

CABINET MEMBERS REPORT TO COUNCIL

22 February 2023

COUNCILLOR E SEWARD - CABINET MEMBER FOR RESOURCES

For the period December 2022 to February 2023

1 Progress on Portfolio Matters.

Democratic Services:

The North Norfolk Youth Council steering group held a successful launch event on 29th January and seven more young people signed up to join, which means there are now 12 members in total. Work is now underway to prepare for their first meeting in late February, when they will elect to key roles and set out their priorities for the year ahead.

NNDC Town & Parish Council Engagement Forum held its quarterly meeting on 9th January. The session was well attended and topics included an update on warm hubs, the outcome of the planning service consultation and a discussion about the upcoming local elections. The next meeting is planned for early April.

Work continues on preparing the induction programme for members elected in May 2023. With the support of the Member Development Group, key training sessions and events have been scheduled.

The committee schedule remains busy, with full agendas and additional meetings to deal with the ongoing business.

A review of the Council's constitution is underway. We are working with the Centre for Governance & Scrutiny on this and it is hoped that the work will be completed in time for the new Administration in May 2023.

Legal Services (Eastlaw)

Information Requests

FOI request figures show that the Council's current performance at responding to requests within the statutory 20 working days is at 94%. The national target is set at 90%. The legal service continues to provide advice and assistance to the wider Council in order to assist in this area and support the corporate responsibilities.

Finance

- Financial Management System implementation
The Council moved to a new financial management system in December 2022. The system is operational, but work continues to establish new working practises within the finance team and to assist and train other departments on how to use the new system.
- Budget 2023/24 and Forecast 24/25 onwards
The team worked with budget managers, and management team to produce a balanced budget position tor 2023/24. This was a challenging exercise mainly due to inflationary pressures. A savings exercise was undertaken and presented to members, this identified budget savings and additional income of £1,091,008.
- External Audit 2020/21
Work was largely completed on the external audit for 2020/21 and final updates are being prepared to the Statement of Accounts.

Estates:

Planning application for the enabling land at Sheringham continues to progress through the due process with determination anticipated in the new year.

Vacant Property– leases are progressing and expect to complete shortly for Former Tennis Courts and Collectors Cabin at North Lodge Park.

Bids in relation to the former playgroup building and café at North Lodge Park, Cromer have been assessed and progressing through the governance process and is anticipated to be presented to Cabinet in March.

The Council's use of premises at Kings Arms Street, North Walsham has ended and work is ongoing at The Cedars in readiness for letting during the summer.

Cornish Way, North Walsham – decarbonisation and other capital works are due to start shortly.

Inspections continue to be undertaken at premises in relation to de carbonisation of Council assets.

2 Forthcoming Activities and Developments.

Democratic Services:

The Domestic Abuse Forum is planning to hold its next meeting in late February. These sessions have been successful in bringing together key agencies, support workers and survivors and as the Forum develops, the

agenda is being driven by the participants and we are starting to see some encouraging results.

Work is ongoing to prepare for the local elections in May. Democratic Services is working with the Elections Team to ensure key paperwork is sent out to all parish and town clerks in good time. We are also working on creating parish councillor profiles on our website to support the transition to digital registers of interest.

There will be an additional meeting of Full Council on 1 March 2023 for members to discuss the submission of the Local Plan and to consider the outcome of the consultation on the recent review of Polling Stations.

Finance:

- **Budget monitoring P10**
The team are currently preparing the budget monitoring report as at the 31st of January 2023. This will update members on the Councils current financial position against the 2022/23 updated budget and provide an indicative outturn position for 2022/23.
- **System Implementation & Phase two**
There are a number of areas where training is required on the new system functionality, including management reporting. The implementation was divided into two phases, Phase two timelines and resourcing are to be confirmed.
- **Closure of Accounts 2021/22**
Work will be completed on the final entries for the 2021/22 accounts and the preparation of the 2021/22 Financial Statements and related working papers.
- **Closure of accounts 2022/23**
In preparation for the year-end process the team will attend training courses on legislative updates to ensure correct accounting practices are adopted. Guidance and timelines will be reviewed, updated and circulated to budget managers in early March

Estates:

Rocket House, Cromer –options are being investigated and an appraisal is being prepared for this building, which is anticipated to be presented to Cabinet in the summer.

Hornbeam Car Park, North Walsham - an appraisal regarding possible options for the future of the car park are being prepared by Officers.