

Overview & Scrutiny Committee



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Tuesday, 6 November 2018

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN** on **Wednesday, 14 November 2018** at **9.30 am**.

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

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

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

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

Emma Denny
Democratic Services Manager

To: Ms K Ward, Mr S Hester, Mrs S Butikofer, Mrs A Claussen-Reynolds, Ms J English, Ms V Gay, Mr M Knowles, Mr R Reynolds, Mr E Seward, Mr B Smith, Mr N Smith and Mr N LLoyd

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



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

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A G E N D A

1. TO RECEIVE APOLOGIES FOR APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

(Pages 1 - 10)

To approve as a correct record, the minutes of the meeting of the Overview and Scrutiny Committee held on 17th October 2018.

5. ITEMS OF URGENT BUSINESS

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

6. DECLARATIONS OF INTEREST

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

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

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

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

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

The Committee made recommendations to Cabinet in relation to the Annual Action Plan. Cabinet agreed to take the following recommendations into consideration:

10. PUBLIC CONVENIENCE OPENING HOURS

Report to follow.

11. BUDGET MONITORING PERIOD 6

(Pages 11 - 26)

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

Options considered:

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

Recommendations:

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

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

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

System budget monitoring reports
Cabinet Member(s) Cllr Duncan Baker

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

12. MARKET TOWNS INITIATIVE WORKING GROUP

To receive an update from the Chairman of the Market Towns Initiative Working Group on progress to date.

WORK PROGRAMMES

13. THE CABINET WORK PROGRAMME (Pages 27 - 28)

To note the upcoming Cabinet Work Programme.

14. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE (Pages 29 - 34)

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

15. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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

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

OVERVIEW AND SCRUTINY

Minutes of a meeting of the Overview and Scrutiny Committee held on 17 October 2018 in the Council Chamber, North Norfolk District Council, Holt Road, Cromer at 9.30 am.

Members Present:

Committee: Cllr S Hester (Chairman)

Cllr S Bütikofer	Cllr N Lloyd
Cllr A Claussen-Reynolds	Cllr R Reynolds
Cllr J English	Cllr E Seward
Cllr V Gay	Cllr B Smith
Cllr M Knowles	Cllr N Smith (S)

Officers in Attendance: The Head of Finance & Assets, the Head of Economic and Community Development, the Chief Technical Accountant, the Property, Project and Programme Manager, the Policy and Performance Management Officer and the Democratic Services Officer.

Members in Attendance: Cllr J Rest, Cllr N Pearce, Cllr R Price (Portfolio Holder for Property and Asset Commercialisation), Cllr R Shepherd, Cllr B Hannah and Cllr N Dixon (Portfolio Holder for Economic Development).

In Attendance for item 10: Sarah Jones, Assistant Director, Early Help and Prevention, Norfolk County Council, Tim Eyres, Head of Integrated Commissioning, Norfolk County Council, Mr G Aitcheson, Mayor of Fakenham.

51. APOLOGIES

Apologies were received from Cllr K Ward and Cllr A Fitch-Tillett.

52. SUBSTITUTES

Cllr N Smith for Cllr A Fitch-Tillett.

53. PUBLIC QUESTIONS & STATEMENTS

None received.

54. MINUTES

The minutes of the Overview and Scrutiny Committee held on 19 September 2018 were agreed as an accurate record after the following amendment had been identified:

Minute 40, Items of Urgent Business, Further questions from Overview & Scrutiny Members, item 5 should read: "Cllr V Gay said that she had been listening carefully to the previous comments and she now felt that there was an underlying secondary thread to do with *some* costs. She added that she felt the matter needed scrupulous examination".

55. DECLARATIONS OF INTEREST

To be taken, if necessary, at the appropriate item on the Agenda.

56. PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

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

None received.

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

The Overview & Scrutiny Committee made the following recommendation to Cabinet, following consideration of the call-in of Agenda item 15, Cabinet 03 September: 'Egmere Business Zone Project Update'

'To recommend to Cabinet that the business case for the Egmere 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.'

The matter was considered by Cabinet at the meeting on 01 October 2018. Cabinet did not accept the recommendation.

59. TRANSFORMING OUR CHILDREN'S CENTRES - CONSULTATION

A presentation was made by Sarah Jones, Assistant Director, Early Help and Prevention, Norfolk County Council and Tim Eyres, Head of Integrated Commissioning, Norfolk County Council. They explained that Children's Centres were the subject of an 8-week consultation which was now in its 5th week.

Presentation

a) Why change is considered necessary:

- i. Since Children's Centres were started 17 years ago early education had been introduced.
- ii. The Healthy Child Programme had been introduced.
- iii. Funding had changed as had the way that the County Council was funded. At the beginning, central government was funding Children's Centres. That funding was no longer available.
- iv. Norfolk County Council had allocated £5m for Children's Centres. This was a reduction from the current £8.4m but was still a significant amount.
- v. Statutory guidance was that local authorities should provide Children's Centres but there was no specific model for how this should be achieved.

b) History:

- i. The first Children's Centres in Norfolk were opened in 2000. The aim was to support families in areas of greatest deprivation.
- ii. The number of Centres had expanded and there were now 53 across the county. In the last 7 years contracts had been delivered by 12 different providers. This was a complex arrangement and impacted on the way the service was delivered.

c) Aims of the proposed service:

- i. To bring the service out of buildings and into the community for families who needed it most.
- ii. To help community groups and parents offer local activities and support groups.
- iii. To make it easier for families to access information they needed by providing better online and digital services, including a portal providing good quality information.
- iv. To change ways of working to ensure that service delivery was appropriate for today's families.

d) Further comments from Sarah Jones and Tim Eyres:

- i. Working with families in their own homes could be really powerful. Sometimes, however, e.g. in cases of domestic abuse, this was not appropriate.
- ii. There were 53 designated Children's Centres. Each one was different and could be housed in purpose-built premises or libraries, church buildings etc.
- iii. The Centres already delivered outreach.
- iv. There were a lot of gaps in North Norfolk. If wider use was made of community venues such as village halls and GP surgeries it would make the gaps smaller.
- v. Delivery needed to target areas of greatest deprivation which existed across the County. This included rural deprivation.
- vi. Proposed delivery was from seven Early Childhood and Family bases across Norfolk. Holt was suggested for North Norfolk. The consultation asked people to consider if this was the right location for it. It would not mean that users would have to travel to Holt to access it because there would be outreach venues.

e) What would the proposals mean for the existing buildings?

- i. Consultation was ongoing with various organisations about how they might be used. The best outcome would be if a childcare provider took on an existing building and that Children's Centre services could continue to be offered from it. This would also be cost-effective for Norfolk County Council.
- ii. The aim was to spend more on staffing and less on buildings. It was staff, not buildings, which made a difference to families. However, it would be good if all 53 sites had services for children aged 0 – 5. This was also part of the public consultation.

Public drop-in events had been set up, including one for North Norfolk on 23 October at Merchant's Place, Cromer. Local Members were very welcome to attend. To date, the drop-ins had been well attended and families had been represented.

Questions and Discussion by Members

a) Cllr R Reynolds commended the presentation but expressed concern that Fakenham had a large catchment area which had poor public transport provision. He asked that there should be a hub in Fakenham. Other Fakenham Members, Cllr A Claussen-Reynolds and Cllr J Rest were in agreement. The following questions and points were raised by Cllr Rest:

- i. Was Fakenham regarded as an area of deprivation? Sarah and Tim said that it was and that they would expect the service to be delivered there. There could be a debate about designating Fakenham as a base. Identification of bases was influenced by issues such as who owned the site and did it have sufficient space for staff. Cllr A Claussen-Reynolds suggested that Fakenham Connect would be an ideal venue.
- ii. The presentation seemed to suggest that disadvantaged families only lived in areas

- of deprivations. Sarah and Tim agreed that families in need of extra support didn't just live in areas of deprivation. Needs could often be hidden in rural communities. However it was essential to have capacity in high need as well as low need areas.
- iii. There should be targeted, rather than universal, services. Sarah and Tim explained that there would be more emphasis on targeted services, aiming at families who were struggling but not in need of social care because there was a gap in that area at the moment. Investment in centres should be proportionate to need.
- b) Cllr Rest asked how facilities would be provided if centres were closed. In response to a question from Sarah Jones about any other places in Fakenham where families tended to meet, he said that the Children's Centre was the main venue. Cllr R Reynolds agreed and pointed to the large rural catchment area for Fakenham. Sarah said that she would feed these considerations into the consultation. She asked Members from wards that didn't have Children's Centres to consider where families tended to meet. Mr R Reynolds said that this could be hard to quantify.
- c) Cllr E Seward said that, as a Member of Norfolk County Council, he had visited the Children's Centre in North Walsham to gain practical understanding of the work that was done there. Things had moved on since Surestart began but he had been told at North Walsham that the majority of provision was for children aged between 0 – 2 who had been referred by various agencies. The building at North Walsham was used all the time as the majority of work was done in outreach buildings. This had potential for making savings but where would all the play equipment be stored if the service was based in a church hall or library? The North Walsham Building was also used for meetings with vulnerable parents who needed to be seen outside the home. Where else could they go? Cllr Seward also said that if community groups were formed some parents wouldn't be able to afford to pay. Sarah Jones confirmed that officers had been out to look at the North Walsham building but Mr Seward expressed concern that Norfolk County Council Members hadn't been consulted about other facilities that might be available in their wards. Cllr S Bütikofer supported this concern.
- d) Regarding the proposed £5m budget, Cllr N Lloyd asked what the allocation had been previously and what percentage of cut had been made. He also asked how deprivation was quantified. North Walsham was the most populous town in North Norfolk and was likely to have another 1000 homes built under the Local Plan. He requested that this should also be fed in to the consultation. Tim Eyres replied that North Walsham was a high demand area for support but that need existed in all communities. Historically the budget had been £10m. Last year it had been £8.4m. From September 2019 it would be £5m.
- e) Cllr N Smith expressed concern about low basic educational skills exhibited by some young children. Sarah Jones said that this was a good comment and showed the importance of early childhood intervention. Support in the home with early learning helped children achieve milestones.
- f) Cllr S Bütikofer, who was also County Councillor for Holt, told the Committee that a lot of people in her ward were concerned about the impact on the town if it was the venue for the only Children's Centre in North Norfolk. Tim Eyres explained that Holt would be the base and that there would be outreach venues and therefore not a massive increase in people coming into the town.
- g) Cllr Bütikofer also expressed concern about privacy issues regarding weighing babies and occasions when people were talking to families in public places like libraries. Tim Eyres replied that it was recognised that not every village hall, library etc would be suitable but that there was a wide range of quality community spaces. Modern advice on weighing babies was that they should be clothed. The procedure had been happening in libraries for some time and was appreciated by families. Libraries were in support of being used as community spaces.
- h) Regarding digital provision, Cllr Bütikofer pointed out that there were areas in the District that were poorly served for broadband and mobile phone coverage and that this should be taken into account. Tim Eyres emphasised that support would be provided in a variety of ways, not just online.

- i) Cllr Bütikofer said she was also concerned that the proposals involved passing costs from County to District. Tim Eyres believed the emphasis was more on partnership working, sharing costs and opportunities.
- j) Cllr B Hannah, recalling the Youth Service, said that change was inevitable but he sought assurance that there would be sufficient provision and training to provide support for all families who needed it. Tim Eyres said that the premise of spending on services rather than buildings would ensure that money was spent on frontline services. At this stage it couldn't be known for certain how many staff there would be but they wouldn't be able to do everything, so it would be necessary for local groups to be trained to take on some tasks. Sarah Jones added that training had also been raised as a need by other organisations who had been consulted and would be included in the response.
- k) Cllr N Pearce commented that problems could arise if, because of pressure of work, staff were unable to keep an appointment with a family at their home.
- l) Cllr J Rest reminded Members that Children's Centre services were for all families, not just those with specific needs.
- m) Mr G Aitcheson, Mayor of Fakenham, was invited to speak. He asked if the amount of money that might be saved on buildings had been quantified and if it would be spent on staffing. He suggested approaching town and parish councils about suitable buildings. Sarah Jones replied that budgets and needs had been assessed to ensure that investment was made in frontline staff rather than buildings, overheads and the 12 different management fees. An audit of assets was currently taking place. Tim Eyres explained that the team was keen to engage with town and parish councils and were following up to ensure that they had all received the relevant information.
- n) Cllr R Price, who was also a Member of Norfolk County Council, said that it was important to realise that the proposed changes were to improve delivery. The aim was to provide the best service for families.

The Chairman, thanking Sarah Jones and Tim Eyres, said that it was good that Members had discussed the proposals so robustly. He urged Members to respond to the consultation and to encourage their constituents to do the same.

At the suggestion of Cllr S Bütikofer it was proposed by Cllr E Seward, seconded by Cllr R Reynolds and

RESOLVED

To recommend to Norfolk County Council to review if effective support can be delivered from one building per District; and if it would be more cost-effective to have more hubs.

60. MEDIUM TERM FINANCIAL STRATEGY

The report, which had been brought to the Committee for pre-scrutiny, presented 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.

- a) The financial position for 2019/20 was currently showing a deficit of c£319k with ongoing funding gaps year on year reaching c£2.1m in 2022/23. The MTFS identified the key themes and priorities for the Council in seeking to reduce the forecast budget gap.
- b) There were a number of uncertainties regarding future funding and expenditure. These included:
 - i. The National Pay Review
 - ii. The impact of Brexit
 - iii. Low interest rates
 - iv. Settlement funding

- v. New Homes bonus
 - vi. Revenue Support Grant
 - vii. Business Rates Retention
 - viii. Local factors, e.g. income from car parks, which the Council could not control.
- c) The Strategy included a number of work schemes that had been ongoing for some time:
- i. Property Investment and Asset Commercialisation
 - ii. Digital Transformation
 - iii. Shared Services, collaboration and selling services
 - iv. Growing Business Rates and NHB
 - v. Council Tax – this continued to be a strong theme. Last year’s increase had not generated much income for NNDC.
 - vi. Continuous review of new appointments.
- d) Projections took into account the known pressures on the budget.
- e) A deficit of £319,000 was forecast instead of a much larger amount which had been forecast before some uncertainties had been clarified.
- f) £84,000 savings from Phase 2 of Digital Transformation had been introduced.
- g) The option of borrowing had been postponed for a year but there was still work to be done to achieve a balanced budget.
- h) Fair funding: grants worth £850,000 would be lost. The Chief Technical Accountant had done significant work on this using a model provided by Pixel. It was a fair assessment, although the figure was expected to change.
- i) The worst case scenario would be to consider using reserves but it was preferable to increase income.
- j) The deficit in 4 years’ time was forecast to be £2m.

The Head of Finance & Assets said that more work would be done on the MTFs in February. At the end of October there would be individual Group sessions for Members to discuss efficiency savings. Support would be provided by the relevant officers from the Finance Team and Democratic Services. Members were encouraged to attend.

The Finance Team had aimed to make the MTFs document more accessible this year and Members’ feedback would be welcomed. The Head of Finance & Assets would provide a full breakdown of reserves for the final report to Full Council.

Members’ Questions and Discussion

- a) Cllr V Gay said it was an extremely good report, although she had missed some of the reserves analysis. She told the Committee that she had been a Member of the Council Tax Support Working Party. She expressed concern that consideration was being given to increasing the contribution of those on the Local Council Tax Support Scheme to 5%. The Head of Finance & Assets explained that 33% of the population of North Norfolk was over 65. This would impact on working families if the scheme was changed. Members of the Council Tax Support Working Party had believed the Scheme should be frozen so as not to further disadvantage families and impact on staff. The 5% reduction was included in the report because it had been discussed but it was not a course of action which the Head of Finance & Assets would recommend.
- b) Cllr N Lloyd commended the report. He asked where the savings regarding Digital Transformation had been made and said that he hadn’t received a written response to a previous question.
- c) Cllr Lloyd asked a question why the report forecast that the Waste Contract would cost an extra £700,000 per year. The Head of Finance & Assets explained that the figure was based on the contract extension and adjustment back up to the market level. At this stage it was not possible to know the outcome of the joint procurement.

- d) Cllr E Seward thanked the Head of Finance & Assets for written responses to advance questions. He asked if he was correct to assume that there would be no return from Second Homes Council Tax from April 2019 and that NNDC would not be making any grant applications to Norfolk County Council. The Head of Finance & Assets replied that we hadn't lost the opportunity yet but it was unlikely that we'd get Second Homes Council Tax back.
- e) Cllr Seward asked if the forecast of an increase in fees and charges meant that car park charges would be increased. The Head of Finance & Assets said there were no plans to make an increase, although there was potential to discuss season tickets. Some charges were set by statute and some by central government. However, beach huts had the potential to generate additional income.
- f) Responding to a question from Cllr S Hester, the Head of Finance & Assets said that the Waste Management Procurement involved an open contract for which the current contractor could tender. The market was very interested and it was expected that 5 – 8 providers would tender.
- g) Cllr J Rest expressed disappointment that the authority had employed Gleeds but hadn't done anything with their recommendations. The Head of Finance & Assets explained that the focus had been on the Grove Lane, Holt, proposal because it was a positive outcome and would generate a good revenue return. The Highfield Road, Fakenham, site had been considered by Cabinet and the decision taken to surface it as a car park. The proposal to build a hotel at Cadogan Road, Cromer, had caused significant local opposition and the Council had not been able to support it, although valuable lessons had been learned about engagement with the public. Beach Road, Wells, had presented challenges in reaching an agreement with the community despite the Council's aspirations. Cllr V Gay asked if the schemes had originated from Gleeds or officers. The Head of Finance & Assets said that it had been a combination of both. Beach Road and Grove Lane had long been subjects for discussion, but Cadogan Road originated directly from Gleeds.

RESOLVED

To commend the report to Cabinet.

61. BEACH HUT AND CHALET REVIEW

An updated report was provided for Members.

The report was introduced by the Chairman of the Beach Huts and Chalets Task & Finish Group, Cllr M Knowles. It was the culmination of 6 months intensive but enjoyable work which, he hoped, filled the Committee's remit. The review had been very comprehensive and offered practical and achievable solutions for the future. Cllr Knowles commended the Property, Project and Programme Manager for her tireless and knowledgeable support.

The Head of Economic and Community Development said it had been a pleasure to work with Members. The review had first arisen from Full Council and had looked at locations as well as fees and charges. Online booking had already been introduced along with easier methods for returning keys. The other recommendations would be taken forward.

The Chairman thanked Members and Officers for all their work.

Questions and Discussion by Members

- a) Cllr J Rest commended the report as very informative and well-written.
- b) Cllr R Reynolds said that it was an excellent report. It demonstrated the importance of marketing and that it should be taken forward in other projects.

- c) Cllr B Smith thanked the Property, Project and Programme Manager for her hard work and knowledgeability. Members had learned a lot and thoroughly enjoyed the work.
- d) Cllr S Bütikofer said that it was an excellent report but that she had concerns about possible provision of beach huts at East Runton and Weybourne. Provision at East Runton would require engagement with the parish council and provision at Weybourne would exacerbate the problem of no public toilets.
- e) Cllr R Price, Portfolio Holder for Property and Asset Commercialisation, said that the report had opened his eyes to the fact that only 60% occupation was achieved in the summer months. The recommendations should improve this. He would like to investigate the cost of providing a toilet at Weybourne, possibly using a tank, which might be funded from beach hut revenue. He welcomed the report and thanked everyone for their hard work. Cllr M Knowles explained that Weybourne had been included as a potential bigger project, and as part of the Deep History Trail. Cllr Bütikofer agreed that the project could work at Weybourne as part of the Deep History Trail.
- f) The Head of Economic and Community Development explained that the updated version of the report included paragraphs 2.2 and 2.3 which demonstrated that the Council didn't just provide chalets for economic reasons but to provide amenities to local people and visitors. Innovative ways should be found to fund asset improvements, e.g. beach huts and toilets, liaising with communities.
- g) Cllr M Knowles said that, although it was a 5 year strategy, it would be pertinent for the Overview and Scrutiny Committee to review it annually.
- h) Cllr A Claussen-Reynolds reminded the Committee that she had originally asked about not charging for electricity at some of the chalets. The Head of Economic and Community Development said that not many chalets had electricity provided. The review sought to take a more market-related view of charging, depending on the standard of the chalet and its location. Electricity would be a significant improvement to a lot of chalets and would improve the offer.
- i) Cllr Claussen-Reynolds commended the use of beach baskets – strandkorb - which were widely used in seaside towns in Schleswig-Holstein.
- j) Cllr V Gay supported the idea of beach hut provision at Cart Gap. It would be good for coastal walkers. She also welcomed the ideas of beach huts being a year-round pleasure and provision of riverside chalets. The Head of Economic and Community Development said that Cart Gap presented an opportunity because there was a good cafe, car parking and use by walkers. In general, chalets were available for let at low rents in the winter months, but were shuttered. It would be necessary to devise a way for the hirer to take down the shutters.
- k) Cllr N Pearce said it was amazing how many ideas had arisen from the work of the Beach Huts and Chalets Task & Finish Group. He hoped they would all be realised.

RESOLVED

- 1. To recommend to Cabinet to delegate to the Head of Economic & Community Development, in consultation with the Head of Finance and Asset Management and the portfolio holder for Leisure, Culture, Health and Customer Services, to implement the changes detailed in this report.**
- 2. That the Overview and Scrutiny Committee reviews the Beach Hut and Chalet Strategy annually.**

62. MANAGING PERFORMANCE Q1 2018 – 19

In the absence of the Leader, the report was introduced by Cllr R Price. He informed the Committee that an excellent start had been made in the first quarter with all actions on

track and highlighted the performance of the Economic Development Team and a huge increase in digital transactions.

Questions and Discussion by Members

- a) Work with Norfolk Waste Partnership to promote behaviour change for domestic waste where appropriate for North Norfolk: the Head of Environmental Health would be asked to provide a written response to a question from Cllr S Bütikofer regarding the NWP Comms Officer vacancy.
- b) Speed of processing change in circumstances for housing benefit and council tax support claims: Cllr Bütikofer asked that provision be made so that there were no delays in future years.
- c) Business plan for provision of solar panels on the Council Offices: Cllr N Lloyd urged that this should be expedited in order to reduce bills. The Head of Finance & Assets said he had talked to a provider and would be bringing a report to the Committee.
- d) Community Sports Hub: Cllr Lloyd expressed concern that outreach facilities were not mentioned. The Head of Economic and Community Development explained that the Leisure and Locality Services Manager was working with satellite clubs. The challenge was to make the improvements within the budget for the whole project. A report would be brought to Full Council for Members' consideration.
- e) Percentage of responses to fly-tipping and other pollution complaints: Cllr Lloyd observed that specific examples would be helpful for Members.
- f) Household recycling: Cllr Lloyd was concerned that there wasn't a target. The Chairman asked for it to be fed back to officers that the Committee would prefer to see figures. The Policy and Performance Management Officer asked Members to consider what figures they would like to see.
- g) Long term empty homes: Cllr Lloyd expressed concern that the situation had worsened.
- h) In response to a question from Cllr M Knowles, the Head of Economic and Community Development explained that the number of visitors to the District came from a provider who analysed data from various sources and used a robust calculation system with the same formula every year to ensure consistency. It was encouraging that more visitors were coming to Norfolk than to Cornwall.
- i) Number of businesses engaged via events: Cllr S Bütikofer expressed concern about lowering targets because they weren't being met and questioned why further large launch marketing events were not anticipated for 2018/19. The Head of Economic and Community Development said it was because the Council's business engagement consultants had changed their methodology and that the item about networking events had been provided for information only.

RESOLVED

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

63. MARKET TOWNS INITIATIVE WORKING GROUP

The Group was due to meet on 05 November 2018 at 10.00 pm to consider the sifting process.

RESOLVED

To note the update

64. THE CABINET WORK PROGRAMME

The Democratic Services Officer would circulate the report and invite any questions from Members.

RESOLVED

To note the Cabinet Work Programme

65. OVERVIEW AND SCRUTINY WORK PROGRAMME AND UPDATE

The Democratic Services Officer provided an update on the Overview and Scrutiny Work Programme. The Head of Finance & Assets would be bringing a report on Toilet Opening Hours to the Committee in November. This had arisen from a resolution made by the Committee in September 2018: **“Minute 44, Public Convenience Strategy: RESOLVED that urgent priority is given to the toilets in West Runton and Cart Gap being kept open during the forthcoming winter period”**.

In addition Members had, at the current meeting (Minute 61) resolved to review the Beach Hut and Chalet Strategy on an annual basis.

RESOLVED

- 1. To add Toilet Opening Hours to the Work Programme for November, subject to further information being sought from Officers.**
- 2. To review the Beach Hut and Chalet Strategy annually.**

The meeting ended at 12.40 pm

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

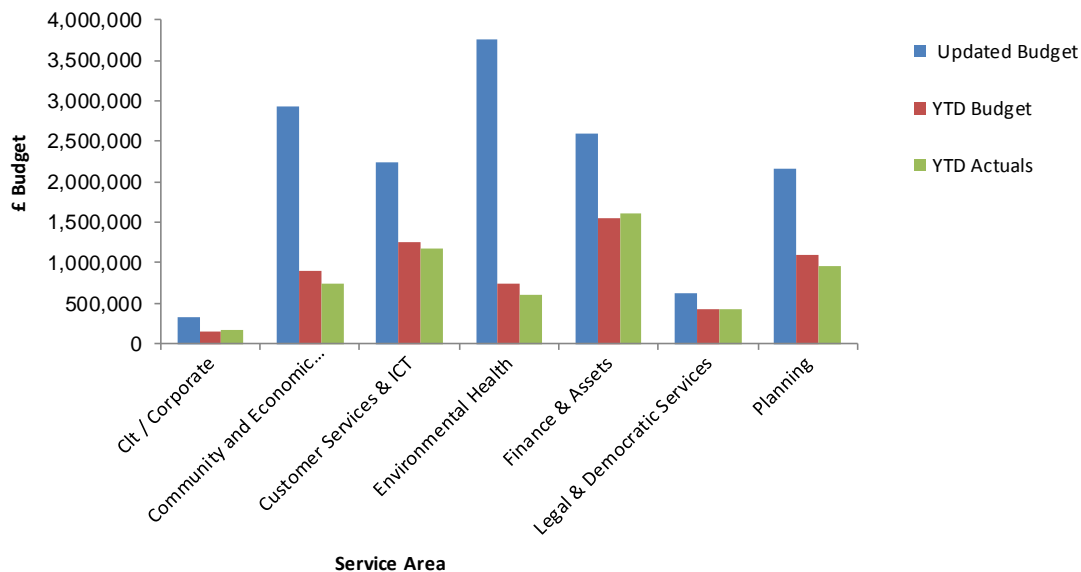
This report compares the actual expenditure and income position at the end of September (period 6) 2018 to the Updated budget for 2018/19. The Original Base Budget as agreed by Full Council in February 2018 has been updated by approved budget virements.

- 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.

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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)

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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	

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North Norfolk District Council
Cabinet Work Programme
For the Period 01 October to 31 Dec 2018

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	Status / additional comments
October 29th					
Cabinet	29 Oct 2018	Budget Monitoring P6	Wyndham Northam	Duncan Ellis Head of Finance & Assets 01263 516330	
Scrutiny	14 Nov 2018				
Cabinet	29 Oct 2018	MRF Contract	Hilary Cox	Nick Baker Corporate Director 01263 516221	
Cabinet	29 Oct 2018	Advice & Information Contract Extension	Becky Palmer	Nicola Turner Housing Strategy and Community Manager 01263 516222	 <i>affects all wards</i>
Scrutiny	17 Oct 2018	Children's Centres consultation	Becky Palmer	Steve Blatch Corporate Director	
Cabinet	29 Oct 2018				
Cabinet	29 Oct 2018	Business rates pilot	Duncan Baker	Duncan Ellis Head of Finance & Assets 01263 516330	For info only
December					
Cabinet	03 Dec 2018	MTI grant awards	John Lee	Rob Young Head of Economic & Community Development 01263 516162	<i>Recommendation from MTI Working Group</i>



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

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

North Norfolk District Council
Cabinet Work Programme
For the Period 01 October to 31 Dec 2018

Cabinet	03 Dec 2018	Managing Performance Q2	John Lee	Helen Thomas Policy & Performance Management Officer 01263 516214	
Scrutiny	12 Dec 2018				
Cabinet	03 Dec 2018	Community Sports Hub award of contract	Becky Palmer	Nick Baker Corporate Director 01263 516221	
Scrutiny	17 Oct 2018	Medium Term Financial Strategy	Wyndham Northam/Duncan Baker	Duncan Ellis Head of Finance & Assets 01263 516330	
Cabinet	03 Dec 2018				
Cabinet	03 Dec 2018	Half Yearly Treasury Update	Wyndham Northam/Duncan Baker	Duncan Ellis Head of Finance & Assets 01263 516330	



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

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

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018/2019
Annual Work Programme

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
November				
Scrutiny	Recycling Rapid review	Scott Martin/Hillary Cox	To provide an in depth review of NNDC's current recycling strategy	(date to be confirmed)
Scrutiny	Market Towns Initiative Working Group	Sarah Butikofer Emma Duncan	To keep the Committee updated on the progress of the Task and Finish group	
Scrutiny	Budget Monitoring P6	Duncan Baker Duncan Ellis		
Scrutiny	Public Convenience Opening Hours	Duncan Ellis/Richard Price	Report on public convenience opening hours to be provided	Requested by the Committee
December				
Scrutiny	Crime and Disorder Update from Superintendent/PCC report on online scams	Matt Stembrowicz	To provide an update to the Committee on policing/crime and disorder in the district	Annual - (place early/first in agenda)
Scrutiny	Managing Performance Q2	John Lee/Helen Thomas		
Scrutiny	Treasury Management Half-Yearly Report	Duncan Baker Duncan Ellis		
Scrutiny	Housing Rapid Review – scoping Session	Matt Stembrowicz		

Scrutiny	Communications Team – update on Corporate Branding Project	Louise Cowell / Ed Foss	To inform and update the committee on the branding project, including an assessment of the impact on the Communications Team of undertaking this work, such as the resources required to implement this project and the impact on overall service delivery and performance	Requested by the Committee
January 2019				
October 2019				
	Review of Beach Hut and Chalet Strategy	Cllr Mike Knowles/Rob Young		Annual review requested by the Committee



Outcomes and Actions Norfolk Health Overview and Scrutiny Committee (NHOSC) 18 October 2018

Agenda Item Number	Report Title	Outcomes and Actions	Action By Whom
6.	Access to palliative and end of life care	<p><i>Norfolk and Waveney (N&W) STP Ambitions for Palliative and End of Life Care Delivery Plan 2017 – 2020</i> to be circulated to Member of NHOSC by December 2018.</p> <p>The gap analysis for what needs to be done in Norfolk and Waveney to meet the requirements of the <i>Ambitions for Palliative and End of Life Care: a national framework for local action 2017-2020</i> to be circulated to Members</p> <p>The Norfolk and Waveney STP representatives to provide written answers to any questions in Section 4 of the covering report that were not asked and answered during the meeting.</p> <p>Arrangements to be made for Members of NHOSC to visit existing services to get a better understanding of the issues, including hospices, hospice at home, and other services providing end of life care.</p> <p>NHOSC agreed to revisit the subject at a future meeting when Members have received the gap analysis against the national framework and the N&W STP Delivery Plan, and when Great Yarmouth</p>	<p>Melanie Craig / Pam Fenner / Becky Cooper</p> <p>Melanie Craig / Pam Fenner / Becky Cooper</p> <p>Melanie Craig / Pam Fenner / Becky Cooper</p> <p>Maureen Orr / Becky Cooper</p> <p>Maureen Orr</p>

		<p>and Waveney CCGs' procurement of NHS community service (including end of life care) is complete. Issues for that meeting would include (not exclusively):-</p> <ul style="list-style-type: none"> • Night time service • Consistency of services • Advocacy for families • Choice of place of care <p>Input to be sought from Norwich Consolidated Charities.</p> <p>The Chief Officer, Great Yarmouth & Waveney CCG undertook to meet or speak with Mr R May, a member of the public who addressed the committee, regarding specific issues which had affected his wife's care.</p>	
7.	Forward work programme	<p>Agreed to add the following items to the forward work programme:-</p> <p><u>17 Jan 2019</u></p> <ul style="list-style-type: none"> • The Queen Elizabeth Hospital NHS Foundation Trust – action in response to Care Quality Commission report. • Norfolk and Suffolk NHS Foundation Trust – action in response to the Care Quality Commission report <p><u>28 Feb 2019</u></p> <ul style="list-style-type: none"> • Children's Speech and Language Therapy - to follow up on the action plan from the independent review of the central and west Norfolk service and to address with issues raised during Members visit with the SENSational Families Group <p>Notes from the Members visit with SENSational Families Group at Harford Community Centre on 20 September 2018 to be circulated to Members of NHOSC.</p> <p><u>11 Apr 2019</u></p>	Maureen Orr

		<ul style="list-style-type: none">• Access to NHS dentistry in Norfolk – follow up to the report to NHOSC on 24 May 2018 on access in West Norfolk, and examination of the situation in the rest of Norfolk.	
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Copied to:-
Chairman of NHOSC
District Council Members of NHOSC
Member Support Officer – Ashleigh Hodge
CCG engagement contacts (x5)
Health and Wellbeing Board support officer – Linda Bainton
Healthwatch Norfolk – Judith Bell

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