

Cabinet



Please Contact: Emma Denny

Please email: emma.denny@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

19th October 2018

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber at the Council Offices, Holt Road, Cromer on **Monday 29 October 2018 at 10.00am**

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

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

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

Emma Denny
Democratic Services Manager

To: Mrs S Arnold, Mr D Baker, Mrs H Cox, Mr N Dixon, Mr J Lee, Mr W Northam, Miss B Palmer, Mr R Price

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

Heads of Paid Service: Nick Baker & Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** northnorfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

(page 8)

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 1st October 2018.

3. PUBLIC QUESTIONS & STATEMENTS

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

4. 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.

5. 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.

6. MEMBERS QUESTIONS

To receive oral questions from Members, if any.

7. OVERVIEW & SCRUTINY MATTERS

To consider reports and recommendations from the Overview & Scrutiny Committee.

8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

Planning Policy and Built Heritage Working Party made the following recommendation at the meeting on 15th October:

Local Plan – Landscape Character Assessment and Landscape Sensitivity Assessment Studies

1. That the Working Party recommend to Cabinet to accept and publish the Landscape Character Assessment and Landscape Sensitivity Assessment Studies as a source of evidence to support the emerging Local Plan for North Norfolk to cover the period 2016-2036.
2. That both documents are subject to a minimum six-week public consultation period alongside the new Local Plan with a view to adopting both as formal supplementary planning documents (SPDs)

Neighbourhood Planning Update – Corpusty and Saxthorpe examination

That the Working Party recommend to Cabinet that delegated powers are given to the Planning Portfolio Holder in conjunction with the Planning Manager to modify the

Corpusty & Saxthorpe Neighbourhood Plan and allow it to proceed to referendum subject to agreeance with the modifications contained in the examiner's report.

'That the proposed fee structure is agreed in line with the Authority's fee setting structure.'

9. BUDGET MONITORING REPORT 2018/19 – PERIOD 6 (page 14)
(Appendix A – p. 25) (Appendix B – p. 26) (Appendix C – p. 42) (Appendix D – p. 48)

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of September 2018.

Options considered: Not applicable

Conclusions: The overall position at the end of September 2018 shows an underspend of £442,175 to date for the current financial year on the revenue account, this is currently expected to deliver a full year underspend of £160,307

Recommendations: **It is recommended that:**

- 1) Cabinet note the contents of the report and the current budget monitoring position;**
- 2) Cabinet agree to the release of £607,000 from the Capital Projects Reserve to fund the required works to the Cromer office roof with the contract being awarded to the preferred supplier.**
- 3) That Cabinet consider the winter opening of the public convenience facilities at West Runton and Cart Gap as detailed within the body of the main report.**

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

Cabinet Member(s) Cllr Duncan Baker
Ward Member(s) All
Contact Officer Duncan Ellis
telephone 01263 516330
and e-mail: duncan.ellis@north-norfolk.gov.uk

10. MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2022/23 (page 50)

(Appendix 1 – p. 74)

Summary: This report presents an updated Medium Term Financial Strategy (MTFS) for the period 2019/20 to 2022/23. The strategy has been updated to support the Corporate Plan for the period 2015 to 2019.

Options considered: The MTFS has been refreshed in the year and provides an updated financial projection in support of the 2019/20 budget process.

Conclusions: The financial position for 2019/20 is currently showing a deficit of c£319k with ongoing funding gaps year on year reaching c£2.1m in 2022/23. The MTFFS identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.

Recommendations: **It is recommended that:**
1) Members consider and note:
a) The current financial forecast for the period 2019/20 to 2022/23;
b) The current capital funding forecasts;

Reasons for Recommendations: To refresh the Medium Term Financial Strategy in line with the Corporate Plan and to inform the detailed budget work for 2019/20.

Cabinet member(s): Cllrs D Baker and W Northam
Ward member(s) All
Contact Officer Duncan Ellis
telephone 01263 516330
and e-mail: duncan.ellis@north-norfolk.gov.uk

11. ADVICE AND INFORMATION CONTRACT EXTENSION

(page 77)
(Appendix A – p. 82)

Summary: This report seeks approval to extend the current Advice and Information contract with Mid Norfolk Citizens Advice and the joint funding agreement with Norfolk County Council for a further 15 months to expire on 31 March 2020.

Options considered: Option 1: Do not extend the current funding agreement with Norfolk County Council or contract with Mid Norfolk Citizens Advice so that the current arrangements end on 31 December 2018. This option is not recommended as the loss of this funding is expected to result in a withdrawal of or severe restriction of the availability of advice and information services across North Norfolk.

Option 2: Re-procure the advice and information service for a period of 15 months. This option is not recommended as the short period of the new service will not be as an attractive proposition for potential service providers as the current three-year contract. Additionally, the current provider could be considered to have an unfair advantage as they are likely to be the only provider able to fully deliver the service from 1 January 2019.

Option 3: Extend the current arrangements for a further 15 months. This option is recommended as it will provide continuity of service whilst allowing for a new contract to be procured once clarity on the ongoing funding availability from Norfolk County Council for generic advice and information is clear.

Conclusions: The agreement with Norfolk County Council to jointly fund and procure the current three-year Advice and Information service

resulted in the provision of an enhanced advice and information service across the district provided by Mid Norfolk Citizens Advice via a consortium with Norfolk Citizens Advice. The current contract is working well and has increased the accessibility of advice and information across the district.

Norfolk County Council has decided to extend the current funding for the North Norfolk advice and information contract to 31 March 2020 to allow the end of this service to align with the end of other advice and information services which it funds. On this basis, it is recommended that the Council extends its funding agreement with Norfolk Council for a further 15 months to allow the current contract with Mid Norfolk Citizens Advice to be extended until 31 March 2020. A new procurement will be held during the 2019/20 financial year to secure a new advice and information contract with effect from April 2020.

Recommendation: It is recommended that Cabinet:

- 1. Suspends Contract Standing Orders using exemption Rule 9 (f) to allow the extension of the current contract with Mid Norfolk Citizens Advice until 31 March 2020.**
- 2. Approves an extension of the Council's partnership agreement with Norfolk County Council to pool funding for the provision of a generic advice and information service across the district until 31 March 2020.**

Reasons for Recommendation: To ensure that residents across North Norfolk continue to benefit from the provision of a quality and accessible information and advice service.

Cabinet member(s): Cllr B Palmer
Ward member(s) All
Contact Officer Nicola Turner
telephone 01263 516222
and e-mail: nicola.turner@north-norfolk.gov.uk

12. RECYCLING CONTRACT VARIATION

(page 89)

Summary: The contract involving the Waste Collection Authorities, Norfolk County Council and NEWS Ltd that processes collected dry recyclables entered dispute in 2014. All parties have negotiated a mutually acceptable variation to the contract that resolves the dispute. The dispute related to the amount of non-recyclable material being collected in recycling bins and being delivered for sorting and the extra costs involved in removing and treating this excess waste.

Options considered: This was a partnership approach and therefore options were explored as part of the negotiation process.

Conclusions: That the Deed of Variation formalises the position which has already been negotiated. This ensures the best interests of the Council to maximise its recycling tonnage without the risk of

rejected loads at the Materials Recycling Facility and thereby securing the best level of income possible through recycling credits and materials value.

Recommendations: **Cabinet agrees to the proposed Deed Variation to the contract between the Council and NEWS Ltd and that officers proceed to implement the decision at the earliest available opportunity.**

Reasons for Recommendations: The Deed of Variation offers a reasonable settlement of a contract dispute which ensures the continued delivery of the contracted services.

Cabinet member(s): Cllr H Cox MBE
Ward member(s) All
Contact Officer Nick Baker
telephone 01263 516221
and e-mail: nick.baker@north-norfolk.gov.uk

13. REVIEW OF POLLING DISTRICT AND PLACES 2018

(page 93)

Summary: Section 17 of The Electoral Registration & Administration Act 2013 requires local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needs to be undertaken in the 16-month period from 1st October 2018 – ie by end of January 2020.

Conclusions: Assuming any proposed amendments to the polling districts, polling places and polling stations are agreed by the District Council at its meeting of 27th February 2019; it would be proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.

Recommendations: **Cabinet agrees that the proposals outlined in the Schedule attached to this report be the subject of formal consultation with interested parties, before the consultation responses are reported back to the Overview and Scrutiny Committee at its meeting of 16 January 2019 and then presented for adoption by Full Council at its meeting of 27 February 2019.**

Cabinet member(s): Cllr J Lee
Ward member(s) All
Contact Officer Steve Blatch
telephone 01263 516232
and e-mail: steve.blatch@north-norfolk.gov.uk

14. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they

involve the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A (as amended) to the Act.”

15. PRIVATE BUSINESS

CABINET

Minutes of the meeting of the Cabinet held on Monday 01 October 2018 at the Council Offices, Holt Road, Cromer at 10.00 am

Members Present:

Mrs S Arnold	Miss B Palmer
Mr D Baker	Mr R Price
Mr N Dixon	
Mr J Lee (Chairman)	

Also attending:

Mrs A Claussen-Reynolds	Mr N Pearce
Mrs A Fitch-Tillett	Mr J Rest
Mr T FitzPatrick	Mr R Reynolds
Mr V FitzPatrick	Mr E Seward
Mrs P Grove-Jones	Mr R Shepherd
Mr B Hannah	Mr B Smith
Mr S Hester	Ms K Ward
Mr M Knowles	

Officers in Attendance:

The Heads of Paid Service, the Monitoring Officer, the Head of Finance and Asset Management, the Estates & Asset Strategy Manager, the Communications & PR Manager, and the Policy & Performance Manager

Press:

In attendance

50. APOLOGIES FOR ABSENCE

Apologies were received from Cllr H Cox and Cllr W Northam.

51. MINUTES

The minutes of the meeting held on 3rd September 2018 were approved as a correct record and signed by the Chairman.

52. PUBLIC QUESTIONS

None.

53. ITEMS OF URGENT BUSINESS

The Leader said that there was one item of urgent business – a recommendation to Cabinet from Council, 26th September 2018

‘Council recommends to Cabinet that they reconsider their position in the light of the considerable concerns expressed by Members of all Groups to pursue the investment in the Egmere Business Zone at the current time’

The Chairman informed Members that there was also a recommendation from the Overview and Scrutiny Committee, 19 September 2018 (Agenda Item 7):

'To recommend to Cabinet that the business case for the Egmore Development Zone is passed to an outside agency for stress testing of the risk assumptions and to give advice as to whether this investment is a prudent one for the Council.'

He said that he intended to take these two recommendations together. He then asked Members whether anyone had anything new to add to the considerable debate that had already taken place on this issue.

Cllr E Seward read out the following statement on behalf of Cllr S Bütikofer, Leader of the Opposition:

'Following the unanimous vote of The Overview and Scrutiny Committee, and the vote of over half the majority of Full Council to return this decision to Cabinet, I hope you Cabinet, are in no doubt this morning about the democratic will of this Council. We have placed our faith in the Cabinet to do the right thing, to refer this decision to an external auditor for independent review. If they come back to say that the financial and other risks of the project to this Council are worth taking then let us progress. Let me be 100% clear this is not and for us never has been, about trying to stop the project, it is about ensuring the risks that we as a Council are taking are sound and grounded in evidence not supposition and wishful thinking.

Will Cabinet back the will of the majority of Council Members or is democracy in this Council dead?'

Cllr J Rest said that it would be a sad day for democracy if the views of the majority of Members were disregarded.

The Leader thanked Members for their comments.

He said that he took on the role of Leader in good faith at a difficult time for the council, and that he had promised to talk and listen to everyone and he believed that he had delivered on that promise but that doing so had led to the most trying time of his Council career. The question of Egmore had taken over his life for the last three months. He said that he had received pressure from both sides, either from those who were determined to see it go through or from those who were determined to stop it. He had tried to distance himself from those pushing one way or another and to just concentrate on the facts. However, he felt that the positives had always outweighed the negatives, which is why he agreed to take it through Cabinet in the first place and then agreed for the report to go to pre Scrutiny via the Asset Management Working Group. He thanked those involved saying that Cabinet had taken some of their recommendations on board. The item then went to Overview and Scrutiny Committee followed by a further debate at Full Council.

The Leader said that everybody had had the opportunity to have their say and that over the course of those debates he had heard nothing new to dissuade him that the original Cabinet decision was the correct one. One thing that did come out was that even in the worst case scenario there would still be a return of 1.6%. He went onto say he firmly believed that commissioning a further report into the viability of the project would not help as there was such a complete difference of opinion on it that could never be equalised and Members would take from any new report the segments that supported their view.

He acknowledged that following the debate and vote at Full Council that he would

stand accused of causing a democratic deficit and said that this did not sit comfortably with him, however he believed that the real democratic deficit sat with the voters of North Norfolk because in 2015, 32 of the 48 members of the council were elected as conservatives. He then made reference to the Big Society Fund which had been heavily criticised when it was launched and which was now considered to be very successful.

The Leader then concluded by saying that with the greatest respect to those with a different opinion, he proposed that Cabinet upheld their original decision and rejected any further recommendations.

Cllr R Price seconded the proposal.

Cllr N Dixon asked to speak. The leader refused the request, saying that Cabinet members had been an opportunity to speak earlier.

RESOLVED

Not to accept the following recommendation from Council 26 September 2018:

‘Council recommends to Cabinet that they reconsider their position in the light of the considerable concerns expressed by Members of all Groups to pursue the investment in the Egmore Business Zone at the current time’

Not to accept the following recommendation from Overview & Scrutiny Committee 19 September 2018:

‘To recommend to Cabinet that the business case for the Egmore Development Zone is passed to an outside agency for stress testing of the risk assumptions and to give advice as to whether this investment is a prudent one for the Council’

To implement the Egmore Business Zone Project decision – as agreed at Cabinet on 3rd September 2018

Cllr N Dixon abstained.

54. DECLARATIONS OF INTEREST

None

55. MEMBERS QUESTIONS

No questions were submitted prior to the meeting but the Chairman confirmed that Members could ask questions as each item arose.

56. OVERVIEW & SCRUTINY COMMITTEE MATTERS

The Leader advised Members that this item had been dealt with under Urgent Business.

57. RECOMMENDATIONS FROM LICENSING & APPEALS COMMITTEE

Cllr R Price introduced this item in the absence of the Portfolio Holder, Cllr Cox. He outlined the proposed changes to the fees and explained that they were in line with previous fee setting and in accordance with relevant regulations.

It was proposed by Cllr R Price, seconded by Cllr D Baker and

RESOLVED

That the proposed fee structure is agreed in line with the Authority's fee setting structure.

58. DEVELOPING COASTAL MANAGEMENT IN NORTH NORFOLK

In the absence of the Portfolio Holder, the Leader, Cllr Lee, introduced this item. He explained that the scheme sought to deliver the 'hold the line' shoreline management policies in strengthening the protection of those communities which continued to be vulnerable to coastal change processes. The projects must be delivered by 2021 in order to be able to secure essential national funds.

Cllr A Fitch-Tillett said that she was very pleased to see this scheme coming to fruition now after several years of hard work.

It was proposed by Cllr J Lee, seconded by Cllr R Price and

RESOLVED to

- a) support the approach outlined in progressing the delivery of the Mundesley Coastal Management Scheme
- b) endorse the approach outlined in progressing the delivery of the Cromer Coast Protection Scheme Phase 2.
- c) approve the inclusion of the Council's contribution of £25,000 for the Head of Coastal Partnership East into the Coastal Management salaries base budget
- d) approve the recruitment of a two-year fixed-term Coastal Adaptation Officer from the balance of the Coastal Pathfinder revenue / recycled funds, final details to be agreed with the Corporate Director in consultation with the Coastal Portfolio Holder.
- e) approve the use of the Coastal Partnership East Dynamic Purchasing System for North Norfolk coast related works and services where appropriate.

Reason for the decision:

To enable the continued delivery and development of coastal management activities as set out in the approved Shoreline management Plan, Corporate Plan and Annual Action Plan

59. DELIVERY OF NEW COASTAL CAR PARK IN BACTON

Cllr R Price introduced this item. He explained that the Bacton to Walcott Landscaping Scheme was likely to increase visitors to the coastal frontage at Bacton and there was currently no existing formal car parking facilities in this location. An investment of £30,000 would enable the car park to be developed. Following completion it was anticipated that ongoing costs would be offset by the income generated.

Cllr E Seward said that he fully endorsed the recommendations and was looking forward to the new beach this time next year.

It was proposed by Cllr R Price, seconded by Cllr N Dixon and

RESOLVED to

- a) Delegate to Corporate Director with Portfolio Holder approval final lease arrangements for the Bacton Car Park.
- b) Allocate an estimated value of £30,000 from the Capital Projects Reserves to complete construction and delivery of the car park.

Reasons for the decision:

To enable the final lease negotiation and following works required to open a public car park at Bacton.

60. MANAGING PERFORMANCE Q1 2018-2019

The Leader, Cllr J Lee, introduced this item. He explained that it was a first quarter progress report of the Council's performance. He explained that the majority of the 37 actions were on track, with two having some problems and one not yet due to start. Overall, good progress was being made and the delivery of the Annual Action plan was progressing well. Where issues had been identified, action was being taken.

It was proposed by Cllr J Lee, seconded by Cllr S Arnold and

RESOLVED

To note the report, welcome the progress being made and endorse the actions being taken by management where there are areas of concern.

Reasons for the decision:

To ensure the objectives of the Council are achieved.

61. CREATION OF A 'MAMMOTH' RUN EVENT AS A MARKETING TOOL TO PROMOTE THE DEEP HISTORY COAST

Cllr B Palmer, Portfolio Holder for Leisure, introduced this item. She explained that the Council was proposing to create and brand a series of runs as the 'Mammoth' runs to draw attention to and increase the profile of North Norfolk's Deep History Coast. This was a new offer and it was hoped that it would attract tourists and visitors to the District.

It was proposed by Cllr B Palmer, seconded by Cllr N Dixon and

RESOLVED that

- the Council puts on a half marathon and marathon in year one and more events in year 2, in order to maximise potential attendees and associated economic benefits
- discussions concerning the 'Mammoth' marathon, including route appraisals, proceed to the next stage of planning in partnership with North Norfolk Beach Runners (NNBR).
- October 2019 (exact date to be confirmed) be agreed as the date for the runs and advertised as such immediately in running diaries/ marketing material.
- the Head of Economic & Community Development, in liaison with the Cabinet member for Leisure, Culture,

Health & Customer Services, be authorised to agree all detailed matters relating to the preparation and planning of the event.

- **a budget of £20,665.50 be identified from reserves to cover the maximum expected outlay for the event.**

Reason for the decision:

These events will bring economic benefits to local businesses in the form of additional footfall, with associated additional spend on overnight accommodation and food / drink outlets plus other local shops.

The events would promote and support the health and wellbeing of both residents and visitors

62. EXCLUSION OF PRESS AND PUBLIC

That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A (as amended) to the Act.

63. PRIVATE BUSINESS

None

The meeting ended at 10.25 am.

Chairman

BUDGET MONITORING REPORT 2018/19 – PERIOD 6

Summary: This report summarises the budget monitoring position for the revenue account and capital programme to the end of September 2018.

Options considered: Not applicable

Conclusions: The overall position at the end of September 2018 shows an underspend of £442,175 to date for the current financial year on the revenue account, this is currently expected to deliver a full year underspend of £160,307

Recommendations: **It is recommended that:**

- 1) **Cabinet note the contents of the report and the current budget monitoring position;**
- 2) **Cabinet agree to the release of £607,000 from the Capital Projects Reserve to fund the required works to the Cromer office roof with the contract being awarded to the preferred supplier.**
- 3) **That Cabinet consider the winter opening of the public convenience facilities at West Runton and Cart Gap as detailed within the body of the main report.**

Reasons for Recommendations:

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

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

System budget monitoring reports

Cabinet Member(s) Cllr Duncan Baker	Ward(s) affected
Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, Duncan.ellis@north-norfolk.gov.uk	

1. Introduction

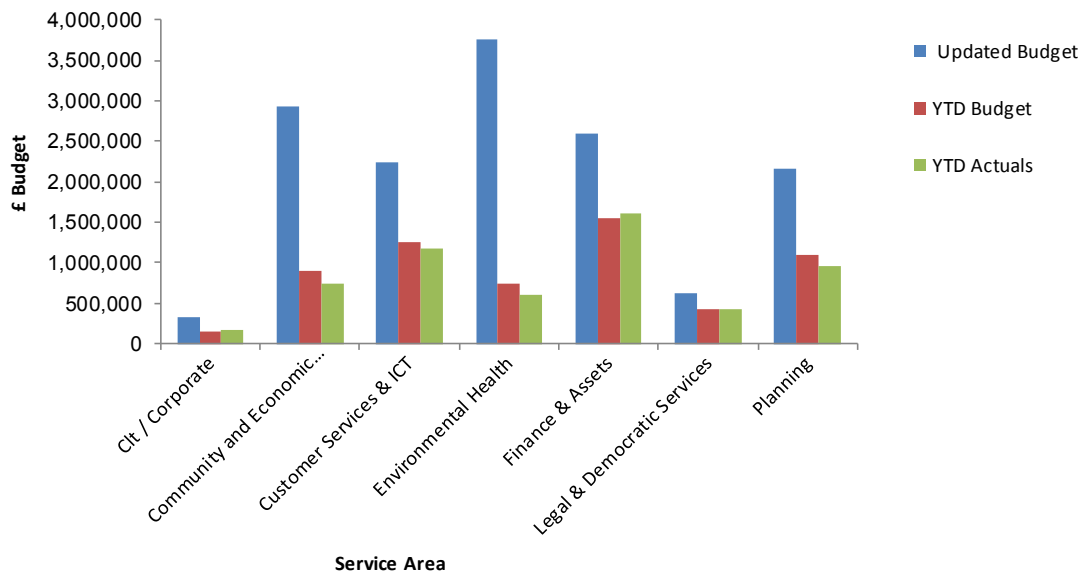
This report compares the actual expenditure and income position at the end of September (period 6) 2018 to the Updated budget for 2018/19. The Original Base Budget as agreed by Full Council in February 2018 has been updated by approved budget virements.

- 1.2 The base budget for 2018/19 included savings and additional income totalling £710,065 to be delivered in the year. Section 3.1 of this report includes an updated position on the delivery of these.

2. Budget Monitoring Position – Revenue Services

- 2.1 The General Fund Summary at Appendix A shows the high level budget monitoring position at 30 September 2018 which shows a year to date variance of £442,175 underspend against the updated budget. Of the underspend £395,914 is in relation to the service variances. Graph 1 below illustrates these variances per service area and Appendix B provides further details of the individual service variances. A net £46,261 underspend is in relation to non-service expenditure against the profiled budget. Details of these variances are included within section 4.

Graph 1 - Variance by Service area



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

- 2.3 The following table shows the over/underspend to date for the more significant variances; this is compared to the updated budget.

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
CLT/ Corporate		
Corporate Leadership Team - £8,526 Salaries and on costs are higher as a result of staff regrading. This will lead to a full year cost of £17,240.	9,243	17,240
Economic and Community Development		
Car parking – (£57,707) Income is up against the profiled budget this has been offset by additional costs relating to signage and VAT professional advice. The income position will continue to be monitored and an update provided as part of the ongoing budget monitoring process.	(27,051)	0
Sports Centres – (£68,899) Provision in relation to 2017/18 hall hire for which invoices have not yet been received. This has been offset by reduced income from the sale of food and drink.	(60,992)	0
Housing Health and Wellbeing – One-off temporary staffing costs budgeted to be funded from the housing reserve have not yet been incurred.	(17,277)	0
Housing Strategy – The current monitoring position shows a favourable variance of (£45,597). Of this variance (£9,224) relates to staff turnover from a vacant post, a proportion of which is to be used to support additional resources within the community led housing team. (£12,500) Viability work funded from the New Homes Bonus reserve which has not yet been incurred. The balance represents year 2 of the Norfolk County Council grant for Social prescribing, this is funding a temporary post within the team.	(45,597)	(10,000)
Coastal Management – Additional staffing and relocation costs. Some of these costs will be recharged at year end to the Coastal Partnership East (CPE).	22,238	0
Customer Services and ICT		
Benefits Administration – There are currently two vacant posts within the establishment, recruitment is	(98,068)	(25,000)

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
<p>taking place to fill these posts although turnover to date is likely to result in a favourable full year effect of around £25,000.</p> <p>(£68,310) A number of grants have been received from the Department for Works and Pensions (DWP); these are to support the added burden of undertaking new initiatives and will be offset by increased expenditure.</p>		
<p>Digital Transformation – The year to date variance reflects staffing costs which will be funded from previously identified savings as part of the digital transformation programme. The budget will be updated to reflect the impact of these savings and additional growth.</p>	31,931	0
Environmental Health		
<p>Waste Collection and Disposal – The main variances contributing to the current position are as follows; (£5,605) No invoices paid for Hazardous Household and Clinical waste; (£21,120) Surplus from prior year creditor provision for commercial waste disposal; (£7,775) Kier stepped cost; £2,643 Staffing costs relating to garden bin admin; (£19,767) Kier contract payments relating to stepped costs not now required; £7,408 Mailing costs for garden bins.</p> <p>£15,995 Income for bulky collections and recharges for Hazardous Household and clinical waste not received; (£69,838) Additional trade waste fee income.</p> <p>Anticipated savings could be offset by lower garden bin tonnage due to the dry weather earlier on in the year.</p> <p>The position will continue to be monitored and an update provided as part of the budget monitoring process.</p>	(103,613)	(62,775)
<p>Cleansing – Kier creditor provision carried forward from a prior year no longer required.</p>	(43,013)	(40,000)

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
Finance and Assets		
Admin Building Services – The current variance is in relation to an outstanding service charge relating to 2017/18 which has not yet been settled.	20,428	0
Property Services – The variance at period 6 is attributed to a number of things including, £6,987 Staffing – Overtime for special events such as the Antiques Road show filming, Golden Hello and travelling costs offset by savings for a vacant post; £2,447 higher insurance premiums and £8,093 Professional fees.	22,453	15,000
Corporate Finance – (£12,536) staff turnover savings from a vacant post. The Council's finance system is about to be upgraded, these savings could be used to provide additional support required during the project implementation.	(17,821)	0
Corporate and Democratic Core – The saving currently showing on this budget head is in relation to employee recharges from the planning department due to staff turnover. This saving is being used to support additional resources within the Major Development team.	(15,887)	0
Planning		
Development Management – (£11,681) Staff turnover savings to be used to fund temporary support for the Major Developments Team. £9,506 professional Fees relating to planning appeals and external advice funded from the Council's General reserve. (£20,661) Income generated from Pre application advice offset by reduced income £29,408 from Planning application fees.	4,355	0
Planning Policy – (£7,314) Staff turnover savings to be used to fund temporary support for the Major Developments Team. (£38,598) Slippage in the spend profile of the Local Plan Review expenditure funded from the New Homes Bonus reserve.	(46,500)	
Major Developments – (£10,159) Turnover savings relating to a vacant post to be used to fund	(17,146)	0

Table 1 – Service Variances	Over/ (Under) Spend to Date against Updated Budget	Estimated Full Year Variance Against Updated Budget
	£	£
temporary support within the team. (4,677) Repayment of Employee costs.		
Building Control – Building Control fee income up against the profiled budget - as a self-financing service this current surplus will continue to be monitored and the position adjusted through the Building Control Earmarked Reserve.	(32,818)	0
Property Information – (£20.963) Land charge search fee income. As part of the budget process the Land Charge fee income budget was reduced to reflect the anticipated transfer of some functions to the Land Registry during 2018/19. This is now unlikely to happen this financial year; any net surplus will be transferred to the Land Charges Earmarked Reserve as part of the year end process. A new burdens grant of £13,889 has been received from Housing, Communities and Local Government. (HCLG) to assist with additional costs relating to the transfer.	(38,235)	0
TOTALS	(453,370)	(105,535)

3 Budget Monitoring Position – Savings and Additional Income

3.1 The budget for 2018/19 includes savings and additional income totaling £710,065. The detail for each of these savings is included at Appendix D. Table 2 below summarises the current position for each of the work streams compared to the budgeted position.

Table 2 – Savings and Additional Income Budgeted Target for 2018/19 split by work stream	2018/19 Base Budget	2018/19 P6 Monitoring Position	2018/19 Movement from the Base Budget at P6
	£	£	£
Growth – New Homes and Business Rates	0	0	0
Digital Transformation	(110,569)	(110,569)	0
Property Investment and Asset Commercialisation	(160,996)	(160,996)	0
Shared Services and Selling Services	(45,410)	(26,800)	18,610

Collaboration and Localism	0	0	0
Maximising Income and Reducing costs	(93,211)	(83,211)	10,000
Other Efficiencies and Savings	(299,879)	(247,305)	52,574
Total	(710,065)	(628,881)	81,184

3.2 The current position shows an anticipated shortfall of £81,184, a breakdown of this variance is shown below.

Savings bid	£	Description
Green build	10,000	In 2018/19 There is a net cost of £10,000 relating to additional staff and exhibitor costs.
Staff savings within the Environmental Health Department	52,574	This will be reviewed as part of the budget process.
Selling HR services to external customers.	20,000	No income will be generated from this work stream in the current year and a review will be undertaken as part of the budget process to ascertain if future year's targets are still achievable.

4 Non Service Variances to Period 6 2018/19

Investment Interest

- 4.1 The interest budget for 2018/19 anticipates that a total of £1,158,300 will be earned from treasury investments together with interest on a loan to Broadland Housing Association. Overall an average balance of £35.1m was assumed, at an average interest rate of 3.3%.
- 4.2 At the end of period 6, a total of £533,475 had been earned, resulting in a shortfall against the year to date budget of £47,259. The average rate of interest achieved was 2.38% from an average balance available for investment of £44.4m. At the year end of the year this would result in a shortfall against the budget of £81,474. The investment balance is forecast to be above budget but against this the interest rate achieved looks likely to be below the budget figure, based on what has been achieved to period 6.
- 4.3 A total of £26m has been invested in pooled funds which are valued at £27.6m at the end of period 6. Most of the gain is attributed to the LAMIT Pooled Property Fund which is worth £1.6m above the £5m originally invested. The funds investing in equities are currently performing better than the bond funds, which is why 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 medium to long term.

Retained Business Rates

- 4.4 There is a favourable variance as at period 6 of £92,130 under the Business Rates Retention Scheme.
- 4.5 The 2018/19 budget was prepared before the NNDR1 was completed which identified an expected additional income of £281,303 above the amount included within the base budget. This equates to £140,652 up to the end of period 6. This variance is reduced by £41,665 which is the amount outstanding from MHCLG in respect of 2017/18 grants which will be paid by the year end, plus a small adjustment in respect of the 2017/18 tariff amount, to arrive at £99,235.
- 4.6 There is a favourable variance at period 6 of £35,599 in respect of the tariff payable to the MHCLG. The calculation of the tariff amount for 2017/18 has been revised by MHCLG as a result of revised data from the Valuation Office Agency on the change in rateable values between rating lists. This will result in an additional amount of tariff being payable for 2017/18 resulting in no variance at the year end.
- 4.7 By the end of the year the adjustment to equal the NNDR1 figure will be £281,303. In addition, changes to the NNDR3 figure for 2017/18 following the audit of the Statement of Accounts identified an additional £68,074 in Section 31 grant income. This however will be reduced by an additional levy payable to the business rate pool of £42,704.
- 4.8 Using the period 6 forecasts of reliefs and business rate income, the Section 31 grant income figure compensating the Council for various reliefs to business introduced by the government is forecast to increase by £126,760 against the budgeted level. The levy paid to the Business Rate Pool is forecast to increase by £190,633 against budget due to higher levels of business rates growth than forecast.
- 4.9 The Valuation Office Agency continues to provide limited information on appeals but the effect on the surplus/deficit position on the general fund of any under or over provision made in the Accounts will not impact until 2019/20 due to accounting practices.
- 4.10 The NHS Trust's application for mandatory rate relief continues to work its way through the legal processes, and any impact on the Council cannot be determined at this time.
- 4.11 Overall the forecast is for an additional income under the Business Rate Retention scheme in 2018/19 of £217,430.

5 Budget Monitoring Position – Summary

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

Table 3 - Summary of Full Year Effects 2018/19	Estimated Movement From Updated Budget £
Service Areas (Table 1)	(105,535)
Investment Interest	81,474
Business Rates	(217,430)
Savings and Additional Income	81,184
Total	(160,307)

6 Budget Monitoring Position – Capital

- 6.1 Total Capital expenditure amounted to £1,766,950 across all projects in the first quarter of 2018/19. The Capital Programme has been updated to reflect changes agreed in the half of 2018/19 and can be found at Appendix C. Since the last report to Cabinet the following changes have been made:

- Egmere Business Zone – An extra £360,000 was agreed to be taken from the Capital Projects Reserve towards the development of serviced plots and an industrial unit at Egmere Enterprise Zone.
- Bacton Car Park – An amount of £30,000 has been released from the Capital Projects Reserve to fund the surfacing of a car park at Bacton to support the Deep History Coast offering.
- Pier Steel Works – As part of the period 4 budget monitoring report, £400,000 was requested from the Capital Projects Reserve to allow structural works to be carried out on Cromer Pier prior to the roofing works on the theatre. This is now reflected in the Capital Programme.
- Fakenham Extra Care – £425,000 of capital receipts was released to provide grant or loan funding to support the provision of an extra care facility in Fakenham. Since this approval was made Norfolk County Council (NCC) has agreed to jointly fund the £425,000 grant requested by Housing & Care 21 to deliver the scheme. A 50% grant provision of £212,500 will therefore be made to the provider, match funded by NCC with 80% of the funding to be paid when the Council has received written confirmation that the scheme has started on site with the remaining 20% payable on practical completion of the homes. Any remaining balance will be returned to the capital receipts reserve.
- Public Convenience Improvements – A sum of £600,000 was agreed to be drawn down from the Invest to Save Reserve to support the redevelopment and refurbishment of public conveniences. This represents Phase 1 of this project.

6.2 The following changes to the Capital Programme are requested:

- *Multi-functional devices* – This scheme has been financed elsewhere, it is requested that this budget be reallocated to ICT Hardware refresh to support provision of new devices for staff.
- Cromer Office Beams – A report was considered by Cabinet in July 2017 regarding improvement works to the glazing to the north elevation of the roof at the main Cromer administrative office and to the glulam beams. The report recognised that the building was over 27 years old and that various remedial works were required in the short to medium term. These works are essential to ensure the future operation of the building. It was agreed that the tender process for the works should be undertaken and this has now been completed and the cost of the remedial works is £607,000. It is therefore now recommended that these works are progressed and awarded to the preferred contractor with the scheme to be financed from the Capital Projects Reserve.

7 Conclusion

7.1 The revenue budget is showing an estimated full year underspend for the current financial year of £160,307. The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.

8 Financial Implications and Risks

8.1 The detail within section 2 of the report highlights the more significant variances including those that are estimated to result in a full year impact.

8.2 The Original base budget for 2018/19 included service savings and additional income totalling £710,065; these are largely still on target to be achieved although there is currently an anticipated full year shortfall of £81,184, The progress in achieving these will continue to be monitored as part of the overall budget monitoring process and where applicable corrective action will be identified and implemented to ensure the overall budget remains achievable.

8.3 The estimated outturn shown in Table 1 will continue to be monitored during the year and where applicable will be transferred to reserves.

8.4 At the Overview and Scrutiny meeting of 19 September a request was made to consider winter opening this season for the public convenience facilities at West Runton and Cart Gap for this year. The estimated cost of this is around £2,500 per facility and it should be possible to contain this within the current budget and Cabinet is asked to consider this request.

8.5 It was also recommended that a more fundamental review of the opening and closing of facilities across the district was undertaken. It is therefore proposed that officers draft a report for Overview and Scrutiny for consideration at their meeting in November. Any recommendations can then feed in to the budget process for 2019/20 with any approved changes to opening hours, particularly in the winter months, being considered along with the financial impact (currently estimated at between £75k and £100k per annum taking into

account the additional variable costs such as opening and closing, cleaning, utility costs, vandalism, additional R&M etc) as part of the budget process in February 2019.

- 8.6 Any changes agreed can then be implemented for the new 2019/20 season.

- 9 Sustainability** - None as a direct consequence from this report.
- 10 Equality and Diversity** - None as a direct consequence from this report.
- 11 Section 17 Crime and Disorder considerations** - None as a direct consequence from this report.

General Fund Summary Period 6 2018/19

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £
Net Cost Of Services						
Clf / Corporate	325,223	152,264	173,411	21,147	16,314	135,498
Community, Economic Development &	2,926,015	893,104	737,622	(155,482)	974,340	1,214,053
Customer Services & ICT	2,238,844	1,248,929	1,173,416	(75,513)	316,497	748,931
Environmental Health	3,756,682	734,659	610,913	(123,746)	2,548,817	596,952
Finance & Assets	2,597,496	1,546,231	1,600,420	54,189	426,554	570,522
Legal & Democratic Services	625,531	420,225	427,797	7,572	11,169	186,565
Planning	2,157,613	1,090,365	966,285	(124,080)	235,639	955,689
Net Cost Of Services	14,627,404	6,085,777	5,689,863	(395,914)	4,529,330	4,408,211
Precepts Of Parish Councils	2,210,812	2,210,812	2,210,432	(380)	0	380
Capital Charges	(1,344,248)	(672,126)	(672,120)	6	0	(672,128)
External Interest Paid	3,500	1,752	59	(1,693)	0	3,441
Interest Receivable	(1,147,384)	(582,034)	(534,097)	47,937	0	(613,287)
Revenue Financing For Capital	2,751,407	0	0	0	0	2,751,407
Retirement Benefits	251,249	0	0	0	0	251,249
Net Operating Expenditure	17,352,740	7,044,181	6,694,137	(350,044)	4,529,330	6,129,273
Contributions To/(From) Reserves						
Contributions to/(from) General Reserve	(367,684)	0	0	0	0	(367,684)
Capital Projects Reserve	(668,922)	0	0	0	0	(668,922)
Asset Management	(163,335)	0	0	0	0	(163,335)
Other Earmarked Reserves	(1,672,577)	0	0	0	0	(1,672,577)
Amount to be met from Government Grant and Local Taxpayers	14,480,222	7,044,181	6,694,137	(350,044)	4,529,330	3,256,755
Collection Fund Parishes	(2,210,812)	(1,171,730)	(1,171,730)	0	0	(1,039,082)
Collection Fund District	(5,909,655)	(3,132,117)	(3,132,117)	0	0	(2,777,538)
Retained Business Rates	(4,190,773)	(2,423,538)	(2,515,668)	(92,130)	0	(1,675,105)
Revenue Support Grant	(535,619)	(278,522)	(278,522)	0	0	(257,097)
New Homes Bonus	(1,149,592)	(574,796)	(574,796)	0	0	(574,796)
Rural Services Delivery Grant	(483,771)	(241,885)	(241,886)	(1)	0	(241,885)
Income from Government Grant and Taxpayers	(14,480,222)	(7,822,588)	(7,914,719)	(92,131)	0	(6,565,503)
(Surplus)/Deficit	0	(778,407)	(1,220,582)	(442,175)	4,529,330	(3,308,748)

Service Area Summaries P6 2018/19

Clt / Corporate

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Human Resources & Payroll							
Gross Direct Costs	313,430	156,738	154,828	(1,910)	7,944	150,657	(£8,847) - Salaries and on costs lower as a result of staff vacancies. £9,270 - New appointment advertising credits bought in advance. These will be used as and when vacancies require advertising.
Gross Direct Income	(21,000)	(10,500)	(967)	9,533	0	(20,033)	£10,002 - No income from selling shared services.
Support Service Charges	(308,620)	(154,362)	(154,362)	0	0	(154,258)	
	(16,190)	(8,124)	(500)	7,624	7,944	(23,634)	
Registration Services							
Gross Direct Costs	224,033	101,879	95,323	(6,556)	0	128,710	Creditor provision from 2017/18 for irrecoverable VAT. This is to be paid once General Election claim is agreed by the Cabinet Office.
Gross Direct Income	(44,120)	(39,778)	(22,474)	17,304	0	(21,646)	Balance due from Cabinet Office for General Election Claim.
Support Service Charges	135,950	67,980	67,980	0	0	67,970	
	315,863	130,081	140,829	10,748	0	175,034	
Corporate Leadership Team							
Gross Direct Costs	443,369	221,688	230,889	9,201	500	211,980	£8,526 - Salaries and on costs are higher as a result of staff regrading's. This will lead to a full year cost of £17,240
Support Service Charges	(443,369)	(221,676)	(221,634)	42	0	(221,735)	No Major Variances.
	0	12	9,255	9,243	500	(9,755)	
Communications							
Gross Direct Costs	321,098	178,080	175,289	(2,792)	7,870	137,940	(£1,196) - Salaries and on costs are lower than expected. No full year effect is anticipated.
Gross Direct Income	0	0	(3,675)	(3,675)	0	3,675	Income from filming rights
Support Service Charges	(295,548)	(147,786)	(147,786)	0	0	(147,762)	
	25,550	30,294	23,828	(6,467)	7,870	(6,147)	
Total Clt / Corporate	325,223	152,264	173,411	21,148	16,314	135,498	

Service Area Summaries P6 2018/19
Community, Econ Dev & Coast

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Health							
Gross Direct Income	0	0	(4,773)	(4,773)	0	4,773	(£4,773) - Allocated for multi agency projects. Will be used for NCAN system renewal plus other yet to be identified projects where financial contribution is required
	0	0	(4,773)	(4,773)	0	4,773	
Car Parking							
Gross Direct Costs	778,409	374,908	401,727	26,819	99,501	277,181	£5,420 - Car park signage. £7,500 - VAT advice. £6,092 - Credit card charges higher as a result of more people paying by card. The balance consists of minor variances under £2,000.
Capital Charges	29,485	14,742	14,742	0	0	14,743	
Gross Direct Income	(2,645,971)	(1,749,243)	(1,803,113)	(53,870)	0	(842,858)	(£57,707) - Car park income higher than expected. £4,133 - Other land rentals
Support Service Charges	183,379	101,718	101,718	0	0	81,661	
	(1,654,698)	(1,257,875)	(1,284,926)	(27,051)	99,501	(469,273)	
Markets							
Gross Direct Costs	53,525	23,804	24,653	849	2,355	26,517	No Major Variances.
Gross Direct Income	(61,800)	(57,967)	(50,555)	7,413	0	(11,246)	Market rental income lower than expected.
Support Service Charges	34,030	17,016	17,016	0	0	17,014	
	25,755	(17,147)	(8,886)	8,261	2,355	32,285	
Parks & Open Spaces							
Gross Direct Costs	350,056	149,457	136,336	(13,121)	179,910	33,810	£5,188 - Repair and maintenance costs. (£24,206) - Grounds maintenance contract invoice for 2017/18 variation order not received.
Capital Charges	48,222	24,114	24,114	0	0	24,108	
Gross Direct Income	(14,590)	(3,438)	(1,859)	1,579	0	(12,731)	No Major Variances.
Support Service Charges	81,030	40,518	40,518	0	0	40,512	
	464,718	210,651	199,109	(11,542)	179,910	85,699	
Foreshore							
Gross Direct Costs	183,923	112,233	113,828	1,595	38,535	31,560	£4,278 - Salaries and on costs are higher. (£4,103) - Repair and maintenance costs lower. £6,160 - Transport of Mundesley huts from winter storage. (£4,922) - Credit notes for overpaid electricity.
Capital Charges	7,977	3,990	3,990	0	0	3,987	
Gross Direct Income	(187,362)	(183,373)	(194,995)	(11,622)	0	7,633	Winter storage fees
Support Service Charges	187,250	93,630	93,630	0	0	93,620	
	191,788	26,480	16,453	(10,027)	38,535	136,799	
Sports Centres							
Gross Direct Costs	309,067	115,032	50,638	(64,394)	53,166	205,262	(£68,899) - Hall hire not yet invoiced.
Capital Charges	12,497	6,246	6,246	0	0	6,251	
Gross Direct Income	(142,820)	(61,179)	(57,470)	3,709	0	(85,350)	£4,271 - Lower sales of food and drink
Support Service Charges	120,240	60,150	60,150	0	0	60,090	
	298,984	120,249	59,564	(60,685)	53,166	186,254	
Leisure Complexes							
Gross Direct Costs	379,823	217,932	213,540	(4,392)	221,664	(55,381)	(£4,500) - Building repair and maintenance costs lower than anticipated.
Capital Charges	525,644	262,818	262,818	0	0	262,826	
Support Service Charges	39,570	19,800	19,800	0	0	19,770	
	945,037	500,550	496,158	(4,392)	221,664	227,215	

Service Area Summaries P6 2018/19
Community, Econ Dev & Coast

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Other Sports							
Gross Direct Costs	135,652	50,826	55,085	4,259	5,330	75,237	No Major Variances.
Gross Direct Income	(24,172)	(1,901)	(3,874)	(1,973)	0	(20,298)	No Major Variances.
Support Service Charges	49,130	24,576	24,576	0	0	24,554	
	160,610	73,501	75,787	2,286	5,330	79,493	
Recreation Grounds							
Gross Direct Costs	8,669	3,615	3,801	186	5,323	(455)	No Major Variances.
Capital Charges	79	42	42	0	0	37	
Gross Direct Income	(1,000)	(498)	(935)	(437)	0	(65)	No Major Variances.
Support Service Charges	4,530	2,262	2,262	0	0	2,268	
	12,278	5,421	5,170	(251)	5,323	1,785	
Pier Pavilion							
Gross Direct Costs	49,448	39,720	46,076	6,356	150	3,222	£6,157 - Pier Theatre, internal decoration and flooring.
Gross Direct Income	(20,000)	0	0	0	0	(20,000)	No Major Variances.
Support Service Charges	17,790	8,898	8,898	0	0	8,892	
	47,238	48,618	54,974	6,356	150	(7,886)	
Foreshore (Community)							
Gross Direct Costs	413,638	239,473	248,420	8,947	175,075	(9,857)	£7,698 - Kier waste contract.
Support Service Charges	42,720	21,372	21,372	0	0	21,348	
	456,358	260,845	269,792	8,947	175,075	11,491	
Woodlands Management							
Gross Direct Costs	152,423	82,413	90,352	7,939	35,899	26,173	No Major Variances.
Capital Charges	1,346	672	672	0	0	674	
Gross Direct Income	(37,650)	(24,880)	(28,553)	(3,673)	0	(9,097)	No Major Variances.
Support Service Charges	102,750	51,390	51,390	0	0	51,360	
	218,869	109,595	113,860	4,265	35,899	69,110	
Cromer Pier							
Gross Direct Costs	47,232	38,315	37,252	(1,063)	16,870	(6,890)	No Major Variances.
Capital Charges	8,741	4,368	4,368	0	0	4,373	
Gross Direct Income	(24,109)	(12,053)	(12,456)	(403)	0	(11,653)	No Major Variances.
Support Service Charges	15,010	7,500	7,500	0	0	7,510	
	46,874	38,130	36,664	(1,466)	16,870	(6,660)	
Economic Growth							
Gross Direct Costs	82,408	33,087	27,567	(5,520)	20,001	34,840	No Major Variances.
Capital Charges	211	108	108	0	0	103	
Gross Direct Income	(10)	(6)	0	6	0	(10)	
Support Service Charges	186,740	93,378	93,378	0	0	93,362	
	269,349	126,567	121,053	(5,514)	20,001	128,295	
Tourism							
Gross Direct Costs	68,588	33,766	45,772	12,006	0	22,816	£10,248 Orchestras live costs offset by grant and customer receipts.
Gross Direct Income	0	0	(23,986)	(23,986)	0	23,986	Grants and customer receipts relating to orchestras live.
Support Service Charges	53,940	26,970	26,970	0	0	26,970	
	122,528	60,736	48,756	(11,980)	0	73,772	
Coast Management							
Gross Direct Costs	321,275	146,528	146,866	338	94,503	79,906	No Major Variances.
Capital Charges	5,834	2,916	2,916	0	0	2,918	
Support Service Charges	275,360	137,682	137,682	0	0	137,678	
	602,469	287,126	287,464	338	94,503	220,502	
Business Growth Staffing							
Gross Direct Costs	242,944	121,488	117,859	(3,629)	0	125,085	Economic Development Officer post currently vacant. This is currently being recruited and the turnover costs will cover the new appointment advertising expenditure.
Gross Direct Income	0	0	(463)	(463)	0	463	No Major Variances

Service Area Summaries P6 2018/19
Community, Econ Dev & Coast

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Support Service Charges	(242,944)	(121,470)	(121,446)	24	0	(121,498)	
	0	18	(4,050)	(4,068)	0	4,050	

Service Area Summaries P6 2018/19
Community, Econ Dev & Coast

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Economic & Community Development Management							
Gross Direct Costs	100,409	52,158	51,315	(843)	0	49,094	No Major Variances.
Support Service Charges	23,726	11,874	11,874	0	0	11,852	
	124,135	64,032	63,189	(843)	0	60,946	
Leisure							
Gross Direct Costs	202,968	101,497	98,132	(3,365)	500	104,336	No Major Variances.
Gross Direct Income	(700)	(348)	0	348	0	(700)	No Major Variances.
Support Service Charges	(205,448)	(102,714)	(102,672)	42	0	(102,776)	
	(3,180)	(1,565)	(4,540)	(2,975)	500	860	
Housing (Health & Wellbeing)							
Gross Direct Costs	256,466	128,221	112,889	(15,333)	0	143,577	One-off temporary staffing costs budgeted to be funded from the housing reserve have not yet been incurred.
Gross Direct Income	(41,405)	(41,405)	(43,350)	(1,945)	0	1,945	No Major Variances.
Support Service Charges	21,759	10,890	10,890	0	0	10,869	
	236,820	97,706	80,429	(17,278)	0	156,391	
Housing Strategy							
Gross Direct Costs	343,805	169,245	140,927	(28,318)	24,909	177,969	(£9,224) Staff turnover from a vacant post to be used to support additional resources within the community led housing team. (£12,500) Viability work funded from the New homes Bonus Reserve not yet incurred.
Gross Direct Income	(127,084)	(44,284)	(61,563)	(17,279)	0	(65,521)	(£6,553) Vat Shelter Receipts. (£10,726) Grant from Norfolk County Council re temporary social prescribing post.
Support Service Charges	34,280	17,142	17,142	0	0	17,138	
	251,001	142,103	96,506	(45,597)	24,909	129,586	
Community And Localism							
Gross Direct Costs	537,453	221,699	221,240	(459)	35	316,178	No Major Variances.
Gross Direct Income	(454,361)	(227,369)	(226,644)	726	0	(227,718)	No Major Variances.
Support Service Charges	27,040	13,536	13,536	0	0	13,504	
	110,132	7,866	8,132	266	35	101,965	
Coastal Management							
Gross Direct Costs	197,720	88,875	111,114	22,238	614	85,993	Additional staffing and relocation costs. Some will be recharged at year end to the Coastal Partnership East (CPE).
Support Service Charges	(198,770)	(99,378)	(99,378)	0	0	(99,392)	
	(1,050)	(10,503)	11,736	22,238	614	(13,399)	
Total Community, Econ Dev & Coast	2,926,015	893,104	737,622	(155,482)	974,340	1,214,053	

Service Area Summaries P6 2018/19

Customer Services & ICT

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Revenue Services							
Gross Direct Costs	591,469	295,746	287,039	(8,707)	14,535	289,895	Staff vacancies, the recruitment process is currently taking place to fill these posts.
Gross Direct Income	(427,631)	(129,110)	(129,143)	(33)	0	(298,488)	No Major Variances.
Support Service Charges	440,770	220,404	220,404	0	0	220,366	
	604,608	387,040	378,300	(8,740)	14,535	211,773	
Benefits Administration							
Gross Direct Costs	854,254	425,119	395,704	(29,415)	1,197	457,353	Staff vacancies, the recruitment process is currently taking place to fill these posts.
Capital Charges	11,500	5,748	5,748	0	0	5,752	
Gross Direct Income	(403,037)	0	(68,653)	(68,653)	0	(334,384)	A number of one off grants have been received from the Department for Works and Pensions (DWP) to support changes to processes within the service.
Support Service Charges	550,130	275,082	275,082	0	0	275,048	
	1,012,847	705,949	607,881	(98,068)	1,197	403,769	
It - Support Services							
Gross Direct Costs	1,233,546	557,390	564,061	6,671	139,193	530,292	No Major Variances.
Capital Charges	111,554	55,782	55,782	0	0	55,772	
Gross Direct Income	(410)	(204)	0	204	0	(410)	No Major Variances.
Support Service Charges	(1,277,120)	(638,568)	(638,484)	84	0	(638,636)	
	67,570	(25,600)	(18,641)	6,959	139,193	(52,982)	
Tic'S							
Gross Direct Costs	128,790	61,702	61,737	35	16,233	50,820	(£6,664) - Salaries and oncosts lower than expected. £5,700 - Holt TIC refurbishment.
Capital Charges	5,729	2,862	2,862	0	0	2,867	
Gross Direct Income	(29,500)	(14,754)	(20,784)	(6,030)	0	(8,716)	Sale of goods & souvenirs
Support Service Charges	106,820	53,430	53,430	0	0	53,390	
	211,839	103,240	97,245	(5,995)	16,233	98,361	
Homelessness							
Gross Direct Costs	178,216	62,493	88,249	25,756	88,119	1,848	Bed and Breakfast charges and rent deposits offset by recoverable income from benefits and client receipts.
Gross Direct Income	(309,266)	(229,132)	(242,901)	(13,769)	0	(66,365)	Recoverable Income from housing benefit and client receipts.
Support Service Charges	474,690	237,354	237,354	0	0	237,336	
	343,640	70,715	82,702	11,987	88,119	172,818	
Customer Services Housing							
Gross Direct Costs	310,782	162,712	157,726	(4,986)	0	153,056	No Major Variances.
Support Service Charges	(310,782)	(155,382)	(155,364)	18	0	(155,418)	
	0	7,330	2,362	(4,968)	0	(2,362)	

Service Area Summaries P6 2018/19

Customer Services & ICT

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Digital Transformation							
Gross Direct Costs	183,442	91,722	123,641	31,919	12,783	47,018	Staffing budgets to be funded from identified digital transformation savings.
Support Service Charges	(183,442)	(91,710)	(91,698)	12	0	(91,744)	
	0	12	31,943	31,931	12,783	(44,726)	
Reprographics							
Gross Direct Costs	92,779	46,393	39,878	(6,515)	40,638	12,263	(£2,829) - Operating lease costs for printers lower than expected as a result of lower numbers of copies being required. (£5,558) - Paper costs lower than anticipated. Both of these are as a result of the use of hybrid mailing and the delay in progressing the Local Plan and will lead to a full year saving of £9,000
Capital Charges	18,603	9,300	9,300	0	0	9,303	
Gross Direct Income	(7,500)	(3,750)	(3,771)	(21)	0	(3,729)	No Major Variances.
Support Service Charges	(105,092)	(52,554)	(52,554)	0	0	(52,538)	
	(1,210)	(611)	(7,147)	(6,536)	40,638	(34,701)	
Customer Services - Corporate							
Gross Direct Costs	602,787	302,457	296,560	(5,897)	3,798	302,429	(£4,313) - Lower postage costs.
Gross Direct Income	(22,870)	(11,437)	(7,635)	3,802	0	(15,235)	No Major Variances.
Support Service Charges	(580,367)	(290,166)	(290,154)	12	0	(290,213)	
	(450)	854	(1,229)	(2,083)	3,798	(3,019)	
Total Customer Services & ICT	2,238,844	1,248,929	1,173,416	(75,513)	316,497	748,931	

Service Area Summaries P6 2018/19
Environmental Health

Account Name	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Commercial Services							
Gross Direct Costs	355,778	177,894	182,569	4,675	7,021	166,187	Costs associated with private water sampling offset by additional income .
Gross Direct Income	(23,685)	(11,850)	(18,451)	(6,601)	0	(5,234)	As above
Support Service Charges	121,450	60,738	60,738	0	0	60,712	
	453,543	226,782	224,856	(1,926)	7,021	221,666	
Internal Drainage Board Levies							
Gross Direct Costs	386,274	193,137	193,141	4	0	193,134	No Major Variances.
Support Service Charges	200	102	102	0	0	98	
	386,474	193,239	193,243	4	0	193,232	
Travellers							
Gross Direct Costs	5,534	22,632	23,033	401	24,451	(41,950)	No Major Variances.
Capital Charges	97,800	48,900	48,900	0	0	48,900	
Gross Direct Income	(4,000)	(2,004)	(476)	1,528	0	(3,524)	No Major Variances.
Support Service Charges	1,520	768	768	0	0	752	
	100,854	70,296	72,225	1,929	24,451	4,178	
Public Protection							
Gross Direct Costs	191,423	95,718	97,329	1,611	3,586	90,508	No Major Variances.
Gross Direct Income	(189,985)	(50,810)	(56,603)	(5,793)	0	(133,382)	Additional income from zoo and vet recharges.
Support Service Charges	120,860	60,432	60,432	0	0	60,428	
	122,298	105,340	101,157	(4,183)	3,586	17,554	
Street Signage							
Gross Direct Costs	12,470	1,230	3	(1,227)	0	12,467	No Major Variances.
Capital Charges	7,565	3,780	3,780	0	0	3,785	
Support Service Charges	17,350	8,676	8,676	0	0	8,674	
	37,385	13,686	12,459	(1,227)	0	24,926	
Environmental Protection							
Gross Direct Costs	573,370	275,147	293,179	18,032	20,322	259,869	£7,411- Overtime and additional staffing support for the new IT system - this will be funded from capital at year end. The balance consists of misc. minor variances.
Capital Charges	7,112	3,558	3,558	0	0	3,554	
Gross Direct Income	(14,800)	(5,398)	(8,053)	(2,655)	0	(6,747)	(£1,963) - Merchandising from goats
Support Service Charges	177,380	88,698	88,698	0	0	88,682	
	743,062	362,005	377,383	15,378	20,322	345,357	
Env Health - Service Mgmt							
Gross Direct Costs	127,373	55,855	56,907	1,052	16,663	53,804	No Major Variances.
Support Service Charges	(132,273)	(66,132)	(66,132)	0	0	(66,141)	
	(4,900)	(10,277)	(9,225)	1,052	16,663	(12,337)	
Combined Enforcement Team							
Gross Direct Costs	146,072	73,050	76,272	3,222	379	69,421	No Major Variances.
Support Service Charges	(146,072)	(73,032)	(73,032)	0	0	(73,040)	
	0	18	3,240	3,222	379	(3,619)	
Environmental Contracts							
Gross Direct Costs	255,735	127,878	134,835	6,957	544	120,356	Additional staffing costs
Support Service Charges	(255,735)	(127,860)	(127,812)	48	0	(127,923)	
	0	18	7,023	7,005	544	(7,567)	

Service Area Summaries P6 2018/19
Environmental Health

Account Name	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
Waste Collection And Disposal							
Gross Direct Costs	3,822,661	1,480,384	1,432,661	(47,723)	2,099,448	290,552	(£5,605) No invoices paid for Hazardous Household and Clinical waste; (£21,120) Surplus from prior year creditor provision for commercial waste disposal; (£7,775) Kier stepped cost; £2,643 Staffing costs relating to garden bin admin; (£19,767) Kier contract payments relating to stepped costs not now required; £7,408 Mailing costs for garden bins
Capital Charges	58,435	29,220	29,220	0	0	29,215	
Gross Direct Income	(3,095,449)	(2,263,323)	(2,319,213)	(55,890)	0	(776,236)	£15,995 Income for bulky collections, recharges for hazardous household, clinical waste and procurement costs not received; (£69,838) Additional trade waste fee income. Anticipating reduced composting income due to the hot weather.
Support Service Charges	358,280	179,148	179,148	0	0	179,132	
	1,143,927	(574,571)	(678,184)	(103,613)	2,099,448	(277,337)	
Cleansing							
Gross Direct Costs	602,618	237,013	193,960	(43,053)	374,113	34,545	Kier creditor provision carried forward from a prior year not required.
Gross Direct Income	(51,263)	0	40	40	0	(51,303)	No Major Variances.
Support Service Charges	44,560	22,284	22,284	0	0	22,276	
	595,915	259,297	216,284	(43,013)	374,113	5,518	
Environmental Strategy							
Gross Direct Costs	15,000	15,000	26,114	11,114	2,045	(13,159)	Staffing and Exhibitor costs for Green Build
Gross Direct Income	(15,000)	(13,500)	(14,538)	(1,038)	0	(463)	No Major Variances.
Support Service Charges	13,610	6,810	6,810	0	0	6,800	
	13,610	8,310	18,387	10,077	2,045	(6,821)	
Community Safety							
Gross Direct Costs	19,914	9,960	12,613	2,653	0	7,301	No Major Variances.
Support Service Charges	11,180	5,592	5,592	0	0	5,588	
	31,094	15,552	18,205	2,653	0	12,889	
Civil Contingencies							
Gross Direct Costs	99,670	48,086	36,982	(11,104)	245	62,443	(£10,276) Manager post was vacant - now filled
Support Service Charges	33,750	16,878	16,878	0	0	16,872	
	133,420	64,964	53,860	(11,104)	245	79,315	
Total Environmental Health	3,756,682	734,659	610,913	(123,746)	2,548,817	596,952	

Service Area Summaries P6 2018/19
Finance & Assets

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Industrial Estates							
Gross Direct Costs	16,646	7,357	9,606	2,249	3,278	3,762	No Major Variances.
Capital Charges	46,238	23,118	23,118	0	0	23,120	
Gross Direct Income	(132,415)	(64,390)	(56,740)	7,650	0	(75,675)	Lower rental income due to void units
Support Service Charges	96,850	48,426	48,426	0	0	48,424	
	27,319	14,511	24,410	9,899	3,278	(369)	
Surveyors Allotments							
Gross Direct Income	(50)	(24)	(250)	(226)	0	200	No Major Variances.
Support Service Charges	7,200	3,600	3,600	0	0	3,600	
	7,150	3,576	3,350	(226)	0	3,800	
Handy Man							
Gross Direct Costs	41,858	20,916	25,723	4,807	0	16,135	Increased staffing costs.
Capital Charges	2,739	1,368	1,368	0	0	1,371	
Gross Direct Income	(55,911)	(23,295)	(26,467)	(3,172)	0	(29,444)	Higher handyman recharges
Support Service Charges	34,000	17,004	17,004	0	0	16,996	
	22,686	15,993	17,628	1,635	0	5,058	
Parklands							
Gross Direct Costs	43,630	31,814	43,356	11,542	7,954	(7,681)	Higher electricity charges.
Capital Charges	585	294	294	0	0	291	
Gross Direct Income	(56,326)	(49,166)	(48,838)	328	0	(7,488)	No Major Variances.
Support Service Charges	51,030	25,512	25,512	0	0	25,518	
	38,919	8,454	20,325	11,871	7,954	10,640	
Benefits Subsidy							
Gross Direct Costs	25,823,841	0	(191)	(191)	0	25,824,032	No Major Variances.
Gross Direct Income	(25,823,841)	0	(1,627)	(1,627)	0	(25,822,214)	No Major Variances.
	0	0	(1,818)	(1,818)	0	1,818	
Discretionary Payments							
Gross Direct Costs	65,846	65,846	65,846	0	0	0	No Major Variances.
Support Service Charges	6,450	3,228	3,228	0	0	3,222	
	72,296	69,074	69,074	0	0	3,222	
Non Distributed Costs							
Gross Direct Costs	0	104,685	105,500	815	0	(105,500)	No Major Variances.
	0	104,685	105,500	815	0	(105,500)	
Administration Buildings Svcs							
Gross Direct Costs	457,633	279,026	283,350	4,324	91,036	83,247	£4,838 additional staffing costs; (£4,000) No invoices received for cleaning costs at North Walsham.
Capital Charges	76,862	38,430	38,430	0	0	38,432	
Gross Direct Income	(170,781)	(66,583)	(50,479)	16,104	0	(120,302)	Provision for 2017/18 service charge - invoice not yet raised.
Support Service Charges	(273,937)	(136,986)	(136,986)	0	0	(136,951)	
	89,777	113,887	134,315	20,428	91,036	(135,574)	
Property Services							
Gross Direct Costs	631,977	366,207	388,607	22,399	16,688	226,682	£6,987 Staffing - Overtime, Golden Hello and travelling costs offset by savings from a vacant post; £2,447 higher insurance premiums; £8,093 Professional fees and Enforcement Board costs.
Capital Charges	12,774	6,390	6,390	0	0	6,384	
Support Service Charges	(544,837)	(272,412)	(272,358)	54	0	(272,479)	No Major Variances.
	99,914	100,185	122,639	22,453	16,688	(39,413)	
Head Of Finance & Assets							
Gross Direct Costs	100,514	50,262	50,810	548	0	49,704	No Major Variances.

Service Area Summaries P6 2018/19

Finance & Assets

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Support Service Charges	(100,514)	(50,310)	(50,310)	0	0	(50,204)	
	0	(48)	500	548	0	(500)	
Corporate Finance							
Gross Direct Costs	433,642	223,618	205,773	(17,845)	23,184	204,686	(£4,919) ,bal of funding allocated for efinancial data cleansing exercise. (£12,536) Staff turnover savings from a vacant post.
Capital Charges	4,491	2,244	2,244	0	0	2,247	
Support Service Charges	(428,828)	(214,428)	(214,404)	24	0	(214,424)	No Major Variances.
	9,305	11,434	(6,387)	(17,821)	23,184	(7,491)	
Insurance & Risk Management							
Gross Direct Costs	180,506	90,257	93,147	2,890	0	87,359	No Major Variances.
Gross Direct Income	(650)	(324)	(32)	292	0	(618)	No Major Variances.
Support Service Charges	(179,856)	(89,910)	(89,910)	0	0	(89,946)	
	0	23	3,205	3,182	0	(3,205)	
Internal Audit							
Gross Direct Costs	75,000	18,750	16,078	(2,672)	55,558	3,364	No Major Variances
Support Service Charges	(75,000)	(37,506)	(37,506)	0	0	(37,494)	
	0	(18,756)	(21,428)	(2,672)	55,558	(34,130)	
Playgrounds							
Gross Direct Costs	29,875	10,644	12,207	1,563	2,403	15,265	No Major Variances.
Gross Direct Income	0	0	(1,000)	(1,000)	0	1,000	No Major Variances.
Support Service Charges	34,880	17,436	17,436	0	0	17,444	
	64,755	28,080	28,643	563	2,403	33,709	
Community Centres							
Gross Direct Costs	5,948	611	155	(456)	544	5,249	No Major Variances.
Support Service Charges	13,670	6,840	6,840	0	0	6,830	
	19,618	7,451	6,995	(456)	544	12,079	
Public Conveniences							
Gross Direct Costs	482,003	279,095	294,884	15,789	145,072	42,047	£9,820 Business Rates; £4,860 Utilities.
Capital Charges	134,495	67,248	67,248	0	0	67,247	
Gross Direct Income	0	0	(175)	(175)	0	175	No Major Variances.
Support Service Charges	135,977	67,986	67,986	0	0	67,991	
	752,475	414,329	429,943	15,614	145,072	177,461	
Investment Properties							
Gross Direct Costs	91,439	53,604	53,060	(544)	22,531	15,849	No Major Variances.
Capital Charges	66,099	33,048	33,048	0	0	33,051	
Gross Direct Income	(166,112)	(94,145)	(93,491)	654	0	(72,621)	No Major Variances.
Support Service Charges	77,520	38,766	38,766	0	0	38,754	
	68,946	31,273	31,383	110	22,531	15,032	
Central Costs							
Gross Direct Costs	81,491	38,406	44,357	5,951	6	37,128	£2,900 - Data protection renewal fee
Support Service Charges	(81,491)	(40,734)	(40,734)	0	0	(40,757)	
	0	(2,328)	3,623	5,951	6	(3,629)	
Corporate & Democratic Core							
Gross Direct Costs	428,486	196,473	180,586	(15,887)	58,300	189,600	(£13,716) - Lower salaries & on costs reflecting staff turnover in Planning.
Support Service Charges	895,850	447,936	447,936	0	0	447,914	
	1,324,336	644,409	628,522	(15,887)	58,300	637,514	
Total Finance & Assets	2,597,496	1,546,232	1,600,420	54,188	426,554	570,522	

Service Area Summaries P6 2018/19

Legal & Democratic Services

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Members Services							
Gross Direct Costs	564,631	297,335	296,909	(425)	3,633	264,088	See Note A
Gross Direct Income	(400)	(198)	(113)	85	0	(287)	No Major Variances.
Support Service Charges	66,050	33,030	33,030	0	0	33,020	
	630,281	330,167	329,826	(341)	3,633	296,821	
Note A: £4,245 - Salaries and on costs are higher as a result of staff regrading. (£3,332) - Members' mileage costs are lower than anticipated. (£7,464) - Members Basic Allowance is lower than anticipated because Cabinet membership has reduced from 10 to 8. £5,243 - Member training costs are higher.							
Legal Services							
Gross Direct Costs	653,067	340,044	351,368	11,324	7,536	294,163	£10,784 - Salaries and on costs are higher, these will be funded from the legal reserve. (£2,991) - Locum costs are lower than expected.
Gross Direct Income	(346,946)	(94,568)	(97,980)	(3,412)	0	(248,966)	No Major Variances.
Support Service Charges	(310,871)	(155,418)	(155,418)	0	0	(155,453)	
	(4,750)	90,058	97,970	7,913	7,536	(110,257)	
Total Legal & Democratic Services	625,531	420,225	427,797	7,572	11,169	186,565	

Service Area Summaries P6 2018/19 Planning

Account Name	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
Development Management							
Gross Direct Costs	968,061	539,677	537,799	(1,878)	84,616	345,646	(£11,681) Staff turnover savings to be used to fund temporary support for the Major Developments Team. £9,506 Professional Fees relating to planning appeals and external advice previously funded from the Council's General reserve.
Capital Charges	41,631	20,814	20,814	0	0	20,817	
Gross Direct Income	(868,091)	(466,775)	(460,541)	6,234	0	(407,550)	(£20,661) Income generated from Pre application advice. £29,408 Planning application fees.
Support Service Charges	660,630	330,330	330,330	0	0	330,300	
	802,231	424,046	428,401	4,355	84,616	289,213	
Planning Policy							
Gross Direct Costs	551,731	272,910	226,526	(46,384)	66,001	259,204	(£7,314) Staff turnover savings to be used to fund temporary support for the Major Developments Team. (£38,598) Slippage in the spend profile of the Local Plan Review expenditure.
Gross Direct Income	0	0	(116)	(116)	0	116	No Major Variances.
Support Service Charges	70,866	35,442	35,442	0	0	35,424	
	622,597	308,352	261,852	(46,500)	66,001	294,744	
Conservation, Design & Landscape							
Gross Direct Costs	153,542	74,840	72,165	(2,675)	26,610	54,767	No Major Variances.
Support Service Charges	70,220	35,124	35,124	0	0	35,096	
	223,762	109,964	107,289	(2,675)	26,610	89,863	
Major Developments							
Gross Direct Costs	229,098	112,214	99,746	(12,468)	2,914	126,438	(£6,768) Turnover savings from a vacant post to be used to fund temporary support within the team..
Gross Direct Income	0	0	(4,677)	(4,677)	0	4,677	Repayment of Employee costs.
Support Service Charges	127,650	63,834	63,834	0	0	63,816	
	356,748	176,048	158,902	(17,146)	2,914	194,931	
Building Control							
Gross Direct Costs	369,872	184,944	187,464	2,520	1,918	180,490	£4,197 Increased employee costs (£2,310) Reduced Mileage costs. Increased fee income
Gross Direct Income	(386,250)	(193,128)	(225,946)	(32,818)	0	(160,304)	
Support Service Charges	121,860	60,954	60,954	0	0	60,906	
	105,482	52,770	22,473	(30,297)	1,918	81,091	
Head Of Planning							
Gross Direct Costs	190,707	95,352	101,769	6,417	12,811	76,127	£4,278 One-off employee costs.
Support Service Charges	(190,707)	(95,340)	(95,340)	0	0	(95,367)	
	0	12	6,429	6,417	12,811	(19,240)	
Property Information							
Gross Direct Costs	183,833	87,693	84,310	(3,383)	40,769	58,754	(£3,923) Norfolk County Council Search fees.
Gross Direct Income	(190,000)	(95,004)	(129,856)	(34,852)	0	(60,144)	(20,963) Land Charge Fee Income. (£13,889) New burdens grant received.
Support Service Charges	52,960	26,484	26,484	0	0	26,476	
	46,793	19,173	(19,062)	(38,235)	40,769	25,086	
Total Planning	2,157,613	1,090,365	966,285	(124,080)	235,639	955,689	

Service Area Summaries P6 2018/19

Clf / Corporate

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Human Resources & Payroll	(16,190)	(8,124)	(500)	7,624	7,944	(23,634)
Registration Services	315,863	130,081	140,829	10,748	0	175,034
Corporate Leadership Team	0	12	9,255	9,243	500	(9,755)
Communications	25,550	30,294	23,828	(6,467)	7,870	(6,147)
Total Clf / Corporate	325,223	152,264	173,411	21,148	16,314	135,498

Community, Econ Dev & Coast

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Health	0	0	(4,773)	(4,773)	0	4,773
Car Parking	(1,654,698)	(1,257,875)	(1,284,926)	(27,051)	99,501	(469,273)
Markets	25,755	(17,147)	(8,886)	8,261	2,355	32,285
Parks & Open Spaces	464,718	210,651	199,109	(11,542)	179,910	85,699
Foreshore	191,788	26,480	16,453	(10,027)	38,535	136,799
Sports Centres	298,984	120,249	59,564	(60,685)	53,166	186,254
Leisure Complexes	945,037	500,550	496,158	(4,392)	221,664	227,215
Other Sports	160,610	73,501	75,787	2,286	5,330	79,493
Recreation Grounds	12,278	5,421	5,170	(251)	5,323	1,785
Pier Pavilion	47,238	48,618	54,974	6,356	150	(7,886)
Foreshore (Community)	456,358	260,845	269,792	8,947	175,075	11,491
Woodlands Management	218,869	109,595	113,860	4,265	35,899	69,110
Cromer Pier	46,874	38,130	36,664	(1,466)	16,870	(6,660)
Economic Growth	269,349	126,567	121,053	(5,514)	20,001	128,295
Tourism	122,528	60,736	48,756	(11,980)	0	73,772
Coast Management	602,469	287,126	287,464	338	94,503	220,502
Business Growth Staffing	0	18	(4,050)	(4,068)	0	4,050
Economic & Comm Dev Mgt	124,135	64,032	63,189	(843)	0	60,946
Leisure	(3,180)	(1,565)	(4,540)	(2,975)	500	860
Housing (Health & Wellbeing)	236,820	97,706	80,429	(17,277)	0	156,391
Housing Strategy	251,001	142,103	96,506	(45,597)	24,909	129,586
Community And Localism	110,132	7,866	8,132	266	35	101,965
Coastal Management	(1,050)	(10,503)	11,736	22,238	614	(13,399)
Total Community, Econ Dev & Coast	2,926,015	893,104	737,622	(155,482)	974,340	1,214,053

Customer Services & ICT

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Revenue Services	604,608	387,040	378,300	(8,740)	14,535	211,773
Benefits Administration	1,012,847	705,949	607,881	(98,068)	1,197	403,769
It - Support Services	67,570	(25,600)	(18,641)	6,959	139,193	(52,982)
Tic'S	211,839	103,240	97,245	(5,995)	16,233	98,361
Homelessness	343,640	70,715	82,702	11,987	88,119	172,818
Customer Services Housing	0	7,330	2,362	(4,968)	0	(2,362)
Digital Transformation	0	12	31,943	31,931	12,783	(44,726)
Reprographics	(1,210)	(611)	(7,147)	(6,536)	40,638	(34,701)
Customer Services - Corporate	(450)	854	(1,229)	(2,083)	3,798	(3,019)
Total Customer Services & Ict	2,238,844	1,248,929	1,173,416	(75,513)	316,497	748,931

Environmental Health

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Commercial Services	453,543	226,782	224,856	(1,926)	7,021	221,666
Internal Drainage Board Levies	386,474	193,239	193,243	4	0	193,232
Travellers	100,854	70,296	72,225	1,929	24,451	4,178
Public Protection	122,298	105,340	101,157	(4,183)	3,586	17,554
Street Signage	37,385	13,686	12,459	(1,227)	0	24,926
Environmental Protection	743,062	362,005	377,383	15,378	20,322	345,357
Env Health - Service Mgmt	(4,900)	(10,277)	(9,225)	1,052	16,663	(12,337)
Combined Enforcement Team	0	18	3,240	3,222	379	(3,619)
Environmental Contracts	0	18	7,023	7,005	544	(7,567)
Waste Collection And Disposal	1,143,927	(574,571)	(678,184)	(103,613)	2,099,448	(277,337)
Cleansing	595,915	259,297	216,284	(43,013)	374,113	5,518
Environmental Strategy	13,610	8,310	18,387	10,077	2,045	(6,821)
Community Safety	31,094	15,552	18,205	2,653	0	12,889
Civil Contingencies	133,420	64,964	53,860	(11,104)	245	79,315
Total Environmental Health	3,756,682	734,659	610,913	(123,746)	2,548,817	596,952

Finance & Assets

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Industrial Estates	27,319	14,511	24,410	9,899	3,278	(369)
Surveyors Allotments	7,150	3,576	3,350	(226)	0	3,800
Handy Man	22,686	15,993	17,628	1,635	0	5,058
Parklands	38,919	8,454	20,325	11,871	7,954	10,640
Benefits Subsidy	0	0	(1,818)	(1,818)	0	1,818
Discretionary Payments	72,296	69,074	69,074	0	0	3,222
Non Distributed Costs	0	104,685	105,500	815	0	(105,500)
Administration Buildings Svs	89,777	113,887	134,315	20,428	91,036	(135,574)
Property Services	99,914	100,185	122,639	22,453	16,688	(39,413)
Head Of Finance & Assets	0	(48)	500	548	0	(500)
Corporate Finance	9,305	11,434	(6,387)	(17,821)	23,184	(7,491)
Insurance & Risk Management	0	23	3,205	3,182	0	(3,205)
Internal Audit	0	(18,756)	(21,428)	(2,672)	55,558	(34,130)
Playgrounds	64,755	28,080	28,643	563	2,403	33,709
Community Centres	19,618	7,451	6,995	(456)	544	12,079
Public Conveniences	752,475	414,329	429,943	15,614	145,072	177,461
Investment Properties	68,946	31,273	31,383	110	22,531	15,032
Central Costs	0	(2,328)	3,623	5,951	6	(3,629)
Corporate & Democratic Core	1,324,336	644,409	628,522	(15,887)	58,300	637,514
Total Finance & Assets	2,597,496	1,546,232	1,600,420	54,188	426,554	570,522

Legal & Democratic Svs

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Members Services	630,281	330,167	329,826	(341)	3,633	296,821
Legal Services	(4,750)	90,058	97,970	7,913	7,536	(110,257)
Total Legal & Democratic Svs	625,531	420,225	427,797	7,572	11,169	186,565

Planning

Cost Centre	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Development Management	802,231	424,046	428,401	4,355	84,616	289,213
Planning Policy	622,597	308,352	261,852	(46,500)	66,001	294,744
Conservation, Design & Landscap	223,762	109,964	107,289	(2,675)	26,610	89,863
Major Developments	356,748	176,048	158,902	(17,146)	2,914	194,931
Building Control	105,482	52,770	22,473	(30,297)	1,918	81,091
Head Of Planning	0	12	6,429	6,417	12,811	(19,240)
Property Information	46,793	19,173	(19,062)	(38,235)	40,769	25,086
Total Planning	2,157,613	1,090,365	966,285	(124,080)	235,639	955,689
Net Cost of Services	14,627,404	6,085,777	5,689,863	(395,914)	4,529,330	4,408,211

APPENDIX C GENERAL FUND CAPITAL PROGRAMME - 2018/19

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/18 Actual Expenditure	Current Budget 2018/19	Actual Expenditure 2018/19	Updated Budget 2019/20	Updated Budget 2020/21	Updated Budget 2021/22
	£	£	£		£	£	£
Jobs and the Economy							
North Norfolk Enterprise Innovation Centre	50,000	10,295	39,705	0	0	0	0
Rocket House	77,084	37,334	39,750	0	0	0	0
North Norfolk Enterprise and Start Up Grants	135,000	126,207	8,793	0	0	0	0
Walsingham Public Convenience	47,000	1,627	45,373	37,261	0	0	0
Egmere Business Zone	2,255,000	160,828	2,094,172	0	0	0	0
Better Broadband for Norfolk	1,000,000	0	0	0	1,000,000	0	0
Holt Tourist Information Centre	100,000	0	100,000	0	0	0	0
Car Park Refurbishment	197,827	66,859	130,968	(6,054)	0	0	0
North Lodge Park	197,000	17,411	179,589	0	0	0	0
Local Property Investment Fund	2,000,000	0	2,000,000	0	0	0	0
Purchase of New Car Park Vehicles	60,000	0	60,000	0	0	0	0
Deep History Coast	500,000	1,863	498,137	69,769	0	0	0
Fair Meadow House Improvements	25,000	0	25,000	1,300	0	0	0
Collectors Cabin	25,000	0	25,000	0	0	0	0
Grove Lane Depot Refurb	232,450	0	232,450	1,500	0	0	0
Lifeguard Hut	25,000	0	25,000	0	0	0	0
Bacton Car Park	30,000	0	30,000	0	0	0	0
Public Convenience Improvements	600,000	0	600,000	0	0	0	0
	7,556,361	422,424	6,133,937	103,776	1,000,000	0	0

Housing and Infrastructure

Disabled Facilities Grants	Annual programme	0	1,126,532	380,136	0	0	0
Parkland Improvements	100,000	12,996	87,004	1,011	0	0	0
Compulsory Purchase of Long Term Empty Properties	630,000	1,642	628,358	0	0	0	0
Shannocks Hotel	490,000	63,751	426,249	0	0	0	0
Laundry Loke - Victory Housing	100,000	0	100,000	0	0	0	0
Community Housing Fund	2,198,262	187,500	2,010,762	112,500	0	0	0
Provision of Temporary Accomodation	610,000	0	610,000	0	0	0	0
Fakenham Extra Care	425,000	0	425,000	0	0	0	0
	4,128,262	265,889	5,413,905	493,647	0	0	0

Coast and Countryside

Gypsy and Traveller Short Stay Stopping Facilities	1,417,533	1,308,790	108,743	0	0	0	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,322,330	56,219	38,585	0	0	0
Cromer Pier and West Prom Refurbishment Project	1,465,000	1,089,805	375,195	16,763	0	0	0
Refurbishment Works to the Seaside Shelters	149,501	141,299	8,202	3,407	0	0	0
Cromer Coast Protection Scheme 982 and SEA	8,822,000	5,305,389	3,516,611	0	0	0	0
Coastal Erosion Assistance	90,000	17,203	72,797	24,033	0	0	0
Coastal Adaptations	410	0	410	0	0	0	0
Sheringham West Prom	804,000	767,022	36,978	0	0	0	0
Mundesley - Refurbishment of Coastal Defences	2,221,000	44,528	2,176,472	1,258	0	0	0
Ostend Targeted Rock Placement and Coastal Adaptation	55,000	219	54,781	0	0	0	0
Cromer Pier - External and Roofing Improvements to Pavilion Theatre	275,000	3,260	271,740	0	0	0	0
Cromer Pier Steelworks	400,000	0	400,000	0	0	0	0
Beach Access	201,514	142,540	58,974	39,957	0	0	0
Bacton and Walcott Coastal Management Scheme	500,000	0	500,000	164,419	0	0	0
Countryside Tractors	29,495	0	29,495	0	0	0	0
Ranger Vehicles	51,490	25,320	26,170	0	0	0	0
	17,860,492	10,167,705	7,692,787	288,422	0	0	0

Health and Well Being							
Splash Roof Repairs	63,120	9,866	53,254	0	0	0	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	27,467	0	0	0	0
Fakenham Gym	62,500	0	62,500	0	0	0	0
Cromer Sports Pitch	50,000	1,821	48,179	0	0	0	0
Splash Leisure Centre Reprovision	10,667,000	11,490	1,988,510	309,214	4,333,500	4,333,500	0
North Norfolk Sports Hub, Cromer	2,931,000	0	1,700,526	250,513	1,465,500	0	0
	13,801,120	23,210	3,880,436	559,727	5,799,000	4,333,500	0

Service Excellence

Asset Management Computer System	75,000	63,730	11,270	0	0	0	0
e-Financials Financial Management System Software Upgrade	47,505	34,080	13,425	6,443	0	0	0
Administrative Buildings	385,570	239,309	101,261	139,349	0	0	0
Planning System (Scanning of Old Files) - Business Transformation Programme	120,619	120,619	0	22,639	0	0	0
Council Chamber and Committee Room Improvements	89,000	72,858	16,142	0	0	0	0
Environmental Health IT System Procurement	150,000	70,178	79,822	1,500	0	0	0
Document and Records Management System	60,000	29,507	30,493	950	0	0	0
Purchase of Bins	326,216	194,675	91,541	24,140	40,000	0	0
Customer Contact Centre	60,000	51,832	8,168	11,068	0	0	0
User IT Hardware Refresh	135,000	0	25,000	32,660	55,000	55,000	55,000
Aerial Photography	15,000	0	15,000	0	0	0	0
Server Replacement	80,000	0	80,000	0	0	0	0
Back Scanning of Files	200,000	53,029	146,971	47,686	0	0	0
Housing Options System	20,000	650	19,350	0	0	0	0
Management Information Systems	50,000	26,675	23,325	34,944	0	0	0
Multi Functional Devices	30,000	0	30,000	-	0	0	0
	1,843,910	957,142	691,768	321,378	95,000	55,000	55,000
	45,190,145	11,836,370	23,812,833	1,766,950	6,894,000	4,388,500	55,000

Capital Programme Financing

Grants	8,763,891	0	0	0
Other Contributions	450,000	2,465,500	0	0
Asset Management Reserve	1,003,443	0	0	0
Capital Project Reserve	1,497,149	0	0	0
Invest to Save Reserve / Broadband Reserve	1,623,325	1,000,000	0	0
Capital Receipts	10,475,025	3,428,500	55,000	55,000
Internal / External Borrowing	0	0	4,333,500	0
TOTAL FINANCING	23,812,833	6,894,000	4,388,500	55,000

**Savings and Additional Income Monitoring
P6 2018/19**

Ref.	Service	Savings Title	Workstream (where applicable)	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2018/19 Savings/ Income Budgeted	2018/19 Budgeted savings and Additional Income P6 Update	Variance
ASSETS & LEISURE								
AL2	Assets & Leisure	Car Parks - Fakenham Car Park - Community Centre	3. Property Investment & Asset Commercialisation	This proposal relates to bringing the community centre at Fakenham into the Car Park Order (CPO) to enable the site to become pay and display. The car park already has a hard surface with approximately 25 spaces already laid marked out, this proposal only requires a change to the CPO and the installation of a car park ticket machine.	I	(5,400)	(5,400)	0
AL5	Assets & Leisure	Public conveniences - closures, reprovision and redevelopment	3. Property Investment & Asset Commercialisation	This proposal relates to the review, reprovision and redevelopment of a number of the Council's public conveniences as per the attached supporting summary. (Dependant upon capital bid).	I	0	0	0
AL6	Assets & Leisure	Beach Hut Fees and Charges	3. Property Investment & Asset Commercialisation	This proposal relates to the revision of Beach Hut Fee Income	I	(87,197)	(87,197)	0
AL8	Assets & Leisure	Pier Contract Savings	3. Property Investment & Asset Commercialisation	This proposal relates to the renegotiation of the Pier Contract Management Agreement, with the intention to reduce the subsidy given to nil and incorporate profit share fee income.	S	(68,399)	(68,399)	0
SUB TOTAL ASSETS & LEISURE						(160,996)	(160,996)	0
CLT / CORPORATE								
CLEG1	CLT / CORPORATE (LEGAL)	Local Government Lawyer	4. Shared Services/Selling Services	Eastlaw continue to deliver year on year savings to the Council through selling services to our partner organisations. We are developing new products to sell into the market such as a social housing fraud product. The team is now at full capacity and in order to produce further savings we need to expand and we feel that now is the right time. The bid is for an additional lawyer post to deliver capacity in key client areas for eastlaw and thereby produce income which will cover both the cost of the post (£42,000 - inc oncosts) and the savings required to be generated (£26,800).	I	(26,800)	(26,800)	0
SUB TOTAL CLT /other Corporate Areas						(26,800)	(26,800)	0
ECONOMIC DEVELOPMENT								
ECD1	Economic Dev	Coastal Management Revenue Works	7. Other Efficiencies and Savings	Reduction in coastal defence revenue budget (currently £350,000 pa) by a suitable amount, which would maintain essential maintenance or small scale repairs and maintenance works only (retaining, for example, £120,000 for this). Any reduction could, however be replaced by capital funds (either as an injection at the start of the period or on an annual basis) and greater efforts could be made to attract third party contributions to small-scale coast defence works, as they are for larger, grant supported schemes. The greater certainty that 'capitalising' funds in this way could bring, may enable substantial consequential savings, through procurement, project management, staff time etc.	S	(50,000)	(50,000)	0
ECD2	Economic Dev	Tourism Development & Destination Marketing	7. Other Efficiencies and Savings	Having reviewed the total resource commitment to tourism development and destination management and marketing and restructuring is proposed within the Economic Growth Team as well as a review of contractual arrangements with external providers and partner organisations. It is suggested that greater emphasis is placed on the Local Destination Management Organisation (DMO) in procuring and providing web site services and ongoing data management. This is expected to provide savings on contracts and in the level of staff time needed to be committed. A business case will be submitted to CLT, which is likely to involve the deletion of three posts (approximately 2.65 FTE) and the creation of two different posts (likely to be at a lower level). The only savings I have enumerated below relate to the change in contract arrangements for the VNN website; any savings on staff resources will be utilised in other posts within the team to align its activities more closely with the Corporate Plan priorities.	S	(12,000)	(12,000)	0
ECD4	Economic Dev	Economic Growth	7. Other Efficiencies and Savings	NNDC's Learning and Skills Team, under the banner of Learning 4 Everyone, was set up in a very different economic climate and public policy context. A review of the external needs of businesses has been undertaken and the intention is to restructure the team to better focus on meeting the needs and achieving the priorities in the Corporate Plan. It is proposed to replace the four existing posts (all of which are fixed term), with one (fixed term), to be paid for out of reserves carried forward from previous years within the service. Technically, as the posts to be restructured are fixed-term, no savings on staff costs will result; however, there will be substantial 'overheads' savings and consequential efficiencies, compared with past years. This means that more 'management resource' will be more effectively applied to supporting other priorities.	S	(46,582)	(46,582)	0
ECD5	Economic Dev	Miscellaneous Contributions	7. Other Efficiencies and Savings	The service makes contributions to a range of external bodies, either through membership or as grants. These should be reviewed and/or renegotiated. In some cases it could be considered that in-kind contributions can substitute financial contributions. Precise savings to be determined but the areas to examine would include funding for NALEP, Norfolk Chamber, NSEA and possibly others yet to be determined.	S	(10,000)	(10,000)	0

**Savings and Additional Income Monitoring
P6 2018/19**

Ref.	Service	Savings Title	Workstream (where applicable)	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	2018/19 Savings/ Income Budgeted	2018/19 Budgeted savings and Additional Income P6 Update	Variance
SUB TOTAL ECONOMIC DEVELOPMENT							(118,582)	
CUSTOMER SERVICES & ICT								
CSIT2	CUSTOMER SERVICES & ICT	Closure of Holt TIC	7. Other Efficiencies and Savings	In line with similar changes to service provision in Wells & Sheringham seek to transfer TIC function to another service provider in Holt.	S	0	0	0
CSIT3	CUSTOMER SERVICES & ICT	Revision of Reprographics Services	2 Digital Transformation	Alter the service delivery approach of the Reprographics Service to reduce the requirement for printing hardware and reduce costs of print & mail activity by accessing web based services.	S	(58,648)	(58,648)	0
SUB TOTAL CUSTOMER SERVICES & ICT							(58,648)	0
ENVIRONMENTAL HEALTH								
EH2	Environmental Health	Green Build	6. Maximising Income and Reducing Costs	Greenbuild is run each September to promote sustainable living and to promote Council activity and services. There is a budget of £10,000 per annum. It is proposed to reduce this budget to make the event cost neutral to the Council. It is anticipated that this would be through a mixture of savings and generating additional income from the event.	S	(10,000)	0	10,000
EH3	Environmental Health	Staffing Costs	7. Other Efficiencies and Savings	Reduction in staffing costs through: Yr1 - Rationalisation of existing staffing structures Yr 2 BPR effects (agile working, efficiencies etc.) Yr 3 - further structural changes.	S	(52,574)	0	52,574
EH4	Environmental Health	Waste & related Services Review	6. Maximising Income and Reducing Costs	Additional Income from increase in Garden Waste Service subscription charge (£18,720). Increased income from increase in fee for trade waste lifts (£40,000). Direct arrangement of the night soil collection service (£8,000).	S	(66,720)	(66,720)	0
EH6	Environmental Health	Civil Contingencies budget savings	6. Maximising Income and Reducing Costs	Reduction in budget lines within the Civil Contengencies budget; training budget reduction; removal of external printing budget.	S	(2,800)	(2,800)	0
SUB TOTAL ENVIRONMENTAL HEALTH							(132,094)	62,574
FINANCE								
F2	Finance	Vacant Post Review	7. Other Efficiencies and Savings	Review and rationalisation of currently held vacant posts within the revenues and benefits services.	S	(106,435)	(106,435)	0
F3	Finance	Service Review	7. Other Efficiencies and Savings	Internal service reviews of processes and ways of working.	S	0	0	0
SUB TOTAL FINANCE							(106,435)	0
ORGANISATIONAL DEVELOPMENT								
ORG1	Organisational Development	Reduction of posts	7. Other Efficiencies and Savings	The potential reduction of posts across the following teams:- Elections, Reprographics and Democratic Services. Figures are based on the removal of those posts rather than a reduction in hours.	S	(22,288)	(22,288)	0
				Additional legal income to offset Democratic Services saving not being delivered	I	(13,691)	(13,691)	0
ORG2	Organisational Development	Shared Service (HR and Payroll)	4. Shared Services/Selling Services	To sell professional HR and Payroll services to external customers.	I	(18,610)	0	18,610
SUB TOTAL ORGANISATIONAL DEVELOPMENT							(54,589)	18,610
PLANNING								
P1	Planning			Planning BPR review of Planning support staff structure	S	(51,921)	(51,921)	0
SUB TOTAL PLANNING							(51,921)	0
TOTAL - ALL SERVICES							(710,065)	81,184
SUB TOTAL BY WORKSTREAM								
		1. Growth - New Homes and Business Rates		Sub total		0	0	0
		2. Digital Transformation		Sub total		(110,569)	(110,569)	0
		3. Property Investment & Asset Commercialisation		Sub total		(160,996)	(160,996)	0
		4. Shared Services/Selling Services		Sub total		(45,410)	(26,800)	18,610
		5. Collaboration and Localism		Sub total		0	0	0
		6. Maximising Income and Reducing Costs		Sub total		(93,211)	(83,211)	10,000
		7. Other Efficiencies and Savings		Sub total		(299,879)	(247,305)	52,574
							(710,065)	81,184

MEDIUM TERM FINANCIAL STRATEGY – 2019/20 TO 2022/23

- Summary: This report presents an updated Medium Term Financial Strategy (MTFS) for the period 2019/20 to 2022/23. The strategy has been updated to support the Corporate Plan for the period 2015 to 2019.
- Options considered: The MTFS has been refreshed in the year and provides an updated financial projection in support of the 2019/20 budget process.
- Conclusions: The financial position for 2019/20 is currently showing a deficit of c£319k with ongoing funding gaps year on year reaching c£2.1m in 2022/23. The MTFS identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.
- Recommendations: **It is recommended that:**
1) Members consider and note:
a) The current financial forecast for the period 2019/20 to 2022/23;
b) The current capital funding forecasts;
2) Recommend approval of the Medium Term Financial Strategy to Full Council
- Reasons for Recommendations: To refresh the Medium Term Financial Strategy in line with the Corporate Plan and to inform the detailed budget work for 2019/20.

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)

2018/19 Budget report and in year budget monitoring reports.

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

1. Introduction and Background

- 1.1 The paper attached as an appendix to this covering report sets out the Financial Strategy for the period 2019/20 to 2022/23. It sets out how both the external financial changes and internal budget pressures will impact on the overall financial position of the Council for the next four years.
- 1.2 In addition the Financial Strategy updates the Council's financial projections for the medium term. It identifies the budgetary pressures on the Council during the period of the Corporate Plan by examining inflation, service pressures, income streams, reserves and the capital programme and seeks to identify strategies for addressing these areas within the overall context of the revenue and capital budgets.
- 1.3 This will be the last MTFS to be based on the current Corporate Plan with a new updated Corporate Plan expected following the elections in May 2019.
- 1.4 Revised funding projections have been made and are included within the MTFS. These have been informed by the 2017/18 outturn position along with the in-year budget monitoring and updating for delivery of savings and additional income that was factored into the current and future financial forecasts as part of the 2018/19 budget process.
- 1.5 As part of the annual budget process the Financial Strategy is the first of a number of pieces of work which culminate in setting the annual budget for the forward financial year in February 2019.
- 1.6 The papers are being presented for pre-scrutiny ahead of consideration by Cabinet on 29 October with final approval by Full Council on 21 November.

2. Financial Implications and Risks

- 2.1 The detail within the financial strategy has highlighted the significant challenges that Local Authorities are facing in terms of the forecast funding reductions.
- 2.2 The strategy provides an update to the funding forecasts for the period 2019/20 to 2022/23.
- 2.3 The Strategy provides details of a programme of key themes that will be delivered over the period of the financial strategy that will assist in reducing the forecast budget gap although further work is required to try and address a forecast shortfall in excess of £2m by the end of the period currently under review.

3 Sustainability

- 3.1 This report does not raise any sustainability issues.

4. Equality and Diversity

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

5. Section 17 Crime and Disorder considerations

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

Medium Term Financial Strategy

2019/20 to 2022/23

North Norfolk District Council

Executive Summary

North Norfolk District Council's Medium Term Financial Strategy (MTFS) is a strategic document that supports the delivery of the Corporate Plan. The MTFS sets out how Council's priorities will be achieved by setting out the framework within which resources are available to the Council over the medium term and the financial challenges facing the Council in terms of future funding gaps.

The MTFS Aims to:

- provide a high-level assessment of the resources available and outlines the projections for the following four financial years (beyond the current year);
- refresh the financial projections taking into account a number of local and national factors. These will include known spending pressures and commitments, along with forecast future funding reductions and the impact of the national economic outlook;
- provide preparatory work for the following year's budget;
- explore the demands on the capital programme both in terms of ambition and resources along with the impact on the revenue account and reserve levels held by the Council;
- address the sustainability of the Council's financial position.

The MTFS is fundamentally linked to the Corporate Plan, a summary of which can be found at: https://www.north-norfolk.gov.uk/media/2394/corporate_plan_summary_2015_to_2019.pdf

The following diagram provides an overview of the financial processes undertaken by the Council to ensure value for money for the tax payers.



The updated forecasts in this strategy build on previous figures from the 2018/19 Budget setting exercise in early 2018 as described by the table below.

	2018/19 Base Budget	2019/20 Projection	2020/21 Projection	2021/22 Projection
	£	£	£	£
(Surplus)/Deficit forecast Feb 2018	(843,441)	1,565,599	2,128,739	2,111,233
Revised Funding	-	(21,813)	340,306	714,188
Revised Budget Pressures	-	(500,000)	(500,000)	(500,000)
Revised Income and savings	-	(724,454)	(373,500)	(356,000)
Revised (Surplus)/Deficit Oct 2018	(843,441)	319,332	1,595,545	1,969,421

The Council is currently projecting a deficit position for the coming years. Forecasting the deficit allows the Council time to plan mitigating actions more effectively, meaning they are more likely to be successful. This strategy will explore some of the Council's plans for addressing this deficit. As can be seen from the full General Fund summary contained within appendix 1, based on the updated forecasts for the final year of this plan (2022/23), the deficit is forecast to be in excess of £2m by the end of the period currently under review.

Contents

1. Context
2. National Pressures
3. Local Pressures
4. Inflation
5. Funding changes
6. Income
7. Looking forward
8. Closing the budget gap

Tables and Charts

Chart 1: Inflation forecast

Chart 2: Settlement Funding Assessment

Chart 3: Funding Sources

Chart 4: Funding from Business Rates Retention

Chart 5: New Homes Bonus Payments

Chart 6: Council Tax Shares

Table 1: General Fund Summary 2019/20 – 2022/23

Table 2: Reserves

Table 3: Capital Programme

Appendix 1: General Fund Summary

Appendix 2: Reserve Statement

Appendix 3: Capital programme

1. Context

Some financial pressures are driven nationally and are beyond the control of the Council and may come about due to policy directions of new legislation from Central Government. Some of these which impact NNDC are shown below.

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

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

The strongest business sectors in the district are:

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

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

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

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

2. National Pressures

National Pay Review

There are ongoing discussions in relation to the national pay spine and national living wage which are likely to impact on staffing costs. As part of the 2016-18 pay deal, the National

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

Joint Council (NJC) agreed to conduct a review of the NJC pay spine. The primary reason for this review is the introduction of the National Living Wage (NLW).

The forecast of £8.75 per hour NLW in 2020 requires a 12.5% increase from current £7.78 bottom rate of the NJC pay spine. However NNDC already pay a supplement up to the Real Living Wage (RLW) which is currently £8.75 per hour. Previous forecasts regarding the potential impact of this changes were estimated to be £450,000 on the assumption that the review would impact the whole of the pay spine (excluding Heads of Service/Senior Management), the estimated impact being 4-6% on the total pay bill.

However the Council is in a fortunate position as it only needs to make minor adjustments to our grade bands and these are only at the lower end of the scale (no impact above grade 10). Due to this the revised impact of these changes is expected to be around £250,000 and this is the figure currently built in to the future projections. Ultimately this will mean that our minimum rate is above the NLW and there should also be a positive impact on our gender pay gap although the scheme is still subject to approval by Unison.

Brexit

Following the Brexit referendum result we are due to leave the European Union (EU) on 29 March 2019. At present it is unclear as to exactly what deal will be negotiated and how this might then impact on a raft of factors including Local Government funding, inflation, businesses, availability of labour for construction etc. Due to the level of uncertainty this poses it is flagged as a risk rather than having any quantifiable financial risk. Volatility of investments, cost of commodities and access to funding streams are all likely to affect NNDC post-Brexit.

Low interest rates

The current Bank of England bank rate is 0.75% following two recent rate rises. Investment income continues to be an important source of income to the Council. This is generated from investment of the Council's reserves and surplus funds from the timing of daily cash inflows and outflows. In this climate of low interest rates, the Council has had to work hard to generate investment returns that outstrip inflation.

If this does not happen, not only does this put pressure on our budget through lost investment income, but inflation effectively erodes the spending power of the invested cash. On the upside, borrowing continues to be relatively cheap, and remains a potential source of capital funding for the council and an effective tool to help manage cash flows. As can be seen below the current rate of CPI inflation as at August 2018 is 2.7% and our average rate of return on investments is 2.58%. The current year's budget assumes that an average rate of 3.3% will be achieved.

3. Local Pressures

Local Economic changes

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

Waste Management

Waste management currently represents a pressure for two reasons. The first relates to the current outsourced contract, which is coming to an end in March 2020 and is in the process of being re-procured. This represents a potential cost pressure as market conditions have changed since the contract was last let. We are anticipating this will cost around £700,000 a year more than currently. Recycling income is also under threat as recent quality control developments in China have effectively closed that market with income reducing as a result. The Council is currently exploring ways to mitigate this.

Local Council Tax Support Schemes (LCTS)

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

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

The Council Tax Support Working Group met in June 2018 to consider the options for the LCTS for 2019/20 and decided that the scheme should remain the same. With the changes made for the rollout of Universal Credit there will be implications for the cost of LCTS schemes. The Council will need to review options going forward to ensure this remains a cost effective, affordable scheme.

4. Inflation

Inflation is the rate at which the prices for goods and services that the Council buys are expected to rise. At the end of August, Consumer Price Index (CPI) inflation was at 2.7%, considerably higher than the Bank of England's target rate of 2%

Staff Pay - the forecasts assume an annual pay award of 2%. The Council is part of a national pay agreement and as a guide for NNDC, 1% equates to approximately £100,000 annually. Therefore should the annual pay award agreement be different to the 1% assumed, say for example by 0.5%, this would equate to an additional cost of £50,000 per annum.

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

Income (fees and charges) – In recent years budgets for fees and charges have included a 3% increase unless there have been specific reasons for higher or lower increases or alternatively the Council is not able to influence them.

During the 2018/19 budget setting process, the inflationary pressure on the budget for 2019/20 was assumed to be £336,000 in total, offset partly by income inflation of (£69,000).

Chart 1 – Inflation Forecast 2019/20 onwards (source OBR)



5. Funding changes

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

Settlement Funding

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

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

To reflect North Norfolk's rural nature and the increasing cost this brings to the Council in terms of sparsity, NNDC receive an annual amount of Rural Services Delivery Grant. The final year of this grant is assumed to be 2019-20.

The total amount of settlement funding is anticipated to drop, as detailed below and is summarised below in Chart 2. Chart 3 shows the change in total funding sources, including Council Tax.

Chart 2: Anticipated Settlement Funding Assessment

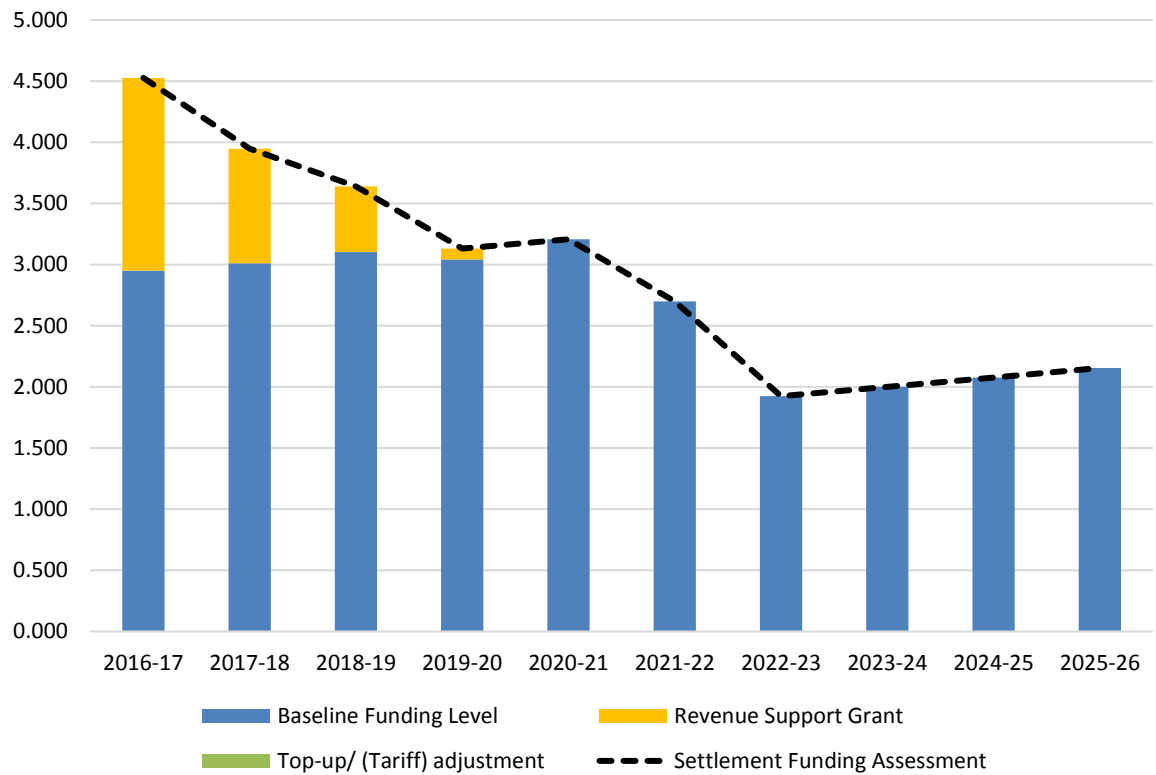
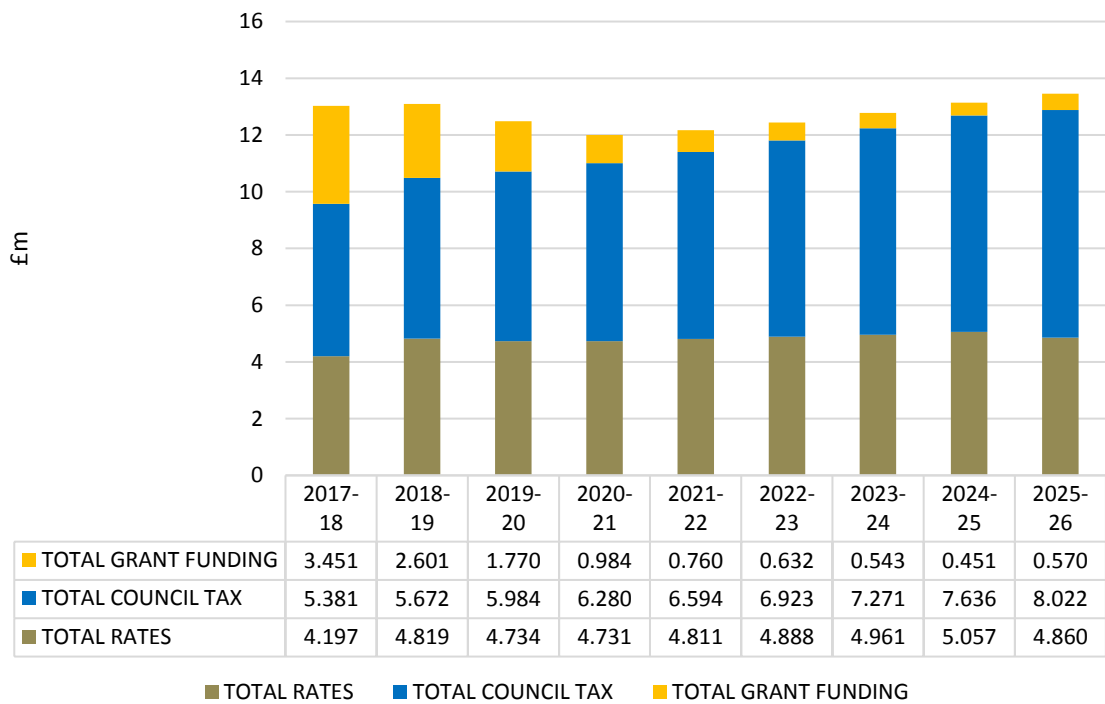


Chart 3: Sources of Funding



Spending Review/Fair Funding Review

There are a number of projects currently being carried out by MHCLG which have the potential to have a large and unpredictable impact on the Council's finances. The Fair Funding Review is looking at refreshing the data and formulas that sit behind funding allocations for Local Authorities from Central Government. This has not been done since 2011, so even simply refreshing the data would potentially cause large shifts in funding between Councils.

The current crisis in social care funding is likely to mean that more money is channelled towards Authorities with social care responsibilities (such as the County) and away from Authorities such as NNDC. The Fair Funding Review will look again at what drives a Council's need to spend, what resources they can raise locally and create new funding allocations for each authority.

The overall amount of funding available for allocation – the quantum - will be governed by the Spending Review, which will effectively decide how much money each Central Government department will have available to spend. Both of these reviews represent significant risk to NNDC's balanced budget position and are being monitored closely by officers. Within this strategy, the Council has assumed there will be a reduction to core funding of approximately £850,000 (before damping) as a result of the Fair Funding Review.

6. Income

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

Business Rates Retention

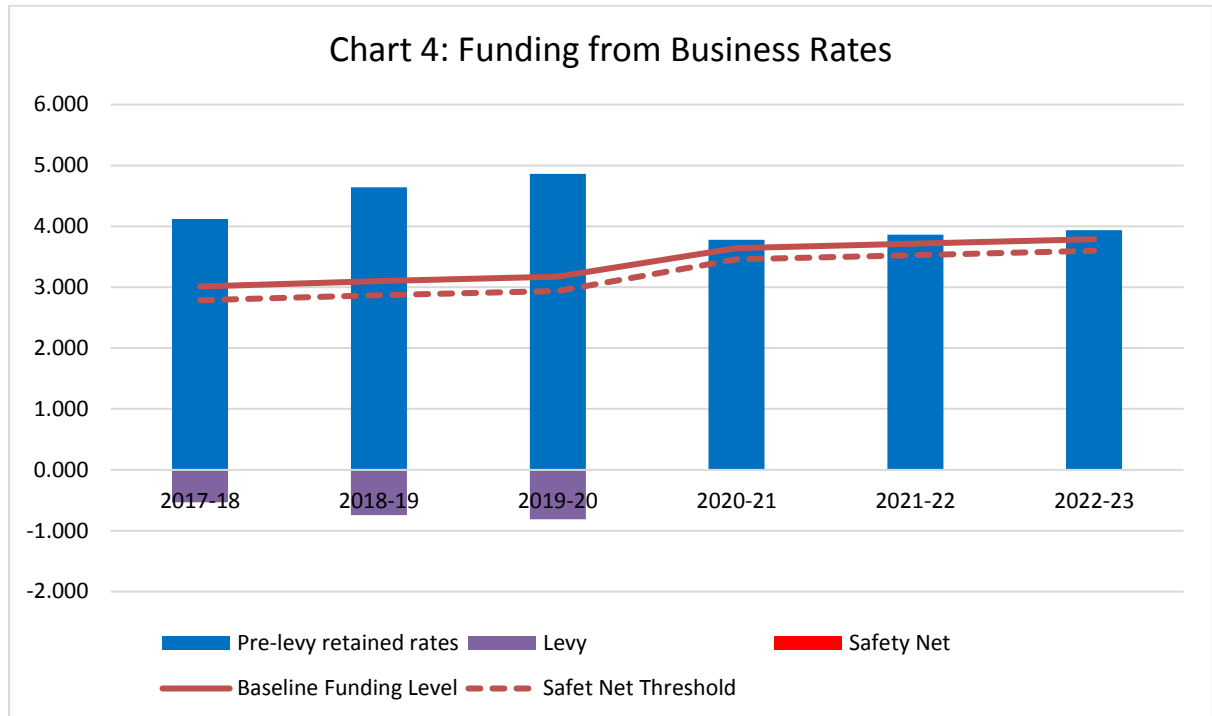
Since the 2013/14 financial year, local government has been able to retain 50% of the growth in the local business rates income to support services. As part of a manifesto commitment, the Government had pledged to allow Councils more control locally over their finances, and as part of this began to plan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

Following the snap General Election in 2017 and a period of uncertainty around the new Business Rates Retention Scheme, MHCLG have now confirmed a local 75% share from April 2020. A small number of authorities will pilot this scheme in 2019-20. North Norfolk District Council has applied to be a pilot authority as part of the Norfolk Business Rates Pool, as it is forecast that the pilot would bring significant financial benefit to the district.

The income from the current system is shared on the basis of 50% being returned to Central Government, 40% being retained by NNDC with 10% going to the County. However, while

technically NNDC's share is projected to be around £12.7m, after the tariff payment is made the net income to NNDC reduces to around £4.7m for 2019/20.

Chart 4 shows the anticipated funding for the Council from the Business Rates Retention Scheme.



New Homes Bonus

The New Homes Bonus (NHB) was introduced in 2011/12 as an incentive and reward mechanism to promote housing growth. Councils receive payment for new houses built in the district and also long term empty properties that have been brought back into use with 80% kept by NNDC and 20% returned to the County. Since its initial introduction the payment mechanism has undergone two fundamental changes which have significantly impacted on the income received by NNDC.

The first was the transition from payments rolled up over a 6 year period up to 2016/17 (for which the Council received £2.1m, to 5 years in 2017/18 to the new 'floor' of 4 years from 2018/19 onwards.

The second was in 2017/18 when a national baseline of 0.4% (based on property numbers within the district) was introduced. For the current financial year this equates to 192 properties which is supposed to represent 'normal growth' and it is now only properties which exceed this baseline that attract the bonus.

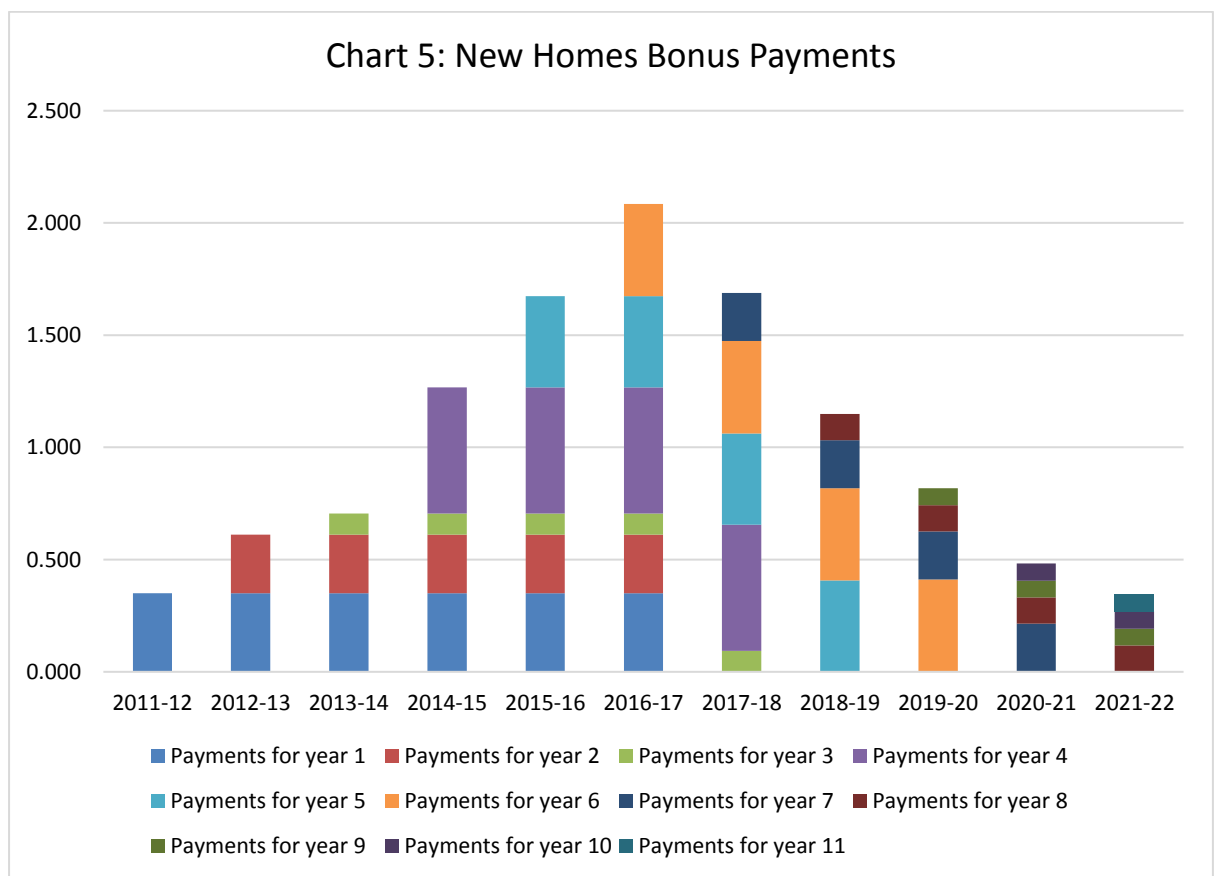
The combined effect of these two changes is forecast to see income decrease from the highest point in 2016/17 of £2.1m to only £0.3m in 2021/22 and that is assuming that the baseline only increases to 0.6% as per the current projections.

The current consultation on the settlement indicates that the Government is intending to increase this baseline level for the 2019/20 financial year, as money is redirected by the

Ministry into social care, but it is not yet clear by how much. Our forecasts assume a 0.2% increase of the national baseline to 0.6% and a continuation of the premium paid for affordable dwellings (currently £350 per dwelling).

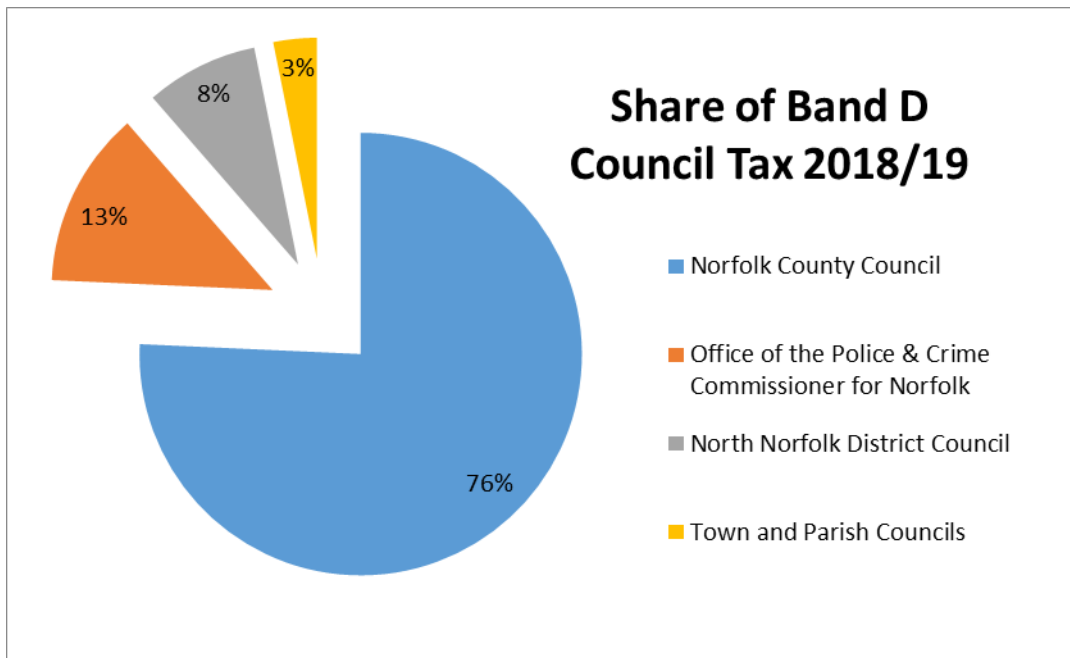
The current forecasts of growth in the District anticipate a 0.67% increase in dwellings; any increase of the national baseline above the 0.6% level forecast would effectively mean the only NHB earned would be in relation to any affordable homes delivered which aren't impacted by the baseline (just over £19,000 based on the 2018/19 budget). The Government intends to consult further in the coming months on more radical changes to the distribution of NHB, to ensure that additional housing growth is rewarded, rather than what could be seen as normal growth and there is a very strong possibility that NHB will disappear altogether in the very near future.

Chart 5 shows the forecast payments to the Council for NHB.



Council Tax

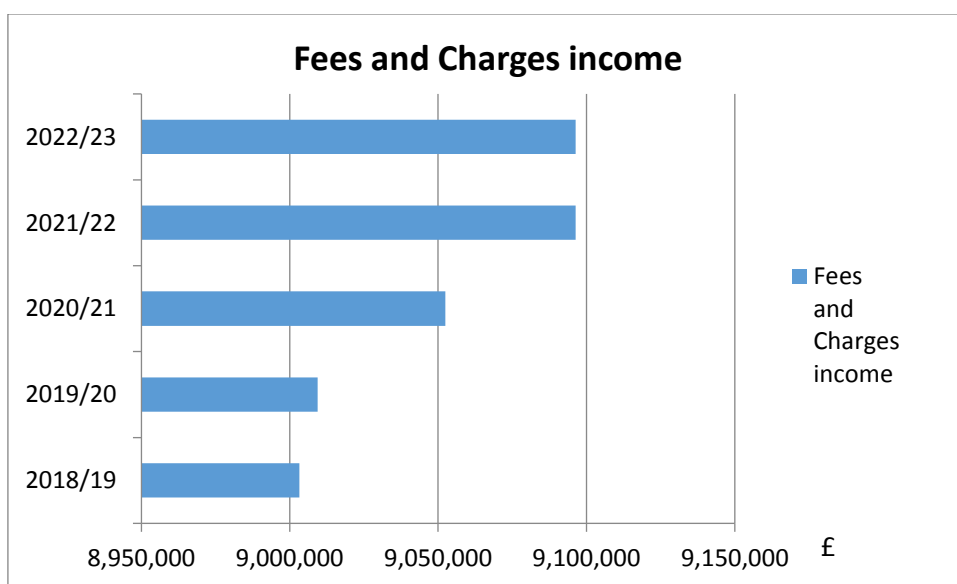
NNDC is the billing authority for the district of North Norfolk. This means that NNDC send out the Council Tax bills to residents and collect the Council Tax, but most of this is then distributed to the County Council and Norfolk Police Authority with a further element then going to town and parishes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



The charge on a Band D property which is retained by NNDC is currently £143.82. Any increases on this amount are restricted by a cap put in place by the Government, which means that NNDC cannot increase its precept by more than 3% or £5, whichever is the greater. The Government is currently consulting on this, but the current view is that this cap will remain the same for the coming year. Within the MTFS, it has been assumed that NNDC will increase its precept annually by the maximum amount to partly offset the reduction in grant funding from Central Government.

Fees and charges

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



7. Looking forward

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

General Fund

The General Fund shows how much the services provided by the Council cost the taxpayer, and how much funding is required from other sources.

Table 1: General Fund Summary 2019/20 – 2022/23

	2018/19 Base Budget	2019/20 Projection	2020/21 Projection	2021/22 Projection	2022/23 Projection
	£	£	£	£	£
Net Operating Expenditure	14,677,474	16,496,154	16,004,601	16,135,643	16,235,643
Contributions to/(from) Earmarked Reserves:	(1,040,693)	(1,889,133)	(585,248)	(462,808)	(462,808)
Amount to be met from Government Grant and Local Taxpayers	13,636,781	14,607,021	15,419,353	15,672,835	15,772,835
Income from Government Grant and Taxpayers	(14,480,222)	(14,287,689)	(13,823,808)	(13,803,414)	(13,898,873)
(Surplus)/Deficit	(843,441)	319,332	1,595,545	1,869,421	1,873,962

Reserves

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

- General Reserve
- Earmarked Reserves
- Capital Receipts Reserve

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

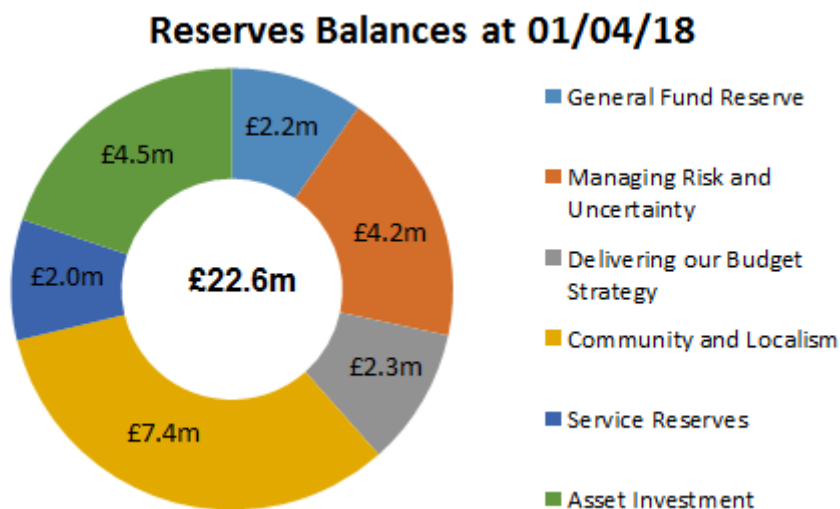
- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing
- a contingency to help cushion the impact of unexpected events or emergencies

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

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

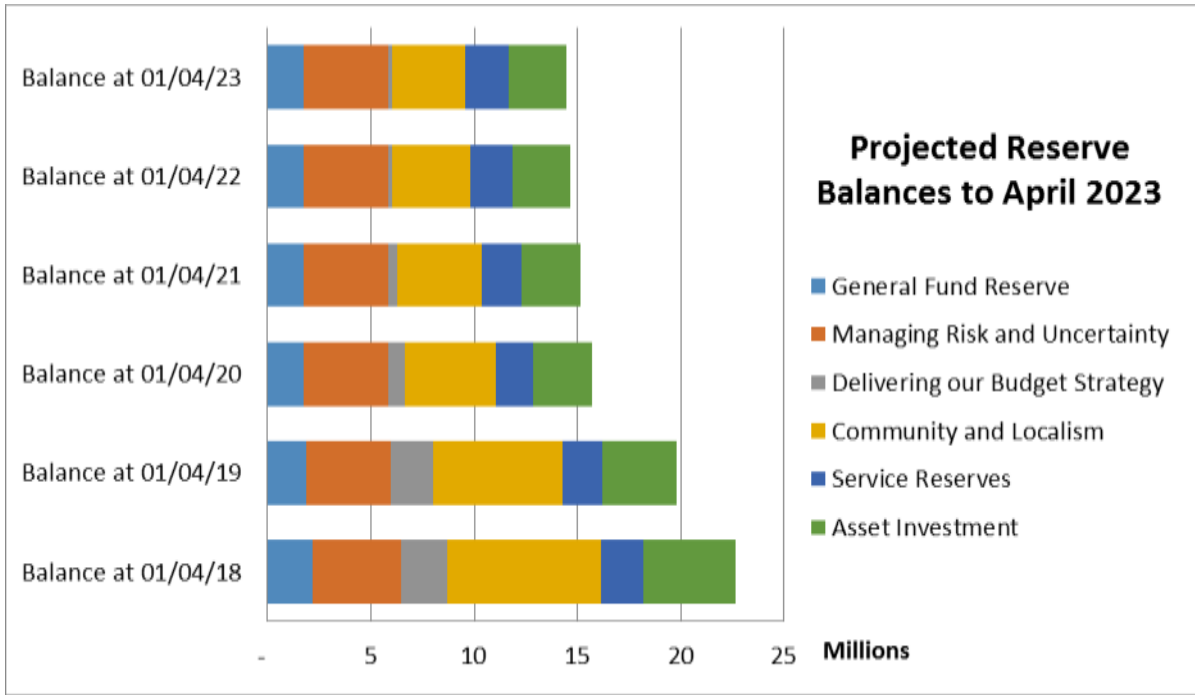
All reserves, general and earmarked, will be reviewed over the coming months as part of setting the budget for 2019/20, with a view that where commitments have not been identified and funds or reserve balances are no longer required these are re-allocated to specific reserves to address other requirements as applicable.

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



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

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



This strategy predicts a fall in the levels of Reserves held from £22.6m to £14.5m by April 2023

Capital

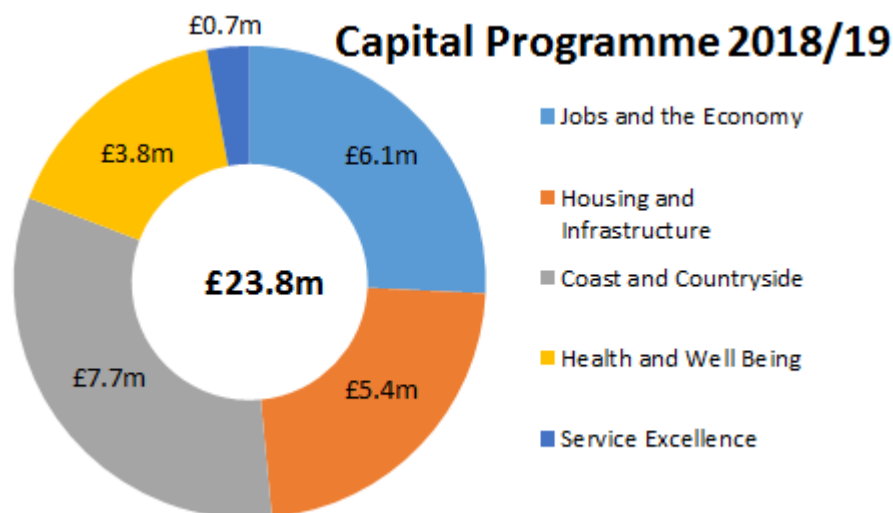
The capital programme shows what the Council intends to spend on purchasing new assets and improving its existing ones over the next three years.

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

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

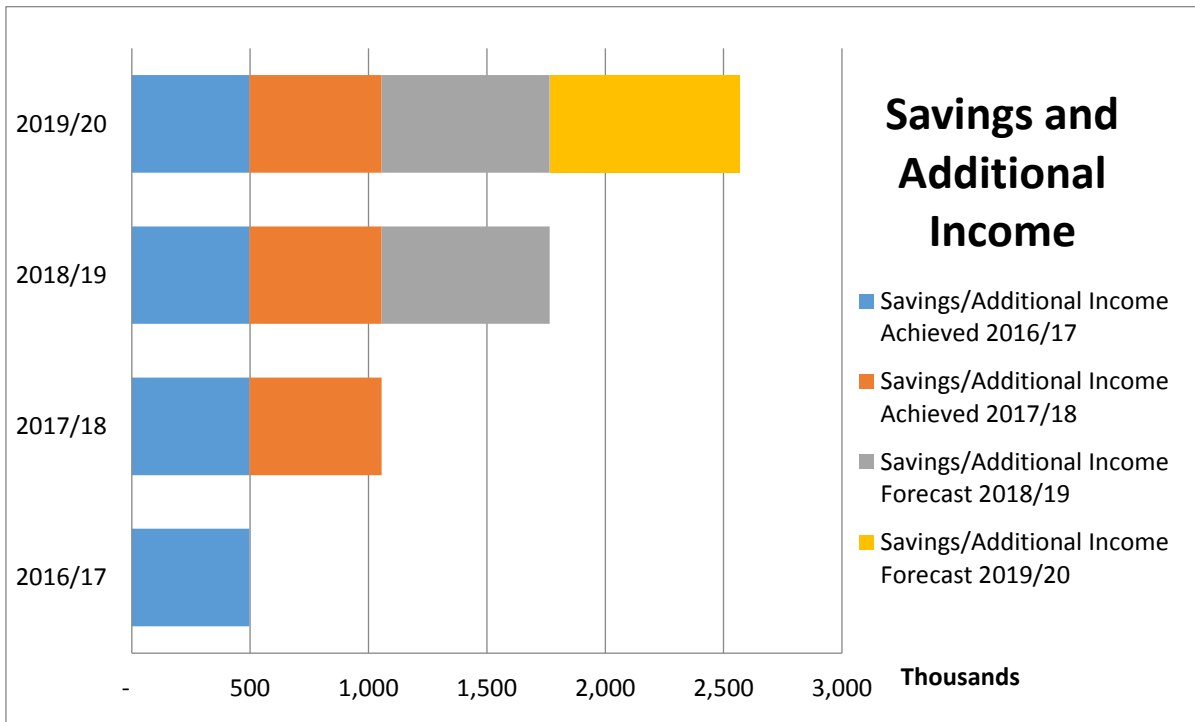
New projects, which are included in the programme in the future, will need to be financed by MRP if no capital resources such as capital grants or capital receipts from future asset sales are available. Alternatively existing revenue reserves could be used to finance these projects through a revenue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

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



8. Closing the Budget gap

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



Property Investment and Asset Commercialisation

Opportunities for investment in property, whether direct or indirect, are being considered to achieve either a direct income stream from the asset or improved returns on investment. Following the initial work with the Council's property advisor Gleeds, which identified four potential projects to consider, it has been challenging trying to deliver any of these projects with only one of them (Grove Lane, Holt) progressing, albeit in a different format from that originally anticipated.

Opportunities for the most efficient utilisation of the Council's assets and maximising returns where appropriate are vital. Indirect property investments via treasury instruments, such as the purchase of pooled property funds, can potentially provide a return in terms of a regular income and growth in the value of the investment. Under the Treasury Management Strategy, the Council has made investments in a number of pooled funds which invest in property. One of these funds, the LAMIT Pooled Property Fund, invests exclusively in various property assets with the aim of achieving a regular income and growth in the value of the investment. In addition to these investments, the Council has agreed to provide capital expenditure loans to registered providers of social housing to facilitate the delivery of housing in the district, along with achieving an income return on its investment. The Council can choose to use its capital resources to finance a programme of asset commercialisation which aims to deliver long-term revenue streams for the Council and

work on an ongoing basis is required to identify the most appropriate projects. This strategy of direct property investment can ensure a secondary benefit to the district as it is possible to generate an economic growth benefit when the investment is located in North Norfolk. This is, however, more resource intensive to manage than externalising these investments.

Digital Transformation

Building upon the Business Transformation project that commenced in 2014 savings continue to be identified from changes to service delivery from the implementation of new technology and changes to business processes. The overall programme was delivered over a number of years and as projects have been rolled out there have been changes to working practices which have helped to deliver efficiencies. Phase 1 of the Digital Transformation programme is currently being closed down, having achieved annual savings of £427,000 by the end of 2018/19. Phase 2 of the project is in the planning and early delivery stages, and is being funded by a £940,000 contribution from the Invest to Save reserve. Over the next 3 to 4 years, it is anticipated that Phase 2 will result in net savings of approximately £216,000. Our current forecasts assume this will be delivered in the following profile:

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

Shared Services, collaboration and selling services

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

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

Growing Business Rates and NHB

Under the current allocation method of New Homes Bonus (NHB) there is a direct financial benefit to the Council from growth in homes through the NHB funding and through increasing the council tax base and additional income generated from council tax. Whilst new housing growth will have an impact on the demand for local services, there will still be a net gain in terms of overall income for delivery while the NHB remains and subject to potential changes to the baseline. For similar reasons growing the business rates base will have a direct impact on the level of business rates income retained locally. Equally, maintaining existing business rates remains a priority in that decline in business rates will reduce the amount of income retained.

Council Tax

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

New opportunities

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

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

Appendix 1 – General Fund Summary

General Fund Summary					
Service Area	2018/19 Base Budget	2019/20 Projection	2020/21 Projection	2021/22 Projection	2022/23 Projection
	£	£	£	£	£
Corporate Leadership Team/Corporate	316,213	480,797	321,425	325,581	328,837
Community & Economic Development	2,648,580	2,596,492	2,474,432	2,488,908	2,513,797
Customer Services & ICT	2,143,311	2,384,163	2,468,617	2,545,093	2,570,544
Environmental Health	3,761,582	3,785,342	3,823,943	3,864,987	3,903,637
Finance and Assets	2,429,642	3,400,350	2,343,098	2,358,782	2,382,370
Legal and Democratic Services	591,003	541,247	547,687	556,702	562,269
Planning	2,061,807	2,156,748	2,096,707	2,145,457	2,166,912
National Joint Council (NJC) Pay Review	0	250,000	250,000	250,000	250,000
Waste Contract Extension/Reprovision	0	700,000	700,000	700,000	700,000
Service Savings to be identified (DT)	0	(83,750)	(167,500)	(335,000)	(335,000)
Net Cost of Services	13,952,138	16,211,389	14,858,409	14,900,510	15,043,365
Parish Precepts (Estimate from 2019/20 onwards)	2,210,812	2,408,410	2,633,115	2,633,115	2,633,115
Capital Charges and REFCUS	(1,344,248)	(2,308,288)	(1,125,478)	(1,049,430)	(1,049,430)
Interest Receivable	(1,147,384)	(1,100,110)	(1,109,440)	(1,000,110)	(900,110)
External Interest Paid	3,500	30,991	225,395	219,631	219,631
Revenue Financing for Capital:	751,407	1,000,000	0	0	0
Minimum Revenue Provision	0	0	266,300	273,064	273,064
IAS 19 Pension Adjustment	251,249	253,762	256,300	258,863	258,863
Net Operating Expenditure	14,677,474	16,496,154	16,004,601	16,235,643	16,478,498
Contributions to/(from) Earmarked Reserves:	(1,040,693)	(1,889,133)	(585,248)	(462,808)	(462,808)
Amount to be met from Government Grant and Local Taxpayers	13,636,781	14,607,021	15,419,353	15,772,835	16,015,690
Collection Fund – Parishes	(2,210,812)	(2,408,410)	(2,633,115)	(2,633,115)	(2,633,115)
Collection Fund – District	(5,909,655)	(5,983,555)	(6,279,530)	(6,593,868)	(6,923,249)
Retained Business Rates	(4,190,773)	(4,601,726)	(4,428,231)	(4,231,047)	(4,038,138)
Revenue Support Grant	(535,619)	(88,359)	0	0	0
New Homes bonus	(1,149,592)	(817,427)	(482,932)	(345,384)	(304,370)
Rural Services Delivery Grant	(483,771)	(388,212)	0	0	0
Income from Government Grant and Taxpayers	(14,480,222)	(14,287,689)	(13,823,808)	(13,803,414)	(13,898,873)
(Surplus)/Deficit	(843,441)	319,332	1,595,545	1,969,421	2,116,818

Appendix 2 – Projected Reserve Movements

	2018/19		2019/20		2020/21		2021/22		2022/23		
	Balance at 01/04/18	Budgeted Movement	Balance at 01/04/19	Budgeted Movement	Balance at 01/04/20	Budgeted Movement	Balance at 01/04/21	Budgeted Movement	Balance at 01/04/22	Budgeted Movement	Balance at 01/04/23
General Fund Reserve	2,196,488	(345,370)	1,851,118	(80,000)	1,771,118	-	1,771,118	-	1,771,118	-	1,771,118
Managing Risk and Uncertainty	4,237,026	(93,431)	4,143,595	(50,128)	4,093,467	(18,000)	4,075,467	(18,000)	4,057,467	(18,000)	4,039,467
Delivering our Budget Strategy	2,290,514	(242,939)	2,047,575	(1,278,924)	768,651	(325,000)	443,651	(240,000)	203,651	-	203,651
Community and Localism	7,441,435	(1,204,658)	6,236,777	(1,839,371)	4,397,406	(312,248)	4,085,158	(274,808)	3,810,350	(274,808)	3,535,542
Service Reserves	2,004,314	(88,057)	1,916,257	(90,000)	1,826,257	90,000	1,916,257	90,000	2,006,257	90,000	2,096,257
Asset Investment	4,510,738	(917,714)	3,593,024	(730,000)	2,863,024	(20,000)	2,843,024	(20,000)	2,823,024	(20,000)	2,803,024
Contributions to/(from) Earmarked Reserves:	22,680,514	(2,892,169)	19,788,345	(4,068,423)	15,719,922	(585,248)	15,134,674	(462,808)	14,671,866	(222,808)	14,449,058

Appendix 3 – Capital Programme 2018/19 and beyond

Corporate Priority	Scheme Total Current Estimate £	Pre 31/3/18 Actual Expenditure £	Current Budget 2018/19 £	Actual Expenditure 2018/19	Updated Budget 2019/20 £	Updated Budget 2020/21 £	Updated Budget 2021/22 £
Jobs and the Economy	7,556,361	422,424	6,133,937	103,776	1,000,000	-	-
Housing and Infrastructure	4,128,262	265,889	5,413,905	493,647	-	-	-
Coast and Countryside	17,860,492	10,167,705	7,692,787	288,422	-	-	-
Health and Well Being	13,801,120	23,210	3,880,436	559,727	5,799,000	4,333,500	-
Service Excellence	1,843,910	957,142	691,768	321,378	95,000	55,000	55,000
Total Expenditure	45,190,145	11,836,370	23,812,833	1,766,950	6,894,000	4,388,500	55,000
Grants and Contributions			9,213,891		2,465,500	-	-
Reserves			4,123,917		1,000,000	-	-
Capital Receipts			10,475,025		3,428,500	55,000	55,000
Internal / External Borrowing			-		-	4,333,500	-
Total Funding			23,812,833		6,894,000	4,388,500	55,000

Advice and Information Contract Extension

Summary: This report seeks approval to extend the current Advice and Information contract with Mid Norfolk Citizens Advice and the joint funding agreement with Norfolk County Council for a further 15 months to expire on 31 March 2020.

Options considered: Option 1: Do not extend the current funding agreement with Norfolk County Council or contract with Mid Norfolk Citizens Advice so that the current arrangements end on 31 December 2018. This option is not recommended as the loss of this funding is expected to result in a withdrawal of or severe restriction of the availability of advice and information services across North Norfolk.

Option 2: Re-procure the advice and information service for a period of 15 months. This option is not recommended as the short period of the new service will not be as an attractive proposition for potential service providers as the current three-year contract. Additionally, the current provider could be considered to have an unfair advantage as they are likely to be the only provider able to fully deliver the service from 1 January 2019.

Option 3: Extend the current arrangements for a further 15 months. This option is recommended as it will provide continuity of service whilst allowing for a new contract to be procured once clarity on the ongoing funding availability from Norfolk County Council for generic advice and information is clear.

Conclusions: The agreement with Norfolk County Council to jointly fund and procure the current three-year Advice and Information service resulted in the provision of an enhanced advice and information service across the district provided by Mid Norfolk Citizens Advice via a consortium with Norfolk Citizens Advice. The current contract is working well and has increased the accessibility of advice and information across the district.

Norfolk County Council has decided to extend the current funding for the North Norfolk advice and information contract to 31 March 2020 to allow the end of this service to align with the end of other advice and information services which it funds.

On this basis, it is recommended that the Council extends its funding agreement with Norfolk Council for a further 15 months to allow the current contract with Mid Norfolk Citizens Advice to be extended until 31 March 2020. A new procurement will be held during the 2019/20 financial year to secure a new advice and information contract with effect from April 2020.

Recommendation:

It is recommended that Cabinet:

- 1. Suspends Contract Standing Orders using exemption Rule 9 (f) to allow the extension of the current contract with Mid Norfolk Citizens Advice until 31 March 2020.**
- 2. Approves an extension of the Council's partnership agreement with Norfolk County Council to pool funding for the provision of a generic advice and information service across the district until 31 March 2020.**

Reasons for Recommendation:

To ensure that residents across North Norfolk continue to benefit from the provision of a quality and accessible information and advice service.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

Information and Advice Service – Cabinet 2 November 2015
--

Cabinet Member(s) Cllr B Palmer	Ward(s) affected: All
Contact Officer, telephone number and email: Nicola Turner, 01263 516222, Nicola.Turner@north-norfolk.gov.uk and Lucy Hume, 01263 516173, Sonia.Shuter@north-norfolk.gov.uk	

1. Introduction

- 1.1 At the Cabinet meeting of 6 January 2015, Cabinet accepted the recommendation of Overview and Scrutiny to consider opportunities to work with Norfolk County Council and other District Councils to procure a new generic advice and information service. As a consequence, Norfolk County Council and the Council agreed to jointly fund a new advice and information service. Following a successful procurement exercise, on 2 November 2015, Cabinet resolved to enter into a three-year Partnership Agreement with Norfolk County Council to jointly fund the provision of a new generic advice and information service across North Norfolk and subject to satisfactory contract terms being agreed, to enter into a contract with

Mid Norfolk Citizens Advice to provide the new service with effect from 1 January 2018.

- 1.2 Contract negotiations with Mid Norfolk Citizens Advice were successful and Mid Norfolk Citizens Advice started to provide the new advice and information service with effect from 1 January 2015. The contract is for three years and expires on 31 December 2018. Mid Norfolk Citizens Advice are the lead service provider but provide the service via a consortium with Norfolk Citizens Advice.
- 1.3 As a result of the current contract arrangements with Mid Norfolk Citizens Advice, the Council has been able to more effectively monitor the effectiveness of the advice and information service which is being provided to residents.
- 1.4 It was expected that the consortium approach would enable the new service to increase the number of physical locations across North Norfolk through which residents can access advice and information providing a better geographical spread of services.

2 Current Position

- 2.1 The consortium approach between Mid Norfolk Citizens Advice and Norfolk Citizens Advice has worked effectively and has resulted in an increase in the number of physical locations where advice and information can be accessed. Whilst some aspects of the tender proposal have not been delivered to date, the service is considered to be working effectively and well and is meeting the Council's requirements for the service. Mid Norfolk Citizens Advice has provided a report detailing the service delivery during the period 2 January 2018 to 28 September 2018 which is attached at **Appendix A**.
- 2.2 Norfolk County Council provide funding for a range of advice and information services across the county. These services include specialist advice services reflecting the County Council's statutory responsibilities. These services have different contract end dates and the County Council is looking to align all advice and information contracts to start and end at the same time. As a consequence, the County Council has decided to extend its funding for the North Norfolk generic advice and information contract for a further 15 months so that it ends on 31 March 2020.
- 2.3 The extension of the County Council's funding for the North Norfolk advice and information service means that their funding runs beyond the term of the current contract. The Council therefore has three options as to how to proceed (see section 5 below). Following careful consideration of these options it was concluded that the most appropriate option is to extend the current contract with Mid Norfolk Citizens Advice for a further 15 months on the basis that the current contract is working effectively and if the Council sought to re-procure the advice and information service, it would only be able to offer a contract for 15 months as the availability of Norfolk County Council funding for advice and information services from April 2020 is not

known. This represents a pragmatic approach and provides the best outcome for residents.

3 Implications and Risks

- 3.1 The Council's Contract Standing Orders would ordinarily require a new procurement process, however, in this case, it is possible to suspend the Council's Contract Standing Orders in accordance with exemption Rule 9 (f) to allow the contract to be extended where Cabinet considers it desirable on commercial grounds. The proposed extension is for the minimum period required to align the Council's and Norfolk County Council's funding. After this extension, no further extension will be sought and a new tender process will be undertaken during the 2019/20 financial year to allow a new generic advice and information service to operate with effect from 1 April 2020. Discussions with Norfolk County Council will take place in the intervening period to establish the level of funding the County Council will provide for generic advice and information services in North Norfolk from April 2020 onwards to inform the new procurement.

4 Financial Implications and Risks

- 4.1 The current contract with Mid Norfolk Citizens Advice has an annual value of £109,000 per year of which Norfolk District Council provides £66,323 and Norfolk County Council provides £42,677 per annum. Norfolk County Council have committed to continue this level of funding until 31 March 2020. The Council has the necessary budget to continue to fund the contract at the existing cost until 31 March 2020 and this cost is already accounted for in future budgets. Extending the contract will therefore have no additional financial implications for the Council.
- 4.2 If the Council decided to re-procure the contract for a period of 15 months, there is a risk that potential service providers will submit tenders above the available budget reflecting the shorter timescale for the contract and the need for the service to be fully operational with effect from 1 January 2018. If tenders above the available budget were received, the Council would be required to fund the additional cost or alternatively negotiate a reduced service which can be funded within the available budget. On this basis, extending the current contract is considered to be the optimum approach and minimises the financial risks to the Council.
- 4.3 Extending the contract would not increase the overall contract value so as to exceed European Union procurement thresholds. Accordingly, an extension would be within the confines of procurement legislation.

5 Options Considered

- 5.1 Option 1: Do not extend the current funding agreement with Norfolk County Council or contract with Mid Norfolk Citizens Advice so that the current arrangements end on 31 December 2018. This option is not recommended as the loss of this funding is expected to result in a

withdrawal of or severe restriction of the availability of advice and information services across North Norfolk.

- 5.2 Option 2: Re-procure the advice and information service for a period of 15 months. This option is not recommended as the short period of the new service will not be as an attractive proposition for potential service providers as the current three-year contract. Additionally, the current provider could be considered to have an unfair advantage as they are likely to be the only provider able to fully deliver the service from 1 January 2019.
- 5.3 Option 3: Extend the current arrangements for a further 15 months. This option is recommended as it will provide continuity of service whilst allowing for a new contract to be procured once clarity on the ongoing funding availability from Norfolk County Council for generic advice and information is clear.

6 Conclusions

- 6.1 The agreement with Norfolk County Council to jointly fund and procure the current three-year Advice and Information service resulted in the provision of an enhanced advice and information service across the district provided by Mid Norfolk Citizens Advice via a consortium with Norfolk Citizens Advice. The current contract is working well and has increased the accessibility of advice and information across the district.
- 6.2 Norfolk County Council has decided to extend the current funding for the North Norfolk advice and information contract to 31 March 2020 to allow the end of this service to align with the end of other advice and information services which it funds. On this basis, it is recommended that the Council extends its funding agreement with Norfolk Council for a further 15 months to allow the current contract with Mid Norfolk Citizens Advice to be extended until 31 March 2020. A new procurement will be held during the 2019/20 financial year to secure a new advice and information contract with effect from April 2020.

7 Sustainability

- 7.1 This report does not in itself raise any issues of sustainability.

8. Equality and Diversity

- 8.1 There are no equality and diversity implications directly associated with this report. The current advice and information contract was specifically designed to ensure that the service is accessible to people with additional needs and minority groups as well as those residents who work.

9 Section 17 Crime and Disorder considerations

- 9.1 There are no Section 17 implications directly associated with this report.



Citizens Advice Mid-Norfolk and Norfolk Citizens Advice

Update report to North Norfolk District Council

Introduction

This report considers the combined service provision of Citizens Advice Mid-Norfolk (CAMN) and Norfolk Citizens Advice (NCA) across North Norfolk under the terms of the contract with North Norfolk District Council (NNDC).

Both organisations are grateful for the support NNDC have provided and we are pleased to have worked in partnership to ensure the needs of North Norfolk residents have been met.

This report will predominantly use current data relating to the first three quarters of 2018 (January – September) but will also reference previous time periods when highlighting specific aspects of service provision.

The benefits to society of high quality accredited advice and information are recognised by independent research and statistics. As part of the wider prevention and well-being agenda, the positive benefits created by the work of Citizens Advice are well recognised. As local charities offering free, impartial and independent accredited advice and information we can demonstrate the positive outcomes we achieve with the residents of North Norfolk who come to us for help to deal positively with the many challenges they face.

Service Provision

In describing our service we would wish to highlight the following important points:

- We are a local charity for local people
- We are for everyone in North Norfolk (indeed across the whole of Norfolk)
- We provide free and impartial advice and information to help anyone who comes to us
- We make a real difference to people's lives
- We make a difference to local communities, not just the people who come to us
- We work in close partnership with other organisations

As an overall summary of our provision we offer accredited advice and information to people in North Norfolk on the following matters:

- Money and Debt
- Welfare Benefits
- Employment
- Family & relationships
- Housing
- Legal
- Consumer rights
- Immigration/Asylum
- Tax
- Health and wellbeing
- Discrimination
- Education
- Social Prescribing

It should also be noted that Citizens Advice in Norfolk were successful in their joint bid to become Norfolk's Europe Direct Information Centre which provides information to EU Nationals living in Norfolk on all matters relating to Europe and particularly in relation to Brexit. This is particularly significant in North Norfolk where large numbers of EU nationals have moved in recent years to live and work.

Key Statistics

Attached at Appendix 1 is a dashboard showing the key statistics relating to the partnership work of CAMN and NCA in North Norfolk. This covers the **9 month period** from 2.1.2018 – 28.9.2018. The highlights are as follows:

- We helped 1761 clients
- We dealt with 1941 cases
- This amounted to dealing with 5022 issues in total showing that many people visit us with multiple queries and concerns that they need our help with
- In total we helped people to improve their income by £117,000
- In total we helped people to obtain debt write off of £85,000
- The top 5 issues we helped people with are:
 - 1) Benefits and tax credits (1536)
 - 2) Debt (972)
 - 3) Employment (516)
 - 4) Relationships and Family (403)
 - 5) Housing (364)

Our Value

We have included a summary of data below using an HM Treasury model that measures the value and benefits we provide for every £1 invested in our charity. We pride ourselves on ensuring the best use of limited resources and the outputs using this model demonstrate this.

Our value to Norfolk in 2016/17



In 2016/17, for every £1 invested in Citizens Advice Norfolk we generated at least:

£23.37

in benefits to individuals
Value to our clients
Income gained through benefits gained, debts written off and consumer problems resolved.
Total: £18.0m

£26.95

in public value
Wider economic and social benefits
Improvements in participation and productivity for clients and volunteers.
Total: £20.8m

£4.98

in fiscal benefits
Savings to government
Reduction in health service demand, local authority homelessness services, and out-of-work benefits for our clients and volunteers.
Total: £3.8m

To find out more about how we've modelled our financial value, see our full technical annex:
Modelling the value of the Citizens Advice service in 2016/17

Service Locations

Holt

Main office offering drop in, appointments and telephone advice 10am – 3pm Tuesday and Friday.

Sheringham

Outreach at Yesu Centre offers drop in 2nd and 4th Thursday of each month. 10am – 1pm

Sheringham

Foodbank Drop Wednesday's 1pm – 3pm

Corpusty and Saxthorpe

Outreach at Village Hall offers drop-in 2nd Tuesday each month 12:30 - 3pm

North Walsham

Main office offering drop-in, appointments, phone advice Mon – Fri 10am – 3pm

Fakenham

Main office offering drop-in and appointments Monday and Thursday 10am – 3pm

NB – Early in 2018 a fire closed the Connect Office in Fakenham where we were based. Alternative accommodation was sought to enable a service to be provided in the town, hence the relocation to the Fakenham Library which became a permanent move, although some outreach is still provided via the Connect Office in partnership with DWP.

Kiosk – We also have a kiosk available in Fakenham Medical Centre during surgery opening times (Mon – Sat).

It should be noted that the kiosks were installed during 2015 in Fakenham and Cromer. However, they have not proved to be useful as the information provided is more easily available to people via the internet on their own devices or shared public devices for example through local libraries. The cost and maintenance coupled with the under-utilisation meant that the kiosk in Merchants Place, Cromer was removed earlier this year. It is likely that the kiosk based at Fakenham medical centre will also be removed later this year as again it is not being used very often and the costs cannot be justified.

Cromer

Foodbank weekly.

Outreach in Merchants Place once per fortnight.

Stalham

Foodbank weekly.

We have also been involved in the Fuel bank scheme helping vulnerable clients access help towards fuel bills.

Mundesley

During 2016 there was an experiment with a weekly service over an 8 week period. Despite the service being well publicised no clients were seen. After a break further attempts were made to publicise the service which was resumed in 2017 offering sessions once every two weeks. However, there was very little demand which did not justify continuing with the provision of a service here as local people appeared well served already by the North Walsham office.

Wells-next-the-Sea

This has proven to be another location which has been difficult to establish. Three sessions were publicised and provided in 2016 but no clients attended. This coupled with the fact that volunteer recruitment in the immediate area proved very difficult (we had to rely on volunteers from North Walsham making an uneconomical 50 mile round trip) meant we could not continue. As demand was non-existent we had to cease provision.

We will keep provision at Mundesley and Wells under review and should the situation alter and demand become evident will consider how we might establish an effective service.

Partnership Working

In the North Norfolk area CAMN and NCA work with the following organisations:

- Foodbank Cromer & Stalham
- NCAN/Norfolk Community Law Service
- DWP & Connect Office
- Children's Services
- MS Society

Volunteer numbers and recruitment

The partnership between CAMN and NCA currently offers services utilising 55 volunteers who between them provide an average of 278 hours each week. We are immensely grateful to our teams of dedicated, highly trained and accredited volunteers who are the backbone of our organisation.

We receive a good number of expressions of interest each year for the volunteer roles. Many are looking for a rewarding role following retirement but we also have significant interest from people who are looking to gain experience at an earlier stage of their career and use their volunteering role to then move into paid employment. We have many examples of effective succession planning where volunteers have gone on to succeed in applying for paid roles both within Citizens Advice but also to work in other organisations.

Innovation for the coming 12 months

We have embarked on an ambitious fundraising target so that we can establish a 'Digital Hub' that would provide additional cover in North Norfolk as well as across the entire county. We are confident that our strategy will be successful and have already raised half of the money we need to set the project up. This will allow us to:

- Use existing offices in North Norfolk and across the county where we already have capacity
- Use existing software (Adviceline, Advisernet and Casebook)
- Effective handling and recording of telephone, email and web chat/Skype advice services to ensure we can be even more accessible to increasing numbers of people.
- This would eventually include extended operating hours to include evenings and weekends subject to availability of volunteers and supervisors.

- Recruit “digital volunteers” who would be dedicated to answer phone calls and emails, and possibly webchat, Skype and deal with queries through social media channels.
- We are also looking at working with the UEA to develop a Citizens Advice App that would ensure we are available to more people 24 hours a day 365 days per year via a more accessible platform.

Jon Cheyette

CEO, NCA

October 2018

Key Statistics

Mid Norfolk (member)
Norfolk (member)

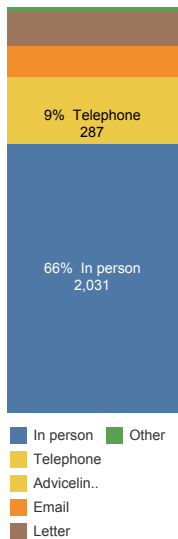
02/01/2018 28/09/2018



Summary

Clients	1,761
Quick client contacts	
Issues	5,022
Activities	3,065
Cases	1,941
Outcomes	
Income gain	£117,068
Re-imbursments, services, loans	£35
Debts written off	£85,986

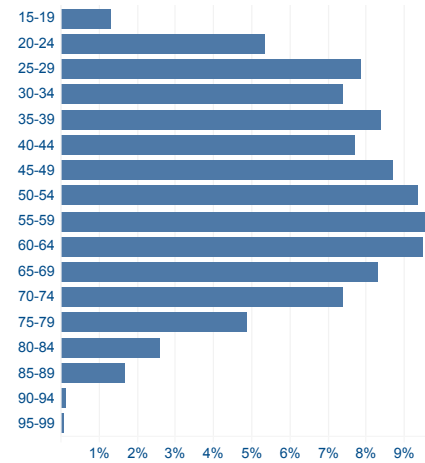
Channel



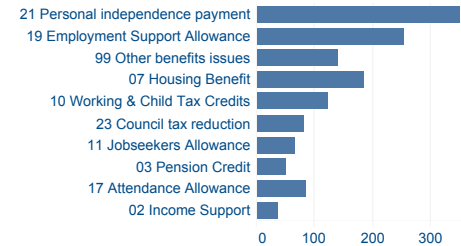
Issues

Issues	Issues	Clients
Benefits & tax credits	1,536	563
Benefits Universal Credit	45	24
Consumer goods & services	271	165
Debt	972	254
Discrimination	24	16
Education	8	5
Employment	516	250
Financial services & capability	83	59
Health & community care	91	50
Housing	364	227
Immigration & asylum	45	27
Legal	294	199
Other	174	107
Relationships & family	403	226
Tax	55	42
Travel & transport	77	50
Utilities & communications	64	34
Grand Total	5,022	

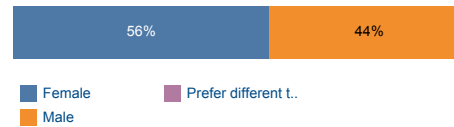
Age



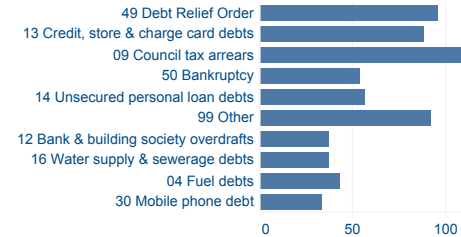
Top benefit issues



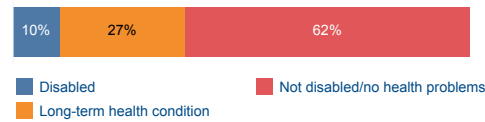
Gender



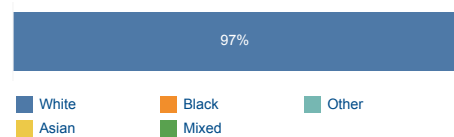
Top debt issues



Disability / Long-term health



Ethnicity



Recycling Contract Variation

Summary: The contract involving the Waste Collection Authorities, Norfolk County Council and NEWS Ltd that processes collected dry recyclables entered dispute in 2014. All parties have negotiated a mutually acceptable variation to the contract that resolves the dispute. The dispute related to the amount of non-recyclable material being collected in recycling bins and being delivered for sorting and the extra costs involved in removing and treating this excess waste.

Options considered: This was a partnership approach and therefore options were explored as part of the negotiation process.

Conclusions: That the Deed of Variation formalises the position which has already been negotiated. This ensures the best interests of the Council to maximise its recycling tonnage without the risk of rejected loads at the Materials Recycling Facility and thereby securing the best level of income possible through recycling credits and materials value.

Recommendations: Cabinet agrees to the proposed Deed Variation to the contract between the Council and NEWS Ltd and that officers proceed to implement the decision at the earliest available opportunity.

Reasons for Recommendations: The Deed of Variation offers a reasonable settlement of a contract dispute which ensures the continued delivery of the contracted services.

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)

--

Cabinet Member(s) Cllr Hilary Cox	Ward(s) affected ALL
Contact Officer, telephone number and email: Nick Baker, 01263 516221/nick.baker@north-norfolk.gov.uk Steve Hems, 01263 516182/steve.hems@north-norfolk.gov.uk	

1. Introduction

- 1.1 The Council is under a legal obligation to collect household waste which can be recycled separately. For North Norfolk, the recycling material is collected in a co-mingled bin on a once a fortnight basis.
- 1.2 This co-mingled product then has to be sorted and separated in order to be saleable on the recycling markets. The Council procured with all the other Councils in Norfolk a contract to undertake this processing at a Materials Recycling Facility (MRF) which was won by NEWS Ltd.
- 1.3 In 2014, the contract between NEWS Ltd and all of the Norfolk Councils became operational to process an increased range of materials to be recycled as collected from householders.
- 1.4 The materials collected relies on the separation from residual waste and other non-recyclable materials by the householder before being placed in the recycling bin. Inevitably some material which is placed in the recycling bin is not capable of being recycled and therefore is considered as contamination and must be removed as part of the sorting and separation process.

2. Contractual Position

- 2.1 The contract with NEWS contained clauses which set limits for the amount of non-recyclable materials delivered to the sorting facility. These limits were set based on expert advice based on modelling and experience in other similar contracts.
- 2.2 The contract also set out the steps that NEWS would have to take should they believe that more non-recyclable materials were delivered in an individual lorry than allowed for in the contract.
- 2.3 The amount of waste contained in loads delivered by all councils for recycling were consistently over the agreed limits within the contract. NEWS did not fulfil all of the contract requirements in relation to the waste material above the agreed levels.
- 2.4 The Council has worked over a number of years to minimise the amount of waste in recycling bins but has not been able to meet the lower levels of rubbish in recycling bins expected by our advisors at the time the current contract was let.
- 2.5 Had NEWS strictly followed the contract it would have resulted in the rejection of whole vehicle loads of material being sent for recycling. This would have led to all Councils suffering severe disruption to services and a significant increase in costs.
- 2.6 Loads which were contaminated above a certain level could have been rejected by NEWS. This would have either resulted as the entire load being sent for landfill or pre separation of the contaminating material having to take place. In either case this would have represented a significant cost and loss of income for the councils, both through the loss of recycling credits and the loss of value in the recycled material.

- 2.7 The costs of accepting and processing material contaminated above the contractual level fell to NEWS was not sustainable in the partnership approach adopted for this contract.

3. Deed of Variation

- 3.1 In order to create an equitable process to compensate NEWS for the costs of disposing of excess waste, whilst providing the Councils with certainty on the delivery of collected recycling from households without disruption, a negotiated settlement process was used.
- 3.2 The agreements have been formalised in a Deed of Variation which needs to be signed by all of the Councils and NEWS Ltd to be fully legally effective and to formalise the approach being taken.

4. Conclusion

- 4.1 That the Deed of Variation formalises the position which has already been negotiated in the best interests of ensuring the Council is able to maximise its recycling tonnage without the risk of rejected loads of Materials Recycling Facility and thereby securing the best level of income possible through recycling credits and materials value.

5. Implications and Risks

- 5.1 If NEWS Ltd applied the contract fully to delivered recycling there would be severe disruption to recycling collections from homes due to the additional time it would take to assess and deal with rejected vehicle loads.
- 5.2 The negotiated change ensures that no load is rejected, costs are minimised to all parties and that materials intended for recycling are sold in to markets, reprocessed and turned in to new products.

6. Financial Implications and Risks

- 6.1 The cost of additional work undertaken by NEWS, for all seven districts, equates to about £100,000 per year (£7.00 to £7.50 per tonne) at current estimates.
- 6.2 The proportion of the annual amount which falls to North Norfolk is related to the tonnage of recycle which is sent for processing.
- 6.3 Based on the average tonnage of material collected within North Norfolk over the last three years, 10,960 tonnes per year since the contract came into force, this would equate to £82,200 per annum.
- 6.4 The Council would also lose out on the recycling credits which are received from Norfolk County Council for waste which is diverted from landfill. The current amount of recycling credit is £58.06 per ton based on the current level of contamination above the originally agreed threshold, the level of rejected loads would lose significant income from recycling credit. Additionally the

Council would benefit from the value of the recycling received and would be liable to pay disposal costs for the rejected tonnages. These amounts would likely exceed the cost of the agreed negotiated additional payments.

7. Sustainability

- 7.1 The collection of material capable of recycling is an important part of ensuring that the environment is protected and that resources are used in a sustainable manner as possible.

8. Equality and Diversity

None

9. Section 17 Crime and Disorder considerations

None

North Norfolk District Council - Review of Polling District and Places 2018

Summary: Section 17 of The Electoral Registration & Administration Act 2013 requires local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needs to be undertaken in the 16-month period from 1st October 2018 – ie by end of January 2020.

Conclusions: Assuming any proposed amendments to the polling districts, polling places and polling stations are agreed by the District Council at its meeting of 27th February 2019; it would be proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.

Recommendations: **Cabinet agrees that the proposals outlined in the Schedule attached to this report be the subject of formal consultation with interested parties, before the consultation responses are reported back to the Overview and Scrutiny Committee at its meeting of 16 January 2019 and then presented for adoption by Full Council at its meeting of 27 February 2019.**

1.0 Background:-

- 1.1 Section 17 of The Electoral Registration & Administration Act 2013 requires local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needs to be undertaken in the 16-month period from 1st October 2018 – ie by end of January 2020.
- 1.2 Taken with the recent electoral review of North Norfolk District Council, where the Local Government Boundary Commission for England (LGBCE) has recommended new ward boundaries across the area (and new parish ward boundaries in the towns of Cromer, Fakenham, North Walsham and Sheringham) which have been approved by Parliament; it is considered appropriate for the District Council to undertake a review of polling districts

and places early in the period specified in legislation so that new arrangements can be put in place for the local government elections (ie to the District Council and Town and Parish Council) in May 2019.

1.3 This report, and the attached Schedule of Proposals, outlines the consideration the Council's Elections Team have given to the current polling district, polling places and polling station arrangements operated across North Norfolk and seeks endorsement from Cabinet for these proposals to now be the subject of formal consultation with the public, local town and parish councils, political parties and other interested stakeholders.

2.0 Context:-

2.1 The North Norfolk District has 138 polling districts in its area – largely made up of individual parish areas and a number of parish ward areas within larger settlements.

Of these 138 polling districts:-

- 29 are within the Broadland Parliamentary Constituency Area (within the current North Norfolk District ward areas of Astley, Lancaster North, Lancaster South, The Raynhams, Walsingham, Wensum); and
- 109 are within the North Norfolk Parliamentary Constituency Area

2.2 In undertaking a review of polling districts, places and stations, the council will ensure that:

- electors have such reasonable facilities for voting as are practicable in the circumstances;
- as far as reasonable and practicable, that polling places are accessible to all electors, including those with disabilities.

3.0 Draft proposals:-

3.1 The draft proposals proposed for consultation are detailed in the attached Schedule.

3.2 The vast majority (114) of polling districts, places and stations in the District are not identified for any change or revision.

3.3 Of the remaining 24 polling districts, some changes are proposed, summarised as follows:-

- 8 propose no change to the polling district or polling place, but make alternative proposals for the polling station based on a range of factors including accessibility, more suitable new building, or cost
- 10 propose minor changes to polling district boundaries (all in towns to reflect new district and parish award boundaries) but with no changes to the location of polling stations for the majority of electors in those areas
- 6 propose changes to polling district boundaries (all in towns to reflect the new district and parish ward boundaries) and alternative locations for polling stations based on a combination of the new ward boundaries, accessibility and more suitable buildings.

4.0 Proposed consultation arrangements:-

4.1 Cabinet is asked to approve the attached Schedule of Proposals as the basis of consultation; which it is proposed will run throughout November and December; with comments received through the consultation process being reported to the meeting of the Overview and Scrutiny Committee on 16th January 2019 and with a final report being presented for adoption by Full Council at its meeting of 27th February 2019; this would allow the matter to be referred back to the Cabinet meeting of 4th February if necessary.

4.2 If Cabinet feels able to endorse the proposals as detailed in the Schedule of Proposals (with or without amendment) it would be proposed that the consultation process is subject to wide promotion through the Council's website and local media, as well as through direct correspondence with all local town and parish councils, political parties, the Electoral Commission and other stakeholders. During the consultation process any elector within the District may make representations concerning either the existing, or proposed arrangements as to the accessibility with regard to all electors within a particular polling district. Where possible, any representations made through this process should provide alternative locations for polling stations if appropriate.

5.0 Adoption of any revised proposals:-

5.1 Assuming any proposed amendments to the polling districts, polling places and polling stations are agreed by the District Council at its meeting of 27th February 2019; it would be proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.

6.0 Financial Implications and Risks:-

6.1 There are no direct financial issues raised by this report.

7.0 Sustainability

7.1 There are no sustainability issues raised by this report.

8.0 Equality and Diversity

8.1 Legislation requires all polling stations to be accessible for all people wishing to exercise the right to cast their vote in person. The District Council gives this issue detailed consideration in the planning and conduct of elections in the District and has made efforts to improve the understanding and training of polling staff in meeting the needs of all voters. Given the rural nature of the North Norfolk District and that some venues used as polling stations are old and serve small communities some venues do have limitations regarding their accessibility – ie unsurfaced car parks and paths, stepped accesses into buildings etc. Officers have therefore given careful to the issue of increased accessibility in the conduct of this review and in a small number of locations has proposed changes to the use of a building as a polling station based on the ease of accessibility.

9.0 Section 17 Crime and Disorder considerations

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

POLLING DISTRICT AND POLLING PLACES REVIEW 2018

Each local authority area is divided into polling districts, with one or more polling districts making up a district ward, with a polling place being an area or building within a polling district in which a polling station is situated. Across much of rural England, and certainly in North Norfolk, polling districts are largely based upon the boundaries of a civil parish. In some parishes (with large geographies or distinct communities) and towns (with parish and town councils), parish wards exist which similarly fulfil the role of polling districts. In larger urban areas and non-parished areas, polling districts might be defined as areas with distinct boundaries or shared characteristics / geography.

Ideally a polling place and station should be located in the polling district which it serves. However, this is not always possible due to a polling district having a very small electorate and/or not having a suitable public building from which to operate a polling station. In some towns, whilst a polling district might have a large population or electorate, the location of venues suitable for use as a polling place or polling station might be limited. In these circumstances, which should be limited in number, a polling station can be situated in an adjoining polling district, providing that consideration has been given to issues of ease of access to the majority of the electorate of a polling district and accessibility of the polling place / station.

Within each local authority area, legislation requires councils to carry out periodic reviews of Polling Districts and Polling Places. Such reviews can either be compulsory as defined by legislation and would be likely to cover the whole of a local authority or parliamentary constituency area (where these are not coterminous); or interim, where local circumstances such as a boundary review or the unavailability of the polling station require revised arrangements to be proposed and consulted upon. A council can conduct a review at any time, but it will still have to conduct a full review during the compulsory timeframe.

The Electoral Registration & Administration Act 2013 governs the timings of compulsory reviews. The next compulsory review which covers a 16-month period began on 1 October 2018. Taken with the recent electoral review of North Norfolk District Council, where the Local Government Boundary Commission for England (LGBCE) has recommended new ward boundaries across the area (and new parish ward boundaries in the towns of Cromer, Fakenham, North Walsham and Sheringham) which have been approved by Parliament; it is considered appropriate for the District Council to undertake a review of polling districts and places in advance of the District and Town and Parish Council elections in May 2019.

This report therefore outlines the District Council's consideration of polling districts and places in North Norfolk in accordance with the requirements of the Electoral Registration & Administration Act 2013 and contains a small number of proposed changes to polling places and stations in the District as the basis for public consultation.

POLLING DISTRICT AND POLLING PLACES REVIEW 2018 – DRAFT PROPOSALS

WARD: BACTON

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KG1	Parish of Bacton	As polling district	Bacton-on-Sea Village Hall, Coast Road, Bacton	961	119	842	No change
MF1	Parish of Paston	As polling district	Bacton-on-Sea Village Hall, Coast Road, Bacton	208	25	183	No change
LG4	Parish of Walcott	As polling district	Walcott Village Hall, Coast Road, Walcott	569	93	476	No change
NP4	Parish of Witton with Ridlington	As polling district	Witton & Ridlington Village Hall, Stonebridge Road, Witton	273	61	212	No change
				2011			

WARD: BEESTON REGIS AND THE RUNTONS

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KM1	Parish of Beeston Regis	As polling district	West Runton Scout HQ, Cromer Road, Beeston Regis	818	181	637	No change
MJ1	East Runton ward of the Parish of Runton	As polling district	East Runton Village Hall, Lower Common, East Runton	615	64	551	No change
MK4	West Runton ward of the Parish of Runton	As polling district	West Runton Church Hall, Station Road, West Runton	759	143	616	No change
				2192			

WARD: BRISTON

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UG1	Parish of Briston	As polling district	The Copeman Centre, Hall Street, Briston	2014	270	1744	No change
				2014			

WARD: COASTAL

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UD1	Parish of Blakeney	As polling district	Blakeney Village Hall, Langham Road, Blakeney	601	112	489	No change
KS4	Parish of Cley-next-the-Sea	As polling district	Cley Village Hall, The Fairstead, Cley next the Sea	360	43	317	No change
LU1	Parish of Kelling	As polling district	The Barn, Beck House, The Street, Kelling	141	21	120	No change
UX1	Parish of Morston	As polling district	Morston Village Hall, Quay Lane, The Street, Morston	68	11	57	No change
MM4	Parish of Salthouse	As polling district	British Columbia Hall, Cross Street, Salthouse	117	10	107	No change
UC1	Parish of Stiffkey	As polling district	Stiffkey Village Hall, Church Street, Stiffkey	169	26	143	No change
VM4	Parish of Wiveton	As polling district	Wiveton Parish Room, The Street, Wiveton	104	9	95	No change
NM1	Parish of Weybourne	As polling district	Weybourne Village Hall, Beach Lane,	435	63	372	No change

			Weybourne				
				1995			

WARD: CROMER TOWN

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary KV1	Part of Cromer Town ward of Parish of Cromer	As polling district	Cromer Community Centre, Garden Street, Cromer	1351	189	1162	No change
Clarification over need for new polling district reference to reflect new ward boundary KV2	Part of Cromer Town ward of Parish of Cromer	As polling district	Bullen Joinery Office, Central Road, Cromer	1676	293	1383	Propose to operate two polling stations at Cromer Community Centre and no longer operate the Bullen Joinery Office as a polling station – comments invited on this proposal
Clarification over need for new	Part of Cromer Town ward of Parish of	As polling district	Merchants Place, Church Street, Cromer (for areas	1021	TBC	TBC	New ward boundary with the Norwich Road and Roughton Road areas currently in the

polling district reference to reflect new ward boundary KV3	Cromer		off Roughton Road / Norwich Road)				Suffield Park ward becoming part of the “new” enlarged Cromer Town ward. Propose retention of Merchants Place as a polling station for this part of the new Cromer Town ward.
				4048			

WARD: ERPINGHAM

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KA4	Parish of Alby with Thwaite	As polling district	Aldborough Community Centre, The Green, Aldborough	201	19	182	No change
KB4	Parish of Aldborough	As polling district	Aldborough Community Centre, The Green, Aldborough	464	45	419	No change
KT4	Parish of Colby	As polling district	Banningham & Colby Jubilee Hall, Colby Road, Banningham	413	55	358	No change
KZ4	Parish of Erpingham	As polling district	Erpingham with Calthorpe Village Hall, The Street, Erpingham	504	47	447	No change
LE4	Parish of Hanworth	As polling district	Hanworth Village Hall, The Common, Hanworth	142	21	121	No change
LS4	Parish of Ingworth	As polling district	Ingworth Reading Room, The Street,	84	7	77	No change

			Ingworth				
LT4	Parish of Itteringham	As polling district	Bure Valley Community Centre, The Street, Itteringham	115	13	102	No change
NN4	Parish of Wickmere	As polling district	Wickmere Village Hall, Regent Street, Wickmere	126	23	103	No change
				2049			

WARD: GRESHAM

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KE4	Parish of Aylmerton	As polling district	Aylmerton Village Hall, Church Road, Aylmerton	373	60	313	No change
KF4	Parish of Baconsthorpe	As polling district	Baconsthorpe Village Hall, School Lane, Baconsthorpe	165	14	151	No change
KN1	Parish of Bodham	As polling district	Bodham Village Hall, The Street, Bodham	373	44	329	No change
KL4	Parish of East Beckham	As polling district	The Wheatsheaf Public House, Church Road, West Beckham	29	3	26	Very expensive compared to average hire charge for a polling station, but no other public building believed to be available in East or West Beckham parishes Comments invited on proposal for polling station for East and West Beckham to be Bodham Village Hall, The Street, Bodham
LD1	Parish of Gresham	As polling district	Gresham Village Hall, Cromer Road,	337	30	300	No change

			Gresham				
LH4	Parish of Hempstead	As polling district	Hempstead Village Hall, The Street, Hempstead	135	18	117	No change
KH4	Parish of Little Barningham	As polling district	Lt Barningham Village Hall, The Street, Little Barningham	104	16	88	No change
LZ4	Parish of Matlaske	As polling district	The Stables Room, Barningham Hall, Matlaske	139	10	129	This polling station is some distance from Matlaske village and has poor accessibility into and within the building. Propose change of polling station for Matlaske to Little Barningham Village Hall - comments invited on this proposal
KH5	Parish of Plumstead	As polling district	Baconsthorpe Village Hall, School Lane, Baconsthorpe	108	22	86	No change
NB4	Parish of Sustead	As polling district	Sustead Village Hall, Aylmerton Road, Sustead	182	27	155	No change
KL5	Parish of West Beckham	As polling district	The Wheatsheaf Public House, Church Road, West Beckham	196	22	174	Very expensive compared to average hire charge for a polling station, but no other public building believed to be available in East or West Beckham parishes Comments invited on proposal for polling station for

							East and West Beckham to be Bodham Village Hall, The Street, Bodham
				2141			

WARD: HAPPISBURGH

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
ML5	Parish of Brumstead	As polling district	East Ruston Village Hall, School Road, East Ruston	51	13	38	No change
ML4	Parish of East Ruston	As polling district	East Ruston Village Hall, School Road, East Ruston	453	55	398	No change
LF1	Parish of Happisburgh	As polling district	Wenn Evans Centre, Blacksmiths Lane, Happisburgh	644	103	541	No change
LL4	Parish of Honing	As polling district	Honing & Crostwight Village Hall, The Street, Honing	266	34	232	No change
LR4	Parish of Ingham	As polling district	Ingham Village Hall, Mill Road, Ingham	306	40	266	No change
LW4	Parish of Lessingham	As polling district	Lessingham Village Hall, School Road, Lessingham	486	83	403	No change
				2206			

WARD: HICKLING

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
LJ1	Parish of Hickling	As polling district	Hickling Barn, Tate Loke, Hickling	822	175	647	No change
LN4	Parish of Horsey	As polling district	School Room, Horsey Methodist Church, All Saints Lane, Horsey	62	8	54	No change
MG1	Parish of Potter Heigham	As polling district	Potter Heigham Village Hall, School Road, Potter Heigham	880	140	740	No change
MP4	Parish of Sea Palling with Waxham	As polling district	Sea Palling and Waxham Village Hall, Waxham Road, Sea Palling	422	39	383	No change
				2186			

WARD: HOLT

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
LK1	Parish of Holt	As polling district	Station 1, Holt Community Centre, Kerridge Way, Holt Station 2, Holt Community Centre, Kerridge Way, Holt	2875	508	2367	No change
KP1	Parish of High Kelling	As polling district	High Kelling Village Hall, Avenue Road, High Kelling	466	101	365	No change
LX4	Parish of Letheringsett and Glandford	As polling district	Letheringsett Village Hall, Holt Road, Letheringsett	187	36	151	No change
				3528			

WARD: HOVETON AND TUNSTEAD

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KD4	Parish of Ashmanhaugh	As polling district	The Preston Room, Neatishead Road, Ashmanhaugh	141	10	131	No change
KJ1	Parish of Barton Turf	As polling district	St Michael and All Angels Church, Church Road, Barton Turf	408	84	324	No change
KX4	Parish of Dilham	As polling district	Dilham Village Hall, The Street, Dilham	267	30	237	No change
LQ1	Parish of Hoveton	As polling district	Hoveton Village Hall, Stalham Road, Hoveton	1717	281	1436	No change
KK4	Parish of Neatishead	As polling district	The New Victory Hall, The Street, Neatishead	484	54	430	No change
MW4	Parish of Sloley	As polling district	Sloley Methodist Chapel, Frankfort, Sloley	223	27	196	No change
MX4	Parish of Smallburgh	As polling district	Smallburgh Village Hall, Yarmouth Road, Smallburgh	427	51	376	No change

NK1	Parish of Tunstead	As polling district	Tunstead Primary School, Market Street, Tunstead	570	65	505	No change
				4237			

WARD: LANCASTER NORTH

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary UJ1	North Parish ward in the Parish of Fakenham	As polling district	Fakenham Rugby Club, Seppings Road, Fakenham	2080	TBC	TBC	No change of polling station location, but move to single station due to reduced number of voters in the Lancaster North ward area based on revised ward boundary
				2080			

WARD: LANCASTER SOUTH

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
<p>Clarification over need for new polling district reference to reflect new ward boundary</p> <p>UJ2</p>	South Parish ward in the Parish of Fakenham	As polling district	<p>Station 1, Fakenham Community Centre, Oak Street, Fakenham</p> <p>Station 2, Fakenham Community Centre, Oak Street, Fakenham</p>	3979	TBC	TBC	No change of polling station location, but change of polling station venue for some voters due to revised ward boundary for the Lancaster South ward
				3979			

WARD: MUNDESLEY

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
MA1	Parish of Mundesley	As polling district	Church Rooms, 19 Cromer Road, Mundesley, NR11 8BE	2195	369	1826	<p>Given size of electorate and numbers of voters registered to vote in person exceeding 1750 voters propose operating two polling stations to serve the Mundesley ward.</p> <p>Proposal to operate polling station at Coronation Hall, 26 Cromer Road, Mundesley as this is a larger building able to accommodate two polling stations in the same hall, has parking available and has better accessibility for people with mobility issues than the Church Rooms – comments invited on this proposal</p>
				2195			

WARD: NORTH WALSHAM EAST

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary MC1	East Parish ward in the Parish of North Walsham	As polling district	Station 1, North Walsham Community Centre, New Road, North Walsham Station 2, North Walsham Community Centre, New Road, North Walsham	3966	TBC	TBC	No change of polling station location, but change of polling station venue for some voters due to revised ward boundaries for the North Walsham East ward
				3966			

WARD: NORTH WALSHAM MARKET CROSS

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Need new polling district reference	North Walsham Town Centre East parish ward in the Parish of North Walsham	As polling district	Station 1 Church Hall At Sacred Heart RC Church, Kings Arms Street, North Walsham	TBC	TBC	TBC	No change of polling station location, but change of polling station venue for some voters due to the formation of the new North Walsham Market Cross ward
Need new polling district reference	North Walsham Town Centre West parish ward in the Parish of North Walsham	As polling district	Station 2 Church Hall At Sacred Heart RC Church, Kings Arms Street, North Walsham	TBC	TBC	TBC	No change of polling station location, but change of polling station venue for some voters due to the formation of the new North Walsham Market Cross ward
				1762			

WARD: NORTH WALSHAM WEST

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary	North Walsham West parish ward in the Parish of North Walsham	As polling district	Millfield School, Recreation Road North Walsham	2256	TBC	TBC	<p>Proposed change of polling station from Millfield School which is costly to operate in providing separate access for voters and has limited parking for voters in a congested residential area, particularly at the beginning and end of the school day.</p> <p>Proposed operation of two polling stations to serve growing electorate of this part of North Walsham – and either moving polling station to North Walsham Football Club with fee paid to voluntary sector organisation and/or temporary polling station facility at Victory Pool and Fitness Centre</p> <p>Comments invited on these proposals</p>
Clarification	North Walsham	As polling	St Johns	1966	TBC	TBC	Propose no change of polling

<p>over need for new polling district reference to reflect new ward boundary</p>	<p>North parish ward in the Parish of North Walsham</p>	<p>district</p>	<p>Ambulance Hall, Providence Place, North Walsham</p>				<p>station venue to serve the new North Walsham North parish ward area – ie the area of Mundesley Road, Lynfield estate area which moves from the (current) North Walsham North District ward to the extended boundary of the North Walsham West ward.</p> <p>However, this polling station is not within the boundary of the new North Walsham West ward.</p>
				<p>4222</p>			

WARD: POPPYLAND

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
MB1	Parish of Northrepps	As polling district	Northrepps Village Hall, School Lane, Northrepps	855	118	737	No change
ME1	Parish of Overstrand	As polling district	The Parish Hall, The Londs, High Street, Overstrand	837	137	690	No change
MU4	Parish of Sidestrand	As polling district	Sidestrand Reading Room, Cromer Road, Sidestrand	82	14	68	No change
NH1	Parish of Trimingham	As polling district	Pilgrim Shelter, Loop Road, Trimingham, NR11 8EQ	305	45	260	Propose move of polling station for Trimingham to the new Trimingham Village Hall, Cromer Road, Trimingham, NR11 8HY
				2079			

WARD: PRIORY

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UM4	Part of the Parish of Gunthorpe (north of the A148 road)	As polling district	Bale Village Hall, Sharrington Road, Bale	86	4	82	No change
UB4	Parish of Binham	As polling district	Binham Memorial Hall, Westgate, Warham Road, Binham	227	31	196	No change
UK1	Parish of Field Dalling & Saxlingham	As polling district	Field Dalling & Saxlingham Village Hall, 84 Holt Road, Field Dalling	241	42	199	No change
UN4	Part of the Parish of Gunthorpe (south of the A148 road)	As polling district	Gunthorpe Village Institute, Swanton Road, Gunthorpe	94	16	78	No change
US1	Parish of Hindringham	As polling district	Hindringham Village Hall, The Street, Hindringham	408	60	348	No change
UV1	Parish of Langham	As polling district	Langham Parish Room,	312	51	261	No change

			Binham Road, Langham				
VG4	Parish of Thursford	As polling district	Thursford Methodist Chapel, Clarks Lane, Thursford	166	19	147	No change
VJ1	Parish of Warham	As polling district	Warham Reading Room, The Street, Warham	156	29	127	No change
VL1	Parish of Wighton	As polling district	Wighton Village Recreation Hut, Buddells Lane, Wighton	185	27	158	No change
				1875			

WARD: ROUGHTON

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
LA4	Parish of Felbrigg	As polling district	Felbrigg Village Hall, The Green, Felbrigg	153	22	121	No change
LC4	Parish of Gimingham	As polling district	Gimingham Village Hall, Church Street, Gimingham	346	33	313	No change
MH4	Parish of Roughton	As polling district	Roughton Village Hall, Felbrigg Road, Roughton	794	127	667	No change
MY1	Parish of Southrepps	As polling district	Southrepps Village Hall, Chapel Street, Southrepps	696	81	615	No change
NG4	Parish of Thorpe Market	As polling district	Thorpe Market Village Hall, Cromer Road, Thorpe Market	265	39	226	No change
				2254			

WARD: SHERINGHAM NORTH

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary MR1	North Parish ward in the Parish of Sheringham	As polling district	St Josephs Parish Hall, Cromer Road, Sheringham, NR26 8RT	2001	TBC	TBC	Propose change of polling station venue from St Joseph's Parish Hall to St Andrews Methodist Church Hall, Cromer Road, Sheringham, NR26 8SA, as this is within the boundary of the new Sheringham North ward. Move to single station due to reduced number of voters in the Sheringham North ward area based on revised ward boundary Comments invited on this proposal
				2001			

WARD: SHERINGHAM SOUTH

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary MS1	South Parish ward in the Parish of Sheringham	As polling district	Station 1, Sheringham Community Centre, Holway Road, Sheringham Station 2, Sheringham Community Centre, Holway Road, Sheringham	3885	TBC	TBC	No change of polling station location, but change of polling station venue for some voters due to revised ward boundary for the Sheringham South ward
MT4	Parish of Upper Sheringham	As polling district	Upper Sheringham Village Hall, Church Close, Upper Sheringham	209	25	184	No change
				4194			

WARD: ST BENET

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
LM1	Parish of Horning	As polling district	Horning Village Hall, Mill Hill, Horning	965	169	796	No change
LY1	Parish of Ludham	As polling district	Ludham Methodist Church Hall, Catfield Road, Ludham	1060	154	906	Propose change of polling station to Ludham Village Hall, Norwich Road, Ludham, NR29 5PB, which has good off-road parking and is more accessible for people with limited mobility than the Ludham Methodist Church Hall Comments invited on this proposal
				2025			

WARD: STALHAM

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KR1	Parish of Catfield	As polling district	Catfield Village Hall The Street, Catfield	777	98	679	No change
KQ1	Parish of Stalham	As polling district	Stalham Town Hall, High Street, Stalham	2635	319	2316	<p>Due to growing electorate in Stalham propose to operate two polling stations in the town moving forward – either operating both from the current polling station at Stalham Town Hall or from Stalham Town Hall (to serve the town centre and Yarmouth Road areas) and the Stalham Poppy Centre (to serve the areas to the north and west of the town)</p> <p>Comments are invited on the proposals to operate two polling station locations.</p>
NC1	Parish of Sutton	As polling district	Sutton Village Hall,	940	110	830	No change

			New Road, Sutton				
				4352			

WARD: STIBBARD

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UL1	Parish of Fulmodeston	As polling district	Old School Hall Barney Road, Fulmodeston	389	50	339	No change
UY1	Great parish ward of Parish of Ryburgh	As polling district	Great Ryburgh Memorial Hall, 32 Fakenham Road, Great Ryburgh	520	67	453	No change
UR1	Parish of Hindolveston	As polling district	Hindolveston Village Hall, The Street, Hindolveston	419	42	372	No change
UU1	Parish of Kettlestone	As polling district	Kettlestone Village Hall, The Street, Kettlestone	171	23	148	No change
UY2	Little parish ward of Parish of Ryburgh	As polling district	Great Ryburgh Memorial Hall, 32 Fakenham Road, Great Ryburgh	34	10	24	No change
VD4	Parish of Stibbard	As polling district	Stibbard Village Hall, Guist Road, Stibbard	287	31	256	No change
VE4	Parish of	As polling	Swanton Novers	192	31	161	No change

	Swanton Novers	district	Village Hall, St Giles Road, Swanton Novers				
UR2	Parish of Thurning	As polling district	Hindolveston Village Hall, The Street, Hindolveston	63	20	43	No change
VN4	Parish of Wood Norton	As polling district	Wood Norton Village Hall, Stibbard Road, Wood Norton	184	22	164	No change
				2259			

WARD: STODY

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UE4	Parish of Briningham	As polling district	Briningham Village Hall, Dereham Road, Briningham	92	20	72	No change
UF4	Parish of Brinton	As polling district	Sharrington Village Hall, The Street, Sharrington	167	22	145	No change
KU4	Parish of Corpusty and Saxthorpe	As polling district	Corpusty and Saxthorpe Village Hall, Heydon Road, Corpusty	572	44	528	No change
KY4	Parish of Edgefield	As polling district	Edgefield Village Hall, The Green, Edgefield	318	34	284	No change
UW1	Parish of Melton Constable	As polling district	Melton Constable Country Club, Briston Road, Melton Constable	430	56	374	No change
MZ4	Parish of Stody	As polling district	Hunworth & Stody Village Room, King Street, Hunworth	147	31	116	No change
NF4	Parish of Thornage	As polling district	The Vestry, All Saints Church,	165	13	152	No change

			The Street, Thornage				
				1891			

WARD: SUFFIELD PARK

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
Clarification over need for new polling district reference to reflect new ward boundary KW1	Suffield Park parish ward in the Parish of Cromer	As polling district	St Martin`s Hall, Mill Road, Cromer	2132	TBC	TBC	No change of polling station location, but some change of polling venue for some electors due to revised ward boundary
				2132			

WARD: THE RAYNHAMS

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UH4	Parish of Dunton	As polling district	Hempton Memorial Hall, The Green, Hempton	102	9	93	No change
UP4	Parish of Helhoughton	As polling district	Helhoughton Village Hall, The Street, Helhoughton	299	38	261	No change
UQ1	Parish of Hempton	As polling district	Hempton Memorial Hall, The Green, Hempton	432	37	395	No change
UQ2	Parish of Pudding Norton	As polling district	Hempton Memorial Hall, The Green, Hempton	205	23	182	No change
UZ1	Parish of Raynham	As polling district	West Raynham Village Hall, The Street, West Raynham	285	33	252	No change
VF1	Parish of Tattersett	As polling district	Green Park Rural Centre, Chapel Road, Wicken Green	755	90	665	No change

				2078			
--	--	--	--	-------------	--	--	--

WARD: TRUNCH

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
KC4	Parish of Antingham	As polling district	Antingham Village Hall, Antingham	288	40	248	No change
LB1	Parish of Felmingham	As polling district	Felmingham Village Hall, Aylsham Road, Felmingham	471	30	441	No change
LV4	Parish of Knapton	As polling district	Knapton Village Hall, Church Close, Knapton	315	54	261	No change
NA4	Parish of Suffield	As polling district	Suffield Village Hall, Rectory Road, Suffield	109	10	99	No change
ND4	Parish of Swafield	As polling district	Swafield Village Hall, The Street, Swafield	241	34	207	No change
NJ1	Parish of Trunch	As polling district	Trunch Village Hall, Knapton Road, Trunch	769	119	650	No change
				2193			

WARD: WALSINGHAM

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UA4	Parish of Barsham	As polling district	Barsham & Houghton Village Hall, Lime Kiln Lane, East Barsham	205	28	177	No change
VB1	Parish of Great Snoring	As polling district	Great Snoring Social Club, Walsingham Road, Great Snoring	137	17	120	No change
VH2	Parish of Great Walsingham	As polling district	Walsingham Village Hall, Wells Road, Walsingham	276	26	250	No change
VC4	Parish of Little Snoring	As polling district	Little Snoring Community Room, Stevens Road, Little Snoring	482	58	424	No change
VH1	Parish of Little Walsingham	As polling district	Walsingham Village Hall, Wells Road, Walsingham	378	44	334	No change
VA1	Parish of Sculthorpe	As polling district	Sculthorpe Village Hall,	568	71	497	No change

			Moor Lane, Sculthorpe				
				2046			

WARD: WELLS WITH HOLKHAM

Polling District	Consisting of	Polling Place	Current Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
UT4	Parish of Holkham	As polling district	The Victoria Residents Lounge, Park Road, Holkham	178	12	166	No change
VK1	Parish of Wells-next-the-Sea	As polling district	Wells Methodist Church, Theatre Road, Wells	1770	314	1456	Proposed change of polling station venue to The Maltings, Staithe Street, Wells, NR23 1AN, which has better access for people with limited mobility, including limited on-site parking – comments invited on this proposal
				1948			

WARD: WORSTEAD

Polling District	Consisting of	Current Polling Place	Polling Station	Electorate	Number of registered Postal Voters	Number of voters on register to vote in person	Draft proposals
MN1	Parish of Scottow	As polling district	Battle of Britain Memorial Hall, Lamas Road, Badersfield, Scottow	746	74	672	No change
MV4	Parish of Skeyton	As polling district	Skeyton Village Hall, Felmingham Road, Skeyton	188	30	158	No change
NE4	Parish of Swanton Abbott	As polling district	Swanton Abbott Village Hall, The Street, Swanton Abbott	362	44	318	No change
NL4	Parish of Westwick	As polling district	Swanton Abbott Village Hall, The Street, Swanton Abbott	72	5	67	No change
NQ4	Parish of Worstead	As polling district	Queen Elizabeth Hall, Ruin Road, Worstead, North Walsham	767	107	660	No change
				2135			