28,432	(6,707)
		2,302,200	1,928,299	1,998,888	70,589	196,582	106,730

17,740,171	4,229,931	(791,584)	(5,021,515)	3,194,625	15,337,131
		-53637.11	-4283567.08		
		737,947	737,948		

Scheme	Scheme Total Current Estimate	Pre 31/3/20 Expenditure	Original Budget 2020/21	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	39,619	0	0	39,619	0	0
Local Property Investment Fund	1,000,000	524	999,476	999,476	678,600	0	0	0
Property Investment Company	0	0	2,000,000	0	0	0	0	0
Purchase of New Car Park Vehicles	60,000	45,000	15,000	15,000	0	0	0	0
Deep History Coast	869,777	854,777	15,000	15,000	11,967	0	0	0
Fair Meadow House Improvements	50,000	16,650	33,350	33,350	0	0	0	0
Fair Meadow House Annexe	55,000	0	55,000	55,000	0	0	0	0
Collectors Cabin	25,000	933	24,067	24,067	0	0	0	0
Cornish Way	170,000	2,426	167,574	30,000	4,907	137,574	0	0
Fakenham Connect	100,000	332	99,668	30,000	0	69,668	0	0
Bacton Car Park	60,000	592	29,408	59,408	57,103	0	0	0
North Walsham Heritage Action Zone	3,120,000	175	1,949,825	194,325	14,988	1,754,750	863,500	307,250
Public Convenience Improvements	600,000	197,577	402,423	402,423	10,576	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	55,000	0	0	55,000	0	0
Purchase of Property Services Vehicles	17,744	0	0	0	17,744	0	0	0
	6,259,605	1,156,449	5,885,411	1,858,050	795,885	2,056,611	863,500	307,250
Local Homes for Local Need								
Disabled Facilities Grants	Annual programme,	Annual programme,	992,094	992,094	545,832	1,000,000	1,000,000	0
Parkland Improvements	100,000	13,124	86,876	86,876	0	0	0	0
Compulsory Purchase of Long Term Empty Properties	675,500	490,677	184,823	184,823	0	0	0	0
Shannoeks Hotel	477,887	53,152	424,735	424,735	0	0	0	0
Laundry Loke - Victory Housing	100,000	0	100,000	100,000	0	0	0	0
Community Housing Fund	2,098,261	574,384	569,543	569,543	0	477,167	477,167	0
Provision of Temporary Accommodation	670,560	173,613	436,387	496,947	413,304	0	0	0
Fakenham Extra Care	215,500	171,024	44,476	44,476	0	0	0	0
	4,337,708	1,475,974	2,838,933	2,899,493	959,136	1,477,167	1,477,167	0
Climate, Coast and the Environment								
Gypsy and Traveller Short Stay Stopping Facilities	1,417,533	1,388,576	28,957	28,957	0	0	0	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,370,732	7,817	7,817	16,239	0	0	0
Cromer West Prom Chalets	655	655	61,345	0	0	0	0	0
Cromer Coast Protection Scheme	8,822,001	5,305,817	1,772,878	30,000	0	1,743,092	1,743,092	0
Coastal Erosion Assistance	90,000	41,203	48,797	48,797	0	0	0	0
Coastal Adaptations	247,493	0	410	247,493	0	0	0	0
Mundesley - Refurbishment of Coastal Defences	3,221,000	52,550	1,595,843	50,000	0	1,572,607	1,545,843	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,315,883	1,215,883	100,000	100,000	428,539	0	0	0
Sea Palling Ramp	10,000	349	9,651	9,651	0	0	0	0
Bacton and Walcott Coastal Management Scheme	21,784,866	21,376,122	408,744	408,744	233,269	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	0	45,500	0	0	45,500	0	0
	38,333,480	30,751,887	4,079,942	931,459	678,047	3,361,199	3,288,935	0
Quality of Life								
Holt Country Park Play Area	52,000	47,454	4,546	4,546	4,944	0	0	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	27,467	0	0	27,467	0	0
Fakenham Gym	62,500	0	62,500	62,500	0	0	0	0
Splash Gym Equipment	1,013,000	376,698	636,302	133,768	133,768	502,534	0	0
North Walsham Artificial Grass Pitch	860,000	11,132	848,868	0	0	848,868	0	0
Splash Leisure Centre Repronion	12,697,000	2,829,974	8,237,551	5,867,287	3,667,066	3,999,739	0	0
	14,712,001	3,265,291	9,817,235	6,068,101	3,805,778	5,378,609	0	0
Customer Focus and Financial Sustainability								
Administrative Buildings	1,565,678	1,515,678	50,000	50,000	170,431	0	0	0
Council Chamber and Committee Room Improvements	89,000	80,588	8,412	8,412	598	0	0	0
Environmental Health IT System Procurement	150,090	132,119	17,971	17,971	7,000	0	0	0
Purchase of Bins	646,895	406,895	80,000	80,000	103,214	80,000	80,000	0
User IT Hardware Refresh	275,000	106,622	58,378	58,378	8,356	55,000	55,000	0

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/20 Expenditure	Original Budget 2020/21	Updated Budget 2020/21	Current Expenditure 2020/21	Updated Budget 2021/22	Updated Budget 2022/23	Updated Budget 2023/24
	£		£		£	£	£	£
Storage Hardware	60,000	42,433	17,567	17,567	0	0	0	0
Members IT	65,000	41,467	23,543	23,543	0	0	0	0
Back Scanning of Files	200,000	166,790	33,210	33,210	35,798	0	0	0
Electric Vehicle Charging Points	248,600	119,424	129,176	129,176	35,845	0	0	0
Waste vehicles	4,500,000	0	4,500,000	3,111,843	3,011,843	1,388,157	0	0
Housing Options System	20,000	650	19,350	19,350	0	0	0	0
Backup Network Upgrade	14,000	0	14,000	14,000	0	0	0	0
Cromer Office LED Lighting	60,000	0	60,000	0	0	60,000	0	0
Fire Wall Replacements	36,000	0	36,000	36,000	32,488	0	0	0
HR Information System - Implementation	0	0	108,100	0	0	0	0	0
Refurbishment of IT Training Room	15,000	0	15,000	15,000	0	0	0	0
Revenue & Benefits IT System Licences	101,000	0	101,000	101,000	101,000	0	0	0
Revenues & Benefits Civica (Open Revenues) System	0	0	100,000	0	0	0	0	0
Citizen App	45,000	0	45,000	45,000	43,150	0	0	0
Concerto Asset Management System	25,000	0	0	25,000	25,000	0	0	0
	8,116,264	2,612,656	5,416,708	3,785,450	3,574,724	1,583,157	135,000	0
TOTAL EXPENDITURE	71,759,057	39,262,258	28,038,229	15,542,553	9,813,570	13,856,744	5,764,602	307,250
Capital Programme Financing								
Grants			5,565,313	1,724,092	779,101	5,505,699	4,678,935	92,500
Affordable Housing Contributions								
Other Contributions			0	0	0	0	0	0
Asset Management Reserve			267,242	115,000	57,602	207,242	0	0
Revenue Contribution to Capital (RCCO)			0	0	17,744	0	0	0
Capital Project Reserve			1,198,857	696,323	592,314	502,534	0	0
Other Reserves			4,016,442	2,016,442	732,326	477,167	477,167	0
Capital Receipts			5,252,823	3,011,567	955,574	1,776,204	608,500	214,750
Internal / External Borrowing			11,737,551	7,979,130	6,678,909	5,387,897	0	0
TOTAL FINANCING			28,038,229	15,542,553	9,813,570	13,856,744	5,764,602	307,250

Sheringham Leisure Centre: project update March 2021

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

	Forecast/ expected position	Current position	Notes/ comments
Time	Completion of phases 1 & 2 of the project (completion of the new building, demolition of Splash and completion of car park) originally programmed to be 29 Aug 2021.	Delays in the completion date have been previously reported due to the compounding effects of site issues (infrastructure etc.), the poor weather earlier in the programme and then the impacts of COVID-19. The completion of the build of the new leisure centre (phase 1) is expected to be 12 th August 2021.	The demolition and finalisation of the project (phase 2) had been re-programmed to be completed in November 2021 but due to circumstances previously discussed that has been brought forward in the programme and both phases of the project are now expected to complete in August.
Budget	£12,697,139	£12,832,942	<ul style="list-style-type: none"> No change to overall budget compared to that previously reported.
Issues log		No new issues have been identified further to those previously reported. The site is operating in a Covid-safe manner and there remains a zero tolerance on site for any breaches in safe practices so as to minimise the opportunity for the spread of disease on site.	Demolition of the splash is now ongoing and no issues are apparent.
Risk log	A risk log is being maintained. These are routinely monitored and revised, and controls are introduced to manage/ mitigate risks and provide assurance	The risks remain as previously reported. There are currently no known supplier issues, however we are aware that there may still be risks brought about by Covid and the risk of contractors' or sub-contractors' businesses or suppliers failing needs to be continually reviewed. The availability of materials and labour may be constrained by Covid restrictions or illness. There are no known	The risk log will be updated to take account of the current situation and any anticipated risks, with mitigation.

		impacts resulting from the end of the EU exit transition period but the situation will be continually monitored.	
Project Governance	The Portfolio Holder (PH) is Cllr Virginia Gay, the Council's Senior Reporting Officer (SRO) is Robert Young and the internal Project Manager is Kate Rawlings. Various other technical experts from within the Council are involved in the project as appropriate. The Council has procured the services of: an Employer's Agent, Project Manager and Cost Consultant (all provided by REAL Consulting); a Technical Architect (Saunders Boston Architects); and a Mechanical, Electrical and Pool Filtration Consultant (Silcock Dawson)	The project team and responsibilities remain unchanged and meetings and reporting are occurring as scheduled. Meetings have largely been virtual, however, they have continued and regular site visits have also taken place, as appropriate.	All project meetings have carried on more or less as normal – although held virtually.
Communications	The Communications Plan covers: <ul style="list-style-type: none"> • Planned activities at key milestones • Responses to issues and events as they occur • Routine communications to interested parties (including via the website) 	<ul style="list-style-type: none"> • The timelapse video is regularly updated and can be viewed at: https://www.north-norfolk.gov.uk/tasks/projects/timelapse-video/ • Opportunities are being developed to use this substantial project to showcase the careers featured in the project. Videos are being created as a resource to inspire young people • The name of the new facility was revealed on Friday: The Reef • Arrangements for the ceremonial opening of The Reef are currently being considered 	We will work with Everyone Active to develop a communications and marketing campaign in the lead up to the opening of the new facility to promote its role in helping people to maintain their health and fitness.

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North Norfolk District Council Equality, Diversity and Inclusion Strategy 2021-2025

Summary: All public authorities are required to publish one or more equality objectives, at least every four years, which they think should help them to meet the aims of the Public Sector Equality Duty. In addition the Equality Act 2010 requires that people be treated fairly at work or when using services. The Equality strategy sets out the Council's commitment to Equality, Diversity and Inclusion and four key equality objectives which the Council will seek to deliver against over the next four years.

Options considered: The Council is legally required to publish its Equality objectives and it has been considered that the best way to do this is in the form of an Equality, Diversity and Inclusion Strategy.

Conclusions: To recommend to Full Council the formal adoption of the Equality, Diversity and Inclusion Strategy 2021-2025

Recommendations: **To recommend to Full Council the formal adoption of the Equality, Diversity and Inclusion Strategy 2021-2025**

Reasons for Recommendations: The Council is legally required to publish its Equality objectives and it has been considered that the best way to do this is in the form of an Equality, Diversity and Inclusion Strategy. The Strategy will need to be formally adopted by Full Council

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)

None

Cabinet Member(s) Ward(s) affected – all

Contact Officer, telephone number and email:

Karen Hill, Assistant Director of People Services, 01263 516183, karen.hill@north-norfolk.gov.uk

1. Introduction

- 1.1 All public authorities are required to publish one or more equality objectives, at least every four years, which they think should help them to meet the aims of the Public Sector Equality Duty. In addition the Equality Act 2010 requires that people be treated fairly at work or when using services.
- 1.2 It was considered that the best way of setting out the Council's commitment to equality and the communication of its equality objectives was through the development of a strategy.
- 1.3 It was considered that the promotion of diversity and inclusion are also important elements of health and wellbeing and quality of life and that these should also be incorporated into the Council's equality objectives. The Council has therefore developed an Equality, Inclusion and Diversity Strategy covering the period 2021-2025.

2. Main body of report

- 2.1 The Equality, Diversity and Inclusion Strategy 2021-2025 sets out the Council's legal obligation under the Equality Act 2010 and the Public Sector Equality Duty.
- 2.2 It further sets out an Equality Statement which articulates the importance of equality, diversity and inclusion to the Council and four key equality objectives and commitments relating to its role as a community leader, service provider and employer. It is intended that these commitments can be formed into actions to be delivered as part of an annual action planning process over the lifetime of the strategy.
- 2.3 The Council is conscious that it is in the early stages of developing a robust response to the equality, diversity and inclusion agenda and proposes to use the Local Government Association's Equalities Framework to self-assess its progress and to inform the further development of this Strategy and action plans.
- 2.4 The Council is also conscious that data gathering relating to the protected characteristics and on equality, diversity and inclusion more generally, needs to be improved to inform the further development of the Strategy and action planning. The Council will undertake a review of the Strategy and action plans once data from the 2021 Census is available in order to ensure their continued relevance in progressing these agendas.
- 2.5 The Council will strengthen its response to equality, diversity and inclusion in the development of key corporate strategies including the Engagement Strategy, Customer Services Strategy and Customer Charter and Quality of Life Strategy. The Engagement Strategy will determine how we will engage and consult with residents and communities of interest and in particular hard to reach groups which are most vulnerable to suffering disadvantage. The Customer Services Strategy will determine how we design our services to ensure that they are as responsive as possible and accessible to all. The Quality of Life Strategy will seek to ensure that there is a good quality of life for all residents of the district and seek where possible to improve people's

life chances and address health inequalities where there is evidence that some residents or communities are suffering disadvantage.

3. Corporate Plan Objectives

- 3.1 Customer Focus – the Council has a legal responsibility under the Equality Act 2010 to ensure that people are treated fairly when using services. It will be important therefore to ensure a robust consideration of the needs of customers with protected characteristics in the design and delivery of services. The new Customer Services Strategy will be a key corporate strategy through which the Council can deliver against its equality objectives.
- 3.2 Quality of Life – equality, diversity and inclusion are key factors in health and wellbeing and quality of life. The new Quality of Life Strategy will be a key corporate strategy through which the Council can deliver against its equality objectives.

4. Conclusion

- 4.1 The Council is legally required to publish its Equality objectives and it has been considered that the best way to do this is in the form of an Equality, Diversity and Inclusion Strategy. The Strategy will need to be formally adopted by Full Council.

5. Medium Term Financial Strategy

6. Financial and Resource Implications

There are no financial implications. The Equality, Diversity and Inclusion Strategy 2021-2025 will be delivered as part of the Council's mainstream activity.

7. Legal Implications

The Council is legally required to publish its Equality objectives. If the Council did not fulfill its legal requirement it could be subject to legal challenge. The Council also needs to protect itself against legal challenge in respect of its duty to ensure that people are treated fairly at work or when using services. The best way to ensure that the Council protects itself is to positively promote equality, diversity and inclusion through a strategy and support this work through education and training.

8. Risks

Equality, diversity and inclusion are key factors in health and wellbeing and quality of life. If the Council does not engage positively in these agendas it will be less effective in its community leadership role, as a service provider and as an employer

9. Sustainability

Embracing equality, diversity and inclusion will have a positive impact on sustainability. Our communities and businesses will thrive and we will see a lower turnover in staff and increased productivity.

10. Equality and Diversity

The Equality, Diversity and Inclusion Strategy 2021-2025 sets out the Council's commitment to equality and diversity.

11. Section 17 Crime and Disorder considerations

Community Safety, zero tolerance of discrimination and harassment and supporting vulnerable groups are key aspects of equality, diversity and inclusion resulting in reduced community tensions and reduced levels of crime and disorder.

NORTH NORFOLK DISTRICT COUNCIL
EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2021-2025

Introduction

North Norfolk District Council is committed to treating all residents, service users, staff and elected members fairly and ensuring equality of opportunity for all.

It is the Council's aim to eliminate unfair discrimination in all forms, whilst promoting equality, respecting diversity and promoting inclusion in the recruitment, treatment and development of all staff and in the delivery of services to its residents, businesses and visitors.

This Council will uphold its responsibilities as a service provider, public body and employer, under the Equality Act 2010 and other relevant legislation.

This Council recognises that delivery of this Strategy will require leadership, political commitment, and ownership across all services, as well as effective consultation and engagement with residents, businesses, community representatives, partners and external organisations.

This Strategy outlines the Council's key equality objectives for the period 2021-25.

The Council's Statutory Obligations

The Equality Act 2010

The 2010 Equality Act brings together for the first time the legal requirements on equality that the private, public and voluntary sectors must follow.

The Act prohibits unfair treatment in the workplace; when providing goods, facilities and services; when exercising public functions; and in the management of premises.

The Equality Act 2010 requires that people be treated fairly at work or when using services. It protects people from discrimination on the basis of certain **protected** characteristics. These vary slightly according to whether a person is at work or using a service.

There are nine protected characteristics that provide protection from discrimination for employees. These are:-

- Age
- Disability
- Gender
- Sexual orientation
- Race
- Gender reassignment
- Marriage or civil partnership
- Religion or belief
- Pregnancy and maternity

There are eight protected characteristics of people who use services. These are:-

- Age (over 18)
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

The Equality Act sets out the different ways in which it is unlawful to treat someone, including direct and indirect discrimination, failing to make a reasonable adjustment for a disabled person, harassment and victimisation.

The Public Sector Equality Duty

As a local authority, this Council must comply with the Public Sector Equality Duty, outlined in the three strands below:-

- Eliminate unlawful discrimination, harassment and victimisation

- Advance equality of opportunity
- Foster good relations between those people who have one of the protected characteristics and those who do not.

All public authorities are required to publish one or more equality objectives at least every four years which they think should help them to meet the aims of the Public Sector Equality Duty.

draft

North Norfolk District Council's Equality Commitments & Objectives

This Council has developed an Equality Statement and four key equality objectives, as follows:-

“North Norfolk District Council is committed, as a community leader and employer, to promoting equality, diversity and inclusion across all of its services and functions. We will strengthen our consultation and engagement activity to improve service provision and access to our services for everyone in our communities. We recognise the value of a diverse workforce and wish to reflect the diversity of the communities we serve in our workforce.”

Objectives:

In order to deliver against its Equality Statement, this Council has developed four objectives for the period 2021 – 2025:

1. This Council will review access to its services in order to develop a range of access points and modes with a view to making its services as responsive and as accessible as possible to all potential service users
2. This Council will review its consultation and engagement activities to ensure that the voices of local communities are at the heart of strategy and policy development and service design.
3. This Council will work in partnership with residents, community representatives, businesses, voluntary and statutory partners and external organisations to promote equality, diversity and inclusion to improve the health and wellbeing of residents and to eradicate exploitation, prejudice and discrimination
4. This Council will lead by example in promoting and celebrating the diversity of our communities and seek to reflect the diversity of the North Norfolk District Council area in our workforce

In order to measure its compliance with its legal obligations and progress against its equality objectives, the Council will collect, analyse and evaluate equality monitoring data which will inform the development of its resident and workforce profile.

The Strategy will be publicly available on the Council's website, and will be available in alternative formats on request.

Equality, Diversity and Inclusion commitments

Commitments as a Community Leader; this Council will

- Support the relaunched Norfolk Equality and Human Rights Council in their work challenging inequality and injustice
- Sign-up to the Mental Health Challenge for Local Authorities
- Ensure that the Council's motion to adopt the International Holocaust Remembrance Alliance working definition of anti-semitism is observed
- Ensure that the Council's motion 'that there is no place for racism and that far more needs to be done to eradicate race discrimination in society, and commits to lead by example to ensure equal opportunities for all regardless of race, religion, sexual orientation, ethnicity or disability' is observed
- To be an actively engaged in key partnerships delivering against the equalities agenda including the Community Safety Partnerships, Norfolk Ant-Slavery Network and support for Unaccompanied Asylum Seeker Children
- Continue to support national and local equality campaigns and initiatives including; Stop Hate in Norfolk, No More and White Ribbon sexual violence and domestic abuse campaigns and the annual Mental Health Awareness Week, Norfolk Black History Month and Norfolk Pride
- Continue to support and monitor service provision against the Armed Forces Covenant
- Undertake a self-assessment against the Local Government Association Equalities Framework to assess progress against the equalities agenda to inform the further development of this Strategy and actions
- Take a zero tolerance approach to discrimination, harassment and bullying and investigate all reported incidents of member misconduct in line with the Member Code of Conduct

Commitments as a Service Provider; this Council will

- Update its Customer Strategy, Customer Charter and Communications Strategy to ensure that equality, diversity and inclusion are embedded into key corporate strategies
- Develop an Engagement Strategy and embed consultation with residents and services users in all aspects of the work of the Council, including consultation on further development of this Strategy
- Develop a Quality of Life Strategy
- Work with partners to deliver support to residents and businesses to mitigate the impacts of the COVID 19 pandemic, build resilience and support recovery
- Develop a detailed action plan for the delivery of this Strategy to include initiatives such as providing a Changing Places Facility in each of the District's principal towns and providing beach access wheelchairs

Commitments as an Employer; this Council will

- Take a zero tolerance approach to discrimination, harassment and bullying and investigate all reported incidents in line with the Council's disciplinary policies. These policies cover all employees of the organisation
- Review its policies on flexible working, agile working, remote working and home working in light of the COVID pandemic and review the need for, and use of, office accommodation
- Review its policies on recruitment and consider how a reduced reliance on office based staff might enable the Council to attract a larger talent pool of potential candidates for

vacancies and the opportunities this might offer to increase diversity within the workforce and help to fill key skills gaps

- Continue to review its Gender Pay Gap and consider what actions it can take to further close this gap
- Continue to support national and local equality campaigns and initiatives as an employer to promote a culture of openness and to support the health and wellbeing of employees
- Continue to support and develop the Staff Focus Group as a voice for employees
- Continue to support the recruitment of apprenticeships as part of a strategy to encourage greater diversity in the workforce and as a development opportunity for those already employed by the Council
- Review training and awareness raising programmes for employees across the equalities agenda
- Monitor referrals to commissioned services including Occupational Health and Employee Assistance and evaluate their effectiveness in better supporting the health and wellbeing of employees

draft

Implementing the Equality, Diversity and Inclusion Strategy

This Strategy, and its policy implications, apply to every employee and elected member of North Norfolk District Council and any other person, contractor or organisation employed by the Council to work or deliver services on its behalf.

All employees and councillors have a personal responsibility to conduct themselves in ways which deliver the Council's commitments to fairness and equality. To treat everyone with respect, consideration and in a non-discriminatory way and to promote the same levels of behaviour in their dealings with colleagues, customers, partners and local communities of place and interest.

The Council will ensure that councillors, employees and any other person, contractor or organisations employed by the Council to work or deliver services on its behalf are made aware of this Strategy, and their responsibilities for implementing it.

This Council will communicate this Strategy to employees through the staff induction programme, managers, trade union representatives and the Staff Focus Group. Elected members will be informed of the policy as part of their induction following their election to the Council at the four-yearly election cycle or subsequent to a by-election. Periodic review of the Strategy will be undertaken through the Overview and Scrutiny Committee and the Joint Staff Consultative Committee.

Training for employees and elected members will be arranged to promote understanding of the Strategy and its objectives with the aim of making North Norfolk a more equal, diverse, inclusive and accessible place to, live, work, and visit; supported by providing training, written information and guidance.

Leadership and management

The Council's Cabinet and Corporate Leadership Team has joint responsibility for promoting the Council's Equality, Diversity and Inclusion Strategy and its objectives to ensure that progress is made, and actions taken, to address any shortcomings in our policies, practices and procedures.

At a service level all managers have a responsibility to:

- Actively promote equality, diversity and inclusion.
- Challenge unacceptable behaviour, whilst creating and promoting a culture where complaints can be raised without fear of reprisal.
- Ensure that all employees are aware of their responsibilities in relation to this Strategy and equalities legislation.
- Encourage positive attitudes to equality, diversity and inclusion in employment and service provision.
- Integrate equality, diversity and inclusion objectives into service plans and customer service standards.
- Ensure that our consultation on service development includes positive engagement with service users, communities and stakeholder groups, so that a diverse range of views and

different needs are fully understood in order to identify barriers to access and the potential for discrimination in the provision of services or employment.

Review

This Strategy will be formally updated at least once every four years, or earlier if required, for example to reflect Census data 2021. An annual review will take place to ensure the document remains legally compliant and relevant.

An annual Action Plan including key and reportable measures and outputs in support of the Strategy objectives will be developed in order to demonstrate progress.

Regular reporting of progress against the objectives outlined in this Strategy will take place through the Council's performance management processes.

The next formal review of the Strategy should be undertaken by March 2025.

draft

Appendix 1

Resident Equalities Profiles

North Norfolk District Council serves a population of some 105,000 people, living in 120 settlements across an extensive rural area covering 960 sq kilometres. The District has a 72-kilometre long coastline and takes in the northern reaches of the renowned Broads wetland environment. The District's largest settlement is North Walsham with a population of 13,000 people; with the District's other towns being Cromer, Fakenham, Holt, Sheringham, Stalham and Wells-next-the-Sea. Norwich, Norfolk's largest city and centre of high order services, retail, leisure and which has a strong cultural offer, is situated approximately 40 kilometres to the south of the North Norfolk District.

Data relating to North Norfolk from the 2011 Census outlines many of the protected characteristics as defined in the Equality Act 2010. It is noted that District specific data on certain protected characteristics such as sexual orientation, gender reassignment and pregnancy or maternity is either limited or unavailable at this time.

Age

The North Norfolk District has a one of the oldest age demographics of any local authority are in the country; with 33% of the population of pensionable age, compared to 25% in Norfolk; 20% in the East of England region and 18% in England. This figure is projected to increase to 40% by 2039 (ONS Population Projections). The District sees large numbers of people retire to the area due to its good quality environment, relatively affordable property compared to Greater London and the South-East and northern Home Counties, and high quality of life.

Disability

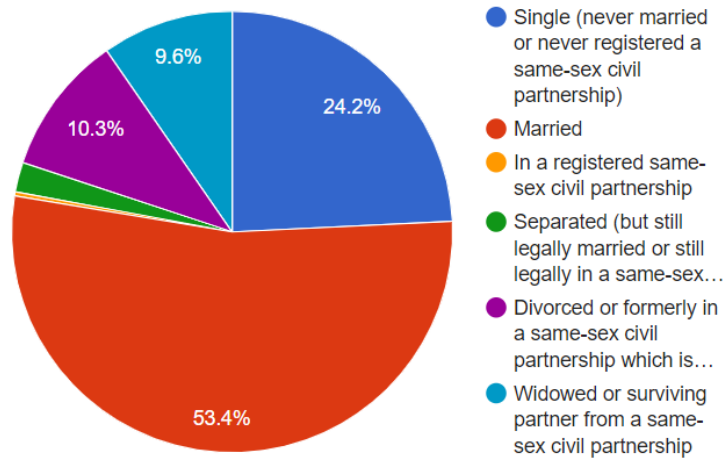
The 2011 Census showed that 23% of North Norfolk residents live with a long term health condition or disability which limits daily activities; however, life expectancy levels in the District are some of the longest in the country.

Race

The numbers of people from minority ethnic backgrounds in North Norfolk is low, with 97% of the population being 'British White' (2011 Census). The District has seen an increase in the numbers of residents not born in the UK in recent years, particularly from the European Union seeking employment in the agriculture, food processing, health and social care and hospitality sectors; and at the 2011 Census it was estimated that 2284 or 2% of residents were of European origin.

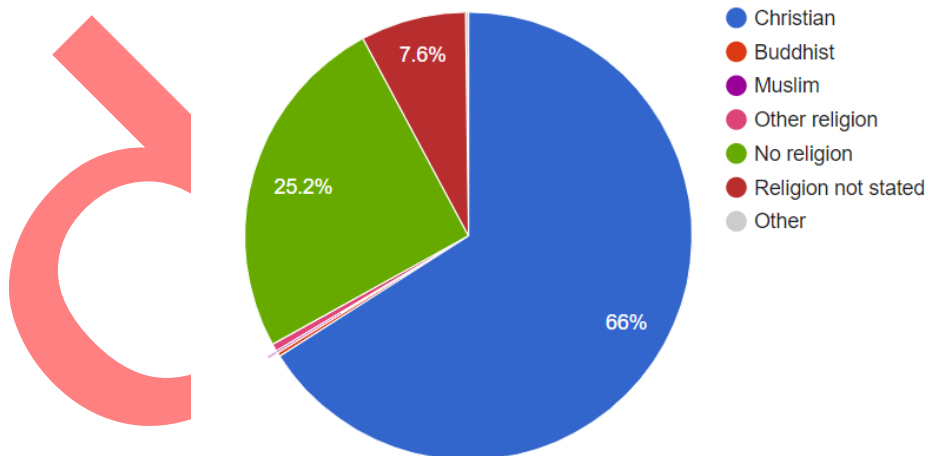
Marriage or Civil Partnership

North Norfolk: Marital and Civil Partnership Status



Religion or belief



North Norfolk: Religion



Sexual orientation:-

Whilst there is limited data available on the LGBTQIA+ population of North Norfolk, relating to lesbian, gay, bisexual, trans, queer/questioning, intersex, asexual and others, data from the Office for National Statistics gathered in 2018 suggests that the proportion of the UK population aged 16 years and over identifying as heterosexual or straight decreased from 95.3% in 2014 to 94.6% in 2018. The proportion of the national population identifying as lesbian, gay or bisexual increased from 1.6% in 2014 to 2.2% in 2018.

North Norfolk District Council
Cabinet Work Programme
For the Period 01 February 2021 to 31 March 2021

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s) Lead Officer	Corporate Plan Theme	Status / additional comments
February 2021					
Cabinet	01 Feb 2021	Property Transactions	Nicky Debbage Renata Garfoot	<i>Financial Sustainability</i> <i>Local Homes for Local Need</i>	 Possible exempt information
Cabinet	01 Feb 2021	Decisions taken under delegated authority	All Emma Denny <i>Democratic Services Manager</i>		
Cabinet	01 Feb 2021	Communications Strategy	Sarah Butikofer Joe Ferrari <i>Communications & PR Manager</i>	<i>Customer Focus</i>	
Cabinet	01 Feb 2021	Loan – Homes for Wells	Greg Hayman Graham Connolly	<i>Local Homes for Local Need</i>	 Possible Exempt information
Scrutiny	13 Jan 2021	2021/22 Base Budget and Projections for 2022/23 to 2023/24	Eric Seward Duncan Ellis <i>Head of Finance</i>	<i>Financial Sustainability</i>	Pre-Scrutiny
Cabinet	01 Feb 2021				
Council	24 Feb 2021				



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

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

North Norfolk District Council
Cabinet Work Programme
For the Period 01 February 2021 to 31 March 2021



February 2021					
Cabinet	01 Feb 2021	Capital Strategy 2021/2022	Eric Seward Lucy Hume <i>Chief Technical Accountant</i>	<i>Financial Sustainability</i>	
Scrutiny	10 Feb 2021				
Council	24 Feb 2021				
Cabinet	01 Feb 2021	Treasury Strategy 2021/2022	Eric Seward Lucy Hume <i>Chief Technical Accountant</i> 01263 516246	<i>Financial Sustainability</i>	
Scrutiny	10 Feb 2021				
Council	24 Feb 2021				
Cabinet	01 Feb 2021	Investment Strategy 2021/2022	Eric Seward Lucy Hume <i>Chief Technical Accountant</i> 01263 516246	<i>Financial Sustainability</i>	
Scrutiny	10 Feb 2021				
Council	24 Feb 2021				
March 2021					
Scrutiny	10 Feb 2020	Managing Performance Q3	Sarah Butikofer <i>Steve Blatch</i> <i>Chief Executive</i>	<i>Customer Focus</i>	Pre-Scrutiny
Cabinet	15 Mar 2021				
Cabinet	15 Mar 2021	Budget Monitoring Period 10	Eric Seward Duncan Ellis <i>Head of Finance & Assets</i> 01263 516243	<i>Financial Sustainability</i>	
Scrutiny	24 Mar 2021				



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

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

North Norfolk District Council
Cabinet Work Programme
For the Period 01 February 2021 to 31 March 2021

Cabinet	15 Mar 2021	Project Governance & Management Framework	Sarah Butikofer Steve Blatch Chief Executive	Financial Sustainability	
Cabinet	15 Mar 2021	Use of Section 106 Sums to deliver new affordable homes in the District	Greg Hayman Nicky Debbage	Local Homes for Local Need	 Possible exempt information
Cabinet	15 Mar 2021	Property Transactions (Hornbeam Rd – leases)	Eric Seward Greg Hayman Nicky Debbage Renata Garfoot	Financial Sustainability Local Homes for Local Need	 Possible exempt information
April 2021					
Scrutiny	24 Mar 2021	Equality & Diversity Policy	Sarah Butikofer Steve Blatch	Customer Focus	Pre Scrutiny
Cabinet	12 Apr 2021				
Council	28 Apr 2021				
Cabinet	12 Apr 2021	RIPA – Review & Update	JohnToye Steve Blatch		
Scrutiny	21 Apr 2021				



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

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

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Overview & Scrutiny February 2021 Outcomes & Action List

	ACTION BY	PROGRESS/COMPLETION
<p><u>8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER</u></p> <p>RESOLVED</p> <p>1. To request that the Director of Communities provide a report outlining the process and associated costs of implementing a food waste collection service in North Norfolk.</p>	Director for Communities	TBC upon clarification of UK Resources & Waste Strategy
<p><u>10. MEDIUM TERM FINANCIAL STRATEGY 2022-2025</u></p> <p>RESOLVED</p> <p>1. To recommend to Full Council that the Medium Term Financial Strategy is approved.</p> <p>2. To request that an update on the progress of savings proposals be included in the Outturn Report.</p>	Council Director for Resources/CTA	February 2021 June 2021
<p><u>11. CAPITAL STRATEGY 2021/2022</u></p> <p>RESOLVED</p> <p>1. To recommend to Full Council that the Capital Strategy and Prudential Indicators for 2021-22 are approved.</p>	Council	February 2021
<p><u>12. INVESTMENT STRATEGY 2021/2022</u></p> <p>RESOLVED</p> <p>1. To recommend to Council that The Investment Strategy is approved.</p>	Council	February 2021
<p><u>13. TREASURY MANAGEMENT STRATEGY 2021/2022</u></p> <p>RESOLVED</p> <p>1. To recommend to Council that the Treasury Management Strategy Statement is approved.</p>	Council	February 2021

<u>14. DELEGATED DECISIONS (JANUARY TO FEBRUARY 2021)</u> RESOLVED 1. To note the report.	O&S Committee	February 2021
<u>15. SHERINGHAM LEISURE CENTRE PROJECT UPDATE: FEBRUARY 2021</u> RESOLVED 1. To note the report.	O&S Committee	February 2021
<u>16. PERFORMANCE MANAGEMENT QUARTER 3 2020/21</u> RESOLVED 1. To note the report and endorse the actions being taken by Corporate Leadership Team detailed in Appendix A	O&S Committee	February 2021

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
May 2020				
Cabinet Scrutiny	NNDC Covid-19 Response	Sarah Butikofer Steve Blatch	To review the NNDC response to the Covid-19 pandemic	
Cabinet Scrutiny	Covid-19 2020/21 Budget Impact Report	Eric Seward Duncan Ellis	To review the impact of the Covid-19 pandemic on the Council's 2020/21 budget	
Scrutiny	Review of delegated decisions		To review any delegated decisions that have been made as a result the Covid-19 Pandemic	
July				
Cabinet Scrutiny	NNDC Transition from Response to Recovery Coronavirus Pandemic	Steve Blatch Sarah Bütikofer	To brief Members on NNDC's transition from the response to the recovery stage of the Covid-19 Pandemic	
Cabinet Scrutiny	Review of Delegated Decisions	Emma Denny	To allow Members an opportunity to review decisions taken under delegated authority	
Scrutiny	Sheringham Leisure Centre Project Update	Rob Young Virginia Gay	To update Members on the status of the Sheringham Leisure Centre Project	Quarterly
Scrutiny	Market Town Initiative - Interim Update	Matt Stembrowicz Richard Kershaw	To update Members on the current status of MTI projects in relation to the impact of Covid-19	Requested by Chairman
August				
Cabinet Scrutiny Council	Debt Management Annual Report	Eric Seward Sean Knight	To review the Report and make any necessary recommendations to Council	Annual
Cabinet Scrutiny Council	Treasury Management Annual Report	Eric Seward Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny Council	Financial Impact Covid-19	Duncan Ellis Eric Seward	To review any budget revision suggestions in relation to the financial impact of Covid-19	
Cabinet Scrutiny	Review of Delegated Decisions	Emma Denny	To allow Members an opportunity to review decisions taken under delegated authority	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
September				
Cabinet Scrutiny Council	Out-turn report/Budget Monitoring P4	Eric Seward Duncan Ellis	To make any recommendations to Council	Annual
Cabinet Scrutiny	NNDC Actions in the Recovery Phase of the Coronavirus Pandemic	Steve Blatch Sarah Butikofer	To review the Councils actions in relation to the recovery from Covid-19	
Cabinet Scrutiny	Delegated Decisions	Emma Denny Sarah Butikofer	To review Officer delegated decisions	Monthly
Cabinet Scrutiny Council	North Walsham Town Centre Public Realm Improvements	Rob Young Richard Kershaw	To inform the Committee of a substantial draw down of funds for a significant project	
Cabinet Scrutiny	Sheringham Leisure Centre Options	Rob Young Virginia Gay	To review options for the existing Splash facility	Requested by Committee
October				
Cabinet Scrutiny	Delivery Plan Re-prioritisation	Steve Blatch Sarah Butikofer	To review and comment on the re-prioritised Delivery Plan	
Cabinet Scrutiny	Performance Management Q1	Helen Thomas Sarah Butikofer	To review Council performance	Quarterly TBC
Scrutiny	Work Programme Setting	Matt Stembrowicz Nigel Dixon	To agree items for the Work Programme for the remainder of the municipal year	Annual
November				
Cabinet Scrutiny	Budget Monitoring P6	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
Scrutiny	Waste Contract Monitoring	Nigel Lloyd Steve Hems	To review the performance of the new waste contractor	Six Monthly
Cabinet Scrutiny	Delivery Plan: Income Generation & Savings Pre-Scrutiny	Sarah Butikofer Duncan Ellis	To pre-scrutinise the administration's income generation/cost saving proposals (Workshop)	Requested by Committee
Cabinet Scrutiny Council	Council Tax Discount Determinations 2020/21	Lucy Hume/Eric Seward	To determine the Council Tax discounts for 2020/21	Annual
Cabinet Scrutiny Council	Treasury Management Half-Yearly Report	Eric Seward Lucy Hume	To consider the treasury management activities	Six Monthly

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
December				
Cabinet Scrutiny	Performance Management Q2	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Quarterly
Cabinet Scrutiny Council	Fees & Charges	Eric Seward Duncan Ellis	To review the Council's fees and charges	Annual
Scrutiny	Scrutiny Panels – Terms of Reference	Matt Stembrowicz Nigel Dixon	To review and approve the Scrutiny Panel Terms of Reference	Requested by Committee
Cabinet Scrutiny	NNDC Covid-19 Current Phase Actions/Response Report	Steve Blatch Sarah Butikofer	To continue to monitor the Council's actions in response to the Covid-19 Pandemic.	
January 2021				
Cabinet Scrutiny Council	2021/22 Base Budget and Projections for 2022/23 to 2023/24	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny	NNDC Public Car Park Usage	Steve Blatch	To review the usage patterns of NNDC's public car parks	Requested by the Committee
Cabinet Scrutiny	Communications Strategy	Joe Ferrari Sarah Butikofer	To review the Council's communications strategy	
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
February				
Cabinet Scrutiny Council	Medium Term Financial Strategy	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2021/22 Budget
Cabinet Scrutiny Council	Treasury Strategy 2020/21	Eric Seward Lucy Hume	To review the treasury management activities and strategy for the investment of surplus funds	Annual
Cabinet Scrutiny Council	Capital Strategy	Eric Seward Lucy Hume	To review the deployment of capital resources to meet Council objectives & framework for management of the capital programme	Annual
Cabinet Scrutiny Council	Investment Strategy	Eric Seward Lucy Hume	To review the Council's Investment Strategy for the year 2020-21	Annual

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	Performance Management Q3	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
March				
Scrutiny	Crime & Disorder Briefing	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on tackling domestic abuse during the Covid-19 Pandemic.	Annual
Cabinet Scrutiny	Budget Monitoring P10	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	Pre-Scrutiny: Equality & Diversity Policy	Steve Blatch Sarah Butikofer	To review the draft Equality & Diversity Policy	Requested by Council
April				
Cabinet Scrutiny	Enforcement Board Update	Nigel Lloyd	To receive an update Enforcement Board cases – inc how to raise concerns, resourcing of team and overview of properties	Six-monthly
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	Pre-Scrutiny: Environmental Charter	Annie Somazzi Nigel Lloyd	To review the draft Environmental Charter	

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Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
Pending Items/To be Confirmed				
Scrutiny	Food Waste Collection Implications Report	Steve Hems Nigel Lloyd	To consider the impact of implementing a food waste collection service throughout the District	TBC
Cabinet Scrutiny Council	Affordable Housing Strategy		Pre-Scrutiny of the affordable housing strategy	Potential Panel Item
Scrutiny	Development Planning Performance Review		Review of service over five year period against national performance framework	Potential Panel item – Spring 2021
Scrutiny	Monitor resource implications for Homelessness Strategy			Potential Panel Item
Scrutiny	Website design/functionality		To review the functionality of the Council's	Requested by

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

			website	the Committee
Cabinet Scrutiny Council	Annual Action Plan TBC?	Sarah Bütikofer Helen Thomas		Annual
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2018/19	Matt Stembrowicz	Committee to approve and recommend to Council	Annual
Scrutiny	Market Towns Initiative Monitoring/Process Review	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process	Requested by the Committee – Upon project completion
Scrutiny	Council Asset Maintenance (Preventative) Maintenance Strategy		To review the Council's Asset Maintenance schedule	Requested by the Committee
Scrutiny	Ambulance Response Times/First Responders Briefing		Continue to Monitor work of NHOSC	Requested by the Committee - NHOSC
Scrutiny	Climate Change Strategy/Declaration of Climate Emergency	Nigel Lloyd	Review of actions in response to climate change	Potential Panel Item
Scrutiny	Economic Development Strategy		Review strategy	Potential Panel Item
Scrutiny	North Walsham Heritage Action Zone Project Monitoring		To monitor progress of the NWHAZ project	Requested by Committee
	Update on progress of savings proposals		To be included in Outturn report.	

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