

Council

Agenda

Members of the Council

Mrs J Leggett (Chairman)	Mrs K A Vincent (Vice Chairman)
Mr A D Adams	Miss T E Lodge
Mrs C H Bannock	Mr I J Mackie
Mr D Buck	Mr Andrew M Mallett
Mr P H Carrick	Mrs T M Mancini-Boyle
Ms S J Catchpole	Mr I N Moncur
Mr S M Clancy	Mr G K Nurden
Mrs J K Copplestone	Mr F O'Neill
Mr S Dunn	Mr G Peck
Mr J J Emsell	Mr A J Proctor
Mr G Everett	Mr V Ray-Mortlock
Mr J F Fisher	Mr S Riley
Mr R R Foulger	Mrs B H Rix
Mr R F Grady	Mr D Roper
Mrs S C Gurney	Mr N C Shaw
Mr C Harrison	Mr M D Snowling MBE
Mr D G Harrison	Mr V B Tapp
Mr L H Hemsall	Mr S A Vincent
Miss J R Keeler	Mr D C Ward
Mr R J Knowles	Mr J M Ward
Mr B S Kular	Mr F Whymark
Mr T W Landamore	Mr D B Willmott
Miss S Lawn	Mr S D Woodbridge
Mr K G Leggett MBE	

Date

Thursday 21 February 2019

Time

7.00pm

Place

Council Chamber

Thorpe Lodge
 1 Yarmouth Road
 Thorpe St Andrew
 Norwich

Contact

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 Council
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Group meetings:

Conservative Group	Trafford Room (6.00pm)
Liberal Democrat Group	John Mack Room (6.00pm)

13 February 2019

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

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|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1 | Norfolk Constabulary – Presentation / Question /Answer session hosted by Insp. Rob Wicks | |
| 2 | To receive declarations of interest under Procedural Rule no 8 | |
| 3 | Apologies for absence | |
| 4 | <u>Minutes</u>

To consider the Minutes of the meeting held on 10 January 2019 | 7 – 15 |
| 5 | Matters Arising (if any) | |
| 6 | Announcements

To receive announcements from

(1) <u>The Chairman</u>
(2) The Vice Chairman
(3) The Leader
(4) Members of the Cabinet
(5) Head of Paid Service | 16 |
| 7 | Questions from the public

To consider any questions received from members of the public in accordance with Procedural Rule 10. | |
| 8 | Public Speaking

To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only) | |
| 9 | Overview and Scrutiny Committee

To receive the non-exempt Minutes of the meetings held on

(1) <u>8 January 2019</u>
(2) <u>29 January 2019</u>
(3) <u>5 February 2019</u> | 17 – 24
25 – 30
31 – 40 |

10 Cabinet

- | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| (1) | To receive the Minutes of the meeting held on 15 January 2019 | 41 – 49 |
| | <i>The following items require consideration by Council:</i> | |
| | Minute no: 82 - Budget and Medium Term Financial Plan 2019-24 | |
| | [To be dealt with at item 11 below] | 42 |
| | Minute no: 83 - Joint Five Year Infrastructure Investment Plan 2019-24 | |
| | to agree the Greater Norwich Joint Five Year Investment Plan and 2019/20 Annual Growth Programme and that the cash reserve be | 44 |
| | reallocated into the Infrastructure Investment Fund to support the | |
| | delivery of previously agreed annual growth programmes and | 50 – 74 |
| | support the establishment of a new cash reserve to be forward | |
| | planned in future versions of this Plan | |
| (2) | To receive the Decisions of the meeting held on 12 February 2019 | 75 – 77 |
| | [The Minutes of the meeting will follow] | 150 – 159 |
| | <i>The following items will require consideration by Council:</i> | |
| | <i>Item no: 4 - Matters Arising – Budget and Medium Term Financial Plan 2019 – 24</i> | |
| | to agree the amended Medium Term Financial Plan | |
| | [To be dealt with at item 11 below] | |
| | Item no: 9 – Senior Management Recruitment and Appointment Arrangements | 75 |
| | Consideration of this recommendation will take place at the extra | |
| | ordinary Council meeting on 28 February 2019 | |
| | [A copy of the report to Cabinet is attached for information] | 78 – 88 |
| | Item no:10 - Changes to Council Tax Empty Homes Premium To | 75 – 76 |
| | consider the recommendations from Cabinet regarding the | |
| | addition to the Policy – a copy of the addition is attached | 89 – 90 |

11 Revised Medium Term Financial Plan 2019 – 2024 and Council Tax Resolution 2019/20

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| (1) | To consider a report of the Head of Finance and Revenue Services together with the budget recommendations from the Cabinet meetings on 15 January 2019 – Minute 82 (page 43) refers and updated at the meeting on 12 February 2019 | 91 – 118 |
| | (amended Medium Term Financial Plan (page 93) and appendices relating to Cabinet recommendations (pages 102 – 118) attached) | |

- (2) [To consider a report from the Head of Finance & Revenue Services on the Council Tax Resolution for 2019/20](#) **119 – 127**

Note: In accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be taken on all matters relating to the budget and council tax setting.

12 [Licensing and Regulatory Committee](#) **128 - 131**

To receive the Minutes of the meeting held on 16 January 2019

The following item requires consideration by Council:

Minute no 37 - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

to agree to:

- (1) delegate authority to the Head of Housing and Environmental Services to appoint authorised inspectors under the Animal Welfare Act 2006;
- (2) delegate authority to the Head of Housing and Environmental Services to consider appeals against Star Ratings;
- (3) authorise the Head of Democratic Services and Monitoring Officer to make the consequential amendments to the Constitution.

13 **Planning Committee**

To receive the Decisions from the meetings held on

- | | |
|---------------------------------------------|------------------|
| (1) <u>19 December 2018</u> | 132 |
| (2) <u>9 January 2019</u> | 133 - 134 |
| (3) <u>23 January 2019</u> | 135 |
| (4) <u>6 February 2019</u> | 136 |

14 [Audit Committee](#) **137 - 143**

To receive the Minutes of the meeting held on 10 January 2018

15 [Cycle of Meetings 2019/2020](#) **144 – 148**

To consider the cycle of meetings for 2019/2020

16 **Questions from Members**

To consider questions from Members received in accordance with Procedural Rule 12.4.

17 Motions

To consider any motions received in accordance with Procedural Rule 13.

18 Changes to Committees/Outside Organisation Appointments

To consider any changes proposed by the respective Group Leaders

**T Holden
Managing Director**

Minutes of a meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 10 January 2019** at **7.00pm** when there were present:

Mrs J Leggett – Chairman

Mr A D Adams	Mrs S C Gurney	Mr A J Proctor
Mrs C H Bannock	Mr C Harrison	Mr V Ray-Mortlock
Mr D Buck	Mr D G Harrison	Mrs B H Rix
Ms S J Catchpole	Mr R J Knowles	Mr D Roper
Mr S M Clancy	Mr K G Leggett MBE	Mr N C Shaw
Mrs J K Copplestone	Mr I J Mackie	Mr M D Snowling MBE
Mr S Dunn	Mrs T M Mancini-Boyle	Mrs K A Vincent
Mr J J Emsell	Mr I N Moncur	Mr S A Vincent
Mr J F Fisher	Mr G K Nurden	Mr D C Ward
Mr R R Foulger	Mr S Riley	Mr J M Ward
Mr R F Grady	Mr G Peck	Mr F Whymark

Also in attendance were the Managing Director, the Deputy Chief Executive, the Head of Finance and Revenue Services, the Head of Democratic Services & Monitoring Officer and the Committee Officer (DM).

Members of the public, Council officers and the press also attended the meeting.

83 GEOFFREY GALE

Members stood for a minute's silence in tribute to Mr Geoffrey Gale, Broadland District Councillor for Aylsham Ward from 1995 to 2003.

84 LEEWAY – PRESENTATION

The Chairman welcomed to the meeting, Mandy Proctor - Chief Executive Officer and Emma Nurse, Business & Central Services Manager, from Leeway, the Chairman's chosen charity.

Established in 1974, Leeway was a specialist domestic abuse charity working in Norfolk and Suffolk to support adults, children and young people. Leeway held a number of accreditations and was one of three founding members of Women's Aid, the National organisation supporting and resourcing the UK network of over 500 domestic abuse services.

One in three women and one in five men experienced domestic abuse in their lifetime and over 700 children were affected every year. Two people were killed every week by a current or former partner and every year Norfolk Constabulary received around 15,000 domestic abuse related calls which

equated to an average of 44 calls per day, compared to an average of two burglary related calls per day.

With regard to current services, last year Leeway supported 11,590 people, including 389 from Broadland, either by telephone advice/support, advocacy, residential support (7 emergency refuges operated across Norfolk accommodating up to 52 women and 74 children) or by way of male victim support. Services included a Women's Outreach Community Service, the Power to Change Programme and the Children and Young People's Outreach Services.

Proposals for new services included Project Safety Net+, a multi-lingual practical and emotional support service for adults from migrant communities and Project Anchor, providing practical and emotional support for adults with complex needs across Norfolk.

In response to questions, Mandy Proctor confirmed that Leeway was already working in partnership with many Early Help Hubs and with a range of other partners. With regard to funding, Leeway had originally started its work with a budget of £40, today it was operating with a budget of £1.6m. Reference was made to the lack of coordination of the plethora of activity associated with domestic abuse support in some parts of the Country and Mandy Proctor confirmed that in Norfolk they were fortunate that the work was well coordinated. One area of concern however remained in relation to the lack of perpetrator provision which was a common gap in the service across the Country.

85 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member/Officer	Minute No & Heading	Nature of Interest
The Head of Democratic Services and Monitoring Officer (on behalf of all staff present)	97 Senior Management Structure	Personal interest on behalf of all staff present as potentially affected by the proposals
The Head of Democratic Services and Monitoring Officer	95 Broadland Growth Limited	Non pecuniary, local choice interest as Company Secretary of Broadland Growth

86 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P H Carrick, Mr G Everett, Mrs L H Hemsall, Miss S Lawn, Mr V B Tapp and Mr Willmott.

87 MINUTES

The Minutes of the meeting held on 1 November 2018 were confirmed as a correct record and signed by the Chairman.

88 ANNOUNCEMENTS

The Chairman welcomed Mr T Holden to his first Council meeting as the Managing Director of Broadland and South Norfolk Councils.

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting. The Chairman thanked all staff involved in the Community at Heart Awards event and the Broadland Remembers exhibition; both events had been very successful. Displays from the Broadland Remembers exhibition were now displayed at Thorpe Lodge.

The Vice-Chairman drew attention to the Stars of Norfolk event which she had attended and that it had been a very humbling and heart-warming celebration of the extra ordinary efforts of local people.

The Portfolio Holder for Housing and Wellbeing (Mr Foulger) reported that May this year would see the 175th anniversary of the establishment of the railway line between Norwich and Gt Yarmouth and a number of celebratory events were being planning possibly including one at Brundall station.

The Managing Director stated that he was delighted to now be part of the Team and that the “two Councils, one team” theme was being embraced by staff across the two authorities together with a real push to deliver the economic growth and the £8m savings. He stated that he was supporting RED January, a MIND initiative encouraging people to support their mental health by doing something active every single day. He had recently attended a “working together” session with Norfolk Chief Executives where there was a strong ongoing desire to continue to work together to deliver the aspirations across the County.

89 QUESTIONS FROM THE PUBLIC

It was noted that there had been no questions received from the public.

90 PUBLIC SPEAKING

The following representation was made:

Ms B Tye – Branch Secretary, Yare Valley UNISON Branch – Unison

Response to New Management Structure Proposals.

Ms Tye stated that Unison had released a statement about the Management Structure which she hoped all Members had had the opportunity to read and that she wished to pick up on a couple of issues which she was not sure had been fully addressed. The feasibility report issued in July 2018 identified a cost of £70k to support the immediate transition period which included the cost of utilising the decision making accountability tool (DMA). The DMA approach was an organisational design tool which established the number of layers of management that an organisation needed, and the units within it, to achieve its purposed most effectively, and the decision rights that managers in different layers required to be empowered. There was no reference to this tool in the report and the question remained as to whether it was intended to use the tool and, if not, what would happen to the costs allocated to this. There were still concerns amongst staff that the proposals were being pushed through too quickly and Unison was unsure as to why the report on the Management Structure had not gone through the process of consideration by the newly formed Joint Scrutiny Committee and respective Cabinet meetings. A very constructive meeting had been held between Unison and the Managing Director and it was understood that the restructuring formula would form the blue print to be applied to all restructuring throughout the two authorities and any decisions taken regarding the senior management team restructuring needed to be able to be replicated at any level through the two councils. This allowed for a fully transparent and accountable process which Unison was keen to ensure was in place. Unison would continue to work with the Managing Director and at this time they were confident he was listening to their views and responding to concerns raised.

91 OVERVIEW AND SCRUTINY COMMITTEE

The Minutes of the meetings held on 6 November, 13 November and 11 December 2018 were received.

92 CABINET REPORTS

The Minutes of the meetings held on 20 November and 18 December 2018 were received.

20 November 2018

Minute no: 64 – Council Tax Reduction Scheme 2019/20

The Portfolio Holder for Finance (Mrs Mancini-Boyle) invited Members to support the recommendation from Cabinet. There was no real change to the current scheme with the exception of an administrative amendment.

RESOLVED:

to approve the proposed amendment to the scheme and that the scheme be updated – a copy of the amendment being attached at appendix 1 to the signed copy of these Minutes.

Minute no: 65 – Footway Lighting on New Developments

The Portfolio Holder for Environmental Excellence (Mr Fisher) invited Members to support the recommendation from Cabinet.

RESOLVED

to agree to not take on the management and maintenance of any new lighting in the five parishes which the Council currently acts as the Lighting Authority.

93 LICENSING AND REGULATORY COMMITTEE

The Minutes of the meetings held on 14 November and 12 December 2018 were received. The Chairman of the Committee commented that it was likely one of the drivers would be appealing the decision of the Committee.

94 PLANNING COMMITTEE

The Decisions from the meetings held on 24 October and 28 November 2018 were received.

95 BROADLAND GROWTH LTD

The Leader invited Council to appoint Trevor Holden to replace Phil Kirby as a Director of Broadland Growth.

RESOLVED:

to appoint Trevor Holden to replace Phil Kirby as a Director of Broadland Growth.

96 APPOINTMENT OF ELECTORAL REGISTRATION OFFICER / RETURNING OFFICER

The report sought to appoint a new Electoral Registration Officer (ERO), Deputy ERO and Returning Officer (RO) and to authorise the necessary amendment to the Constitution. In response to a question, the Managing

Director confirmed that, it was his intention, as Returning Officer for both authorities, to work with the empowered deputies and to be present at both. He hoped that in relation to future elections, for example the PARO elections, these would not be geographically based and he could satisfy the role more efficiently with the potential for a single count venue.

RESOLVED

to

- (1) appoint Trevor Holden as the Electoral Registration Officer and Returning Officer for Broadland District Council from 10 January 2019;
- (2) appoint Linda Mockford and Martin Thrower as the Deputy Electoral Registration Officers;
- (3) authorise the Head of Democratic Services and Monitoring Officer to make the consequential changes to the Constitution;
- (4) endorse the proposed arrangements for the May 2019 elections.

97 SENIOR MANAGEMENT STRUCTURE

Council considered the report seeking approval for the Senior Management Staffing structure for Broadland District Council and South Norfolk District Council that would facilitate a single paid service, the process for appointing to the Chief Officer and Deputy Chief Officer roles and the required constitutional changes. The proposed structure had been designed to meet expectations arising from the feasibility report in July 2018. The Leader reported that, following the appointment of the Joint Managing Director, one of the key elements for him to take forward had been the development of a senior management structure which would enable both Councils to deliver on the aspirations contained in the report and be best placed to build capacity and resilience in the organisation and the way services were delivered. The structure was affordable and did not exceed existing budgets; indeed potential savings had been identified. The report illustrated how some of the savings highlighted in the feasibility report could be achieved but these were dependent on the detailed business cases being developed. With regard to the recommendations, the Leader advised Members that he wished to propose an amendment to recommendation 2 as follows:

“To defer consideration of the arrangements for the recruitment process and appointment of Chief Officers and Deputy Chief Officers to enable these matters to be discussed by the Joint Lead Members Group, the Joint Scrutiny Committee and Cabinet with recommendations being presented to the Council meeting on 21 February 2019”.

In response to a question, the Leader confirmed that the amended proposal would allow for due process and for consideration of the report by the Overview and Scrutiny Committee as part of usual scrutiny of Cabinet reports. The Head of Democratic Services and Monitoring Officer added that consideration needed to be given to the option for consideration of the report by the Joint Scrutiny Committee set up to consider collaboration matters, in addition to the Overview and Scrutiny Committee and Cabinet.

Members welcomed the amendment and the opportunity for the restructuring to be subject to due process which would include provision for scrutiny of the matter prior to consideration by Cabinet and ultimately Council, as was the current practice. This would also help alleviate concerns about the matter being rushed.

Mindful of the importance of the new structure and the need for Members to be sure it was the right structure and that due process had been allowed for and would continue to be allowed for as the work progressed, reassurance was sought on the process for the consultation and clarity on next steps. The Leader confirmed that a two-week consultation period would take place with any changes arising from the consultation being delegated to the Managing Director in consultation with the Leaders. He would accordingly be in a position to ensure the Council was satisfied with the proposals. The amendment would ensure due process was in place for the proposals to be subject to the normal scrutiny process. The Leader confirmed he was satisfied that the process was back on track and where it should be and was moving forward with a view to meeting the timeframe set out albeit this was currently a month behind. The key was openness and transparency with two sovereign councils coming together supported by one team and we were now in a good place for this to happen under the guidance of the Managing Director.

The Managing Director welcomed the Leader's amendment to the report and clarity on the role of the Joint Leader Members Group. He agreed that the key aim was for an open and transparent process and for scrutiny of the proposals.

In response to a request for reassurance that the consultation would be meaningful and not just a process of informing consultees, the Managing Director assured Members this was the case as had already been alluded to by Unison who were fully engaged in open and transparent dialogue about the proposals with options to make changes. The consultation would be real and meaningful and involve the people concerned. Feedback from the consultation would be available to Members together with any changes put forward and if these had been incorporated or not.

A concern was expressed that the new draft structure had been presented to Council only a week after the Managing Director had taken up his role and there appeared to have been limited opportunity for regard to the extensive

service efficiency reviews already undertaken at Broadland over recent years. The Managing Director advised that work on options for the structure had been ongoing since the recruitment process in October 2018. The draft structure had been prepared in consultation with the two previous Chief Executives to capture their knowledge and experience of each organisation and inform the process. Regarding the savings, the overall potential savings in the feasibility study of around £8.5m formed a notional line in medium-term financial plan to ensure there was a driver for behaviours and a measure against which to mark progress. The actual savings achieved in any given year would be part of the budget setting process for the year. The driver for the delivery of savings was not the primary driver for the restructuring and it would be a false economy to reduce the capacity of the senior management team whilst delivering savings through the organisation. In years to come, as collaboration progressed, the proposed structure could be revisited on the basis of the consolidation process.

Members then voted on the proposed amendment to recommendation 2 and it was

RESOLVED to support the amendment to recommendation 2 as set out above.

It was then further

RESOLVED

to

- (1) approve the proposed pre-consultation senior management structure, attached at appendix 2 to the signed copy of these Minutes, with any changes, as a result of formal consultation, delegated to the Managing Director in consultation with the Leaders;
- (2) defer consideration of the arrangements for the recruitment process and appointment of Chief Officers and Deputy Chief Officers to enable these matters to be discussed by the Joint Lead Members Group, the Joint Scrutiny Committee and Cabinet with recommendations being presented to the Council meeting on 21 February 2019;
- (3) approve the terms of reference for the Joint Statutory Officer Hearing Committee and Joint Statutory Officer Appeals Committee and approve that meetings of the Committees be included as an approved duty in line with the Members' Allowances Scheme;

- (4) authorise the Monitoring Officer to make the consequential changes to the Constitution necessary for the Council to appoint to the senior management structure.

98 SPROWSTON TOWN COUNCIL – REDISTRIBUTION OF TOWN COUNCILLORS

Council considered a report requesting the District Council consider the allocation of council membership in Sprowston with a view to redistributing the number of town councillors more equally in its wards.

RESOLVED

to

- (1) agree, in principle, the redistribution of town councillors in Sprowston Town Council by deducting one councillor from the South East ward and increasing the number in the North East, by one;
- (2) delegate powers to the Returning Officer, in consultation with the Leader, to complete the review after the consultation period and implement the new arrangements for the 2019 elections.

99 QUESTIONS FROM MEMBERS

It was noted that there had been no questions received from Members.

100 MOTIONS

Mr Adams advised Council that he wished to withdraw his motion as set out in the agenda.

101 CHANGES TO COMMITTEES AND OUTSIDE ORGANISATION APPOINTMENTS

Members were advised of the following change:

Mrs Rix to replace Mr Roper on the Environmental Excellence Panel.

The meeting closed at 7:55pm

CIVIC ENGAGEMENTS

Date	Event	Attended by
January 2019		
11 th	Launch of the Broadland Council Blue Plaque Scheme at Hayman Lodge in Old Catton	Chairman & Vice-Chairman
20 th	Lee'd the Way Charity Park Run at Catton Park in aid of Leeway	Chairman
28 th	Holocaust Memorial Day Service hosted by the Lord Mayor of Norwich at St Peter Mancroft Church in Norwich	Vice-Chairman

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, **Tuesday 8 January 2019 at 10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole
Mr J J Emsell

Mr G Everett
Mr R F Grady
Mr G K Nurden
Mr V Ray-Mortlock
Mr S Riley

Mr V B Tapp
Mrs K A Vincent
Mr D C Ward

Also in attendance were the Managing Director, Head of Democratic Services and Monitoring Officer, Head of Planning, Head of Finance and Revenue Services, Head of Economic Development, Economic Development Manager, Corporate Finance Manager, Economic Development (Partnerships & Growth) Manager, Economic Development Project Officer and the Committee Officer (JO).

Mr Andrew Barnes and Mr Ian Kinghorn, of the Bure Valley Railway Ltd, were in attendance for item 88 – Public Speaking

86 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Everett	93 – Bid to the Community Infrastructure Fund from Drayton Parish Council	Local Choice Non-pecuniary interest as Chairman of Drayton Parish Council

87 MINUTES

The Minutes of the meeting held on 11 December 2018 were confirmed as a correct record and signed by the Chairman.

Minute No. 79 – Budget Questions

In response to a suggestion that the Council should build its own housing stock, the Head of Finance and Revenue Services confirmed that the Council owned two properties for temporary accommodation purposes in Sprowston. However, it was not proposed to establish a large stock of housing, as it would necessitate opening a Housing Revenue Account, which would require a significant resource to manage. She suggested that the best means for the Council to generate affordable housing was through its joint venture company, Broadland Growth Ltd.

The Managing Director added that building through a joint venture company also allowed the Council to build homes outside of the confines of the Right to Buy scheme.

Minute No. 80 – Council Performance Broadland Business Plan

The Committee had requested that the Head of Planning be in attendance to answer some queries that Members had in respect of the Planning Objectives in the Broadland Business Plan.

The Head of Planning confirmed that an Expression of Interest for £57m to the Housing Infrastructure Fund had progressed to the final appraisal stage and an outcome should be known by the end of March 2019. The majority of this funding would be used as a catalyst for the development of the eastern element of Beeston Park. A bid for £10m to Homes England was being made by the developer for infrastructure in the western part of the site.

Other infrastructure in the Growth Triangle, such as a medical centre in Rackheath, could be delivered using alternative sources of funding even if the Housing Infrastructure Fund bid was delayed, as there was a commitment for 500-700 homes in the area.

Minute No. 82 – NEWS Joint Venture Company – Update Report

A Member advised the Committee that he had not yet received the most recent set of submitted accounts of NEWS. He had asked the Environmental Protection Manager (Special Projects) to follow this up with the Operations Manager at NEWS.

88 PUBLIC SPEAKING

Mr Ian Kinghorn informed the meeting that he was very disappointed and frustrated to learn that the Council had decided to review its decision to sell the freehold of the Bure Valley Railway to the company. Bure Valley Railway Ltd was a very significant local business and employer in the district. It had invested heavily in the business and now had three locomotives, 26 employees and operated year round. The company had a sustainable business model and wanted to grow further, as it had a significant capacity to increase in size. However, it needed the certainty of freehold ownership of the railway in order to take this forward.

Mr Andrew Barnes advised Members that the Company made a very significant contribution to charitable events and causes both locally and further afield. It also supported Broadland and Norfolk County Highways in maintaining the path and infrastructure alongside the railway. He had made a considerable personal investment into the company and he needed the

certainty of ownership, if he was to invest in it further.

CABINET REPORTS

89 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

90 DISPOSAL OF COUNCIL OWNED LAND

The report presented options for the disposal of the Bure Valley Railway and path. These were: to retain the asset; sell the asset to Bure Valley Railway Ltd or to enter into a partnership arrangement with Norfolk County Council.

Members considered this matter at length and heard the cases made for and against each option including the varying costs, the money already spent on buying the asset by Bure Valley Railway Ltd, as well as supporting important green infrastructure in the district.

RECOMMENDED TO CABINET

Option (3)

To *explore entering into* a Partnership Agreement with Norfolk County Council.

The Press and public were then readmitted to the meeting

91 BUDGET AND MEDIUM TERM FINANCIAL PLAN 2019–24

The report presented a detailed summary of Broadland's draft 2019/20 Budget for net revenue and capital expenditure, as well as a schedule of proposed fees and charges for the year.

The Government's Financial Settlement for 2019/20 had been announced on 13 December 2018, with a final settlement to be confirmed in early February 2019.

Anticipated growth for 2019/20 was £718,000. The Medium Term Financial Plan (MTFP) also included an average uplift in salary costs in respect of inflation and performance related pay of two percent. Predicted savings of £350,000 through collaboration with South Norfolk Council were not included in the base budget calculations.

However, a contribution to the collaboration cost reserve of £87,000 for 2019/20 was factored into the MTFP.

The additional Business Rates being retained, as a result of the Council taking part in a pilot study, was not factored into the MTFP, although a Business Rates levy surplus distribution of £43,000 from the national pot was included.

New Homes Bonus legacy payments would continue to be paid, but any new payments after 2020 would be dependent on the Spending Review in 2019

Special Expenses for street lighting were still included in the MTFP, although discussions were still being held as to a way forward. Any changes would be reflected in future iterations of the MTFP.

The Business Rates Collection Fund remained in deficit as a result of previous year's appeals provisions. The predicted deficit for 2019/20 was £500,000. There was a lot of uncertainty over Business Rates appeals, as there were legal challenges going through the courts, which if successful could be subject to backdating.

Members were advised that the majority of the budget should remain unchanged, but as the final settlement was still not known any changes that arose would be brought back to Cabinet in February 2019.

Appendix B set out the budget by Portfolio and Appendix C showed all budget items in greater detail. Appendix D listed the fees and charges levied by the Council. These had risen by inflation, as the Council was only allowed to recover its costs for the services that it provided.

Appendix E showed the proposed capital programme for the next three financial years. The draw on the General Fund to finance the capital programme had been minimised as much as possible.

The Disabled Facilities Grant was funded by Government through the Better Care Fund and it was assumed that this would be around £850,000 in 2019/20.

The Head of Finance and Revenue Services advised the meeting that, in her opinion, the budget would remain on target and would not be overspent, but

would require careful monitoring.

A Member suggested that the Council needed to identify alternative sources of income, to put itself into a more sustainable position. However, another Member commended the prudent budget and suggested that it would be better to wait until the uncertainty of Brexit was resolved, before seeking alternative income streams.

The Head of Finance and Revenue Services informed the meeting that whether the Council received single year or multi-year settlements in future could be dependent on the outcome of Brexit. Multi-year settlements could allow the Council the flexibility to look at other sources of income.

Currently the only business case being put forward for savings from collaboration was the new management structure, but there were a number other projects in the Feasibility Study that could be brought forward in the future.

RECOMMENDED TO CABINET

Option 1 (1, 2, 3, 4, 5)

to approve and to recommend to Council:

- (1) Amendments to be included in the Budget for 2019/20 – which will be brought back to February Cabinet (Appendix C);
- (2) Proposed changes in discretionary fees and charges (Appendix D);
- (3) The capital programme for 2019/20 to 2021/22 (Appendix E);
- (4) The provisional Band D Council Tax level for 2019/20 from the options given in Appendix A;
- (5) General Reserves draw for 2019 to 2024 (Paragraph 5.2 of this report).

92 JOINT FIVE YEAR INFRASTRUCTURE INVESTMENT PLAN 2019–20

The report presented the Draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2019-24 and the Greater Norwich Joint Five Year Investment Plan 2019-20 for agreement.

The projects identified within the 5YIIP for 2019/20, were considered to be a priority for delivery to assist in achieving the growth ambitions, as set out in the Joint Core Strategy and the Greater Norwich City Deal.

Income received from the Community Infrastructure Levy (CIL) was less than had been forecast since 2014, due to the introduction of additional CIL exceptions by the Government and lower than expected growth. Therefore, in order to safeguard existing commitments it had been agreed to temporarily suspend the inclusion of any new projects in future five year Investment Plans. Urgent items, however, would be considered and reviewed independently to assess their inclusion.

In response to a query, it was confirmed that Norwich City Council had decided to adopt a CIL exceptions policy for sites that were struggling with viability. This was an issue for a number of urban sites, which had more expensive development costs than more rural areas. There was no intention to adopt a similar policy in either Broadland or South Norfolk.

The Head of Planning also confirmed that the St Faiths to airport transport link was on hold as Broadland Northway had led to a reduction in traffic along Fifers Lane, which had undermined the requirement for an additional access point to the airport at this stage.

RECOMMENDED TO CABINET

Options (1 and 2)

that Cabinet recommend that Council:

- (1) Agrees the Greater Norwich Joint Five Year Investment Plan and 2019/20 Annual Growth Programme; and,
- (2) Agrees that the cash reserve should be reallocated into the Infrastructure Investment Fund to support the delivery of previously agreed annual growth programmes, and support the establishment of a new cash reserve to be forward planned in future versions of this Plan.

93 BID TO THE COMMUNITY INFRASTRUCTURE FUND FROM DRAYTON PARISH COUNCIL

The report presented a bid from Drayton Parish Council to borrow £75,000 from the Community Infrastructure Fund (CIF).

The Council provided a £400,000 borrowing facility for parish and town councils to draw down the cost of delivering local infrastructure projects with the knowledge that it would be underwritten by future CIL receipts.

The Parish Council wanted the loan to enhance the play equipment on the Florence Carter Memorial Playing Field in the village centre, including fencing; a small contribution to a community venue to renew their kitchen and to

replace Parish Council noticeboards in the village. Any remaining funds would be used to improve facilities at the King George V Playing Field.

It was considered that the projects / costs listed in the bid complied with the CIF criteria, and therefore the bid could be justified. Moreover, the level of growth in Drayton meant that the money would be more than adequately underwritten by local CIL receipts.

It was therefore recommended that the loan be approved and that work commence to draft a legal agreement which (a) set the interest rate at a percentage equivalent to base rate, (b) required all CIL receipts received by the Parish Council to be repaid to Broadland District Council until the loan and any interest was paid in full and (c) in the event that the anticipated local CIL receipts were not forthcoming the agreement would set a backstop date of five years for the loan and interest to be repaid in full, unless an extension of time was agreed by this Council acting reasonably.

RECOMMENDED TO CABINET

Option (1)

to agree to a loan from the Community Infrastructure Fund to Drayton Parish Council for £75,000.

94 NORFOLK STRATEGIC INFRASTRUCTURE DELIVERY PLAN

The Council had been invited to formally endorse the Norfolk Strategic Infrastructure Delivery Plan (NSIDP), which had been produced under the auspices of all Norfolk councils and identified the key strategic infrastructure projects required to deliver economic growth in Norfolk. The Delivery Plan would help to co-ordinate implementation, prioritise activity and respond to any funding opportunities.

Broadland Council Planning and Economic Development Officers had been involved in the production of the document and informed the content of it.

The projects set out within the NSIDP accorded with the ambitions of the Norfolk and Suffolk Economic Strategy, the Joint Core Strategy, the Broadland Growth Triangle AAP, the Site Allocations DPD, the Greater Norwich Infrastructure Plan and the Norfolk Strategic Planning Framework. The NSIDP, therefore, incorporated the strategic priorities that were relevant to Broadland.

RECOMMENDED TO CABINET

Option (1)

To endorse the Norfolk Strategic Infrastructure Delivery Plan.

95 NORWICH WESTERN LINK OPTIONS CONSULTATION RESPONSE

The report set out a suggested response from the Council to the consultation on four shortlisted Norwich Western Link (NWL) route options, proposed by the County Council.

The development of a NWL, to connect the new Broadland Northway from the A1067 to the A47 west of Norwich, was one of Norfolk County Council's top infrastructure priorities and it was currently aiming to start construction in 2022.

The four shortlisted road options were three new dual carriageway roads and a single carriageway upgrade of the B1535. The majority of the new roads would be built at or near ground level, but viaduct-style bridges over river flood plains were included in some options. All routes included improvements to the A1067 Fakenham Road

The options also took account of Highways England's plans to dual the section on the A47 between North Tuddenham and Easton. A Norwich Western Link would need to join the dualled A47 at one of its proposed junctions.

The options had been carefully considered by the Economic Success Panel who had indicated that option D was their preferred route, with option C as a suitable alternative.

A Member noted that the response to option D stated that it had the closest junction to Broadland Northway, but in fact had the same junction as option C.

It was also requested that the comment be strengthened in respect of the impact on listed buildings for Option D.

RECOMMENDED TO CABINET

Option (1)

To agree to submit the proposed response to the Norwich Western Link consultation, as amended.

The meeting closed at 12.20 pm

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 29 January 2019** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole

Mr J J Emsell
Mr G Everett
Mr R F Grady
Mr F O'Neill

Mr V Ray-Mortlock
Mr S Riley
Mr D C Ward

Mrs T Mancini-Boyle also attended the meeting for its duration.

Also in attendance were the Managing Director, Head of Democratic Services and Monitoring Officer, Head of Finance and Revenue Services, Interim Head of Housing and Environmental Services, Health, Housing and Partnership Officer, Interim Revenues and Benefits Manager and the Committee Officer (JO).

96 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Ms Catchpole	103 – Call in of Action Authorised by a Portfolio Holder	Local Choice Non-Pecuniary – volunteer at Citizens Advice

97 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Tapp and Mrs Vincent.

98 MINUTES

The Minutes of the meeting held on 8 January 2019 were confirmed as a correct record and signed by the Chairman.

Minute No. 87 – Minutes – NEWS Joint Venture Company – Update Report

Members were advised that the NEWS accounts had been published in December 2018. The accounts showed a shortfall for the year of £500,000, which took the overall deficit of the company to £800,000.

99 HEALTHWATCH NORFOLK

The officer from Healthwatch Norfolk who was scheduled to give the Committee a presentation on its activities in the district was unavailable due to sickness. This item was, therefore, deferred until a later meeting.

100 HEALTH AND WELLBEING UPDATE

The report provided an update on activity between June and December 2018 relating to increasing the levels of health and wellbeing of residents in the District.

Key areas included:

- Work between South Norfolk and Broadland on local initiatives to improve opportunities for social mobility for residents across both districts.
- The Norfolk Joint Health and Wellbeing Strategy had been agreed and signed by partners, including Broadland District Council.
- The Warm and Healthy Homes initiative was being led by Broadland District Council. The scheme included installing central heating systems to fuel poor households, promoting how to stay well in winter as well as providing energy and money saving advice.
- The Norwich and Broadland Social Prescribing service began in July 2018. 196 referrals had been received from across Norwich and Broadland. The three main referral reasons were benefits advice, debts and budgeting and isolation and inclusion.
- Broadland made a financial contribution to the Mental Health Advice Team based at the Police Call Centre in Wymondham. The Team consisted of a Mental Health Team Leader and five Mental Health Nurses, with experience in working with Autism, Asperger's, self-neglect and hoarding, drugs and alcohol.
- Norwich Emergency Avoidance Team aimed to treat Norwich CCG residents suffering health problems in their own home, avoiding admission to unplanned respite care or to hospital. In December 84.2 percent of all referrals made to NEAT were still at home seven days later.
- Officers from Broadland and South Norfolk were working on a joint Safeguarding Procedure and Reporting Process for both Councils.
- The Council undertook a number of measures to improve local air quality

and monitoring was carried out at 21 sites in the District. There would also be a Clean Air Day on 20 June across Norfolk and focused actively on Broadland and South Norfolk. The Government's Clean Air Strategy 2019 also aimed to work with farmers to reduce ammonia emissions caused by the storage and spreading of manures and slurries and from the application of inorganic fertilisers.

Members were advised that the Pollution Control Officer could attend a future meeting of the Committee to advise further on measures being undertaken in the district.

In response to a request it was confirmed that more information about diabetes would be featured in future updates. Although Members were asked to note that the Council already carried out activities such as the Sugarsmart initiative, Broadly Active and Why Weight, which sought to reduce some of the causes of the disease. A Member suggested that dentistry should also be featured in the update.

In answer to a question, the meeting was informed that the Council was working with housing and NHS to establish a single and sustainable discharge model and to extend the District Direct offer to include discharge from mental health. The Handyperson + scheme also helped residents live independently in their own homes.

Members noted that the County Council were closing the majority of their Children's Centres, but that Broadland continue to provide a valuable service with Tots2Teens and through the Help Hub.

RESOLVED

to note the content of the report.

101 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE UPDATE

The Committee's Member representative on the Norfolk Health Overview and Scrutiny Committee advised the meeting that he would be submitting a report on his visit to the Priscilla Bacon End of Life Care Centre in due course.

The Chairman advised Members that at its meeting on 17 January 2019, the Norfolk Health Overview and Scrutiny Committee had received reports on the Queen Elizabeth Hospital and the Norfolk and Suffolk Foundation Trust, both of which had delivered disappointing levels of service.

A Member requested that the Committee receive an update on the level of increase in demand on the Eating Disorder Service and the preventative measures being put in place to address it.

102 THE ROLE OF SCRUTINY

The Managing Director confirmed his absolute support for scrutiny, which was essential for good policy and practice at the Council. He noted that scrutiny was about driving improvement, holding external organisations to account, as well as taking on a place shaping role. He also emphasised that Members must be very clear in the questions they were asking and what they sought to achieve by their investigations, if they were to deliver realistic and robust outcomes.

Members endorsed the Managing Director's views, but emphasised that the Committee must have officer support to achieve these aims. They advised him that the Overview and Scrutiny Research Officer, who had left her post in May 2018, had not been replaced due to uncertainty about collaboration. Now that he was in place they requested that this be addressed. In response, the Managing Director confirmed that he would ensure that the Committee received the appropriate level of support it needed from within the resources of the Council. He emphasised that Members also had a role in doing scrutiny research, if they were to be able to make solid recommendations from an informed point of view. He added that the Committee could expect his full support under his tenure at the Council.

The Managing Director confirmed that he would come back to Members in respect of the Overview and Scrutiny Research Officer after the senior management arrangements were in place.

103 CALL IN OF ACTION AUTHORISED BY A PORTFOLIO HOLDER

The Head of Finance and Revenue Services advised Members that the Committee had called in the Portfolio Holder decision to extend the current Enforcement Agent contract for a further two years. The call in had also requested that the Council sign up to the Citizens Advice Council Tax Protocol. However, this was outside of the scope of the decision, which covered the work of the Enforcement Agent on cases which had been to court. The Protocol was wide ranging and covered how the Council dealt with recovery action for non-payment generally. To sign up to the Protocol would require a significant amount of work, which could not be achieved in the timescale for agreeing the extension to the contract.

Members were advised that since new regulations were introduced in 2013, complaints about Enforcement Agents had reduced significantly and there had been no complaints to the Council in the current financial year. A Member did note, however, that some vulnerable residents might not feel enabled to complain formally and some less formal means of complaining might be more appropriate. She added that she was concerned about those who could not find a way to pay, not those who would not pay and that the introduction of Universal Credit had led increasingly to hardship.

Around 40 percent of debtors paid their debt following office based contact from the Enforcement Agent last year.

The Enforcement Agent contract stipulated that it must adhere to the Council's Code of Practice for dealing with vulnerable persons and the Enforcement Agent could contact officers directly if they visited a case of serious concern. The Enforcement Agent also had meetings with officers to explain their processes, particularly around vulnerable cases.

Council Debt Advisors liaised with the Enforcement Agent on individual cases and it was not unusual for arrangements on individual accounts to be set up to assist debtors.

In 2017/18, 893 cases were referred to the Enforcement Agents totalling £534,000. £245,000 has been paid so far with 169 cases in active payment arrangements.

A Member informed the meeting that she was a volunteer with Citizens Advice and was well aware of the hardship residents could suffer and suggested that the Protocol could be a means of mitigating this.

In response to a query it was confirmed that the Council determined each individual case before it was referred to the Enforcement Agent, to assess if the debtor was vulnerable.

The Portfolio Holder for Finance informed the Committee that she was confident in the procedures of the Council and its Enforcement Agent and had no hesitation in signing the extension to the contract. She also reminded Members of the responsibility that Broadland had to Council Tax payers to collect it from all residents that were liable to do so.

The Head of Finance and Revenue Services confirmed that she would forward a copy of the Council's Code of Practice to the Committee and that a report on adopting the Citizens Advice Protocol could be brought to the Committee later in the year.

RESOLVED

to uphold the Finance Portfolio Holder's decision to extend the current contract for a further two years.

104 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

It was agreed that the following items would be considered at the 2 April 2019 meeting:

- Citizens Advice Council Tax Protocol
- Healthwatch Norfolk

The items below would go forward for the 2019/20 Work Programme item in April, where they would be worked up in more detail:

- Water: Supply, Management and Climate Change
- GP Provision in the district
- Traffic flow in adjoining areas following the opening of Broadland Northway
- Future Infrastructure Provision in Broadland
- Broadband and mobile phone coverage in the District

The meeting closed at 11.27 am

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 5 February 2019** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole

Mr J J Emsell
Mr G Everett
Mr R F Grady
Mr G K Nurden

Mr V Ray-Mortlock
Mr S Riley
Mr M Snowling
Mrs K A Vincent

Miss Keeler also attended the meeting for its duration.

Also in attendance were the Managing Director, Head of Democratic Services and Monitoring Officer, Corporate Finance Manager, Interim Revenues and Benefits Manager, Environmental Protection Manager (Special Projects), Senior Community Planning Officer, Housing, Health and Partnership Officer and the Committee Officer (JO).

105 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services and Monitoring Officer	108 – Senior Management Recruitment and Appointment Arrangements	Personal interest on behalf of senior officers present who were affected by the recruitment and appointment arrangements

106 APOLOGIES FOR ABSENCE

Apologies for absence Mr Tapp and Mr D Ward.

107 MINUTES

The Minutes of the meeting held on 29 January 2019 were confirmed and signed by the Chairman as a correct record, save for the following amendment:

The time for the closure of the meeting was changed from 11.27pm to 11.27am.

Minute no: 104 – Overview and Scrutiny Committee Work Programme

The following additional item was added to the 2019/20 Work Programme:

- Collaboration: the views of the respective Leaders and Managing Director on how they envisaged shared services would develop over the next five years.

CABINET REPORTS

108 SENIOR MANAGEMENT RECRUITMENT AND APPOINTMENT ARRANGEMENTS

The report provided greater detail on the proposed process for selection and appointment to the Senior Management staffing structure.

In response to a query the Managing Director advised Members that the initial ring fencing of posts would not apply to interim appointments.

In reply to a query about the diversity of the Appointment Panel, the Committee was advised that the membership of the Panel was a matter for Members to decide. The most important aspect about the Panel would be ensuring that its membership was consistent in order to be fair to all candidates.

Members were also informed that the proposal to delegate to the Managing Director authority to appoint on an interim basis in the event that any external appointments were required after all internal senior staff and wider internal staff groups were complete, was a contingency arrangement to address an operational matter.

The Managing Director emphasised that the new management structure had been signed-off by Council and the recommendation to be made by Members today was about the recruitment and appointment process. He considered that it was only fair to the affected staff that this be done as quickly as possible, as their posts had been effectively at risk since the Feasibility Study began. It was also important that the process be completed before the District Elections in May 2019.

In answer to a question from the Chairman about the most immediate collaboration challenge, the Managing Director confirmed that the 45/55 costs / savings split between the Councils and what that meant when it was applied was the first major issue that he would be seeking to address. Another major issue was merging staff, the colocation of teams and the resource, function and people in them. This would be developed once the Senior Management Team was in place. He added that he had held very open, transparent and constructive discussions with UNISON and staff representatives on this issue.

The Managing Director added that there were fewer differences between Broadland and South Norfolk than had previously been suggested. Staff at both Councils wanted to do the best job they could and were delivering a high quality service to their residents. Some staff might decide they did not wish to work in a merged officer team but Members were reminded that they had voted to collaborate and an inevitable result of that decision was that things would change at both Councils.

A Member suggested that he objected to the speed of the recruitment and appointment process. However, other Members considered that the process should be progressed as soon as possible and that a more long-term view should be taken about collaboration.

The Committee confirmed a preference for option 1 for the Deputy Chief Officer appointments. This was the same as for the Chief Officer (Director) roles ie a Member Panel with the Managing Director having a formal role and vote only if the Panel votes were tied. The Panel would be composed of four Members from each Council with the same political balance as used for the Joint Appointment Panel that recruited the Managing Director. The Panel would also have a representative from the external recruitment provider to advise on HR procedure and the results from the Strengths Based Assessment, but would not have a vote.

RECOMMENDED TO CABINET

Options (1, 2, 3 and 4)

- (1) note the recruitment process and associated timeline for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure; and
- (2) **recommend to Council** the proposed Panel format as set out in paragraph 4.11 of the report for the Member Appointments Panel of Chief Officer roles; and
- (3) to **recommend to Council** option 1 for the Appointments Panel of Deputy Chief Officer roles; and
- (4) to **recommend to Council** that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

109 CHANGES TO COUNCIL TAX EMPTY HOMES PREMIUM

The report explained that new legislation had been introduced to allow the Council to increase Council Tax premiums for long term empty properties with effect from April 2019.

From April 2019 the Council could charge an additional 100 percent Council Tax bill on a dwelling empty between two and five years. From April 2020 this could be increased to 200 percent for homes empty between five and ten years and from 2021 it could charge an additional 300 percent on properties empty for more than ten years.

Currently there were 100 properties in the District that had been empty over two years. This had come down from 175 properties in 2013, when the initial 50 percent increase had been introduced. It was anticipated that the new increases would drive down the number of long term empty properties further.

A number of exemptions applied, for example where the owner had gone into residential care or was deceased. The Council could also offer assistance in accessing grants to improve dwellings, so they could be let or sold.

It was estimated that the increases could generate approximately £72,000 in 2019/20.

The proposed policy mirrored the one being proposed in South Norfolk, which would allow officers to take maximum advantage of administering a single policy approach across both authorities. The other Norfolk billing authorities were also likely to recommend that the premium charges should be increased in full.

Members were also requested to consider amending the Discretionary Relief Policy to allow consideration of a discretionary reduction for those cases where a property was generally for sale or to let.

In answer to a query, the Committee was advised that shops and offices paid 100 percent Business Rates after being empty for three months and industrial units paid full Business Rates after being empty for six months.

RECOMMENDED TO CABINET

Options (1, a i, ii, iii and 2)

- (1) In accordance with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 Cabinet has the following options to **recommend to Council**:

- (a) that the Long Term Empty Property Premium (currently set at 50%) is:
 - (i) Increased to 100% from 1 April 2019 for those properties that are vacant for two years and over; and
 - (ii) Increased to 200% from 1 April 2020 for those properties which are vacant for 5 years and over; and
 - (iii) Increased to 300% from 1 April 2021 for those properties which are vacant for 10 years and over; and
- (2) to **recommend to Council** that the Discretionary Relief Policy be amended by inserting the wording at Appendix 2.

110 FINANCIAL MONITORING TO 31 DECEMBER 2018

The report summarised the financial position of the Council as at 31 December 2018.

At the end of 2018 the Council had a total Capital Budget of £2,575,142 and expenditure and commitments of £1,879,816. This equated to 73 percent of the total budget being spend or committed. 88.3 percent of the Revenue budget had been spent by the same date.

The draw on the General Fund Reserve at year end should be lower than the budgeted draw of £149,000. Discussions were held quarterly with budget holders and so far £220,000 of in year savings had been identified. A new IT module was to be introduced shortly that could allow monthly budget assessments to be made.

The Council's General Fund Reserves began the year at £14.26m. The level of unspent revenue budgets carried forward to be spent in the following year was £1,185,400 in April 2011; this was reduced to £331,000 in April 2018, due to a greater awareness of the need for financial efficiency.

The Vice-Chairman noted that the Council's General Fund Reserves had been maintained for a significant number of years, despite being drawn upon each year, due to efficiencies and savings that had been made.

RECOMMENDED TO CABINET

Option (1)

to note the report.

111 UPDATE TO STATEMENT OF COMMUNITY INVOLVEMENT

The report proposed the addition of a Planning Support Document to the Council's Statement of Community Involvement (SCI), setting out the support that the Council could offer to communities undertaking a Neighbourhood Plan, as required by the Neighbourhood Planning Act 2017.

Broadland currently offered a range of support to communities in the district that were developing Neighbourhood Plans, as set out on the Council's website under Neighbourhood Planning Guidance. The attachment of the Planning Support Document into the SCI would formalise the support offered to communities undertaking neighbourhood planning in the district, as well as clarifying the areas of Neighbourhood Plan activity that Council officers should not be leading on.

RECOMMENDED TO CABINET

Option (1)

to agree to the incorporation of the proposed 'Broadland District Council Neighbourhood Planning Support' Statement within the Council's current Statement of Community Involvement.

112 BROADLAND BUSINESS PLAN 2019-23

The report summarised the outcomes of a number of resident/stakeholder engagement activities, which had been used to inform the development of the Council's next Business Plan.

The three strands of activity had been:

- (1) A series of one to one meetings between the Chief Executive and Leader and 16 of the Council's major private and public sector stakeholders.
- (2) Two workshops with a further 23 stakeholders from across the business, voluntary and public sectors.
- (3) An online residents' questionnaire, publicised through the December 2018 edition of *Broadland News* and through the Council's social media.

From the feedback received a revised Council vision, together with updated Ambitions and Objectives was proposed in the Appendix to the report. If approved officers would draft additional narrative and measures in support of

the Business Plan which would be presented for final approval to the Council in March 2019.

Members commended the very positive report. It was suggested that Members should also be given the opportunity to contribute to the Business Plan following the District Elections in May 2019.

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) to note the outcomes from the recent resident and stakeholder engagement activities; and
- (2) approve, without amendment, the proposed vision, ambitions and objectives of the Council for inclusion in the Broadland Business Plan 2019-23.

113 PUBLIC SECTOR EQUALITY DUTY ANNUAL UPDATE

The report presented the Council's Public Sector Equality Duty Annual Report as required under the Equality Act 2010.

The legislation required the Council to have due regard to the need to:

- (i) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- (ii) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- (iii) Foster good relations between people who share a protected characteristic and those who do not.

The duty covered nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage and civil partnership

The Corporate Equalities Group (CEG), made up of staff, union and elected Members, acted as a mechanism through which equalities issues and activities could be disseminated, discussed and devised. At the beginning of 2018/19 year the CEG agreed the following seven actions under three overarching themes:

(i) Health in all Policies

- Work in partnership to better understand mental health issues for children and young people.
- Continue work to become a Dementia Friendly Organisation including, in our role with the Dementia Action Alliance.

(ii) Equalities within the Community

- Support the Community Relations Equality Board and the Community Relations Equality Network with the introduction of the Multi-agency Hate Crime Reporting Protocol.
- Connect with religious and faith groups.
- Support Norwich Pride in July 2018 and Black History Month in October 2018.

(iii) Our Equalities

- Draft, agree and implement a refreshed and simplified Equalities Impact Assessment including *Health* as a characteristic for consideration as per a Health in all Policies approach in addition to *Rurality* and *Low Income* characteristics.
- Maintaining the workstreams initiated by the Head of Finance and Revenue Services as part of Women in Leadership course.

Activities highlighted in the report included:

- A Refreshed Equalities Impact Assessment that moved away from a structured procedure to a more narrative document, which centred around the potential equalities impacts and how any identified impacts were mitigated. Three additional protected characteristics (Rurality, Health and Low Income) had also been added to the document.
- Family Culture Day: an event, which attracted 500 visitors took place at Catton Park to give attendees the chance to try new activities and experiences from cultures around the world including: Egyptian dancing, Chinese calligraphy, bushcraft, painting, and henna painting.
- The Help Hub continued to grow: new partners in 2018 included services to reduce social isolation and Living Well officers, who worked within the Social Prescribing service for Norwich and Broadland. Weekly

collaboration meetings between Hub partners to discuss individual cases continued to be well attended and helped to ensure that a holistic approach to supporting individuals and families was taken.

- Collaborative Safeguarding work with South Norfolk Council was taking place, with Safeguarding Officers from the two districts meeting to share safeguarding activities and procedures. It had been agreed that a shared safeguarding reporting procedure would be created and adopted.

Further collaborative work with South Norfolk would take place over the coming year in areas such as: shared equality objectives and actions; including accessible services and actively engaging with service users.

Another ambition was to improve social mobility in Norfolk, which was low compared with other parts of the country.

A Member emphasised that Broadland and South Norfolk could not always be compared equally. For example, their Housing Registers differed in how they were calculated resulting in far fewer people on the South Norfolk Register. He suggested that it was very important that baseline information shared between the authorities be checked, to ensure that they were being compared like for like.

A Member also suggested that tourism should be mentioned in future reports under Ambition 1 (to deliver economic success in our area), as some very good work by the Tourism Officer had been done in support of the Repton 200 programme of events.

The Committee commended the excellent report.

RECOMMENDED TO CABINET

Option (1)

to approve the Public Sector Equality Duty Annual Report for publication.

114 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

115 FOOTWAY LIGHTING CONTRACT

The report provided an update on negotiations regarding responsibility for footway lighting in the district and sought approval to extend the current contract by 12 months in order to allow time for discussions with the five parishes affected to progress, regarding the transfer of lighting.

RECOMMENDED TO CABINET

Options (1 and 2)

to

- (1) extend the current contract for one year from 1 April 2019 following publication of the modification Notice, and continue discussions with the parishes regarding the transfer of lighting stock;

and

- (2) delegate to the Interim Head of Housing and Environmental Services, in consultation with the Portfolio Holder for Environmental Excellence, to conclude the arrangements for the transfer of the lights to the parishes, if this stage is reached.

The meeting closed at 12.01pm

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 15 January 2019** at **9.00 am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Housing and Wellbeing
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation and Organisational Development

Mrs Bannock, Mr D Harrison and Mr Riley also attended the meeting for its duration.

Also in attendance were the Managing Director, Deputy Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Finance and Revenue Services, Head of Planning, Head of Economic Development, Corporate Finance Manager, Economic Development Manager, Community Infrastructure Coordinator, Economic Development Project Officer and the Committee Officer (JO).

Nick Adams, Chairman of Ringland Parish Council addressed Cabinet at item 86 – Public Speaking.

Ian Kinghorn and Giles Margaron from Bure Valley Railway Ltd addressed Cabinet at item 88 – Public Speaking.

78 MINUTES

The Minutes of the meeting held on 18 December 2018 were confirmed as a correct record and signed by the Chairman.

79 PUBLIC SPEAKING

The Chairman advised the meeting that the members of the public who were addressing Cabinet today would speak before the relevant items.

80 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

81 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 8 January 2018, as each item was considered.

82 BUDGET AND MEDIUM TERM FINANCIAL PLAN 2018-20

The report presented a detailed summary of Broadland's draft 2019/20 Budget for net revenue and capital expenditure, as well as a schedule of proposed fees and charges for the year.

The Government's Financial Settlement for 2019/20 had been announced on 13 December 2018, with a final settlement to be confirmed in early February 2019.

Anticipated growth for 2019/20 was £718,000. This included additional costs of £150,000 for the Growth Delivery Team and new clinical waste collection costs of £80,000. There was also an average uplift in salary costs in respect of inflation and performance related pay of two percent.

Predicted savings of £350,000 through collaboration with South Norfolk Council were not included in the base budget calculations. However, a contribution to the collaboration cost reserve of £87,000 for 2019/20 was factored into the MTFP.

The Council would not receive a Revenue Support Grant for the next year, however, additional Business Rates were being retained, as a result of the Council taking part in a pilot of 75 percent Business Rate Retention. The surplus forecast from the pilot was not factored into the MTFP, although a Business Rates levy surplus distribution of £43,000 from the national pot was included.

New Homes Bonus legacy payments would continue to be paid, but any new payments after 2020 would be dependent on the Spending Review in 2019.

Special Expenses for street lighting were still included in the MTFP, although discussions were still being held as to a way forward. Any changes would be reflected in future iterations of the MTFP, if timely.

The Business Rates Collection Fund remained in deficit as a result of previous years' appeals provisions. The predicted deficit for 2019/20 was £500,000. There was a lot of uncertainty over Business Rates appeals, as there were legal challenges going through the courts, which if successful could be subject to backdating. The Council had a Business Rates Appeal Reserve of approximately £1m. NHS Trust appeals were a national issue and it was hoped that Government assistance in funding this would be provided. Some successful appeals from doctors' surgeries had already been paid out.

Members were advised that the majority of the budget should remain unchanged, but as the final settlement was still not known any changes that arose would be brought back to Cabinet in February 2019.

Appendix B set out the budget by Portfolio and Appendix C showed all budget items in greater detail. Appendix D listed the fees and charges levied by the Council. These had risen by inflation, as the Council was only allowed to recover its costs for the services that it provided.

Appendix E showed the proposed capital programme for the next three financial years. The draw on the General Fund to finance the capital programme had been minimised as much as possible.

There was no proposed Council Tax rise in 2019/20, although there was a proposed £5 increase for each of the following four years.

The Head of Finance and Revenue Services advised the meeting that, in her opinion, the budget would remain on target and would not be overspent, but would require careful monitoring.

RECOMMENDED TO COUNCIL

- (1) Amendments to be included in the Budget for 2019/20 – which would be brought back to February Cabinet (attached at Appendix 1 to the signed copy of these Minutes);
- (2) Proposed changes in discretionary fees and charges (attached at Appendix 2 to the signed copy of these Minutes);
- (3) The capital programme for 2019/20 to 2021/22 (attached at Appendix 3 to the signed copy of these Minutes);
- (4) The provisional Band D Council Tax level for 2019/20 from the options given in Appendix 4 to the signed copy of these Minutes;
- (5) General Reserves draw for 2019 to 2024 (Paragraph 5.2 of the report, attached at Appendix 5 to the signed copy of these Minutes).

Reasons for decision

To meet the Council's statutory requirements for setting a budget.

83 JOINT FIVE YEAR INFRASTRUCTURE INVESTMENT PLAN 2019-24

The report presented the Draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2019-24 and the Greater Norwich Joint Five Year Investment Plan 2019-20 for agreement.

The projects identified within the 5YIIP for 2019/20, were considered to be a priority for delivery to assist in achieving the growth ambitions, as set out in the Joint Core Strategy and the Greater Norwich City Deal.

Income received from the Community Infrastructure Levy (CIL) was less than had been forecast since 2014, due to the introduction of additional CIL exceptions by the Government and lower than expected growth. Therefore, in order to safeguard existing commitments it had been agreed to temporarily suspend the inclusion of any new projects in the five year Investment Plan. Urgent items, however, would be considered and reviewed independently to assess their inclusion.

Notable delivery in 18/19 included £1million of Infrastructure Investment Fund support for phase two of The Nest in Horsford, which was a large strategic sports project in the district.

In response to a query the Head of Planning confirmed that although a deficit in the Infrastructure Investment Plan was recognised for 2019/20, it was anticipated that careful programme management could prevent this from happening.

RECOMMENDED TO COUNCIL

to

- (1) agree the Greater Norwich Joint Five Year Investment Plan and 2019/20 Annual Growth Programme (attached at Appendix 6 to the signed copy of these Minutes) and
- (2) agree that the cash reserve should be reallocated into the Infrastructure Investment Fund to support the delivery of previously agreed annual growth programmes and support the establishment of a new cash reserve to be forward planned in future versions of this Plan.

Reasons for decision

To facilitate the delivery of strategic growth in Greater Norwich.

84 BID TO THE COMMUNITY INFRASTRUCTURE FUND FROM DRAYTON PARISH COUNCIL

The report presented a bid from Drayton Parish Council to borrow £75,000 from the Community Infrastructure Fund (CIF).

The Council provided a £400,000 borrowing facility for parish and town councils to draw down the cost of delivering local infrastructure projects with the knowledge that it would be underwritten by future Community Infrastructure Levy (CIL) receipts.

The Parish Council wanted the loan to enhance the play equipment on the Florence Carter Memorial Playing Field in the village centre, including fencing; a small contribution to a community venue to renew their kitchen and to replace Parish Council noticeboards in the village. Any remaining funds would be used to improve facilities at the King George V Playing Field.

It was considered that the projects/costs listed in the bid complied with the CIF criteria and, therefore, the bid could be justified. Moreover, the level of growth in Drayton meant that the money would be more than adequately underwritten by local CIL receipts.

It was, therefore, recommended that the loan be approved and that work commence to draft a legal agreement which (a) set the interest rate at a percentage equivalent to base rate, (b) required all CIL receipts received by the Parish Council to be repaid to Broadland District Council until the loan and any interest was paid in full and (c) in the event that the anticipated local CIL receipts were not forthcoming the agreement would set a backstop date of five years for the loan and interest to be repaid in full, unless an extension of time was agreed by this Council acting reasonably.

RESOLVED

to agree to a loan from the Community Infrastructure Fund to Drayton Parish Council for £75,000.

Reasons for decision

To assist the delivery of local infrastructure in the District.

85 NORFOLK STRATEGIC INFRASTRUCTURE DELIVERY PLAN

The Council had been invited to formally endorse the Norfolk Strategic Infrastructure Delivery Plan (NSIDP), which had been produced under the auspices of all Norfolk councils and identified the key strategic infrastructure projects required to deliver economic growth in Norfolk. The Delivery Plan would help to co-ordinate implementation, prioritise activity and respond to any funding opportunities.

Broadland Council Planning and Economic Development Officers had been involved in the production of the document and informed the content of it.

The projects set out within the NSIDP accorded with the ambitions of the Norfolk and Suffolk Economic Strategy, the Joint Core Strategy, the Broadland Growth Triangle AAP, the Site Allocations DPD, the Greater Norwich Infrastructure Plan and the Norfolk Strategic Planning Framework. The NSIDP, therefore, incorporated the strategic priorities that were relevant to Broadland.

RESOLVED

to endorse the Norfolk Strategic Infrastructure Delivery Plan.

Reasons for decision

To meet the key strategic infrastructure needs of the Council.

86 PUBLIC SPEAKING

Mr Nick Adams, the Chairman of Ringland Parish Council, advised the meeting that Broadland's response to the Norwich Western Link Options Consultation contained some incorrect information.

The Parish Council agreed with Broadland that Options A and B should be discounted, as A was only single carriageway and would not deliver the required reduction in local road use and both versions of B were too close to Weston Longville, with some 80 households within 750m of the route.

The Parish Council considered Option C to be the best choice as only 32 households were within 750m of the route. It would take the most cars off local roads and cost less than route D. Noise mitigation would also prove to be easier to achieve for route C.

Option D was the most expensive of the routes and was not the shortest, as had been incorrectly stated in Broadland's response. Noise from the road

would also severely affect all of Ringland, with 133 households being within 750m of the route. The route would also have the greatest environmental impact due to the two river crossings and its route along the edge of Ringland Common. Route D should therefore be discounted on the basis of the lower cost benefit ratio and significant negative impact on households throughout the area.

In summary, Ringland Parish Council recommended the adoption of route C, as it was clearly the most cost effective solution and also had a negative effect on the least number of households in the Wensum Valley area.

87 NORWICH WESTERN LINK OPTIONS CONSULTATION RESPONSE

The report set out a suggested response from the Council to the consultation on four shortlisted Norwich Western Link (NWL) route options, proposed by the County Council.

The development of a NWL, to connect the new Broadland Northway from the A1067 to the A47 west of Norwich, was one of Norfolk County Council's top infrastructure priorities and it was currently aiming to start construction in 2022.

The four shortlisted road options were three new dual carriageway roads and a single carriageway upgrade of the B1535. The majority of the new roads would be built at or near ground level, but viaduct-style bridges over river flood plains were included in some options. All routes included improvements to the A1067 Fakenham Road

The options also took account of Highways England's plans to dual the section on the A47 between North Tuddenham and Easton. A Norwich Western Link would need to join the dualled A47 at one of its proposed junctions.

The options had been carefully considered by the Economic Success Panel which had indicated that option D was its preferred route, with option C as a suitable alternative. The Head of Economic Development advised the meeting that the local Press had incorrectly stated that the option had been chosen by officers and he wished to make it clear that the proposed response to the consultation had been a Member decision.

The Portfolio Holder for Economic Development advised the meeting that she considered that route C was a more environmentally friendly option than route D. As a consequence she recommended that Options C and D should be supported equally.

It was also noted that Option D had a greater impact on listed buildings than the other options.

RESOLVED

to submit a response to the Norwich Western Link consultation in support of Options C and D equally.

Reasons for decision

To respond to a consultation.

88 PUBLIC SPEAKING

Mr Ian Kinghorn informed the meeting that he was very disappointed and frustrated to learn that the Council had decided to review its decision to sell the freehold of the Bure Valley Railway to the company. The company had spent £15,000 in legal fees for a Light Railway Order, which was a requirement for the acquisition of the line and it would want recompense for this expenditure if the Council backed out of the sale.

He advised the meeting that the company had a sustainable business model and wanted to grow further, but needed the certainty of freehold ownership of the railway in order to take this forward.

Mr Giles Margaron advised Members that the company had hoped to acquire the Railway since 2011. BVR Ltd had a good relationship with the Council and had spent a lot of time and resource on the acquisition of the line. The company was very disappointed with the decision to review the sale, which had occurred with little notice and no clear reason why.

It was confirmed that BVR Ltd had 97 years remaining on its lease, but it was also explained that some major investments could take up to 50 years to be recouped.

89 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

90 DISPOSAL OF COUNCIL OWNED LAND

The report presented options for the disposal of the Bure Valley Railway and path. These were: to retain the asset; sell the asset to Bure Valley Railway Ltd or to enter into a partnership arrangement with Norfolk County Council.

The Council had agreed to sell the Railway to Bure Valley Railway Ltd in June 2017, however Brexit had delayed the process of transferring the Light Railway Order and during this period Norfolk County Council had approached the Council about entering into a partnership arrangement. Such a partnership could be a way of securing new funding streams for the maintenance of the railway, as well as supporting important green infrastructure in the district.

Members noted that the footpath was permissive and could, therefore, be closed by the landowner. However, it was also noted that the Council could designate it a Right of Way before a sale went through to ensure its continued use.

The Managing Director emphasised that Members should be sure about what they were seeking to achieve by the disposal of the railway and how that fitted with the objectives of the Council.

A Member suggested that the business case for the sale of the railway was not good and suggested that a partnership arrangement with the County Council would be the best option.

RESOLVED

to

- (1) defer the sale of the Bure Valley Railway and Path;
- (2) explore a Partnership Agreement with Norfolk County Council; and
- (3) consider a report at the Cabinet meeting on 13 March 2019 setting out options in greater detail for consideration.

Reasons for decision

To ensure that all the options for the disposal of Council owned land were thoroughly explored.

The meeting closed at 10.37am

Greater Norwich Growth Board

Joint Five Year Infrastructure Investment Plan - DRAFT

January 2019

Introduction

The projects identified within this Infrastructure Investment Plan are those currently considered to be a priority for delivery to assist in achieving the economic growth targets as set out in the Joint Core Strategy and the Greater Norwich City Deal; one of the key strands of the City Deal was the delivery of an infrastructure programme facilitated by a pooled funding arrangement between the Authorities.

Income received from the Community Infrastructure Levy (CIL) is pooled within the Infrastructure Investment Fund (IIF) which is administered by the Greater Norwich Growth Board (GNGB). The projects which receive IIF funding during the forthcoming financial year will be adopted as the 2019/20 Annual Growth Programme (AGP). The projects listed within the subsequent four years are the IIF funding priorities till 2023/24. See Appendix A

This Plan incorporates the updated position on infrastructure delivery, includes revised CIL income projections, provides updates on projects accepted within previous AGPs and outlines planned preparatory work for infrastructure schemes for future years.

Development of the Joint Five Year Infrastructure Investment Plan

Prior to the development of this Plan, the Greater Norwich Infrastructure Plan (GNIP) was updated¹. The GNIP identifies infrastructure priorities to the end of the current Joint Core Strategy (2026) and details the progress of infrastructure delivery within the Greater Norwich area.

The three District Councils will consider this Plan in January/February 2019. Projects listed within the forthcoming financial year should be considered as the proposed AGP for 2019/20. Thus approval of this plan will commit IIF funding to those projects. Funding to support the projects in the subsequent four years will be confirmed through future updates to this Plan.

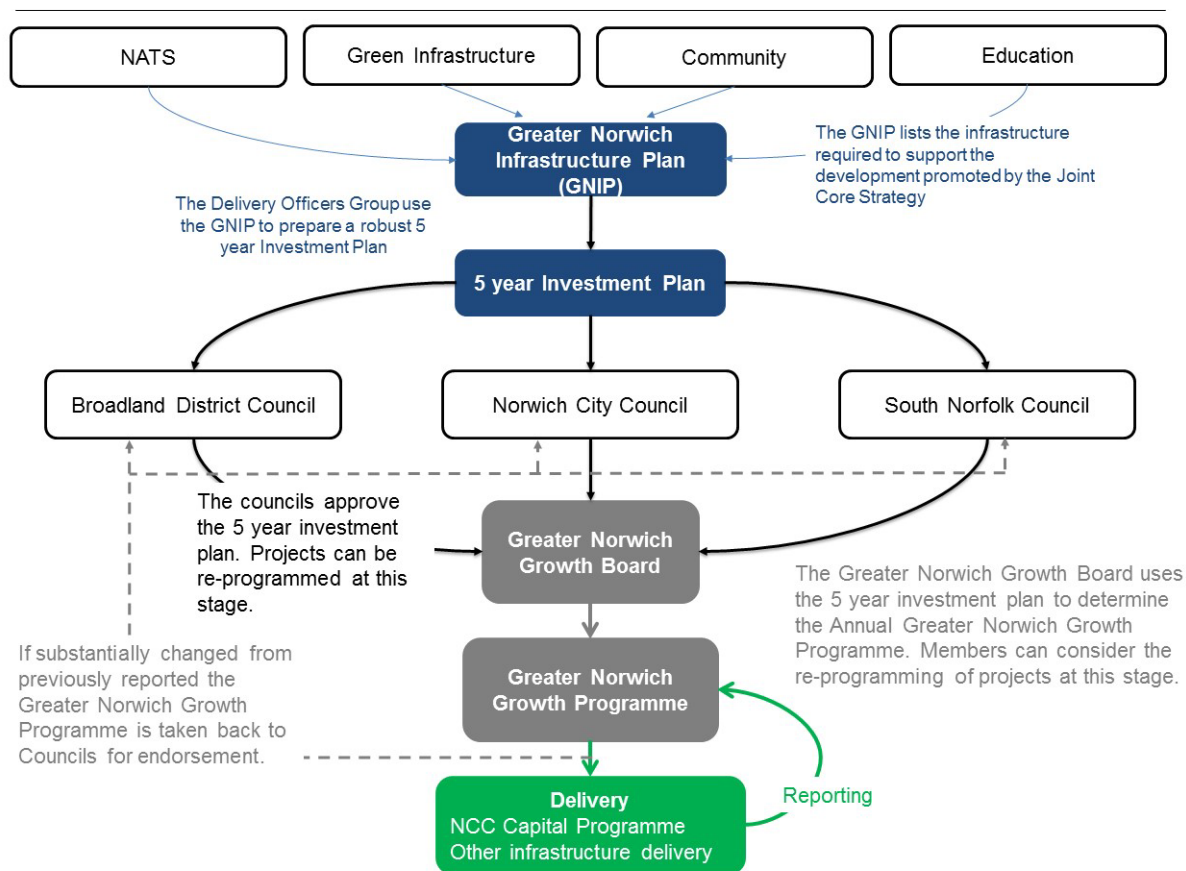
The GNGB will consider this Plan at its meeting in February 2019.

As the Accountable Body for the GNGB, Norfolk County Council will also receive a report on the 2019/20 AGP in early 2019.

¹ <http://www.greaternorwichgrowth.org.uk/delivery/greater-norwich-infrastructure-plan/>

The Five Year Infrastructure Investment Plan process is illustrated in Figure 1, below.

Fig. 1 – Infrastructure Investment Plan Development Process



Proposed 2019/20 Annual Growth Programme (AGP)

Estimates for the total forecasted amount of CIL collected over the plan period have reduced over previous years. This is in part due to the changes in Government policy which have increased the categories of development which are exempt from paying CIL but also due to the complex nature of CIL receipting making forecasts incredibly difficult to calculate.

CIL income has been less than forecasted each year since 2014. In order to safeguard the commitments made to all projects within previously agreed AGPs the GNGB made this decision on 25th June 2018:

To temporarily suspend the inclusion of any new projects in future 5 Year Investment Plans and Annual Growth Programmes. New projects which require urgent or time limited funding will still be able to submit proformas however these will be reviewed independently.

It is proposed that Education receive £2million to support the development of their capital programme, but there are no projects from within the themes of Green Infrastructure, Transport or Communities included within the 19/20 AGP.

This Plan provides the reprogrammed financial commitments for IIF funding against the forecasted CIL income until 2023/24.

Projects which were previously programmed to be delivered in 19/20 have either sourced funding elsewhere, have been closed and are no longer a priority or have agreed to re-programme their delivery until funding is available.

Approximately £1.5million of projects allocated IIF in previous AGPs will continue to be delivered in 2019/20.

Updates on the delivery of projects approved in previous AGPs are in Appendix C.

TRANSPORT

Transport for Norwich (TfN)

The Norwich Area Transportation Strategy (NATS), now more widely known as Transport for Norwich (TfN), is the adopted transport strategy used to deliver improvements across Greater Norwich. The current strategy recognises that everybody's journeys are different and looks to give people viable options on how they choose to travel and actively promotes sustainable transport. The strategy has already delivered key improvements such as the Broadland Northway, a network of Park and Ride facilities and 'Pedalway' cycle routes, the award winning Norwich Bus Station and bus priority measures in the City Centre and along radial routes.

The implementation plan of transport delivery was adopted 2010 and updated in 2013 and set out the range of transport measures, together with their general intended phasing, for delivery over the short to medium term.

In 2018, the TfN Board agreed to a review of the transport strategy and an update of its implementation plan. This is underway and a public consultation in March 2018 highlighted that investment in public transport was the top priority, with measures to tackle congestion, maintaining existing infrastructure and reducing the impact transport has on air quality being other key priorities. It is envisaged that a new preferred strategy and implementation plan will be consulted on late-Summer 2019 for full adoption in 2020.

Projects supported by IFF

The 2015/16 AGP agreed to the use of the IIF to top up other funding to help deliver the NATS programme over the period 2015/16 to 2019/20 and committed a total of £3,570,000. Many projects which were initially programmed to receive IIF funding have since taken advantage of alternative funding streams including (in particular) Growth Deal and Cycle City Ambition Grant (CCAG) to deliver projects. The NATS projects which have been allocated IIF are:

- St Clements Toucan crossing
- Eaton Interchange – improvements to the crossing
- Roundhouse way- new bus interchange
- Golden Ball street- highways improvements
- Lakenham Way - Yellow Pedalway
- A140 corridor - improvements north of the city
- St Faiths to airport transport link
- Colney River Crossing
- Broadland way- Green lane North to Plumstead Rd
- Green pedalway junction improvements
- Marriotts Way- access improvements in Cosstesey
- Marriotts Way- resurfacing at Drayton

Other funding streams

A range of funding in addition to that from the IIF will continue to be sought to fund the existing and future TfN Implementation Plans, which will include locally held Local Transport Plan funding, as well as Cycle City Ambition Grant (CCAG), Local Growth Fund monies and specific funding awards from government. In September 2018, the County Council was informed that Greater Norwich had been shortlisted as one of 10 cities in the UK that is eligible to apply for a share of a £840m Transforming Cities fund covering the period 2018/19 to 2021/22. The Greater Norwich 'Transforming Cities' application is based around transforming connectivity in and around Norwich through a coordinated package of improvements on three transport corridors and in the city centre. Further information on whether funding is secured and its value will not be known until early 2019. Although a range of funding is being sought, it is likely that there will be further requests for funding from the IIF after the currently agreed programme ends in 2019/20.

A provisional IFF allocation of £900,000 per annum for three years was included within the previous version of this Plan, but the Infrastructure Development Board (IDB) have now agreed that funding for future TfN projects will be considered and confirmed individually in future publications of this Plan.

Strategic Transport Schemes

In addition, the 2016/17 AGP agreed to use IIF funding in future years to ensure the delivery of strategic transport projects, including the Broadland Northway and Long Stratton bypass together with Hempnall crossroads junction.

Broadland Northway

Construction of the Broadland Northway was completed in April 2018 and there has been significant positive feedback from residents and businesses regarding the reduced journey times and simpler journeys the new route provides. The road was paid for by the Department for Transport, Growth Point funds and the Community Infrastructure Levy. With the agreement of all the Greater Norwich partners, £40m of borrowing to support its delivery took place during the 2016/17 financial year and will be repaid by future CIL income from the IIF.

Long Stratton Bypass and Hempnall Crossroads

The Long Stratton Bypass will be funded from a combination of developer funding and public sector funding. Currently, work is underway to secure DfT funding towards delivery of the bypass. The remainder of the funding will be made up of a developer contributions and up to £10m of CIL supported borrowing. It is expected there will be a planning decision on the bypass and associated development in early 2019 and if DfT funding can be secured, work could start as soon as late 2020.

EDUCATION

Children's Services publish their Schools Local Growth and Investment Plan (SLGIP) annually in January for the Children's Services Committee. SLGIP recognises growth across the whole County but the most significant growth is within the Greater Norwich area. Land has been or is being secured for up to seventeen new schools in Greater Norwich to support the forecasted growth. Those currently being progressed are:

- Sprowston, White House Farm – in planning;
- Hethersett, new school building to allow the existing Infant School to move into a new building and expand – land transfer in progress;
- Wymondham (Silfield)- land transfer progressing but some issues with access and services;
- Blofield, new building to move and expand existing school – land discussions ongoing;
- Bowthorpe, new building to move and expand existing school – land discussions ongoing
- Trowse, new building to move and expand existing school – land expected to be transferred early 2019.

Children's Services' Capital Priorities Group oversee the work to determine the order, timing, details and funding of education priorities. Eleven of the seventeen schemes currently identified do not have a confirmed funding source. The majority of those which are proceeding are funded via the previous S106 regime or from Basic Need funding from central government.

£2M committed in 2018/19 has helped with two projects; one to identify and secure a new site to move the existing school at Blofield into larger and more suitable accommodation and two, in Brundall to ensure the primary school has suitable accommodation for larger cohorts of children.

GREEN INFRASTRUCTURE

The Green Infrastructure Programme Team is formed by officers from all Greater Norwich councils who work together to strategically plan across all three districts. The projects below are the key areas, prioritised by GNGB for future investment. These growth areas have all received IIF funding to deliver elements of their progress in previous AGPs.

Green Loop – Broadland Way and Marriott's Way

A key element of the North-East Norwich Growth Triangle (NEGT) Area Action Plan is an off-carriageway cycle and pedestrian route between east Norwich at Thorpe St Andrew and the Northern Broads at Wroxham known as Broadland Way.

Broadland Way is designed to be a multi-functional Green Infrastructure corridor that provides residents of the new development with a safe walking/cycling route that can be used for commuting or leisure, whilst also providing ecological connectivity

Combined with Marriott's Way and the Bure Valley Path, this new facility will form a Green Loop to the north of Norwich linking northern city areas of growth with the countryside and a highly biodiverse corridor. Marriott's Way particularly fulfils several key functions as a

wildlife link, a health-promoting asset through cycling and walking, and outdoor classroom.

River Yare Crossing

This project is part of the wider East Norwich Gateway project (described below) and is a cycle/pedestrian bridge crossing the River Yare to enable better access to Whitlingham Country Park from the city centre.

Yare Valley

The project aims to develop the unifying concept of a river parkway, a linear country park based on the River Yare Corridor between Bawburgh and Whitlingham Country Park. The parkway would comprise a collection of linked spaces along banks of the River Yare. This 'umbrella' project was included in the Green Infrastructure Delivery Plan and included several smaller projects, some of which have been brought forward since the study was published.

River Wensum

A strategy has been developed to guide regeneration of the River Wensum Corridor in Norwich, extending to Whitlingham in the east, which was adopted by Norwich City Council and the Broads Authority in June 2018.

The strategy objectives include enhancing connectivity throughout the river corridor, particularly with the Norfolk Trails network, and enhancing the natural environment and green infrastructure. Key green infrastructure proposals which have received IFF funding in previous AGPs include completion of missing links of the Riverside Walk, improvements to accessibility of the existing Riverside Walk and enhanced links with the Broads network at Whitlingham in the longer term. Potential future GI projects include enhancement of Bishops Bridge to Whitefriars Bridge green space, and enhancement of the Boom Towers and Ber Street wooded ridge area.

The Riverside Walk

This is identified as a sub-regional green infrastructure corridor supporting growth locations in the Joint Core Strategy. The development of the Riverside Walk helps to support the green infrastructure requirements for anticipated new housing and employment development identified in the city centre and east Norwich.

COMMUNITY

A number of strategic community projects have been identified and funded in previous publications of this Plan. These include library improvements, open space developments and improved community facilities.

The sports facilities and playing pitches review in 2014 identified key areas requiring development which are now being progressed and delivered by the Greater Norwich Sports Strategy Implementation Group. Notable delivery in 18/19 have seen £1million of IFF funding supporting phase two of The Nest in Horsford plus £250,000 towards a project developing sports and play facilities at Ketts Park Wymondham. Both are large strategic sports projects which have received funding from many other sources in addition to IFF.

Refurbishment of the Hewett School swimming pool was identified as a priority in the review plan. However, this project has not progressed and a leisure feasibility study undertaken by KKP consultants in 2017 recommended that a new leisure facility should be built.

The proposed Mile Cross Health & Wellbeing Centre is expected to deliver a new leisure centre including swimming pool, sports hall, and community and associated fitness facilities. A cost profile is being prepared for this project which is expected to be delivered in 2022.

Economic Development and Regeneration

A number of projects supported by IIF significantly contribute to the economic growth of areas by providing transport, green infrastructure and community benefits. These projects support the wider regeneration of areas but often requires many years of strategic planning to come to fruition. Projects which the GNGB have already identified as strategic priorities within the Greater Norwich area include:

Norwich Airport Industrial Estate

This involves the significant delivery of public realm improvements, infrastructure and transport links at Norwich Airport Industrial Estate. This will enable this key employment location to offer more attractive, modern premises which better serve the needs of the existing SME community and those of emerging high value sectors identified in the New Anglia LEP Strategic Economic Plan and the Greater Norwich City Deal. There is an important synergy between this project and the improved transport connections that will be provided by the St. Faiths Road to Airport project and the NE Norwich Link Road. Both these transport projects have IIF funding.

East Norwich Gateway

This project will provide infrastructure to open up the development of the Utilities Site and Deal Ground (the largest brownfield sites within the Norwich City Council area) and extend cycling and pedestrian access from Norwich City Centre to Whitlingham Country Park in South Norfolk. The proposal would consist of three bridges, one across the River Wensum and two across the River Yare (one of which is the green infrastructure project referred to above) and associated road infrastructure.

Norwich Research Park (NRP)

Various projects in and around the NRP will help improve its connectivity to the wider area, as well as enhance the local environment. Sustainable access will be boosted by a new bus interchange at Roundhouse Way, whilst a more direct footpath link to the significant housing growth at Bowthorpe has been enabled by a footbridge across the River Yare. Health walks open up opportunities to improve the wellbeing of patients, employees and residents alike. These have been implemented in the grounds of the NNUH, along with further enhancements to Green Infrastructure links between the NNUH and the nearby housing development.

Five Year Investment Plan Framework

Explanation of the categories within Table 1

Actual CIL receipts- this is the amount of CIL income received by the IIF to date.

Forecast CIL receipts- this is the CIL income the IIF is forecasting to receive in the next 5 years. Given the complex nature of CIL income it is expected that these figures will change between publications of this Plan, particularly in years 3-5.

Programme Agreed-this is the amount of CIL which will be drawn down from IFF to deliver projects in the given financial year. These projects have been agreed in previous AGPs and will either be being delivered over multiple years, or are projects whose delivery has been delayed and their draw-down has rolled over from a previous year.

Borrowing agreed- This includes the confirmed loan repayments for the Broadland Northway as well as future repayments to support the delivery of Hempnall crossroads and Long Stratton Bypass (loan repayment rates for future borrowing is forecasted and will not be confirmed until the borrowing is committed).

Education-NCC has a statutory duty to support the growth of schools. A £2million allocation of IIF has been identified for each of the 5 years within this Plan. Although, this is an indicative figure which will be confirmed annually with the acceptance of each new Annual Growth Programme.

Cash Reserve- The 2016/17 AGP agreed to borrow £50m at PWLB project rate to support the delivery of both the Broadland Northway and the Long Stratton Bypass. It was agreed that a cash reserve equal to one annual repayment be built up over 3 years from 2017/18 to safeguard this loan repayment.

CIL receipts have been lower than forecast since the creation of the IIF in 2014. As a result we now forecast an over commitment of the Growth Programme in the financial year 2019/20. If this occurs and the IIF falls into deficit, the fund would be charged interest on the amount. However, it is expected that through careful programme management the Greater Norwich Project Team will be able to prevent this situation occurring. This potential interest charge has therefore not been allocated within the framework

The IDB along with each partner's s151 officer has recommended that the accrued cash reserve should be reallocated back into the IIF, whilst a new £2m cash reserve is planned to be built over the subsequent 4 years of this Plan.

The cash reserves allocated in previous versions of the Plan (17/18 and 18/19) have therefore been removed from this updated Framework.

Table 1 – Proposed Five Year Infrastructure Investment Plan

	to date	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
INCOME									
Balance brought forward	£3,396,917								
Actual CIL receipts		£3,214,589	£3,334,000						
Forecast CIL receipts				£5,544,021	£3,963,579	£7,090,086	£7,506,073	£7,091,249	£7,075,971
Cumulative Income	£3,396,917	£6,611,506	£9,945,506	£15,489,527	£19,453,106	£26,543,192	£34,049,265	£41,140,514	£48,216,485
EXPENDITURE									
Borrowing agreed*		£572,518	£2,056,881	£2,064,776	£2,064,776	£2,096,102	£2,096,102	£2,210,958	£2,383,242
Programme agreed	£182,827	£506,000	£1,109,000	£3,750,000	£1,462,000	£1,320,000	£60,000	£30,000	£0
Education			£2,000,000	£2,000,000	£2,000,000	£2,000,000	£2,000,000	£2,000,000	£2,000,000
Cash Reserve						£500,000	£500,000	£500,000	£500,000
TOTAL	£182,827	£1,078,518	£5,165,881	£7,814,776	£5,526,776	£5,916,102	£4,656,102	£4,740,958	£4,883,242
Cumulative Expenditure	£182,827	£1,261,345	£6,427,226	£14,242,002	£19,768,778	£25,684,880	£30,340,982	£35,081,940	£39,965,182
Cumulative Surplus/Deficit	£3,214,090	£5,350,161	£3,518,280	£1,247,525	-£315,672	£858,312	£3,708,283	£6,058,574	£8,251,303
Forecasted surplus to commit to AGP					£0	£858,312	£2,849,971	£2,350,291	£2,192,729

*repayments against the borrowing agreed for the Broadland Northway, plus forecasted repayments if additional borrowing is agreed in future years to support the delivery of Hempnall Crossroads and Long Stratton Bypass.

Appendix A -Prioritised projects for future allocations of IIF funding till 23/24

Appendix B - Growth programme to date (previously agreed AGPs)

Appendix C- Individual project delivery updates

APPENDIX A – Prioritised projects for future allocations of IIF funding till 23/24 (grouped by theme)

EDUCATION

Project/Scheme Description	Total Estimated Scheme Cost (£,000)	Funding secured	Funding need					
				2019/20	2020/21	2021/22	2022/23	2023/24
Hethersett High Extension	8,000	6,790	1,210	1,210				
Hethersett Junior reorganisation	4,600	3,600	1,000	1,000				
Hellesdon New 420 Primary	8,000		8,000		500	3,500	4,000	
New Bowthorpe Primary School	8,000	2,500	5,500		500	2,000	3,000	
Easton Primary Extension to 420	4,000		4,000			1,000	1,500	1,500
Hingham Primary Mobile Replacement	900	500	400	400				
Crangleford New 420 Primary	8,000		8,000	500	3,500	4,000		
Long Stratton New 420 Primary	8,000		8,000			500	3,500	4,000
North Norwich New Secondary and existing schools	26,000		26,000			2,600	2,600	2,600
Blofield New 420 Primary	8000		8,000	1,000	4,000	3,000		
Beeston Park New 420 Primary #1	8,000		8,000			500	3,500	4,000
South of Salhouse Road New 420 Primary	8,000		8,000					500
Beeston Park New Free School 420 Primary #2	8,000		8,000					500
Rackheath New 420 Primary #1	8,000		8,000			500	3,500	4,000
Land East of Broadland Business Park New 420 Primary	8,000		8,000				500	3,500
Education Total				4,110	8,500	17,600	22,100	20,600
Potential future IIF commitment				2,000	2,000	2,000	2,000	2,000

TRANSPORT

Project/Scheme Description	Total Estimated Scheme Cost (£,000)	Funding secured	Funding need					
				2019/20	2020/21	2021/22	2022/23	2023/24
MW: Inner Ring Road crossing	500		500		200	300		
Transport Total/Potential future IIF commitment				0	200	300	0	0

GREEN INFRASTRUCTURE

Project/Scheme Description	Total Estimated Scheme Cost (£,000)	Funding secured	Funding need					
				2019/20	2020/21	2021/22	2022/23	2023/24
Marriotts Way: Biodiversity management with community engagement/volunteer support (continues to 2026)	160	15			29	29	29	29
Kett's Heights Norwich- landscape and heritage enhancements	150	100	50		50			
Marriotts Way: Surface and drainage improvements at road crossing points	89	10	79		79			
Riverside Walk Missing Link Duke St to St George's St	300		300		300			
Boudicca Way cycle- development of cycle route between Diss & Norwich	23		20		20			
Boudicca Way- signage and links from new development	17		15		15			
Marriotts Way: Hellesdon Station Area	210		210		105	105		
Marriotts Way: Aylsham Gateway	30		30		30			
Riverside walk access improvements upstream of New Mills	360				80	150	70	60
Kett's Country Trail	85		85		85			
Burlingham Trails Attractions and Facilities Project - including disabled access path, improved car park and toilets	240		240			240		
Burlingham Trails Cycling and Walking Routes- formalising paths	180		180			100	80	
20 Acre Wood path replacement	90	10	80			80		
Yare Valley: Lodge Farm to Bawburgh Lakes cycle/footpath link	210	25	185			85	100	
Wymondham - Tuttle Lane ecological enhancements	30		30			10	10	10
Witton Run GI corridor- improvements of walking/cycling links	170		170			170		
South Walsham GI Project- footpath and community space	150		150			150		
West Brundall GI Project- walking links to new developments	425		425			75	350	
Carrow to Castle Wooded Ridge Walk	400		750			150	250	
Marriotts Way: Trim Track - Cosstessey	10		10			10		
Marriotts Way: Reepham surfacing and biodiversity	100		100			100		
Marriotts Way: Crossing over Taverham Road in Drayton	100		100			100		
Link from Blofield to Blofield Heath- including pedestrian crossing over a47	125		125				125	
Enhancement of Riverside Walk & open space- Bishops Bridge to Whitefriars	50		50				50	
South East Lingwood GI Connectivity- access to new development	25		25				25	
South Walsham Fen Access	35		35				35	

Hellesdon to Drayton Greenway- creating a green corridor, walking/cycle link (continues to 2027)	170		105				34	34
Drayton to Horsford Greenway- creating a green corridor, walking/cycle link (continues to 2027)	300		295				59	59
Long Distance Cycle Loop	75		75				75	
Local walking circulars with links to pubs, restaurants and cafes- creating 7 circular walks by formlaising existing paths	35		35				35	
GI Total/Potential future IIF commitment				0	793	1,554	1,327	192

COMMUNITY

Project/Scheme Description	Total Estimated Scheme Cost (£,000)	Funding secured	Funding need					
				2019/20	2020/21	2021/22	2022/23	2023/24
Brook & Laurel Farm Community Building	500	200	300				300	
Strategic play - replace play equipment in 5 City parks (project continues to 2025)	430		430		115	100	115	100
Tuckswood library self access improvement	43		43		43			
West Earlham library self access improvement	43		43		43			
Hingham library self access improvement	20		20		20			
New Swimming Pool and Sports Hall in Diss	10,000-12,000		1,600		1,600			
Artificial Grass Pitch in Diss	500		500		500			
New Sports Hall in Thorpe St Andrew	2,700	1,000	2,700					1,700
Rackheath Community Building	500		500					500
Community Total/Potential future IIF commitment				0	2,321	100	415	2,300

Potential future IIF commitment	2019/20	2020/21	2021/22	2022/23	2023/24
Education	2,000	2,000	2,000	2,000	2,000
Transport	0	200	300	0	0
Green infrastructure	0	793	1,554	1,327	192
Community	0	2,321	100	415	2,300
TOTAL	2,000	5,314	3,954	3,742	4,492

GREATER NORWICH GROWTH PROGRAMME
Projects supported by borrowing highlighted in grey

							Actual CIL spend to date						Profiled CIL drawdown for future years					
Ref	Expenditure	Status	Theme	Project Budget	Other funding	CIL funding	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	
Agreed 2014/15 Growth Programme																		
GP1	Harrisons' Wood	Ongoing	Green Inf.	(45)		(45)			(15)	(16)	(4)	(10)	45					
	Harrisons' Wood secured funding (S106)			45														
GP2	Danby Wood	Complete	Green Inf.	(35)		(35)			(26)									
GP3	Marston Marsh	Complete	Green Inf.	(30)		(30)			(24)	(1)								
GP4	Earlham Millennium Green - Phase 1	Complete	Green Inf.	(15)		(15)			(3)									
GP5	Riverside Walk	Complete	Green Inf.	(70)	(19)	(51)			(17)	(31)								
GP6	Marriott's Way - Phase 1	Complete	Green Inf.	(60)		(60)			(60)									
GP7	Norwich Health Walks	Complete	Green Inf.	(40)		(40)			(38)									
Agreed 2015/16 Growth Programme																		
GP8	Earlham Millennium Green - Phase 2	Complete	Green Inf.	(66)		(66)				(52)								
GP9	Marriott's Way - Phase 2	Complete	Green Inf.	(250)		(250)				(236)	(1)							
GP11	St Clements Toucan Crossing	Complete	Transport			(113)						(113)						
GP13	Eaton Interchange	Ongoing	Transport			(100)						(100)						
GP13b	Roundhouse Way	Ongoing	Transport			(50)						(50)						
GP16	Golden Ball Street (NATS)	Complete	Transport			(1,023)				(1,023)								
GP17b	A140 Corridor	Not Started	Transport			(950)						(200)	(750)					
GP10 - 17b NATS Programme 2015/16 - 2019/20											(1,023)	(463)	(750)					
Agreed 2016/17 Growth Programme																		
GP19	St Faiths to Airport Transport Link	On Hold	Transport	(1,000)		(1,000)				(20)				(980)				
GP22	Pink Pedalway - Heathgate	Complete	Green Inf.	(250)	(100)	(150)				(150)								
GP23	Carrow Bridge to Deal Ground riverside path	On Hold	Green Inf.	(350)	(250)	(100)					(29)							
GP24	Colney River Crossing (NRP to Threescore)	Complete	Transport	(422)	(251)	(171)					(48)	(123)						
GP25	NDR	Complete	Transport	(178,450)	(138,450)	(40,000)			(40,000)									
GP26	Long Stratton Bypass	Not Started	Transport	(20,000)	(10,000)	(10,000)							(561)		(2,000)	(3,000)		
Agreed 2017/18 Growth Programme																		
GP27	Lizard and Silfield Nature Reserves	Ongoing	Green Inf.	(40)		(40)							(40)					
GP29	Barn Road Gateway	Ongoing	Green Inf.	(40)		(40)						(40)						
GP30	Sloughbottom Park - Andersons Meadow	Ongoing	Green Inf.	(250)		(250)						(250)						
GP31	Riverside Walk accessibility improvements	Ongoing	Green Inf.	(200)		(200)								(200)				
GP32	Broadland Way - Green Lane North to Plumstead Road	Not Started	Transport	(150)		(150)								(150)				
GP33	Strumpshaw Pit Circular Walk	Ongoing	Green Inf.	(60)	(25)	(35)						(35)						
GP34	Cringleford N&N strategic connections	Not Started	Green Inf.	(68)	(10)	(58)								(58)				
GP36	Castle Gardens	Ongoing	Green Inf.	(220)	(70)	(150)								(150)				
GP37	Long Stratton Sports Hub	Ongoing	Community	(2,545)	(2,045)	(500)						(500)						
GP38	Football pitch improvements	Ongoing	Community	(100)		(100)						(10)	(30)	(30)	(30)			
GP39	Hales cricket and bowls clubhouse improvements	Ongoing	Community	(160)	(130)	(30)					(5)	(6)	(19)					
GP40	Ketts Park Sports Hub: Wymondham	Ongoing	Community	(800)	(550)	(250)						(250)						
GP41	Wroxham Library: self service improvements	Ongoing	Community			(120)						(120)						
GP42	Plumstead Road Library: self service improvements	Ongoing	Community	(153)	(33)	(120)												
GP43	Diss library: self service improvements	Ongoing	Community															
GP44	Education	Ongoing	Education	(2,000)		(2,000)					(2,000)							
Agreed 2018/19 Growth Programme																		
GP45	Green Pedalway- junction improvements	Ongoing	Transport	(560)		(560)						(500)	(60)					
GP46	MW: Thorpe Marriott to Costessey	Not Started	Transport	(100)		(100)						(100)						
GP47	UEA to Eaton Boardwalk	Ongoing	Green Inf.	(30)		(30)						(5)	(25)					
GP48	Wherryman's Way: Yare Valley Cycle Route	Not Started	Green Inf.	(23)		(23)						(23)						
GP49	Earlham Millennium Green Improvement Project: Phase	Not Started	Green Inf.	(25)		(25)						(25)						
GP50	Yare and Wensum Valleys Link (Norwich, Broadland	Not Started	Green Inf.	(170)		(170)							(75)	(95)				
GP51	Green Infrastructure: Access for All	Ongoing	Green Inf.	(150)		(150)						(30)	(30)	(30)	(30)	(30)		
GP52	Thorpe Marriott Greenway	Not Started	Green Inf.	(105)		(105)							(70)	(35)				
GP53	MW: Surfacing Works (Drayton)	Not Started	Transport	(85)		(85)						(85)						
GP55	Community Sports Hub - Horsford	Ongoing	Community	(1,000)		(1,000)						(1,000)						
GP56	Harleston Library self-access improvement	Ongoing	Community	(35)		(35)						(35)						
GP57	Costessey Library self-access improvement	Ongoing	Community	(35)		(35)						(35)						
GP58	Loddon Library self-access improvement	Ongoing	Community	(35)		(35)						(35)						
GP59	Earlham Library self-access improvement	Ongoing	Community	(35)		(35)						(35)						
GP60	Mile Cross Library self-access improvement	Ongoing	Community	(35)		(35)						(35)						
GP61	Education	Not Started	Education	(2,000)		(2,000)						(2,000)						
	Cash reserve					(2,383)					(863)	(863)	(657)					
	Borrowing costs								(573)	(2,057)	(2,065)		(2,065)	(2,096)	(2,096)	(2,211)	(2,383)	
TOTAL																		
Pooled funding requirement of Growth Programmes excluding borrowing and cash reserve																		
Pooled Funding Requirement including borrowing																		
							56	851	2,490	3,215	3,334							
Actual CIL Income																		
Pooled CIL Projection (Amended)								1,109	2,620	5,657	4,720	5,544	3,964	7,090	7,506	7,091	7,076	
Yearly Pooled CIL Surplus / (Deficit)							56	851	2,307	2,136	(1,833)	(2,271)	437	3,674	5,350	4,850	4,693	
Cumulative Pooled CIL Surplus / (Deficit)							56	907	3,214	5,350	3,517	1,246	1,684	5,358	10,708	15,558	20,251	
Cash Reserve Pot Surplus / (Deficit)							-	-	-	-	863	1,726	2,383	2,383	2,383	2,383	2,383	

APPENDIX C – Project Updates

Updates for current delivery only. Projects completed in previous years are not included.

Broadland

GP1

Early Delivery of Public Access to Harrison's Plantation: £45,000

Norfolk County Council's Natural Environment Team delivered a completed Woodland Management Plan in June 2015. This woodland management plan focused on Harrison's Plantation and the Breck. Further work relating to Boar Plantation has been deferred. Initial works to ensure that Harrison's Plantation and the Breck were suitable for public access were undertaken between August 2015 and January 2016. The woods, now referred to as Harrison's Wood, were opened to the public in May 2016. At the time of writing, work to complete the formal transfer of land into public ownership is ongoing (pending agreement over land originally designated for a Bus Lane) whilst final works are being completed by the end of the financial year - including general tree-safety work and addressing site drainage by installing a culvert.

GP 19

St Faiths Rd to Airport Transport Link: £1,000,000

In total £1m of CIL funding was allocated to this project. This funding was split equally between 2016/17 and 2017/18. This funding has now been re-profiled.

Initial scheme feasibility ruled out the immediate possibility of a direct link between Hurricane Way and St Faiths Road, as this would have likely required the relocation of an existing owner occupied business premises. Further scheme development has focused on the Meteor Close to Repton Avenue link, with initial traffic modelling completed by Mouchel in June 2016.

The modelling indicated that the completion of an all traffic link between Meteor Close and Repton Avenue would benefit existing traffic problems at the junction between Hurricane Way and St Faiths Road without significant impact on other road and junctions in Old Catton. Public consultation was due to take place on the construction of a link between Meteor Close and Repton Avenue in early 2018. Following pre-consultation engagement with local members the planned consultation was deferred to enable further consideration of:

- the need for the link,
- the routing of the link into the Airport Industrial Estate,
- the optimum timing of the link's delivery
- whether any interim status, such as the initial creation of a bus only link, is appropriate.

Additional feasibility is currently being undertaken alongside negotiations with the developer of the land north of Repton Avenue. This is expected to be completed by the end of 2018. Following completions of feasibility and negotiations a decision will be taken about the delivery of the project.

Whilst the project, if implemented, is not expected to utilise all the allocated funds, it remains judicious at this point to retain any unused element of the CIL funding allocation in order to ensure, as far as practicable, a complete link to St Faiths Road, of an

appropriate standard, can be delivered. Any unused funding will be released back into the pooled CIL for reallocation.

GP32

Broadland Way (Thorpe St Andrew to Wroxham Cycle and Pedestrian facilities): £150,000

Feasibility / scheme development was undertaken during 2015/16 and further work in 2016/17. Funding was agreed in the 2017/18 AGP for £150k to deliver a section of the scheme between Plumstead Road and Green Lane. However, delivery is currently on hold whilst more work is undertaken to define aspects of this project.

GP33

Strumpshaw Pit Circular Walk: £35,000

There is potential to expand the dog walking capabilities of Strumpshaw Pit, which is owned by Norfolk County Council. This could be achieved through additional parking, which would increase the accessibility and usage of the site. In addition, provision of cycle racks will provide for other users.

Strumpshaw Pit is currently owned by Norfolk County Council, and includes a circular walk around a closed landfill site with various wildflowers growing. It is commonly used by dog walkers but is not fully accessible. Additional parking would increase the accessibility and usage of the site. In addition, provision of cycle racks will provide for other users.

Part one of the project includes improvements to the landfill gas infrastructure and part two involves improved parking facilities for cars and bicycles. Match funding has been sourced to enable the delivery of the wider project which also includes improvements to the access to the circular walk and consideration for the biodiversity improvements along the path. Part one is expected to be delivered in spring 2019 and part two in autumn 2019.

GP52

Thorpe Marriott Greenway: £105,000

The Thorpe Marriott Greenway is designed to promote better greenspace and access in the Thorpe Marriott area. To create the greenway, a path will be established through the current tree belt that will link the Thorpe Marriott estate, the Marriott's Way, Nabour Furlong, Pendlesham Rise, Littlewood (three woodlands owned by Broadland District Council) and the Broadland Northway green bridge that leads to Drayton Drewray. This will also help to deliver the identified Thorpe Marriott to Hevingham Secondary Green Infrastructure Corridor (S6). The project is expected to begin in March 2019.

GP53

Marriott's Way: Surfacing Works (Drayton): £85,000

This is part of a programme of projects being developed through the Marriott's Way Implementation and Delivery plan, which have been informed by public and stakeholder consultation in 2015. This project covers the section of Marriott's Way at the rear of the Tesco supermarket in the Drayton area (between Fakenham Road and Taverham Lane) and involves surface improvements and work to reduce the gradient of access ramps to allow better accessibility.

Improvement of this section will fit into the ongoing surface improvement between Norwich and Thorpe Marriott to improve cycle commuting into the city. Site investigations

have been underway but delivery is delayed to achieve economies of scale with other projects (including GP46). The start date is expected to be Autumn 2019-20.

GP55

The Nest-Community sports Hub Horsford Manor site: £1,000,000

Norwich City Community Sports Foundation (CSF) has obtained the Anglia Windows sports site at Horsford Manor within Broadland District to develop a large scale "Community Hub" that will provide inclusive facilities for the growing community.

Named 'The Nest' it will comprise: An indoor sports facility comprising full size 3G football pitch, full size sports hall, indoor gym and associated changing facilities, cafe, learning space, classrooms and office, 10 sleeping pods to be used for residential training courses, external spectator stand and associated parking, and an outdoor gym,. It will be the only full 11aside indoor football pitch in the region that is open to the public. Alterations to access and infrastructure will be necessary to delivery these facilities.

Phase 1 (pitches, clubhouse and sleeping pods) is complete and operational. Phase 2 (which this CIL funding is supporting) has received outline planning and the application for reserved matters has been submitted to Broadland District Council. Works are expected to commence February 2019

An official opening took place on 13th September with over 150 guests including representatives from the GNGB. Operationally, the site engaged with a total of 1,603 people during the first month of opening.

Organisations already using the site for training events include Clarion Housing, Broadland Housing, Anglian Training, Norfolk County Council Children Services plus 450 people have used the facility for Football matches and training.

Norwich

GP13

Eaton Interchange: £100,000

Works completed end August 2018, need for some remedial works has been identified. The project included the construction and implementation of the following:

- Reducing traffic speeds through traffic calming and a 20mph restriction.
- Widening the cycle track from the Cellar House to Newmarket Road. This will see an increase from 1.5m to 3m, allowing for two-way cycle flow.
- Increasing maximum stay to two hours in the existing parking area outside the old Post Office on Eaton Street.
- Installing double yellow lines on the remainder of the slip road past the Cellar House and extending these further into Eaton Street.
- Moving the vehicle stop line back in Bluebell Road so buses and other large vehicles can turn left from Eaton Street more easily.

- Additional detection and optimising of signals sequence for right turning vehicles.
- Resurfacing the carriageway and improved lining within the junction.
- Providing an on-carriageway feeder lane, Advance Stop Line (ASL) and a new cycle traffic signal on Eaton Street for cyclists going straight ahead at the junction. This will mean safer access and waiting at the crossroads and allow cyclists a green signal in advance of general traffic, providing a head start towards the slip road going uphill.
- Simplifying pedestrian crossings in the centre of Eaton.
- Installation of 'gateway signs' on the main route into Eaton village at Cringleford.

GP17b

Bus Priority and sustainable transport improvements, A140 corridor (North City): £950,000

The primary objective of this project is to implement on-carriageway bus priority measures through the reallocation of road space on the A140 Cromer Road north of Norwich city centre. This will enable the benefits of the NDR to be realised by improving bus journey reliability and bus service performance as well as having a positive impact on bus patronage. The scope of the project has also been expanded to look at potential improvements to the pedestrian crossing facilities at the Fifers Lane / A140 junction as well as looking at potential cycling improvements along the A140 corridor, primarily between the NDR and Fifers Lane.

Modelling work is currently underway looking at the potential installation of bus lanes on both approaches to the Boundary junction. Signal improvements are being considered at the Woodcock Road / A140 junction to improve efficiency for all users. In addition, work to look at installing detectors on pedestrian crossings so they are not triggered unnecessarily is ongoing. The date of works to begin is still to be confirmed.

GP23

Carrow Bridge to Deal Ground riverside path: £100,000

Delivery of a short section of cycle / footway on north bank of the River Wensum. This will provide a key 'missing link' in the route between Norwich city centre / rail station and Whitlingham Country Park. Planning approval is in place for a 150 metre stretch of riverside walk. Delivery of the project cannot be programmed until Broadland Housing Association's adjoining site has completed their connecting section of riverside walk, probably during late 2019-20. Discussions between Norwich City Council and BHA are ongoing with the aim of confirming the construction date.

GP24

Colney River Crossing (NRP to Threescore): £171,000

Creation of a walking route between Bowthorpe and the Norwich Research Park through the construction of a new footbridge and improvement of the connecting footpath from Bowthorpe Southern Park to Bowthorpe Centre and the associated open space at The Runnel. CIL funding was initially awarded in 2016/17 with an additional £21,000 approved

in 17/18. The bridge is now finished and open for use. The CPO process is continuing with official handover of the structure to the County Council progressing – final completion anticipated in December 2018.

GP29

Marriotts Way- Barn Road Gateway: £40,000

Improvements to the gateway to Marriott's Way to improve legibility and raise the quality of this important entrance. Design work is complete and has been sent to contractor for pricing. The consultation period has finished. Traffic Management costs are higher than budgeted so additional funding is being sort. Completion of works is currently programmed for March 2019.

GP30

Marriotts Way Sloughbottom Park – Anderson Meadow: £250,000

Improvements to a section of the route to increase safety, comfort and personal security. Works include path widening/realigning, providing street lighting, improving an adjacent storm drain, vegetation management, tree planting, and drainage improvements. Topographical survey and design works are complete. Street lighting costs are higher than budgeted and are being reviewed. There has been some slippage with the programme but it remains feasible to complete works as expected by the end of March 2019.

GP31

Riverside walk accessibility improvements: £200,000

The project aims to enable the use of the Riverside Walk (between New Mills and Carrow Bridge) by all, including access measures on and adjacent to the walk, and improved signage and waymarking linking the river with the city centre and other key attractions. Project delivery has slipped due to staff resource but work is expected to start on site in summer 2019.

GP36

Castle Gardens: £150,000

Restoration and improvement works to Castle gardens to promote the use of the gardens as a linear park. Restoration works will safeguard the gardens for future use whilst planned improvements will ensure that the gardens can be maintained within the available budgets. The linkage to the gardens from the surrounding street scene will be enhanced along with improved linkages to the castle and green. There has been slippage with the programme but works continue, with design and planning expected to be finalised summer 2019 and construction works commencing Autumn 2019.

GP38

Football Pitch Improvements: £100,000

Football pitch improvement works at Eaton Park, Sloughbottom Park, Britannia Barracks and Fountain Ground including drainage improvements, improved grass species and improved goal facilities through the provision of new posts, nets and additional ground sockets. This will permit moving the pitches annually to prevent excessive wear, improving the playability of the pitches and increasing capacity. A pitch improvement inspection has been carried out and the final report has just been received. Project start on site is still to be confirmed.

GP45

Green Pedalway – Earlham Road section: £560,000

The Green Pedalway project sees a comprehensive upgrade and extension to this strategic cycle route. This project relates to improvements to the Earlham Road (B1108) junction with Mill Hill Road and Heigham Road. This project has been combined with cycle ambition funding awarded by the Department for Transport for safety improvements at the Earlham Road (B1108) / Outer ring road (A140) roundabout and along the length of Earlham Road between the outer ring road and Heigham Road. The planning consultation period is complete and the project is undergoing a detailed design process.

GP47

UEA to Eaton Boardwalk extension: £30,000

The project aims extend the existing boardwalk which forms part of the Yare Valley Walk between UEA and Eaton/Cringleford. The boardwalk currently only extends half the length of the path from the UEA to Eaton/Cringleford. Planning permission would be required for the boardwalk. Awaiting Environmental Permit from Environment Agency. Contractor appointed and on site.

GP49

Earlham Millennium Green Phase 3: £25,000

Earlham Millennium Green (EMG) provides both an attractive area for the local community to enjoy and a variety of wildlife habitats. EMG also forms a valuable link for pedestrian access connecting Bowthorpe, West Earlham, the UEA and the Research Park. With the Three Score developments progressing, this route is likely to increase in importance and there are opportunities for improvements that would encourage more people to walk rather than use their cars. Facilities such as path surfacing and gates will need to be more robust to handle this increased level of use and to ensure that the natural habitats and amenity value of EMG and the adjacent sites are not compromised. EMG and the adjacent areas, which include Earlham Marsh, are already well-loved by many local residents and a higher standard of amenities would increase the site's value to the community. A local scout pack has already expressed interest in using the site for leisure and educational activities.

The main pedestrian route through EMG has already been improved and upgraded under Phase 2 of a CIL funded improvement project. Under an earlier Phase 1, habitat improvements were undertaken including refurbishment and enlargement of the wildlife pond. The current proposals seek to build on this work by:

- Improving links to the main route through the site from Bowthorpe, and from West Earlham via George Fox Way;
- Refurbishing and improving existing but 'tired' entrance features such as estate fencing and gates;
- Provision of a new, high quality interpretative signboard;
- Replacing 3 worn-out timber pond and river dipping platforms with more durable recycled plastic versions; and
- Refurbishing an existing timber footbridge connecting EMG with Earlham Marsh

A start date is expected to be confirmed soon for the refurbishment of the entrance features and removal of the foot bridges.

GP50

Yare and Wensum Valleys Link: £170,000

The River Wensum and Yare run close together in the west of the city between Marriott's Way near Gunton Lane and the Three Score development site. The link between the two river valleys is a recognised green infrastructure corridor and the route of the purple pedalway. The first phase of this project is supported through s106 allocation at Bunkers Hill. The CIL funded element of the project is now expected to commence 19/20.

South Norfolk

GP13b

Roundhouse Way: £50,000

Development of a new bus interchange at Roundhouse Way, Cringleford. Land negotiations are still underway and at the time of writing the statutory consultation period for a revised S73 Planning application has closed, but an extension has been requested for the NCC Environment Team's response. A Decision is anticipated in early December 2018.

GP27

Protection/enhancement of the Lizard and Silfield Nature Reserve, Wymondham:£40,000

To protect and enhance the Lizard and Silfield Nature Reserve by the creation of alternative green infrastructure routes (such as new permissive footpaths) for recreational access. The project will identify and agree new routes, which will be developed as appropriate. Necessary infrastructure such as stiles, fencing, signage/way marking, hedgerow planting/restoration and interpretation/localised publicity will be provided to encourage and manage use of the network. Awaiting landowner agreement for Public Right of Way to be finalised before works can be proceed. Expected start on site early spring 2019.

GP34

Cringleford N & N Strategic Connections: £58,000

Green infrastructure projects of various types to link N&N Hospital, Yare Valley Walk in Cringleford, and the A47 corridor. Delivery is on hold whilst discussions continue with developers of proposed developments in the area, with the expectation that they will bring forward elements of this project as part of their schemes.

GP37

Long Stratton Sports Hub: £500,000

The project aims to bring together South Norfolk Council, Long Stratton High School and Long Stratton Parish Council to improve the sport and leisure facilities in the village in anticipation of significant housing growth. There will be a new sport and leisure 'Hub' across three adjacent sites with new and enhanced facilities that are fit for purpose and better suited to the current and future needs of local residents. Management will be

shared across the three sites, resulting in economies of scale and efficiencies in service delivery. Match funding was received from the community asset fund in April.

Works at the leisure centre progressed well despite being delayed by the discovery of asbestos in some areas. Expected handover date now spring 2019

Cost certainty work for pool project is nearing completion – expected late November. Sport England funding is also secured to support that project.

Long Stratton PC pavilion tenders now received – application for match funding from Football Foundation now submitted, decision expected early 2019. If this is not successful the Parish Council will explore borrowing opportunities to support this project.

GP39

Hales cricket and bowls clubhouse improvements:£30,000

There is an identified need for a replacement pavilion to serve Loddon and Hales Cricket Club and Hales Bowls Club on their shared site on Green Road. The latter had been forced to relocate to the current venue as a result of housing development on their previous site off Yarmouth Road in Hales. The proposed new pavilion will give both clubs a permanent home in spaces that meet their respective needs, allowing them to develop and grow participation across a range of ages.

Capacity within this volunteer-run club is causing delays to project delivery but SNC Officer is liaising with the club to discuss the delivery options. Phase 1 is to create new access to the site, which is a planning condition. This has been delayed due to the discovery of a water main underneath the proposed access route, which either needs to be rerouted or lowered. Awaiting quote from Anglian Water to undertake this work.

Phase 2 is the delivery of new pavilion – will require additional capital to be secured from external funders, and not expected to begin until 2019.

GP40

Ketts Park Sports Hub, Wymondham: £500,000

Ketts Park has been identified as being a location that would be suitable for a sports hub, the provision of which can ensure that there are economies of scale in outdoor sports delivery and that clubs can benefit from shared and jointly managed facilities. It is proposed to provide a new full-size, floodlit artificial grass pitch (AGP) on the site which would take advantage of existing infrastructure. With tennis also being available on the Ketts Park site the agreement for creating one of these hubs is strengthened, and significant gains in sporting participation could be achieved. Forthcoming housing is expected to increase demand for pitches in Wymondham, and the carrying capacity of a full-size AGP will help to ensure that the quality of existing natural turf pitches (whose drainage will be improved as part of this project) is not compromised in the future. This is a large strategic project supported by multiple funding bodies.

Delivery of the AGP is now complete with handover to South Norfolk Council from the contractors on 30/11/18. The delivery of the tennis element of the project has been delayed because the Lawn Tennis Association temporarily suspended their capital grants programme. An application is expected to be submitted early 2019.

GP48

Wherryman's Way: Yare Valley Cycle Route: £23,000

Improve the Yare Valley Cycle Route (which follows the Wherryman's Way), through creating signage and route improvements. Delivery has been postponed until Spring 2019 to allow for works to link into the Great Yarmouth cycle signage (which is being funded through the LEP Growth Fund). The LEP funded work is delivering a range of cycle signage through Great Yarmouth and any signage linking into the wider network. The signage will link Great Yarmouth's recreational circular cycle loop with the Wherryman's way circular to create two circulars and a single route that connects Norwich and Gt Yarmouth cycling networks together.

Greater Norwich area-wide

GP46

Marriotts Way Thorpe Marriott to Costessey

To improve access to and on the Marriott's way between Thorpe Marriott and Costessey. This will create an improved commuting route from Thorpe Marriott to the city. The full project brief has been developed but timetable for delivery is yet to be agreed with Tarmac. This project is being linked to others to achieve economies of scale. (incl GP53) Access to the site is being investigated, and project delivery is programmed to begin May 2019.

GP51

Green Infrastructure, Access for All: £150,000 (delivery over five years)

A number of Green Infrastructure trails across the Greater Norwich area have been audited for both power chair use and general accessibility and to identify the improvement works necessary to allow such access. This project implements a range of smaller scale accessibility improvements across various projects and areas.

Delivery in 18/19 has been supported by numerous match funding including private land owner contributions. This has allowed the scope of the project to expand so that access improvements have been made to the full length of the Boudicca way (over 30 miles). Works have included dropped kerbs to allow chair access, removal of stiles, bridging of cattle grid, widening of gates and paths, and path resurfacing to smooth uneven surfaces

The next tranche of works is being planned for 19/20 and will be based on the Wherryman's Way.

GP 41-43 & 56-60

Communities-Library self-service and access improvements (8 projects): Total £295,000

These projects will introduce self-service technology that enables people to use the library outside the current opening times. The technology allows the library service to automatically control and monitor building access, self-service kiosks, public access computers, lighting, alarms, public announcements and customer safety. Each library will be able to have increased opening hours, making access to the library more convenient

for current and new customers without an increase in staff costs. This is a great opportunity for libraries to be accessible and relevant to more people.

GP41 Wroxham Library

Installation of the Open Library system and the public toilet are complete. The system is live and the public toilet is complete. A DDA compliant access ramp will be completed for handover on 3rd December 2018

GP42 Plumstead Road Library

This library does not have any off-road parking for bikes or cars. The nearby on street parking is limited which means that some customer groups find it difficult to use the services available at the library. This project includes the development of an onsite car park as well as the access improvements.

Preliminary site preparation works have begun which includes cell burial of the Japanese knot weed. Works will be completed by Friday 30th November for formal handover on Monday 3rd December. Final stages of the Open Library works to be completed week commencing 3rd December 2018.

GP43 Diss Library

All works have been completed, and Open Library will be introduced as soon as staff training is completed pending appointment of a Library Manager.

GP 56 Harleston Library

All works have been completed in readiness for going live on 3rd December.

GP57 Cosstessey Library

All works have been completed in readiness for going live 10th December.

GP58 Loddon Library

Works currently being carried out with likely completion date for 'open libraries being Thursday, 29th December 2018. Minor alteration to the shared front door (electronic lock) to be completed by Christmas.

GP59 Earlham Library

All works have been completed in readiness for going live on 7th January.

GP 60 Mile Cross Library

All works have been completed in readiness for going live on 7th January.

CABINET MEETING – 12 February 2019

Decision List

Resolutions are subject to a 5 working day call-in, recommendations to Council cannot be called-in.

ITEM & HEADING	DECISION
<p>4 Matters Arising - Budget and Medium Term Financial Plan 2019-24</p> <p>Head of Finance and Revenue Services</p>	<p>RECOMMENDED TO COUNCIL</p> <p>to agree the amended Medium Term Financial Plan.</p>
<p>9 Senior Management Recruitment and Appointment Arrangements</p> <p>Managing Director</p>	<p>RESOLVED</p> <p>to note the recruitment process and associated timeline for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure.</p> <p>RECOMMENDED TO COUNCIL</p> <p>(1) to agree the proposed Panel format, as set out in paragraph 4.11 of the report, for the Member Appointments Panel of Chief Officer roles; and</p> <p>(2) to agree option 1, as set out in paragraph 4.12 in the report, for the Member Appointments Panel of Deputy Chief Officer roles; and</p> <p>(3) to agree that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.</p>
<p>10 Changes to Council Tax Empty Homes Premium</p> <p>Head of Finance and Revenue Services</p>	<p>RECOMMENDED TO COUNCIL</p> <p>(1) that the Long Term Empty Property Premium (currently set at 50%) is:</p> <p>(i) increased to 100% from 1 April 2019 for those properties that are</p>

	<p>vacant for two years and over; and</p> <p>(ii) increased to 200% from 1 April 2020 for those properties which are vacant for 5 years and over; and</p> <p>(iii) increased to 300% from 1 April 2021 for those properties which are vacant for 10 years and over; and</p> <p>(2) that the Discretionary Relief Policy be amended by inserting the wording at Appendix 2 to the report.</p>
<p>11 Financial Monitoring to 31 December 2018</p> <p>Head of Finance and Revenue Services</p>	<p>RESOLVED</p> <p>to note the report.</p>
<p>12 Update to Statement of Community Involvement</p> <p>Head of Planning</p>	<p>RESOLVED</p> <p>to agree to the incorporation of the proposed 'Broadland District Council Neighbourhood Planning Support' Statement within the Council's current Statement of Community Involvement.</p>
<p>13 Broadland Business Plan 2019-23</p> <p>Head of Corporate Resources</p>	<p>RESOLVED</p> <p>(1) to note the outcomes from the recent resident and stakeholder engagement activities; and</p> <p>(2) to propose a number of amendments to the vision, ambitions and objectives of the Council for inclusion in the Broadland Business Plan 2019-23.</p>
<p>14 Public Sector Equality Duty Annual Update</p> <p>Interim Head of Housing and Environmental Services</p>	<p>RESOLVED</p> <p>to approve the Public Sector Equality Duty Annual Report for publication.</p>

<p>16 Footway Lighting Contract</p> <p>Interim Head of Housing and Environmental Services</p>	<p>RESOLVED</p> <p>to</p> <ul style="list-style-type: none"> (1) extend the current contract for one year from 1 April 2019 following publication of the modification Notice, and continue discussions with the parishes regarding the transfer of lighting stock; and (2) delegate to the Interim Head of Housing and Environmental Services, in consultation with the Portfolio Holder for Environmental Excellence, to conclude the arrangements for the transfer of the lights to the parishes, if this stage is reached.
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SENIOR MANAGEMENT RECRUITMENT AND APPOINTMENT ARRANGEMENTS

Report Authors:	Trevor Holden, Managing Director tel: 01508 533603 / 01603 430458 email: MDtoBDCandSNC@s-norfolk.gov.uk
Portfolio Holder:	Policy
Wards Affected:	All
Purpose of the Report:	This report seeks Cabinet recommendation to Council on the preferred appointment Panel options for the recruitment and appointment of the Senior Management roles for Broadland District Council and South Norfolk Council that will facilitate a single paid service. This version is for Cabinet, the version to the February Councils will also include the outcome from the formal staff consultation with the affected senior staff and UNISON.

Recommendations:

1. To note the recruitment process and associated timeline for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure.
2. To **recommend to Council** the proposed Panel format as set out in section 4.11 for the Member appointments Panel of Chief Officer roles.
3. To **recommend to Council** a preferred option from the table of options in section 4.12 for the appointments Panel of Deputy Chief Officer roles.
4. To **recommend to Council** that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

1 SUMMARY

- 1.1 This report sets out the proposed arrangements for selection and appointment to the Senior Management staffing structure for Broadland District Council and South Norfolk Council that will facilitate a single paid service. In January 2019, both Councils agreed the draft senior management structure that would be used for the formal consultation process with affected staff. Both Councils also agreed that formal consultation could commence in parallel with this report to seek agreement of the selection and appointment arrangements.
- 1.2 The following report describes the proposed process, involvement of Members and anticipated timeline for the whole assessment process. This report has been drafted taking into consideration the feedback that was received from both Council meetings.

2 BACKGROUND

- 2.1 The Managing Director commenced employment on 2 January 2019 and proposes a senior management structure for Chief Officers and Deputy Chief Officers to support the delivery of both Councils' ambitions. At Broadland these officers are the Deputy Chief Executive and the Heads of Service and at South Norfolk these officers are the Directors, Assistant Director and the Heads of Service.
- 2.2 These ambitions were stated within the feasibility report which was approved by Council in July 2018 and are to drive economic and housing growth and improve the services delivered to the residents. The feasibility report also agreed that subsequent to the appointment of the Managing Director, the establishment of a joint senior management team and one joint officer team across the two autonomous Councils was to be progressed.
- 2.3 The Managing Director has been entrusted to take the Councils forward in delivering a single paid service across two autonomous Councils, hand in hand with this, Members also need to own and be accountable for the appointment of the senior management structure who will go on to deliver the Council services and ensure that the aspirations will be achieved.
- 2.4 The key driver through the whole appointment process is to ensure that individuals have the opportunity to demonstrate their keys strengths and aptitude to meet the Councils' overall objectives. Thus, ensuring that the right people are in the right jobs through an open and transparent process.

3 CURRENT POSITION

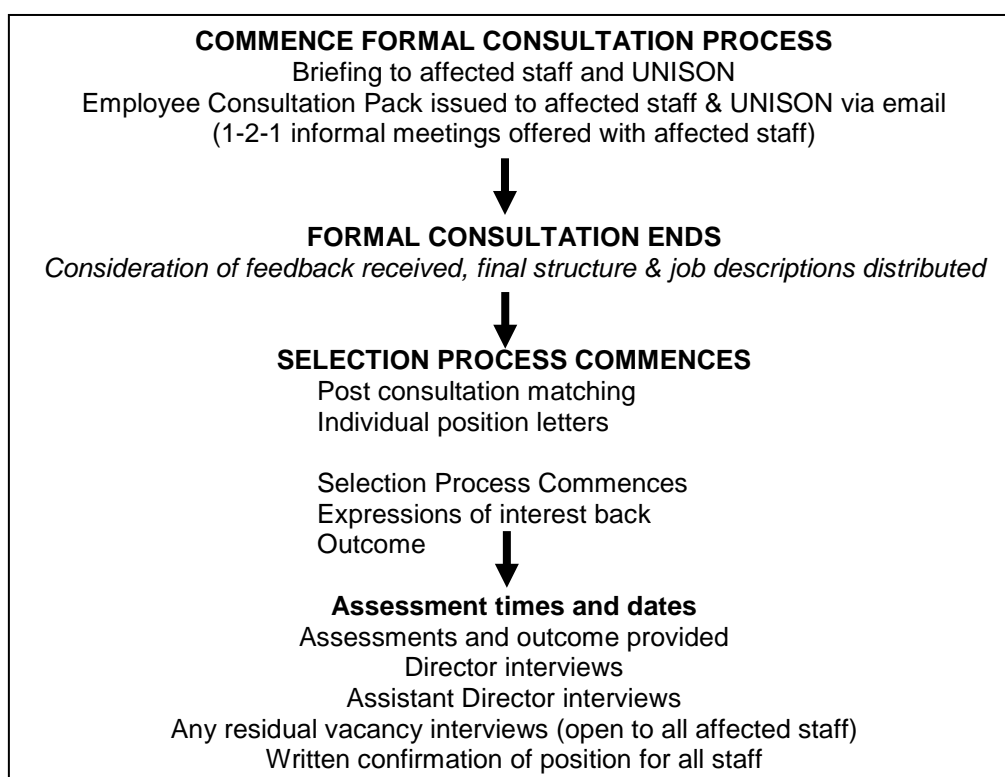
- 3.1 On 7 December 2018 the Joint Lead Members Group discussed the proposed approach to appointing the senior management team and in January 2019 both Councils met separately to agree this. This report has been produced as a result of both Councils agreeing the draft senior structure to start formal consultation process but postponing a decision on approving the preferred

composition of appointments Panel until further discussion could be held at Joint Lead Members Group, the new formal Joint Scrutiny Committee, Cabinet and Council.

- 3.2 Prior to this Cabinet meeting the Joint Lead Members Group will meet to discuss the options available for appointments to be made to Chief Officers and Deputy Chief Officers, with a formal Joint Scrutiny Committee meeting also being held. The Joint Scrutiny Committee meeting will make formal recommendations to respective Cabinets for consideration, these will be tabled at the meeting and a verbal update on the outcomes of this meeting provided.

4 RECRUITMENT PROCESS

- 4.1 Appendix A outlines the appointment activities and proposed timeline that needs to be adhered to in order to ensure a robust recruitment process. There are key dates within the timeline that need to be achieved so that the requirements outlined in the background of this report are met. The appointment process requires significant time commitment from all parties, i.e. recruitment Panel members and affected staff. A summary of the key stages is shown below:



- 4.2 The following describes the above in more detail.
- 4.3 There are two levels of post proposed – Chief Officer (Director) and Deputy Chief Officer (Assistant Director). The draft Job Descriptions and proposed salary ranges which will be referred to in the Employee Pack for formal consultation with affected staff and UNISON are currently being finalised.

- 4.4 Chief Officer roles will be initially ring-fenced to current Deputy Chief Executive and Directors. Deputy Chief Officer roles will be ring-fenced initially to current Heads of Service.
- 4.5 The rationale for a ring-fence for Chief Officer posts and a ring-fence for Deputy Chief Officer posts is to ensure a fair open and transparent process for candidates and not to create the potential for (say) a Chief Officer to be dislodged by a Deputy Chief Officer. Similarly, the Deputy Chief Officer roles would be ring-fenced to existing Heads of Service and not any lower tier groups as this would again create the potential to displace an existing Head of Service.
- 4.6 Individuals will have the opportunity to initially apply for up to three roles within their ring-fenced group. Therefore, the Panel will initially interview an individual once for a potential number of roles in their ring-fence. The interview will comprise of both the key leadership elements required and any relevant role specific elements to ensure the individual is credible in the role appointed to.
- 4.7 The overall appointment process will focus on individual's leadership skills and take account of their previous experience and future potential. The Strengths Based Assessment Centre will be facilitated by an external recruitment provider therefore the process will be in two stages.
- i) Strengths Based Assessment Centre
 - ii) Formal Interview.
- 4.8 A strengths based and behavioural approach is being taken to guide the recruitment. This means that officers will be assessed against core strengths and behaviours that support the values of the councils and support the move to 'two councils - one team'. This will support the development of a senior management team that has an effective and engaging leadership approach.
- 4.9 At the end of the Strengths Based Assessment Centre the external provider will make recommendations to the Interview Panel about which individuals should progress to formal interview. It is the Panel decision whether to accept the recommendations.
- 4.10 Once the two stages for each ring-fenced group are complete, any residual vacancies will be opened up to the overall ring-fenced group initially. Should vacancies still exist these will be offered internally for all staff to apply, and then following this exercise externally advertised should the need still be there.

Interview Panels

- 4.11 **Chief Officer (Director) roles** – It is proposed that a Member Panel is used for Chief Officer interviews with the Managing Director having a formal role and vote only if the Panel votes are a tie. A balanced representation on the Panels from each Council could otherwise result in a tie of votes. It should be noted that a tie of votes creates a risk of not appointing anyone even those

who are suitable, which could lead to a scenario of creating additional costs in having to unnecessarily look externally to appoint. It is also proposed that a representative from the external recruitment provider attend but with no vote, in order to advise on HR procedure and the results from the Strengths Based Assessment. This Member Panel would be composed of four Members from each Council with the same political balance as used for the Joint Appointment Panel that recruited the Managing Director, i.e., three Conservatives to one Liberal Democrat. This option enables Members to shape the direction of each Council. In total there would be ten participants on the Panel - eight Members, Managing Director and external recruitment specialist for the envisaged three Director interviews. In order to be fair to all candidates, any substitutes must remain for all interviews.

- 4.12 ***Deputy Chief Officer (Assistant Director) roles*** – Agreement by both Councils on one option is needed for appointment to these roles. The following is a summary of potential options. For Member Panels it is proposed that the Managing Director has a casting vote only in cases of Panel deadlock or tied votes and that a representative from the external recruitment provider who are facilitating the Assessment Centre is also present at the interviews in order to advise on HR procedure and the results from the Strengths Based Assessment, but not to have a vote. In order to be fair to all candidates, any Panel substitutes must remain for all interviews.

<i>Deputy Chief Officer (Assistant Director) interviews</i>		
Option	Description	Pros & Cons
Option 1	Same format as Chief Officer roles above ie an eight Member Panel plus MD and external recruiter.	Pro: Consistent with Chief Officer roles. Cons: Highly resource intensive (11 interviews over two weeks) because the same Panel members must be available for all interviews to be fair to all candidates; High number of Panel members creates greater potential for not being available for all interviews, substitutes mid process would introduce an unfair bias to other candidates they have not interviewed; MD is not empowered to choose his management team.
Option 2	A small Member Panel. Two Cabinet Members from each Council, MD and external recruiter.	Pro: Member involvement. Cons: MD not empowered to choose his management team; Availability of Members for interviews.
Option 3	Delegated to the MD plus Member Panel involvement – The eight Members would receive presentations as the first stage of their interview from each candidate and feed their views to the MD.	Pro: Efficient and Member involvement. Cons: Availability of 11 candidates and eight Members on the same day. Availability needs to be confirmed for all 11 presentations by the same eight Members, to avoid the (unfair) use of substitutes

Option 4	Delegated to the MD to recommend for Cabinet endorsement.	Pro: Efficient and enables the MD to be responsible for selecting his management team. Cons: Needs agreement from all Cabinet Members.
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- 4.13 As mentioned above, in order to ensure consistency and fairness to all candidates, Panels must have the same representatives interviewing all candidates in their ring-fenced group. Therefore, it is required that Panel members are available for all steps within the process.
- 4.14 Any vacant posts remaining at either Director or Assistant Director level would then be opened up for interview to all senior managers in both ring-fenced groups (i.e. any of the current Deputy Chief Executive, Directors or Heads of Service). Thus, additional interview time would be necessary. It is recognised that interviews will require a significant time commitment from any Panel and this might impact the shape of the Panel and those that can be on it. The following summarises the likely commitment envisaged for assessment and interviews. Note that these dates are best estimates at time of writing but may change:
- **W/c 4 March:** Panel review of outputs and recommendations on who should progress to interview. The recommendations will come from the external recruitment specialist running the Assessment Centre for the three Chief Officer and eleven Deputy Chief Officer roles. **(Likely Panel member time commitment: 0.5 day)**
 - **W/c 11 March:** Three interviews for the Director roles. **(Likely Panel member time commitment: 1 day)**
 - **W/c 25 March and w/c 1 April:** 11 interviews for the Assistant Director roles. **(Likely time commitment for interviews: up to 3 days)**
 - **W/c 15 April:** Undertake any residual interviews from either ring-fenced group for any vacancies that might remain for either Director or Assistant Director roles. **(Likely time commitment: up to 2 days)**
 - Further interviews will be needed if vacant posts still remain after all the ring-fenced interviews take place in order that all Councils' staff can apply. If vacancies were to still exist after this, then interviews are envisaged with external candidates.
- 4.15 Built into the appointments is the process for notifying Cabinet of the appointments so that any reasonable objections can be raised. The appointments to the statutory posts – Monitoring Officer and Section 151 Officer – and to the Chief Officer roles will require ratification at each (Full) Council meeting.
- 4.16 Regardless of the composition for the Interview Panel it is important to note that they are delegated to make the appointments and empowered to meet the requirements of ensuring that the right people are in the right jobs and that

the individuals' strengths and aptitude will ensure that the Councils objectives are realised.

- 4.17 In the event that external appointments are required (as outlined above) it would be beneficial for the Managing Director to be given delegated authority to appoint on an interim basis, thus ensuring that progress against the objectives of collaborative working are not hampered. This then allows time for external adverts to be placed and permanent recruitments made, following the preferred appointments route.

5 OTHER OPTIONS

- 5.1 To continue to work as two separate senior management teams. In doing so the immediate benefits of collaborative working would be lost and therefore it would become difficult to achieve the outcomes that were agreed as part of the feasibility study and the recommendations that were agreed by Members. It would not enable the benefits that are to be realised in terms of maximising efficiencies, developing a joint culture and driving forward the ambition of the Members.
- 5.2 Defer the introduction of the senior management structure, however delays in the process could be sensitive as it would prolong the period of uncertainty for the staff directly affected and impact the pace of delivery of improving our customer offer through joint working. Both Councils decided at their meetings in January 2019 to postpone the decision on agreeing the appointment process until further discussions had been had. It should also be noted that there has been uncertainty amongst senior management since July 2018 when the Feasibility Report was agreed. We are consulting with them on the structure and so to then not proceed to the appointment process would provide additional uncertainty which could result in good staff looking for alternative employment.
- 5.3 To take a staged approach to implementing the senior management structure, eg using the collaborative service groupings. This would delay the immediate benefits and again cause prolonged uncertainty for existing staff.

6 ISSUES AND RISKS

- 6.1 **Legal Implications** – Changes to the Constitution are necessary to facilitate the proper implementation of a single management structure. A single management structure is necessary to help both Councils work collaboratively to realise their ambitions.
- 6.2 **Resource Implications** – Given the presumption of no redundancy the aim is to bring this structure in as cost neutral, however there is potential for savings to be generated as we progress.

Should a redundancy situation arise, each individual Authority's policies and agreements will be respected. There are cost implications to this which each Authority will honour for their individual employees.

- 6.3 **Equality Implications** – a fair and equitable recruitment process will be applied to all applicants regardless of any protected characteristic, not withstanding, any reasonable adjustment an applicant may require as a result of a protected characteristic.
- 6.4 **Environmental Impact** – there is no impact on the environment.
- 6.5 **Crime and Disorder** – there is no impact on crime and disorder.
- 6.6 **Risks** –
- 6.6.1 The timeline for implementation provides for a speedy process, recognising that this is a period of uncertainty for those individuals affected. However, speed should not be at the expense of a robust process in which the relevant individuals and their representatives have had the opportunity to contribute.
 - 6.6.2 There is risk due to time commitment needed from individuals on the Panel and the need for Panel membership consistency in order to ensure fairness to all the candidates.
 - 6.6.3 In the current timeline, after the formal consultation process has finalised the structure and job descriptions, the affected senior staff will be notified on 21 February 2019 of which posts they can apply for in their ring-fenced group. If these groupings change after this date the letters to staff will be void and the process delayed which would make implementation before the May elections unachievable.
 - 6.6.4 Undertaking formal consultation with the senior staff and then not progressing with the appointment process will disengage those affected and be at risk of losing good people.
 - 6.6.5 Not agreeing a process that is fit for future senior management appointments.

7 CONCLUSION

- 7.1 The report proposes how Members will be involved in the recruitment of the single senior management structure to facilitate the ambitions of collaborative working, to drive economic and housing growth and improve services to residents.

8 RECOMMENDATION

For Cabinet to:

- 8.1 note the recruitment process and associated timeline for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure; and

- 8.2 to **recommend to Council** the proposed Panel format as set out in section 4.11 for the Member appointments Panel of Chief Officer roles; and
- 8.3 to **recommend to Council** a preferred option from the table of options in section 4.12 for the appointments Panel of Deputy Chief Officer roles; and
- 8.4 to **recommend to Council** that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

Background Papers

None

Proposed activities and timeline for recruitment

(Draft working timeline updated 23/01/2018)

Activity (+ = Member-related)	When?
Pre Consultation Period	
+ Broadland Group Meeting	Sat 19 Jan
+ Deadline Joint Lead Members Group and Joint Scrutiny Papers	Wed 23 Jan
UNISON discussion – T&Cs, JDs and discussion about employee pack	Wed 23 Jan
+ South Norfolk Cabinet Paper Deadline	Fri 25 Jan
Consultation Period	
Mon 28 Jan – Fri 15 Feb	
Start of consultation period: - MD meeting with staff, HR leads and UNISON - Employee Consultation Packs to be emailed to staff cohort and UNISON	Mon 28 Jan (pm)
1:1s with all staff affected	Mon 28 Jan – Fri 15 Feb
+ Joint Lead Member Group and Joint Scrutiny	Wed 28 Jan (JLMG) and Thu 31 Jan (J Scrutiny)
+ Broadland Cabinet Paper Deadline	Thurs 31 Jan
+ South Norfolk Cabinet	Mon 4 Feb
Strengths based recruitment workshop	W/C 11 Feb
+ Broadland Cabinet	Tue 12 Feb
Post Consultation Period	
Pull together changes following consultation period and discuss and agree with TH	Mon 18 Feb
+ Liaison with Leaders following any changes to structure during consultation period	Ongoing – 18 Feb
Briefing with UNISON and Staff Reps	Tue 19 Feb
Email of outcome of consultation to staff cohort and UNISON – final structure and JDs	Morning Wed 20 Feb
+ Deadline Papers – Broadland & South Norfolk Special Councils	Wed 20 Feb
Individual position letters to go out to all affected staff stating finalised structure JDs following formal consultation and the roles available to them in their ring-fenced group	Thu 21 Feb
+ Broadland & South Norfolk Special Councils Report will include outcomes of consultation process	Thu 28 Feb TBA
Risk – if appointment panel not agreed will delay timeline of appointment process	
Appointment Process	
+ Confirm Member invites to panel	Fri 1 Mar
Expressions of interest returned to HR	Mon 4 Mar 12.00pm
+ Assessment Centre (all candidates); Feedback & take results with recommendations to Member Panel/s	Wed 6 Mar – Mon 11 Mar
1:1 discussions with any displaced staff	w/c 11 Mar
+ Director Interviews (5 day Cabinet objection period) & feedback	Wed 13 Mar – Fri 15 Mar
MD unavailable	w/c 18 Mar
+ Assistant Director Interviews (5 day Cabinet objection) & feedback	Mon 25 Mar – Fri 5 Apr
Make residual vacancies available to all affected staff	Mon 8 Apr – Wed 10 Apr
+ Final internal interviews (5 day Cabinet objection period)	w/c 15 Apr

Activity (+ = Member-related)		When?
	1:1 discussions with any displaced staff	w/c 22 Apr
	NB February half term 18 Feb and Easter Holidays 8 Apr-22 Apr. Note Purdah from mid-March	
+	Ratify Chief Officer and Statutory roles	w/c 22 Apr or AGMs 22 May SNC and 23 May BDC
	Development plans for successful staff and Leadership event for new senior management team	Early-May

Policy on Discretionary reduction in Long Term Empty Property Premium under S13a (1)(c) LGFA 1992

In considering an application for a reduction under these provisions the authority will take into account circumstances where an owner can clearly demonstrate ongoing and realistic efforts to sell or let their property since it became unoccupied and unfurnished.

General criteria

The following will be taken into account:

1. All cases will be considered on their own merits.
2. The applicant must be able to demonstrate that the property has been available for sale or to let at a realistic market price for a continuous and prolonged period.
3. Circumstances where the owner can show that they have been experiencing particular legal or technical issues which are preventing the sale or letting of the property.
4. The owner is in severe hardship as a result of the imposition of the premium and they are making a genuine effort to sell or let the property.
5. Whether the owner has actively engaged with the Council's Empty Homes Officer to try to facilitate occupation of the property.

Award

Any award will be calculated on a daily basis and will normally only be for a maximum of one year.

Any award will immediately terminate when a property becomes occupied, sold, let out or substantially furnished. The owner is under an obligation to tell the council within 21 days of any of these occurrences.

The maximum level of any award will be up to the level of the premium and not the remaining council tax charge.

Decision making

Any award will be determined by the Council Tax Manager or the Interim Revenues and Benefits Manager in the first instance.

Review

Should an applicant be dissatisfied with the decision of the council concerning an award they may write to the Head of Finance and Revenues and request a review of the decision.

Appeal

If an applicant is aggrieved at the decision of the council not to award a reduction or the level of reduction under its discretionary powers, they may appeal to the Valuation Tribunal for an independent hearing of the matter.

REVISED MEDIUM TERM FINANCIAL PLAN 2019-24

- Report Author:** Jill Penn, Head of Finance and Revenues
tel: 01603 430486
email: jill.penn@broadland.gov.uk
- Portfolio Holder:** Finance
- Wards Affected:** All
- Purpose of the Report:** Revised Medium Term Financial Plan for 2019-24
- Recommendations:**
1. The Council is asked to approve this revised Medium Term Financial Plan for 2019-2024 and the Capital Strategy (Appendices 1 and 2).

1 SUMMARY

- 1.1 This presents a summary of Broadland's 2019/20 Budget for net revenue and capital expenditure.

2 BACKGROUND

- 2.1 The starting level of reserves has been amended to reflect the actual level as at 1 April 2018, as reported in the Annual Accounts.

The expenditure and income levels have been amended to take into account changes in responsibility for street lighting in Wroxham and Freethorpe parishes from 1 April 2019.

- 2.2 As part of the budget setting process, a recent CIPFA update has included a requirement for the Council's Capital Strategy to be approved as part the Budget and Medium Term Financial Plan. A copy of the Strategy is attached at appendix 2 for approval by Council.

3 RECOMMENDATIONS

- 3.1 The Council is asked to approve this revised Medium Term Financial Plan for 2019-2024 and the Capital Strategy (Appendices 1 and 2).

Background Papers

[2019/20 Budget Report and associated Minutes, Cabinet, 8 January 2019 and 12 February 2019](#)

	2018/19 Approved £000	2019/20 Draft £000	2020/21 Draft £000	2021/22 Draft £000	2022/23 Draft £000	2023/24 Draft £000
Base Net Expenditure	11,026	11,282	11,999	12,321	12,490	12,611
<u>Recurring Adjustments:</u>						
Net (Savings)/Growth	256	717	322	169	121	304
BDC Collaboration Gross Savings (45%) (not included in Base Budget Calculations)		(350)	(278)	(250)	(248)	(243)
Base Net Budget for following year	11,282	11,999	12,321	12,490	12,611	12,915
<u>Non Recurring Adjustments</u>						
Net (Savings)/Growth	53	(19)	38	(1)	0	0
Capital Programme funding*	0	0	0	0	0	27
Contribution to Collaboration Costs Reserve		87	155	83	83	83
Net transfers to/(from) Earmarked Reserves	(460)	124	(204)	(90)	(10)	(139)
Net Budget Requirement	10,875	12,191	12,310	12,482	12,684	12,886
<i>Increase or (Decrease) on previous year</i>	<i>4.8%</i>	<i>12.1%</i>	<i>1.0%</i>	<i>1.4%</i>	<i>1.6%</i>	<i>1.6%</i>
<u>Funded from:</u>						
External Support - RSG	438	0	0	0	0	0
External Support - Business Rates Levy Surplus Distribution	0	43	0	0	0	0
External Support - Business Rates	2,766	2,859	2,884	2,941	3,000	3,060
External Support - New Homes Bonus	2,008	2,174	2,169	2,158	2,042	2,000
Special Expenses - Street Lighting Income	83	111	111	111	111	111
Collection Fund - Surplus / (Deficit)	(109)	(500)	0	0	0	0
Net Funding Before Precept	5,186	4,687	5,164	5,210	5,153	5,171
Broadland's share of precept	5,540	5,580	5,927	6,285	6,655	7,038
Net Funding including Precept	10,726	10,267	11,090	11,495	11,808	12,209
Draw on reserves	149	1,923	1,220	987	876	677
Total Funding	10,875	12,191	12,310	12,482	12,684	12,886
General Reserve at start of year	(13,933)	(13,784)	(11,861)	(10,641)	(9,654)	(8,778)
Draw on reserves	149	1,923	1,220	987	876	677
General Reserve at end of year	(13,784)	(11,861)	(10,641)	(9,654)	(8,778)	(8,101)
Draw on Reserves (cumulative)	149	2,072	3,292	4,279	5,155	5,832
Council Tax Calculation						
Council Taxbase (Homes)	45,735	46,065	46,986	47,926	48,885	49,862
Council Tax	121.14	121.14	126.14	131.14	136.14	141.14
Broadland's share of precept (£000)	5,540	5,580	5,927	6,285	6,655	7,038
<i>Annual Increase (£)</i>	<i>4.99</i>	<i>0.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>
<i>Total Amount of Increase in Council Tax Revenue (£)</i>	<i>228,218</i>	<i>0</i>	<i>234,932</i>	<i>239,630</i>	<i>244,423</i>	<i>249,311</i>
<i>Total Percentage Increase in Council Tax Revenue (%)</i>		<i>0.00%</i>	<i>4.13%</i>	<i>3.96%</i>	<i>3.81%</i>	<i>3.67%</i>
New Homes Bonus	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
October 2013 to October 2014	376					
October 2014 to October 2015	505	505				
October 2015 to October 2016	511	511	511			
October 2016 to October 2017	616	616	616	616		
October 2017 to October 2018		542	542	542	542	
October 2018 to October 2019			500	500	500	500
October 2019 to October 2020				500	500	500
October 2020 to October 2021					500	500
October 2021 to October 2022						500
Total payable	2,008	2,174	2,169	2,158	2,042	2,000

New Homes Bonus is payable in respect of housing growth in the district between two successive Octobers, with a time lag of six months between the end of the qualifying period and the start of the year in which the bonus is paid. For example, the first instalment on housing growth occurring between October 2017 and October 2018 is paid during the financial year 2019/20.

Following the 2015 consultation MHCLG's preferred option was for instalments to decrease from six years to four, with a reduction in entitlement linked to relevant planning appeals and the absence of Local Plans. In December 2016 the MHCLG confirmed that they would decrease the instalments paid on previous years' housing growth to five years in 2017/18 and four years from 2018/19 onwards.

Inflation (average figure)

Bank of England CPI estimates, Aug 2018:

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
2.00%	2.50%	2.25%	2.00%	2.00%	2.00%

Inflation according to CPI measures has risen to 2.6% over the last twelve months. The Bank of England's inflation target is 2.0%; their August inflation forecast is for an average of 2.6% over 2018/19, reducing to around 2.25% in 2019, and to 2% in 2020. However, some contracts (for example waste collection and street lighting maintenance) specify an annual uplift linked to RPI, which is usually above CPI. As these contracts account for a large proportion of the authority's expenditure this has been reflected in the average inflation estimates for future years.

The average gap between CPI and RPI over the last twelve months is 0.93%, with a maximum gap of 1.2%. As the parameters for calculating RPI were re-written in 2014 to provide a closer parallel to those governing the CPI measure, these two measures were expected to converge.

Capital Program Funding*

The majority of capital expenditure is non-recurring or project based. Consequently there is an item of growth in the Non-Recurring section which represents the budget for revenue funding of the capital programme.

If the authority takes out long-term debt to fund the capital programme in future, the cost of interest and a provision to repay the principal will be included within the Growth line in the Recurring section of the Summary table.

Capital Strategy Broadland District Council

Amended

- 1. December 2013**
- 2. October 2014**
- 3. October 2015**
- 4. October 2017**
- 5. October 2018**

Broadland District Council Capital Strategy 2018-2024

1. Purpose

The purpose of this strategy is to outline Broadland District Council's approach to capital investment and how the Council ensures that capital investment is directed to the Council's Corporate Priorities. It therefore provides the rationale for any capital spending plans.

The Capital Strategy is a partner document to the Medium Term Financial Plan (MTFP), the Broadland Business Plan, the Procurement Strategy, the ICT Strategy, the Council's Budget (Revenue and Capital), the Treasury Management Policy, the Annual Investment Strategy and the Asset Management Plan (AMP). The AMP is the corporate document detailing changes already put in place together with planned action to improve corporate asset use. It considers how the Council's own limited assets, together with those of partners where appropriate, can be used to deliver the Council's vision for the district, and to meet the Council's corporate ambitions as set out in the Broadland Business Plan.

2. Introduction and Overview

The Capital Strategy is a key element of Broadland District Council's medium term financial planning process. It is a summary of the Council's approach to capital investment, describing how our capital resources contribute to the Council's goals. It also sets out how our own capital resources and those we can influence contribute towards improving the quality of life for Broadland residents.

Capital expenditure is defined in Section 16 of SI 2003/3146 as:

- Expenditure that results in the acquisition, construction or enhancement of fixed assets (tangible and intangible)
- Expenditure fulfilling one of the definitions specified in regulations made under the Local Government Act 2003
- Expenditure which has been directed to be treated as capital by the Secretary of State (for example, grants made to third parties for the purpose of capital expenditure).

3. Scope and Key Principles

This strategy seeks to deliver the community's vision for the district as set out in the Broadland Business Plan (<https://www.broadland.gov.uk/businessplan>). Our ambitions are:-

- To deliver economic success in our area
- To achieve environmental excellence in everything we do
- To plan and provide well housed communities
- To increase levels of health and wellbeing
- To keep people safe and secure
- To continue to provide high quality, value for money services on our own or as a trusted partner

4. The Legal Position of Capital Strategies

The Local Government Act 2003 requires local authorities to adopt the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). The Prudential Code “requires local authorities to have regard to wider management processes (option appraisal, asset management planning, strategic planning and achievability) in accordance with good professional practice”. As part of the Prudential Code, authorities are required to estimate their capital expenditure over the next three financial years, which will form a part of the budget setting process each year. From 2019/20 the MTFP is prepared on a five year basis and this is reflected in the Capital Programme

5. Priorities

The current capital expenditure priorities (as agreed per capital programme) are:

- Development projects (externally funded alongside existing Council resources)
- Street lighting (externally funded)
- Disabled Facilities Grants (mandatory; limited external funding)
- Other grants (historic buildings, minor improvements)
- Homes people can afford (limited usable receipts funding)
- Maintenance of the Council's assets (Thorpe Lodge, Frettenham Depot, IT renewal programme, bridge maintenance, Carrowbreck Training Development and restoration work)
- New infrastructure associated with growth strategy

The long term forecast for the capital programme is included as part of the Broadland MTFP and for those areas listed above will use information from budget managers based on past cost patterns and predicted demand. The programme is comprehensively reviewed annually as part of the budget setting process. The implications of any revenue funding required is reflected by the inclusion of this total within the councils revenue budget forecasts to identify the resultant effects on future Council Tax levels.

6. Partnerships

Partnership working is certain to continue and is likely to assume greater significance given the state of public finances so this strategy needs to ensure that any capital requirements identified through partnership work can be considered alongside other bids for capital funds. As Broadland enter into collaborative working with South Norfolk District Council opportunities may arise to work jointly on capital projects that will benefit both authorities. Managers of capital projects should encourage our partners to adopt or at least make reference to this Capital Strategy.

7. Equalities

Capital projects must give consideration to the Equalities Act 2010 and the Council's Single Equality Action Plan.

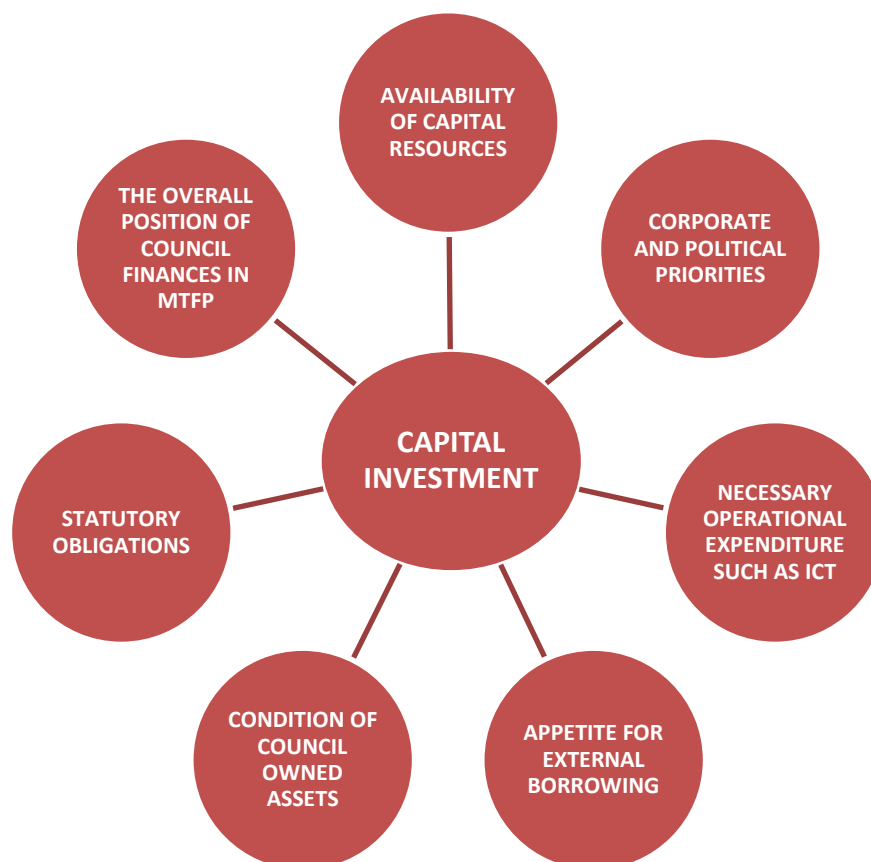
Promoting equality and diversity is vital for tackling discrimination and social exclusion. Broadland District Council can use its influence to help foster greater respect, understanding and a sense of fairness between people by promoting equality and diversity.

8. Future Investment in the Area

The Council is a member of the Greater Norwich Growth Board (GNGB). The GNGB area was awarded City Deal status. Expenditure, both capital and revenue, is directed by the Business Plan, reviewed and updated annually by the Board and supports the delivery of growth over the GNGB area which comprises Broadland, Norwich and South Norfolk Councils, Norfolk County Council and the Local Enterprise Partnership.

9. Development and Investment

The need for capital investment is driven by a number of factors both internal and external to the council. The diagram below illustrates a number of these.



It is also clear that there will be a requirement for some element of future growth, in particular to address shortages in affordable housing and infrastructure, supporting one of the councils' key principles above. Broadland has established a joint venture with Norfolk Property Services (NPS), Broadland Growth Ltd. This limited company vehicle enables the Council to progress its own major development and infrastructure projects.

Broadland Growth Ltd has already delivered one successful housing development project and will continue to investigate further suitable opportunities. There are likely to be a number of capital spending projects and we will need to consider whether our current spending plans can be amended to allow us to contribute to these major infrastructure initiatives. There are a number of ways in which capital funding can be utilised to support this. However, any growth needs to be sustainable in terms of the economy and the environment. In particular, any borrowing must have a clear repayment strategy (e.g. via Council Tax) and a budget to support debt management costs.

10. Governance and Project Management

Proposed capital projects must present a clear business case. Cabinet and Council will be the key governance decision-making bodies for the capital projects. Currently, the bodies illustrated below are presented with bids for funding, in the form of business plans, and subject to an option appraisal process to ensure that available funding is directed to the most effective projects. In some exceptional cases with regard to housing grants agreement by portfolio holder decision may be required; this may also be a more appropriate route for some other projects. This is relevant for cases with ring-fenced external funding and a purpose already within a departmental remit, such as grants received by a particular service tied to a commitment to spend on a specific project. Otherwise, business plans are subject to review by the relevant Council panel. All decisions will still be subject to procurement regulations in the Constitution.



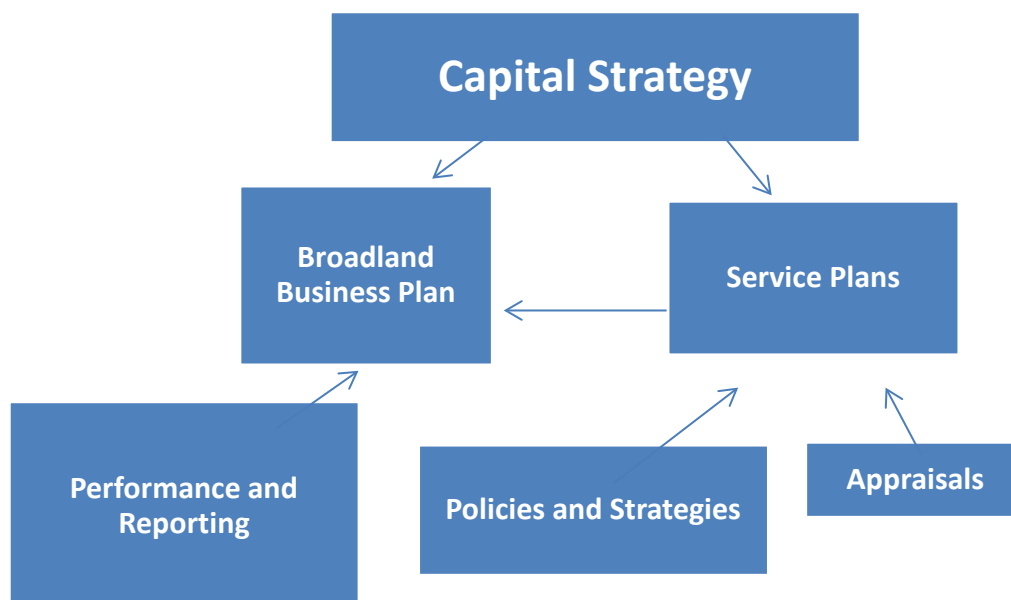
11. Risk Management

The Council's Risk Framework has been reviewed as part of an update to the Risk Strategy. As part of the project business case, large capital projects should be risk assessed. Any mitigation actions should be included in the project business case. With diversity of partnership working, including joint venture working as described above, local authorities' assessment of risk management becomes increasingly important. Risk is managed by use of Prudential Indicators that are calculated annually as part of the budget setting process and revisited at each year's actual outturn. Risk mainly centres on the decision around how much the council can afford to borrow; as this currently not applicable to Broadland, risks are mainly associated with actual performance against expected. Excessive costs incurred due to unforeseen circumstances and project slippage can lead to increased pressure on future year's budgets.

Smaller capital projects should be risk assessed and managed as part of managing service risks.

12. Performance Management

The Capital Strategy is one element of the Broadland Performance Management Framework (see illustration below). All capital projects should have performance management arrangements – such as reporting to Cabinet or Corporate Leadership Team on progress, monitoring, evaluation and identifying any problems incurred. They should also be included in service plans and where necessary the Broadland Business Plan.



13. Public Sector Finances

The continuing reductions in all sources of public sector funding will have a significant impact on our ability to finance capital projects in the short term. Any comprehensive spending review will set out any changes in local government funding that could set out strict limits on our ability to deliver new capital projects, especially via Council Tax funding.

14. Local Authority Borrowing

The authority's MTFP does not currently include a possible need to borrow in order to fund its capital programme; there is a small provision within the budget for debt costs; however, the most efficient way to borrow will be to fund expenditure from internal resources initially (i.e. with cash backed reserves such as the capital receipts reserve) and borrow if and when necessary. Broadland has a Capital Financing Requirement (CFR) determined by the theoretical amount of debt associated with finance leases. Any additional future debt costs if the need to borrow arose would have to consider the CFR when determining an appropriate liability benchmark.

15. Borrowing Powers

Local authorities have the power to borrow without restriction under the Prudential System – provided that they can prove that they can afford both the revenue implications of the capital projects undertaken and the costs of servicing and repaying the debt itself. Each authority must set Prudential Indicators each year, approved by Council, two of which state the maximum limits of operational and authorised external debt. Broadland District Councils have been set at £4m and £6m respectively (revised as per Treasury Management Strategy 2018), reflecting the agreed limits that the council would be prepared to fund individual or groups of projects to. If the authority decides to borrow to fund its capital programme, it will ensure that its debt indicators are not breached at any time.

In practical terms, the most cost effective way to borrow is from the Debt Management Office (the DMO). This is a central Government agency which offers loans at rates lower than those offered in the money markets through the Public Works Loan Board (the PWLB). Broadland District Council has registered to take advantage of the DMO's certainty rate discount, and will therefore be able to borrow at the lowest debt rates on offer. The authority will continue to identify reputable lenders who can offer the lowest rates.

The Council reviewed the new Municipal Bond Agency set up by local authorities and the LGA but are waiting to see if investing in the agency and/or applying for funding from the agency is appropriate for the Council's needs.

16. Treasury Management

Full details of the Treasury Strategy and Investment Strategy of the Council can be found in the full strategy documents. In brief, with regard to the decision making process, approximately half of the Council's short term surplus cash is managed by two Pooled Fund managers. The remainder of the available surplus cash is managed in-house as short-term investments, to accommodate operational cash

flow requirements. Broadland does not make commercial investments for income and the Prudential Code sets out clearly that the prime policy objective of a local authority's treasury management investment activities is the security of funds, and that a local authority should avoid exposing funds to unnecessary or unquantified risk, should be wary of taking out too much debt relative to net service expenditure and taking on debt to finance commercial investments.

Cabinet are responsible for the scrutiny of treasury management activity and practices; activity against the treasury strategy is reviewed midway through, and at the end of, each year. An outturn report on treasury activity is prepared for Cabinet after the financial year end.

The CIPFA Treasury Management Code requires the Head of Finance and Revenue Services to ensure that all members tasked with treasury management duties receive training to enable them to understand their roles and responsibilities. Officers conducting treasury duties are encouraged to attend workshops run by the Council's treasury management advisors (Link Asset Services).

17. Option Appraisal

The capital programme must be financed each year, drawing resources from capital receipts, earmarked reserves, external funding and direct revenue funding – i.e., drawn from the General Fund. As the levels of external funding and the reserves of capital receipts diminish, the proportion of expenditure that must be drawn from the General Fund will increase, and will need to be carefully managed.

To ensure the best use of resources, requests for schemes to be included on the capital programme will be subject to an option appraisal process. Each scheme will be judged against two primary criteria:

1. Does the scheme fulfil one or more of the aims of the Broadland Business Plan?
2. Would the scheme substantially reduce Broadland's revenue expenditure or bring in an income stream?

Proposed schemes will be considered to be bids for limited resources, and will be ranked in accordance with their score against the criteria. Schemes which are wholly or partly funded by external sources will be considered in the same way, with the reduced need for internal funding taken into account.

The major projects will be reviewed with the main criteria being set as "Funding a project using investment funding from the Council to generate revenue and enable the Council to keep control of its capital funding."

18. Conclusion

The themes running through the Capital strategy are caution, corporate focus and efficiency. Although Broadland remains in a good financial position, there are uncertainties in all sources of future funding. Careful allocation of resources will be needed to maintain the present financial health, and to ensure that the focus is on achieving the Council's corporate objectives.

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
			RECURRING GROWTH/SAVINGS											
SMMPR	4912			Communications Dept	Promotional expenses	JFD	JFD	Communications	11,500					Virement from Tourism
HREAD	9394	SNCEA		Energy Advice	Charges for Services Provided	LAB	KPP	Communities & Housing	(1,300)					Increase in income from SNC
HRHPP	9381	HAPPL		Handyperson Plus	Handyperson Plus Charges	LAB	KPP	Communities & Housing	(5,200)					Income budget required
HRHPP				Handyperson Plus	Various	LAB	KPP	Communities & Housing						Scheme to be included in base budget funded from savings to capital discretionary grants/loans
HSGEN	9011			Homelessness	Government Grant	LAB	LAB	Communities & Housing	(217,000)					Flexible Homelessness Support Grant - offset by reduced management fee
HSGEN	4431			Homelessness	Self Contained Units	LAB	LAB	Communities & Housing	(75,000)					Savings due to increased use of PSL properties
HSGEN	4416			Homelessness	B&B Accommodation	LAB	LAB	Communities & Housing	(25,000)					Savings due to increased use of PSL properties
HSGEN	4760			Homelessness	CAB Debt Advice	LAB	LAB	Communities & Housing	(13,800)					Savings to be used for salary costs of debt management officer
HSGEN	4425			Homelessness	Removal Costs	LAB	LAB	Communities & Housing	(6,300)					Savings to be used for salary costs of debt management officer
HSGEN	4762			Homelessness	Nightstop Plus	LAB	LAB	Communities & Housing	(5,000)					Reduced demand for service
HSGEN	4764			Homelessness	Eastern Savings & Loans	LAB	LAB	Communities & Housing	(5,000)					Reduced demand for contributions due to improved collection rates
HSGEN	4424			Homelessness	Storage Costs	LAB	LAB	Communities & Housing	(3,600)					Savings to be used for salary costs of debt management officer
HSGEN	4532			Homelessness	Software & licence fees	LAB	LAB	Communities & Housing	1,600					Increased cost of housing software licences
HSGEN	4451			Homelessness	PSL Repairs & Maintenance	LAB	LAB	Communities & Housing	10,000					Increased number of PSLs
HSGEN	4414			Homelessness	PSL Rents	LAB	LAB	Communities & Housing	80,000					Increased number of PSL properties - growth offset by savings in temporary accommodation
HSGEN	9178			Homelessness	Contributions from HB	LAB	LAB	Communities & Housing	186,000					Reduced demand plus loss of management fee - offset by new Flexible Homelessness Support Grant
HSCAC	4000	HMWSP		Homelessness - Council Accommodation	General Equipment	LAB	LAB	Communities & Housing	200					Budget required for new cost centre
HSCAC	2000	HMWSP		Homelessness - Council Accommodation	General Maint. Of Bldgs	LAB	LAB	Communities & Housing	3,400					Budget required for new cost centre
HSPNC	6982			Homelessness - CLG Funding	Misc Homeless Projects	LAB	LAB	Communities & Housing	200	400				Projected increases in DCLG homelessness grant
HGENF	9399			Housing Enforcement	Miscellaneous Income	LAB	KPP	Communities & Housing	(7,100)					Budget required for PSL rent received for 40 Berrington Road
HGENF	9390			Housing Enforcement	Licence Fees	LAB	KPP	Communities & Housing	(1,400)					Budget required for Mobile Homes Act licences
HRIMP	5000	SNCAR		Improvement Grants	Contracted services	LAB	KPP	Communities & Housing						Offset by savings from the Occupational Therapist post
HREAC	4408			Mobile Energy Advice Centre	Energy Bus Costs	LAB	KPP	Communities & Housing	(500)					Reduction in costs
HGHST	6530			Housing Association Grants	REFCUS Affordable Housing Grants	LAB	LAB	Communities & Housing		(250,000)				REFCUS Capital Grants - no longer funded
HRIMP	9011			Government Grant - Other	Disabled Facilities Grant (REFCUS)	LAB	KPP	Communities & Housing		(101,000)				Revised to match increased income levels
RTRFS	8880			Government Grant - Other	Disabled Facilities Grant (REFCUS)			Corporate		101,000				Additional income from DFG Contribution - offset to Capital Programme
RVASS	9901			Reversal of Depreciation Recharges	Asset Rental			Corporate						Increase in street lighting costs
RTRFS	9126			Transfer CAA (REFCUS)	REFCUS Expenditure Transferred			Corporate		278,000				Adjusted/decreased to offset actual REFCUS budgets in service codes
RTRFS	8825			Voluntary MRP	Waste Vehicle Leasing Costs			Corporate		(84,700)				Adjusted to match MRP required for leased refuse vehicles
GGRRT	6540			REFCUS Community Grant	Capital Grants to Community Orgs	HGM	KLH	Economic Development		(25,000)				No longer funded
SMBDP	3601			Business Support, Leisure & Tourism	Contract Hire Scheme	HGM	HGM	Economic Development	(4,800)					Contract ended and vehicle returned to lease company
SMBDP	3401			Business Support, Leisure & Tourism	Petrol	HGM	HGM	Economic Development	(800)					No longer required
TGBUS	9399			Business Training	Miscellaneous Income	HGM	KLH	Economic Development	(2,000)					Increase in ad-hoc room hire at Carrowbreck
TGBUS	9380			Business Training	Lease Charges (Income)	HGM	KLH	Economic Development	14,000					No longer leasing rooms at Carrowbreck
PSCPG	2420			Car Parking General	NNDR	HGM	KLH	Economic Development						Buttlands car park not previously charged for
PSCPG	9399			Car Parking General	Miscellaneous Income	HGM	KLH	Economic Development						Access to car park
				Grant Pot	Grants to Vol Orgs etc.	HGM	KLH	Economic Development						Grant expenditure funded from other sources
IUCBE	9380			Industrial Units - Eco Cube	Lease Charges (Income)	HGM	KLH	Economic Development	22,000					Lease terminated - unit to be handed back
TGMST	6965			Mainstream Training	Student Apprenticeships	HGM	KLH	Economic Development	(353,000)					Cessation of Services - all direct costs removed
TGMST	4944			Mainstream Training	Registration and Certification	HGM	KLH	Economic Development	(26,600)					Cessation of Services - all direct costs removed
TGMST	4943			Mainstream Training	Bought in Training	HGM	KLH	Economic Development	(21,100)					Cessation of Services - all direct costs removed
TGMST	4613			Mainstream Training	Special Project Expenses	HGM	KLH	Economic Development	(18,600)					Cessation of Services - all direct costs removed
TGMST	4000			Mainstream Training	General Equipment	HGM	KLH	Economic Development	(400)					Cessation of Services - all direct costs removed
TGMST	5020			Mainstream Training	Consultants Fees	HGM	KLH	Economic Development	(400)					Cessation of Services - all direct costs removed
TGMST	4210			Mainstream Training	Protective Clothing	HGM	KLH	Economic Development	(100)					Cessation of Services - all direct costs removed
TGMST	9399			Mainstream Training	Miscellaneous Income	HGM	KLH	Economic Development	35,000					Cessation of Services - all direct costs removed
TGMST	9170			Mainstream Training	Contributions from Training Sponsor	HGM	KLH	Economic Development	850,000					Cessation of Services - all direct costs removed
SMTRS	3600			Training Services	Car Allowances & Public Transport	HGM	KLH	Economic Development	(19,600)					Dept no longer exists - all direct costs removed
SMTRS	4731			Training Services	Subs - professional bodies	HGM	KLH	Economic Development	(5,700)					Dept no longer exists - all direct costs removed
SMTRS	4551			Training Services	Telephone - Call Charges	HGM	KLH	Economic Development	(4,000)					Dept no longer exists - all direct costs removed
SMTRS	4911			Training Services	Promotional Adverts	HGM	KLH	Economic Development	(1,600)					Dept no longer exists - all direct costs removed
SMTRS	4943			Training Services	Bought in Training	HGM	KLH	Economic Development	(500)					Dept no longer exists - all direct costs removed
TMTRS	4911			Tourism	Promotional Adverts	HGM	KLH	Economic Development	(11,500)					Virement to Comms
TMPRS	9399	CELEB		Tourism	Contributions	HGM	KLH	Economic Development	(4,000)					Income increased to reflect popularity of the Marriotts Way race
TMPRS	4000	CELEB		Tourism	General Equipment	HGM	KLH	Economic Development	4,000					Equipment needed to hold Marriotts Way race - currently no budget exists
TMPRS	4000			Tourism	General Equipment	HGM	KLH	Economic Development						No longer required
RSGPA	1811			Broadly Active and Public Cons	Wages	HGM	KLH	Economic Development	10,200					Increase to Broadly Active Co-Ordinator (£6k)
RSWMP	2410/9170/9325			Weight Management Programme	Net income	HGM	KLH	Economic Development						Continuation of scheme following end of external funding
RSCYP	2412			Children and Young Persons Activities	Storage Charges	HGM	KLH	Economic Development		(5,200)				Playscheme equipment no longer stored in Unit 4 Acle now stored in bunker
CCCLC	5000			Climate Change	Contracted services	LAB	KPP	Environmental Excellence	(2,000)					No longer required
CCCLC	4611			Climate Change	Officers Conference Expenses	LAB	KPP	Environmental Excellence	(1,100)					No longer required
WCCLW	5000			Clinical Waste Collection	Contracted services	LAB	SLB	Environmental Excellence	0	80,000				Cessation of funding clinical waste by NHS
WCCLW	9399			Clinical Waste Collection	Miscellaneous Income	LAB	SLB	Environmental Excellence	0					Reduced contractor costs results in lower contribution from NCC
RGDRC	9309			Dry Recyclable Collections	Recycling credits	LAB	SLB	Environmental Excellence	(21,000)	(22,100)				Increased income due to 3% increase in recycling credit
RGDRC	4404			Dry Recyclable Collections	Delivery costs	LAB	SLB	Environmental Excellence	1,200	100				Slight increase in the anticipated number of deliveries due to growth in the district
RGDRC	5000			Dry Recyclable Collections	Contracted services	LAB	SLB	Environmental Excellence	5,400	173,800				Increased tonnages, gate fees etc
RGDRC	9355			Dry Recyclable Collections	Merchant income	LAB	SLB	Environmental Excellence	25,000	(28,000)				Income due from smoothing mechanism
SCEDB	9337			Emptying of Dog Bins	Fee Income	LAB	SLB	Environmental Excellence	(1,500)	(4,000)				Increased income
SCEDB	5000			Emptying of Dog Bins	Contracted Services	LAB	SLB	Environmental Excellence	0	900				Increased contractor costs
SMENV	3600			Environmental Services	Car Allowances & Public Transport	LAB	LAB	Environmental Excellence	(3,000)					Reduction in costs
SMENV	1810	EQL07		Environmental Services	Training Expenses	LAB	LAB	Environmental Excellence	(500)					Reduction in costs
WCFRD	9339			Frettenham Depot	FIT Export Payments	LAB	SLB	Environmental Excellence	0					Income lower than anticipated
RGGRW	9308			Green Waste	Garden waste collection fees	LAB	SLB	Environmental Excellence	(63,500)	(35,600)				Additional income due to increasing number of customers
RGGRW	9309			Green Waste	Recycling Credits	LAB	SLB	Environmental Excellence	(18,400)	(50,100)				Increasing number of customers are leading to increased tonnages of waste being recycled
RGGRW	4329			Green Waste	Printing	LAB	SLB	Environmental Excellence	0	(1,000)				Reduced printing costs
RGGRW	9393			Green Waste	Redelivery fees	LAB	SLB	Environmental Excellence	2,000					Redelivery fee being abolished for 18/19 this has now resulted in desired behaviour change

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
RGGRW	5000		Green Waste	Contracted Services	LAB	SLB	Environmental Excellence	3,200	52,000					Increased contractor costs due to increasing number of customers and increased disposal costs
RGGRW	4404		Green Waste	Delivery costs	LAB	SLB	Environmental Excellence	5,900	200					Slight increase in the anticipated number of deliveries due to growth in the district
WCDOM	5000		Growth Agenda e.g. extra refuse collection properties		LAB	SLB	Environmental Excellence	10,000	10,000	10,000				Provision for unavoidable property related growth commitments - Recession has reduced need in recent years
RGDRC	5000		Growth Agenda e.g. extra refuse collection properties		LAB	SLB	Environmental Excellence	10,000	10,000	10,000				Provision for unavoidable property related growth commitments - Recession has reduced need in recent years
WCHHC	5000		Hazardous Household Chemicals	Contracted services	LAB	SLB	Environmental Excellence	0						Reduced demand
WCHHC	9399		Hazardous Household Chemicals	Miscellaneous Income	LAB	SLB	Environmental Excellence	0						Reduced demand leads to lower income
RGKTW	9309		Kitchen Waste	Recycling Credits	LAB	SLB	Environmental Excellence	(9,400)	(16,100)					Scheme expansion results in greater tonnage recycled
RGKTW	5000		Kitchen Waste	Contracted services	LAB	SLB	Environmental Excellence	22,900	26,000					Scheme expansion results in greater gate fee costs
LIGBA	9390		Licensing - Gambling Act	Licence Fees	LAB	PRH	Environmental Excellence	1,000						Fewer licences being issued
LIMSO	9390		Licensing - Motor Salvage Operator	Licence Fees	LAB	PRH	Environmental Excellence	(500)						Budget set too low
LIPHD	9390		Licensing - Private Hire Drivers	Licence Fees	LAB	PRH	Environmental Excellence	(2,000)						Additional income being received
LIPHO	9390		Licensing - Private Hire Operators	Licence Fees	LAB	PRH	Environmental Excellence	4,100						Cyclical - fewer licences to be renewed in 18/19
SCLCN	9399		Litter Collection	Miscellaneous Income	LAB	SLB	Environmental Excellence	(1,800)	(2,500)					Increase in income
SCLCN	9351		Litter Collection	Commercial Litter Picks	LAB	SLB	Environmental Excellence	0						Income lower than expected
SCLCN	5000		Litter Collection	Contracted services	LAB	SLB	Environmental Excellence	0	(9,900)					NDR collection costs lower than anticipated
SCLCN	9336		Litter Collection	Emptying of Litter Bins	LAB	SLB	Environmental Excellence	3,300	(100)					Increase in income
SCLCN	5000		Litter Collection	Contracted services	LAB	SLB	Environmental Excellence	13,200						Additional Litter picking on new NDR less reduced core costs
PTGEN	5000		Pest Control	Contracted services	LAB	SLB	Environmental Excellence	(1,000)						Fewer statutory pest control treatments being carried out
PNGEN	5000		Pollution General	Contracted services	LAB	SLB	Environmental Excellence	(2,800)						Reduced spend
PNGEN	9391		Pollution General	Env. Pro. Act Schedule B	LAB	SLB	Environmental Excellence	(2,000)						Increase in income
PCACL	5130		Public Conveniences - Acle	Parish Agencies	LAB	SLB	Environmental Excellence	0						Increased cost of Parish Agency agreement
PCCOL	2400		Public Conveniences - Coltishall	Rent	LAB	SLB	Environmental Excellence	0						Rent increase
PCCOL	5000		Public Conveniences - Coltishall	Contracted services	LAB	SLB	Environmental Excellence	100						Budget required for waste collection
PCGEN	4999		Public Conveniences - General	Other Supplies & Services	LAB	SLB	Environmental Excellence	(200)						No longer required
PCGEN	1110		Public Conveniences - General	Wages	LAB	SLB	Environmental Excellence	(4,300)						Contractor now used to clean South Walsham & Ranworth
PCRWH	5000		Public Conveniences - Ranworth	Contracted services	LAB	SLB	Environmental Excellence	7,800						Cleaning, Grounds Maint. and Waste collection costs - should be partially offset by salary savings
PCRPM	5175		Public Conveniences - Reepham	Parish Agencies	LAB	SLB	Environmental Excellence	0						Increased cost of Parish Agency agreement
PCSHE	5000		Public Conveniences - Salhouse	Contracted services	LAB	SLB	Environmental Excellence	100						Budget required for waste collection
PCSWM	5000		Public Conveniences - Sth Walsham	Contracted services	LAB	SLB	Environmental Excellence	600						Cleaning costs - should be offset by salary savings
RGGEN	5110		Recycling General	Parish Agencies	LAB	SLB	Environmental Excellence	(400)						Reduced payments resulting from bring bank removals
RGGEN	9309		Recycling General	Recycling Credits	LAB	SLB	Environmental Excellence	600	(100)					Increase of 3% of the recycling rate.
RGGEN	6968		Recycling General	Support for waste mgt partnership	LAB	SLB	Environmental Excellence	1,000						Increased partnership working particularly relating to recyling promotion.
RGGEN	9355		Recycling General	Merchant income	LAB	SLB	Environmental Excellence	1,400	1,800					Lower price received per tonne.
RGGEN	5000		Recycling General	Contracted services	LAB	SLB	Environmental Excellence	1,900	7,400					Reduced expenditure on WEEE events and recycling projects but £10k contrib. to NWP
SCSTC	5000		Street Cleansing	Contracted services	LAB	SLB	Environmental Excellence	3,900	(600)					Reduction in the number of one off jobs.
SCSTC	5000		Street Cleansing	Contracted services	LAB	SLB	Environmental Excellence	69,300			(29,400)	(41,300)	0	Conclusion of embedded lease in 17/18 so year end adjustment no longer required. Lease restarts 21/22
SLDRY	2111		Street lighting - Drayton	Maintenance	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLDRY	2310		Street lighting - Drayton	Electricity	LAB	SLB	Environmental Excellence	500						Increase in street lighting costs
SLDRY	8900		Street lighting - Drayton	Asset Rental	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGEN	1051		Street lighting - General	Salaries	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGEN	7402		Street lighting - General	Recharge Env Svcs	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGWM	8900		Street lighting - Gt Witchingham	Asset Rental	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGWM	2310		Street lighting - Gt Witchingham	Electricity	LAB	SLB	Environmental Excellence	100						Increase in street lighting costs
SLHDN	2111		Street lighting - Hellesdon	Maintenance	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLHDN	2310		Street lighting - Hellesdon	Electricity	LAB	SLB	Environmental Excellence	1,400						Increase in street lighting costs
SLHDN	8900		Street lighting - Hellesdon	Asset Rental	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLWRX	2111		Street lighting - Wroxham	Maintenance	LAB	SLB	Environmental Excellence							Increase in street lighting costs
WCTRW	4000		Trade Waste	General Equipment	LAB	SLB	Environmental Excellence	(500)	(300)					Reduced spend
WCTRW	9353		Trade Waste	Trade Waste Charges	LAB	SLB	Environmental Excellence	0	8,000					Reduced income due to income not meeting projections
WCTRW	5000		Trade Waste	Contracted services	LAB	SLB	Environmental Excellence	500	900					Increased disposal costs
WCDOM	5000		Waste Collection Domestic	Contracted services	LAB	SLB	Environmental Excellence	14,000						
WCDOM	9???		Waste Collection Domestic	Fee Income	LAB	SLB	Environmental Excellence			(25,000)				Potential charge for wheeled bins at all new properties - Introduction delayed to 20/21 per SLB
RGDRC	9???		Dry Recyclable Collections	Fee Income	LAB	SLB	Environmental Excellence			(25,000)				Potential charge for wheeled bins at all new properties - Introduction delayed to 20/21 per SLB
WCGEN	4404		Waste Collection General	Delivery costs	LAB	SLB	Environmental Excellence	5,400	100					Slight increase in the anticipated number of deliveries due to growth in the district
WCNDM	5000		Waste Collection Non-Domestic	Contracted Services	LAB	SLB	Environmental Excellence	(4,200)	(400)					Reduced contractor costs
WCNDM	9399		Waste Collection Non-Domestic	Miscellaneous Income	LAB	SLB	Environmental Excellence	0	(100)					Additional income
WCSPC	9399		Waste Collection Special	Miscellaneous Income	LAB	SLB	Environmental Excellence	(10,600)	(6,800)					Increased demand
WCSPC	5000		Waste Collection Special	Contracted services	LAB	SLB	Environmental Excellence	2,100	1,600					Increased demand - offset by increased income
PHWSG	9399		Water Sampling	Miscellaneous Income	LAB	SLB	Environmental Excellence	(2,000)						Increased costs offset by additional income
PHWSG	4421		Water sampling	Sampling & Analysis Fees	LAB	SLB	Environmental Excellence	800						Increased sampling necessary
CMFRD	4432		Corporate Fraud	Translation costs	JXP	JXP	Finance	200						From HBFRD
LTCTX	4331		Council Tax	Specialist Stationery	JXP	SRQ	Finance	(7,800)						Reduction in volumes and increase use of electronic mail
LTCTX	4339		Council Tax	Land Registry Search Fees	JXP	SRQ	Finance	200						Increase used
SMFIN	9394		Financial Services	Charges for Services Provided	JXP	TS	Finance	(3,000)	3,000					Broadland Growth Accountancy work
SMFIN	5020		Financial Services	Consultants	JXP	TS	Finance	(2,000)						Some expenditure charged to Contracted Services on change of contract
SMFIN	4441		Financial Services	Baileffs Fees	JXP	TS	Finance	(1,000)						Reduced use of service
SMFIN	3600		Financial Services	Car Allowncs & Pblc Tran	JXP	TS	Finance	800						Increased travel to courses etc
HBADM	4411		Housing Benefit - Admin	Audit fees	JXP	SRQ	Finance	(5,000)						Reduction in contract cost
HBADM	4440		Housing Benefit - Admin	Court Costs	JXP	SRQ	Finance	(300)						No longer required
HBADM	4731		Housing Benefit - Admin	Subs - professional bodies	JXP	SRQ	Finance	(300)						Reduction in costs
HBADM	4532		Housing Benefit - Admin	Software & Licence Fees	JXP	SRQ	Finance		200					Increase cost of subscriptions
HBFRD	4432		Housing Benefit - Fraud	Translation costs	JXP	JXP	Finance	(200)						No longer required
HBFRD	4442		Housing Benefit - Fraud	Tracing Agents Fees	JXP	JXP	Finance	(400)						No longer required see CMFRD
HBFRD	9367		Housing Benefit - Fraud		JXP	JXP	Finance		25,000					Budget currently overstated
HBFRD	9316		Housing Benefit - Fraud	Legal Fees	JXP	SRQ	Finance	2,000						No longer dealt with by BDC now DWP
HBGEN	6150		Housing Benefit - General	Local Schemes - War Pens	JXP	SRQ	Finance	(30,000)						Change in how scheme is administered
HBGEN	6150		Housing Benefit - General	Local Scheme War Pension	JXP	SRQ	Finance							Reduction in contributions from DWP increases costs for Broadland
OREXI	9193		Interest	Car loans	JXP	TS	Finance							Decrease in car loan interest
OREXI	9516		Interest	Gains on Investments	JXP	TS	Finance							Effect of decreased investment rates
OREXI	9516		Mortgage Repayments	Mortgages being fully repaid	JXP	TS	Finance							Mortgages still outstanding are gradually being paid off; resulting in less income

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
LTNDR	4411		NNDR	Audit Fees	JXP	TS	Finance	(1,400)						Reduced cost of contract
LTNDR	4331		NNDR	Specialist Stationery	JXP	SRQ	Finance	(400)						Reduction in volumes and increase use of electronic mail
LTNDR	4461		NNDR	Forecasting/analysis	JXP	SRQ	Finance							Increased costs
ORPRL	6990		Precepts & Levies	Internal Drainage Board precepts	JXP	TS	Finance	2,300	6,700	2,400				Based on current IDB forecasts
LTRGL	9010		Rebates	Gvt Grants-Council Tax	JXP	SRQ	Finance		51,400					funding no longer available
LTRAD	4999		Rebates - General	Other Supplies & Services	JXP	SRQ	Finance	(100)						No longer required
LTRGL	6150		Rebates - General	Local Schemes - War Pens	JXP	SRQ	Finance	8,000						Change in how scheme is administered see saving in HBGEN/6150
SMRVG	4731		Revenue Services	Subs-Professional Bodies	JXP	JXP	Finance	200						Budget previously cut but subscriptions now increased
SMRVG	3600		Revenue Services	Car Allowances	JXP	JXP	Finance							Increased mileage due to attending free courses
OREXI	9184		Transferred Services - Outstanding Debt		JXP	TS	Finance	800	800	800				1974 LG Reorganisation Debt gradually being repaid by GYBC so income reducing (note actual debt has been repaid)
OREXI	8855		Interest on Embedded Leases		JXP	TS	Finance		(6,100)					Adjustment to match implied interest charge on leased refuse vehicles
LIABE	9390		Animal Boarding establishment licences	Fee income	LAB	PRH	Inflation	0	0	0	0	0	0	Inflation uplift on fee income
PHDWN	9361		Dog Warden	Fee income	LAB	SLB	Inflation	(100)	(100)	(100)	(100)	(100)	(100)	Inflation uplift on fee income
RGDRC	4404		Dry Recyclable Collections	Delivery costs	LAB	SLB	Inflation	200	200	200	200	200	200	Inflation uplift on contract
RGDRC	5000		Dry Recyclable Collections	Contracted services	LAB	SLB	Inflation	18,900	15,800	15,200	12,700	12,700	12,700	Inflation uplift on contract
SCEDB	9337		Emptying of Dog Bins	Fee income	LAB	SLB	Inflation	(500)	(400)	(400)	(300)	(300)	(300)	Inflation uplift on fee income
SCEDB	5000		Emptying of Dog Bins	Contracted services	LAB	SLB	Inflation	700	700	700	600	600	600	Inflation uplift on contract
SMFAC	5000		Facilities	Contracted services	SMF	TXS	Inflation	4,800	4,000	3,800	3,200	3,200	3,200	Inflation uplift on contract
SMFAC	5000		Facilities	Contracted services	SMF	TXS	Inflation	1,800	3,000	2,900	2,400	2,400	2,400	Inflation uplift on contract increase to cover minimum wage increase of 5%
SMFAC	4112		Facilities	Contracted services	SMF	TXS	Inflation	100	100	100	100	100	100	Inflation uplift on contract
RGGRW	4404		Green Waste	Delivery costs	LAB	SLB	Inflation	400	400	400	300	300	300	Inflation uplift on contract
RGGRW	5000		Green Waste	Contracted services	LAB	SLB	Inflation	14,000	12,600	12,100	10,100	10,100	10,100	Inflation uplift on contract
Various			Inflation (general estimate for future years)	Inflation			Inflation	28,600	29,400	30,100	30,800	31,500	32,300	Inflation on net expenditure excluding contractual obligations
RGKTW	5000		Kitchen Waste	Contracted services	LAB	SLB	Inflation	5,100	9,800	9,400	7,800	7,800	7,800	Inflation uplift on contract - increased to include disposal costs
SMLEG	5010		Legal contract	Contracted services	MWT	MWT	Inflation	6,200	6,300	6,000	5,000	5,000	5,000	Inflation uplift on contract (CPI, not RPI)
SMPER	5000		HR & Customer Services	Contracted services	SMF	SMF	Inflation	100	100	100	100	100	100	Inflation uplift on contract
SCLCN	9336		Litter Collection	Fee income	LAB	SLB	Inflation	(400)	(300)	(300)	(300)	(300)	(300)	Inflation uplift on fee income
SCLCN	5000		Litter Collection	Contracted services	LAB	SLB	Inflation	4,700	4,400	4,200	3,500	3,500	3,500	Inflation uplift on contract
OSOPS	5000		Open Spaces	Contracted services	LAB	SLB	Inflation	2,000	1,700	1,600	1,300	1,300	1,300	Inflation uplift on contract CPI
LIPHV	9390		Private hire vehicle licences	Fee income	LAB	PRH	Inflation	(1,600)	(1,300)	(1,200)	(1,000)	(1,000)	(1,000)	Inflation uplift on fee income
RGGEN	5000		Recycling General	Contracted services	LAB	SLB	Inflation	100	100	100	100	100	100	Inflation uplift on contract
SCSTC	5000		Street Cleansing	Contracted services	LAB	SLB	Inflation	2,100	3,300	3,200	2,700	2,700	2,700	Inflation uplift on contract
WCTRW	5000		Trade Waste	Contracted services	LAB	SLB	Inflation	100	100	100	100	100	100	Inflation uplift on contract
WCCLW	5000		Waste Collection Clinical	Contracted services	LAB	SLB	Inflation	100	100	100	100	100	100	Inflation uplift on contract
WCDOM	5000		Waste collection Domestic	Contracted services	LAB	SLB	Inflation	12,300	11,400	10,900	9,100	9,100	9,100	Inflation uplift on contract
WCGEN	4404		Waste Collection General	Delivery costs	LAB	SLB	Inflation	200	200	200	200	200	200	Inflation uplift on contract
WCNDM	9399		Waste Collection Non-Domestic	Fee income	LAB	SLB	Inflation	(700)	(600)	(600)	(500)	(500)	(500)	Inflation uplift on fee income
WCNDM	5000		Waste Collection Non-Domestic	Contracted services	LAB	SLB	Inflation	300	300	300	300	300	300	Inflation uplift on contract
WCSPC	9399		Waste Collection Special	Fee income	LAB	SLB	Inflation	(1,200)	(1,000)	(1,000)	(800)	(800)	(800)	Inflation uplift on fee income
WCSPC	5000		Waste Collection Special	Contracted services	LAB	SLB	Inflation	400	400	400	300	300	300	Inflation uplift on contract
PHWSG	9399		Water sampling	Fee income	LAB	SLB	Inflation	(400)	(300)	(300)	(300)	(300)	(300)	Inflation uplift on fee income
SMCUT	4532		IT & Web Information	Software & Licence Fees	SMF	TXS	Inflation	8,900	7,600	6,300				Inflation uplift on IT contracts
SMSDC	3601		Chief Executive	Lease Car	PCK	PCK	Leader	(500)	(6,500)					Left employ of council
SMMPR	4410		Communications	Commission fees	PCK	JFD	Leader	(5,300)						Budget no longer required as commission fees no longer paid
CTCYS	4000		Community Safety	General Equipment	LAB	LAB	Leader	(1,000)						No longer required
CTCYS	4112		Community Safety	Restaurant Free Issues	LAB	LAB	Leader	(200)						No longer required
CMMGT	4411		Corporate Management	Audit Fees	JXP	TS	Leader	(12,800)						Reduce cost of contract
CMMGT	5000		Corporate Management	Contracted services	MT	TS	Leader	(2,500)						Reduce costs (investment fees)
CMMGT	4449		Corporate Management	FRC Levy	JXP	TS	Leader	300						No budget previously
CMDRM	4631		Democratic Representation & Management	Members Allowances	MT	MT	Leader	2,200	2,200					1% Cost of Living Rise
GGGRT	6940		General Grants	Contributions to Voluntary Orgs	MT	MT	Leader		23,500					£23,500 members grant scheme
SMSDO	3601		Deputy Chief executive	Lease Car	MC	MC	Leader		(1,000)					Reduced contract costs
SMFAC	2430		Facilities	Water Charges	SMF	TXS	Leader		2,000					Budget reduce too much in previous years to cover usage
SMFAC	2420		Facilities	NNDR	SMF	TXS	Leader	(19,700)	2,000					NNDR increase
SMFAC	9400		Facilities	Rents	SMF	TXS	Leader		(20,000)					renegotiated rents
SMPER	3601		HR & Customer Services	Lease Car	SMF	SMF	Leader	(500)	(1,000)					Reduced contract costs
SMCUT	4552		IT & Web Information	Telephone maintenance	SMF	TXS	Leader		2,300					Increase contract cost
SMCUT	4532		IT & Web Information	Software & licence fees	SMF	TXS	Leader		9,000					Housing options software
SMCUT	4324		IT & Web Information	Photocopier rental	SMF	TXS	Leader	(20,000)						New contract
SMCUT	9200		IT & Web Information	sales	SMF	TXS	Leader	1,100						Reduce sale of IT equipment
SMCUT	4532		IT & Web Information	Software & licence fees	SMF	TXS	Leader	35,000		18,700				Funding the move from single to annual Microsoft licence fees/website maintenance
UOMLP	9200		Miscellaneous land and Properties	Sales	JXP	TS	Leader	100						Reduced income
UOPEN	1823		Pensions	Service Enhancement	SMF	SMF	Leader	2,000	(8,000)					reduced number of people being paid by scheme
UOPEN	1822		Pensions	Pension Fund deficit contribution			Pension and Salary Costs	45,000	47,000	47,000	47,000	47,000	47,000	Additional sums payable to Norfolk Pension Fund re pension fund deficit cash funding
Salaries) salaries	Various	MLW increases			Pension and Salary Costs	1,000	500					Compliance with changes in pay legislation - gross pay plus NI and employers' pension contributions
Salaries/Wages) salaries	Various	2% Cost of Living Rise / PRP			Pension and Salary Costs	150,600	155,300	158,400	161,600	164,800	168,100	Estimated pay award on salaries and wages
Salaries			Various	NI adjustments			Pension and Salary Costs	0	0					
Salaries			Training Services	Training Apprenticeships			Pension and Salary Costs	(440,300)						Savings from review of Apprenticeships (approved by Cabinet 23 May 2017 + one post saving already approved in a earlier Cabinet report)
Salaries			Various	General Movement			Pension and Salary Costs	107,100	207,800					New and deleted posts and general movement (some regrades and posts already approved)
			Various	Apprenticeship Levy			Pension and Salary Costs	37,200	(35,900)					Levy calculated as 0.5% on salary budget of the organisation, less £15,000 rebate less adj to correct 18/19
BCNTA	5000		Building Control	Contracted services	PCC	PCC	Planning Policy and Conservation	(4,200)						Contract savings
CYPRW	6900		Countryside - Public Rights of Way	Contribution to Running Costs	PCC	PCC	Planning Policy and Conservation	(35,000)						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way
CYPRW	2200		Countryside - Public Rights of Way	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	12,000						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
CYPRW	6900		Countryside - Woodlands	Contribution to Running Costs	PCC	PCC	Planning Policy and Conservation	(10,800)						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way
CYWDS	2200		Countryside - Woodlands	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	4,000						Virement of budget as emphasis has shifted towards manging the health and safety of the Council's existing woodlands rather than new planting in local Parishes
CYWDS	2200		Countryside - Woodlands	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	33,800						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way
OSOPS	6922		Open Spaces	Catton Park contribution	PCC		Planning Policy and Conservation	(1,000)	(6,000)					Contributions for the remianing term paid up in full during 2018-19. No further budget or decreases required.
DCAPN	9317		Planning - Applications	Fee income	PCC	PCC	Planning Policy and Conservation	(160,000)						Fees increased by 20%
DCAPN	4911		Planning - Applications	Promotional Adverts	PCC	PCC	Planning Policy and Conservation	(5,000)						Change in how applications are advertised
DCAPN	9374		Planning - Applications	S106 Monitoring Fees	PCC	PCC	Planning Policy and Conservation	1,000						No longer undertaking this service
DCAPN	5020		Planning - Applications	Consultants Fees	PCC	PCC	Planning Policy and Conservation	5,400						Increase to the Historic Environmental Service SLA (with NCC)
DCAPN	9394		Planning - Applications	Charges for Services Provided	PCC	PCC	Planning Policy and Conservation	15,000						No longer offering this service - now undertaken by NCC
DCAPN	4435		Planning - Applications	Valuation Fees	PCC	PCC	Planning Policy and Conservation							Will be covered by consultants budget as and when required
DCAPN	4328		Planning - Applications	Microfiche Costs	PCC	PCC	Planning Policy and Conservation							Scanning costs reduced
DCCON	4995		Planning - Conservation	District Enhancement/Green Award	PCC	PCC	Planning Policy and Conservation	(300)						Scaling down of events
DCCON	4439		Planning - Conservation	Land Registry Search Fees	PCC	PCC	Planning Policy and Conservation	(100)						Reduced need for Land Registry searches
SMPLG	3600		Planning - Management & Conservation Dept	Car Allowances	PCC	PCC	Planning Policy and Conservation							General reduction in mileage undertaken
SMPLG	4731		Planning - Management & Conservation Dept	Subs to Professional Bodies	PCC	PCC	Planning Policy and Conservation							New subscription to PAS
PPOL	4611		Planning - Policy	Officers Conference Expenses	PCC	PCC	Planning Policy and Conservation	(800)						No dedicated Planning Conference held. Other seminars can be absorbed in normal dept training budget
PPOL	6900		Planning - Policy	Contribution to running costs		PCC	Planning Policy and Conservation	15,000						Increased contribution in line with SLA
PPTFY	2230		Trees and Forestry	Tree Planting and Warden Schemes	PCC	PCC	Planning Policy and Conservation	(4,000)						Virement of budget as emphasis has shifted towards manging the health and safety of the Council's existing woodlands rather than new planting in local Parishes
HRHPP	4000	HAPPL	Handyperson Plus	General Equipment	LAB	KPP	Communities & Housing		1,000					Virement from contracted services to equipment
HRHPP	5000	HAPPL	Handyperson Plus	Contracted services	LAB	KPP	Communities & Housing		(1,000)					Virement from contracted services to equipment
HRIMP	5000		Improvement Grants	Contracted services	LAB	KPP	Communities & Housing		6,000					Contribution to IHAT co-ordinator
EDBST	4799		Economic Development Business Support	Grants & Subscriptions	HGM	KLH	Economic Development		(3,800)					Cobra three year subscription no longer required (WAS in non-recurring check saving is not duplicated)
SMBDP	1840		Business Development Dept	Medical Checks	HGM	HGM	Economic Development		200					HMRC tax on private health cover for HoS
PSCPG	5143		Car Parks	Delegated Function - Buxton	HGM	KLH	Economic Development		(100)					Parish Council have chosen not to renew contract
PSCPG	5132		Car Parks	Delegated Function - Aylsham	HGM	KLH	Economic Development		200					No existing budget provision for the 2 car parks
EDERH	4799		Economic Research	Grants & Subscriptions	HGM	KLH	Economic Development		2,500					Subscription to Transport East
EDCAR	2200		Carrowbreck	General Maintenance of Grounds	HGM	KLH	Economic Development		2,300)
EDCAR	2242		Carrowbreck	Skip Emptying	HGM	KLH	Economic Development		300) Re-apportioning of running expenses for Carrowbreck
EDCAR	2310		Carrowbreck	Electricity	HGM	KLH	Economic Development		-900) with additional lease income added to make running costs cost neutral (excepting sals and Capital costs)
EDCAR	2420		Carrowbreck	NNDR	HGM	KLH	Economic Development		4,400)
EDCAR	2430		Carrowbreck	Water Charges	HGM	KLH	Economic Development		500)
EDCAR	2620		Carrowbreck	Contracted Cleaning	HGM	KLH	Economic Development		4,900)
EDCAR	2600		Carrowbreck	Cleaning Materials	HGM	KLH	Economic Development		-100)
EDCAR	9380		Carrowbreck	Lease Charges	HGM	KLH	Economic Development		-35,000)
EDCAR	9399		Carrowbreck	Miscellaneous Fees & Charges	HGM	KLH	Economic Development		6,500)
WCDOM	5000		Waste Collection Domestic	Contracted services	LAB	SLB	Environmental Excellence		90,800		(98,400)	(137,800)	0	Conclusion of embedded lease in 19/20 so year end adjustment no longer required. Lease restarts 21/22
SCLCN	9352		Litter Collection	Commercial Fly Tip Clearance	LAB	SLB	Environmental Excellence		(300)					Increased income
FSGEN	9342		Food Safety	Re-rating Visits	LAB	PRH	Environmental Excellence		(600)					New income budget
LIGEN	4000		Licensing - General	General Equipment	LAB	PRH	Environmental Excellence		1,500					Additional costs for taxi plates etc - offset by additional income
LIPHD	4436		Licensing - Private Hire Drivers	DBS fees	LAB	PRH	Environmental Excellence		400					Additional costs of driver DBS checks - offset by additional income
LIPHD	9390		Licensing - Private Hire Drivers	Licence Fees	LAB	PRH	Environmental Excellence		(400)					Additional income
LIPHV	9390		Licensing - Private Hire Vehicles	Licence Fees	LAB	PRH	Environmental Excellence		(1,500)					Additional income
WCDOM	5000		Waste Collection Domestic	Contracted services	LAB	SLB	Environmental Excellence		64,300					Increased contractor core costs
PCTSA	2000		Public Conveniences - Thorpe St Andrew	General Maint. Of Bldgs	LAB	SLB	Environmental Excellence		-500					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2310		Public Conveniences - Thorpe St Andrew	Electricity	LAB	SLB	Environmental Excellence		-300					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2430		Public Conveniences - Thorpe St Andrew	Water Charges	LAB	SLB	Environmental Excellence		-500					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2600		Public Conveniences - Thorpe St Andrew	Cleaning Materials	LAB	SLB	Environmental Excellence		-400					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2630		Public Conveniences - Thorpe St Andrew	Sanitary & Nappy Disposal	LAB	SLB	Environmental Excellence		-700					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	5000		Public Conveniences - Thorpe St Andrew	Contracted services	LAB	SLB	Environmental Excellence		-4,000					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	????		Public Conveniences - Thorpe St Andrew	Tran. To R&R Fund	LAB	SLB	Environmental Excellence		6,400					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
SMRVG	1840		Revenue Services	Medical Checks	JXP	JXP	Finance		100					HMRC tax on private health cover for HoS
ELGEN	2412		Election - General	Storage Charges	MWT	MWT	Leader		(3,500)					Election equipment no longer stored in Unit 4 Acle now stored in bunker
SMCSM	1840		Democratic Services Dept	Medical Checks	MWT	MWT	Leader		100					HMRC tax on private health cover for HoS
SMPER	1840		HR & Customer Services	Medical Checks	SMF	SMF	Leader		200					HMRC tax on private health cover for HoS
GGGRT	4329		General Grants	Printing - Outside Firms	LAB	LAB	Leader		(1,500)					No longer required - not used for past 10 years
CTCYS	6940		Community Safety	Contrib. to Vol. Orgs	LAB	LAB	Leader		(5,000)					Reduced spend
SMSDC	9170		Chief Executive	Contributions (SNDC)	PCK	PCK	Leader							SNDC share of Mang Director sals (55%)
CYWDS	2200		Woodlands	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	20,000	20,000	20,000				Demolish and replace all Ash trees in district due to Ash Die Back
PPPOL	5020		Planning Policy	Consultants Fees	PCC	PCC	Planning Policy and Conservation		100,000					New Growth Delivery Project - already approved by Cabinet
PPPOL	9170		Planning Policy	Contributions (Business Rates Pooling)	PCC	PCC	Planning Policy and Conservation		-150,000					New Growth Delivery Project - Business Rate Pool Funding (BDC & SNDC)
PPPOL	9170		Planning Policy	Contributions (SNDC)	PCC	PCC	Planning Policy and Conservation		-55,000					New Growth Delivery Project - SNDC share of costs

Total Recurring Growth / Savings

286,800	718,300	321,800	168,500	121,100	304,300
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Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
NON-RECURRING GROWTH/SAVINGS														
RTRFS	8820			Capital Programme Financing	JXP		Capital Programme	0	0	0	0	0	26,600	Contributions from GF Reserve to capital program.
OREXI	8865			Capital Programme Debt Servicing	JXP		Capital Programme	30,000	30,000					Interest and other debt servicing charges: based on projection of need to borrow to finance the capital programme
			NNDR	Grant										Section 31 grant reconsidered annually in the Autumn Statement. Amount varies unpredictably.
EDBST	4799		Economic Development Business Support	Grants & Subscriptions	HGM	KLH	Economic Development		0	0	0	0	0	Cobra three year subscription renewable in 2018/19 - Permanent removal of subs see above
RGDRC	4004		Dry Recycling	Purchase of Grey Bins	LAB	SLB	Environmental Excellence	14,300	(19,900)	19,000	(800)			P Leggett estimated requirements
WCGEN	4005		Waste Collection	Purchase of Green Bins	LAB	SLB	Environmental Excellence	7,800	(12,200)	12,600	0			P Leggett estimated requirements
RGKTW	4003		Recycling - Kitchen Waste	Purchase of Kitchen Waste Containers	LAB	SLB	Environmental Excellence	1,000	(17,100)	6,500	0			P Leggett estimated requirements
OREXI	9512		External Interest	External interest receipts	JXP	TS	Finance							Interest received from Broadland Growth
Total Non-Recurring Growth / Savings								53,100	(19,200)	38,100	(800)	0	0	
								339,900	699,100	359,900	167,700	121,100	330,900	

NON-RECURRING GROWTH/SAVINGS (RESERVES)														
Equalisation reserve: Draw on General Fund								127,400	127,500	115,500	65,600	64,400	64,400	
Equalisation reserve: Expenditure drawn from reserve								(76,500)	(198,900)	(11,900)	(66,200)	(6,000)	(165,300)	
Repairs & Renewals Reserve: draw from General Fund								6,400	6,400	6,400	5,800	0	0	
Repairs & Renewals Reserve: expenditure drawn from reserve								(135,000)	0	(60,000)	0	0	0	
Net transfers to / (from) NNDR Appeals reserve								(381,800)	(120,900)	(30,300)	0	0	0	
Street Lighting Repairs & Renewals Reserve: expenditure								93,000	98,000	98,000	98,000	98,000	98,000	
Street Lighting Repairs & Renewals Reserve: precept income								(93,000)	(98,000)	(98,000)	(98,000)	(98,000)	(98,000)	

Net effect: Draw on General Fund Reserve or (contribution to General Fund Reserve)	(459,500)	(185,900)	19,700	5,200	58,400	(100,900)
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RECURRING GROWTH/SAVINGS

Growth	2,061,200	1,715,500
Savings	(1,774,400)	(997,200)
Total	286,800	718,300
	0	0

NON-RECURRING GROWTH/SAVINGS

Growth	53,100	30,000
Savings	0	(49,200)
	53,100	(19,200)
	0	0

CABINET Appendix 2

Discretionary Fees & Charges 2019-20

		2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
CULTURAL SERVICES					
Recreation and Sport					
Holiday Activities					32,800
Sport and craft camps and children's activities					Fee as requested by HoS
All programmes	Day Session	14.00	14.50	5	
Sport coaching courses and arts workshops	Day Session	Various	Various	5	
Broadly Active					15,000
- on scheme	Per Session	3.00	3.00	5	
- finished scheme but wish to continue	Per Session	4.00	5.00	5	
Tourism					
Buy In Broadland Voucher Scheme		Free	Free		
Marriotts Way Annual Fun Run	Club Affiliated	13.50	14.00	5	
	Non Club Affiliated	15.50	16.00	5	
Whv Weight? Programme	Per Session	6.00	7.00	3	2000
	12 weeks advance	50.00	60.00	3	Fees as requested by HOS
ENVIRONMENTAL SERVICES					
Contaminated Land Reports	Per Hour (based on officer hourly rate)	Cover costs	Cover costs	1	
Food Safety					200
Issue of Food Condemnation Certificate for Freezer Breakdown	Per Certificate	All costs including EHO time	All costs including EHO time	3	
Removal of Condemned Food	Per Collection	36.00	37.00	3	
Environmental Health Officer	Per Hour	61.80	63.35	3	
Sale of Food Registers	Single Entry	3.60	3.70	2	
	Group of Entries	180.00	184.50	2	
	Entire Register	994.00	1019.00	2	
	Fee for a revisit	150.00	154.00	1	
Food Hygiene Rating Scheme					
Water Sampling					
Private Water supply Regulations 2016					14,800
Regulation 10 Supplies (small premises)	per visit	56.00	57.00	1	Includes statutory analysis fee of £25
	per sample	25.00	25.00		
	Combined Fee	81.00	82.00		
Risk Assessments	Various	Officer time + admin	Officer time + admin		
	Administration	24.60	25.00	1	
Sampling -Regulation 9 & Request Visit Fee	Per Visit	56.00	57.00	1	
		+ Analysis fee	+ Analysis fee		
	Per Sample	Call for Quote	Call for Quote	3	
National Burials Act					
Assisted Burials (where there are no known relatives)					
Administration Charge	Per Burial	319.00	327.00	1	
Public Conveniences					
Keys to Disabled Toilets	Per Key	3.60	3.70	3	
Street Cleansing					
Stray Dog Kennel Fee (combination of above kennel and admin fee)	First Day	89.60	91.80	1	3,300
	Subsequent Days	17.50	17.90	1	
Dogs microchipped or with ID tag and contact details returned to owner on same day (not taken to kennels)		26.80	27.50	1	
Dogs not microchipped and no ID tag and contact details but returned to owner on same day (not taken to kennels)		53.30	54.60	1	
Commercial Dog Bin Emptying and Disposal					
Per emptying	Standard Charge (based on a total of 82 or more bins on scheme)	3.39	3.50	1	18,000
Dog Fouling & Fly tipping signage to private landowners	Cost of sign	Price on application	Price on application	3	
	Installation	Price on application	Price on application	3	

			2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
Waste Collection						
Commercial refuse sack Collection	per roll of 26 refuse sacks (fortnightly collection)		70.25	72.00	1	25,000
	per roll of 26 recycling sacks (fortnightly collection)		38.00	39.00	1	
Commercial refuse wheeled bin collection	Refuse Wheeled bin rates					
	240lt wheeled bin p/a		368.50	380.70	1	
	360lt wheeled bin p/a		445.50	460.20	1	
	1100lt wheeled bin p/a		623.00	643.50	1	
Commercial recycling wheeled bin collection	Recycling Wheeled bin rates					
	240lt wheeled bin p/a		299.30	309.20	1	
	360lt wheeled bin p/a		343.60	354.90	1	
	1100lt wheeled bin p/a		400.40	413.60	1	
Commercial refuse charge for properties who were eligible for SBRR and receiving a waste collection prior to 2012 - collection only (existing customers only)	240lt wheeled bin p/a		160.80	166.00	1	
	360lt wheeled bin p/a		193.00	199.40	1	
	1100lt wheeled bin p/a		348.40	359.90	1	
Commercial refuse charges for Self catering accommodation/guest houses/ nursing and residential homes/charities - collection and disposal	240lt wheeled bin p/a		193.00	199.40	1	
	360lt wheeled bin p/a		225.15	232.60	1	
	1100lt wheeled bin p/a		411.70	425.30	1	
Commercial recycling charges for properties who were receiving a collection prior to April 2012 and are eligible for SBRR - Collection only (existing customers only)	240lt wheeled bin p/a		128.80	133.00	1	
	360lt wheeled bin p/a		160.50	165.80	1	
	1100lt wheeled bin p/a		236.00	243.80	1	
Commercial recycling charges for Self catering accommodation/guest houses/ nursing and residential homes/charities - collection and disposal	240lt wheeled bin p/a		128.80	133.00	1	
	360lt wheeled bin p/a		160.50	165.80	1	
	1100lt wheeled bin p/a		236.00	243.80	1	
Chargeable Household Waste Community Halls/Centres						
Waste Collection						
Purchasing the Bin (existing customers only pre 6 April 2012)						
Chargeable household - Collection	Bin provision 240 litre per week		39.70	40.70	1	24,900
	Bin provision 360 litre per week		53.60	55.00	1	
	Bin provision 1100 litre per week		87.45	89.60	1	
Chargeable Household Collection & Disposal	Bin provision 240 litre per week		115.30	118.20	1	
	Bin provision 360 litre per week		162.90	167.00	1	
	Bin provision 1100 litre per week		406.90	417.00	1	
Commercial Waste - Collection & Disposal (Charities Only)	Bin provision 240 litre per week		115.60	No longer charged at preferential rate	1	
	Bin provision 360 litre per week		163.25	See commercial Charge only	1	
	Bin provision 1100 litre per week		408.30		1	
Commercial Waste - Collection Only (existing customers who were registered for Small Business rate relief prior to 6th April 2012)	Bin provision 240 litre per week		48.00	49.60	1	
	Bin provision 360 litre per week		62.80	64.90	1	1,342,700 Fees kept the same as requested by HOS
	Bin provision 1100 litre per week		98.00	101.20	1	
Recycling (General)						
Green Waste						
Per 240 litre bin per annum (25 collections) NON-REFUNDABLE	By Direct Debit		46.00	46.00	1	
	Non Direct Debit		53.50	53.50	1	
		*(New persons joining scheme - pro rate over the year)		*(New persons joining scheme - pro rate over the year)		
Commercial Green Waste Collection	Per Annum		102.00	105.30	1	
Recycling Collection						
Purchasing the Bin (existing customers only)						
Chargeable household - Collection (excluding schools)	Bin provision 240 litre per week		39.00	40.00	1	
	Bin provision 360 litre per week		53.00	54.30	1	
	Bin provision 1100 litre per week		86.50	88.70	1	
Chargeable Household Recycling (excluding schools)	Bin provision 240 litre per week		44.70	45.80	1	
	Bin provision 360 litre per week		58.60	60.00	1	
	Bin provision 1100 litre per week		92.20	94.50	1	
Commercial Waste - Collection & recycling (Charities only)	Bin provision 240 litre per week		44.70	No longer charged at preferential rate	1	
	Bin provision 360 litre per week		58.60	See commercial Charge only	1	
	Bin provision 1100 litre per week		92.20		1	
Commercial Waste - Collection Only (existing customers only who were registered for Small Business rate relief prior to 6th April 2012)	Bin provision 240 litre per week		44.70	46.20	1	
	Bin provision 360 litre per week		58.60	60.50	1	
	Bin provision 1100 litre per week		92.20	95.25	1	

		2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income
Replacement Wheeled Bins (subject to purchase price)	Per 240 litre bin(Grey/Green/Brown) Per 360 litre bin(Green/Grey only) Per 1100 litre bin(Green/Grey Only) Delivery Charge	36.25 98.60 321.50 18.20	37.15 101.00 329.50 18.65	1 1 1 1	200
Special Collections	Up to 3 items per collection Per Additional Item (Up to max of 6 items) per collection	26.80 8.90	27.70 9.20	1 1	Fees inflated in line with contract
Commercial special collection	Up to 3 items Additional Item	39.65 12.85	41.00 13.30	1 1	
	(disposal extra based on weight)				
Hazardous Waste Collection	Per collection	32.80	33.60	1	300
Abandoned Car Removal	Per removal	Costs recovered	Costs recovered	1	100
Licensing					
Animal Boarding					
Establishment	Per annum	102.00	Fees under review	1	1,600
Breeding of Dogs	Per annum	102.00	Fees under review	1	
Combined Issue of Above	Per annum	142.00	Fees under review	1	300
Home boarding	Per annum	69.00	Fees under review	1	Separate report going to Cabinet as requested by HOS
Pet Shop Licence	Per annum	102.00	Fees under review	1	600
Riding Establishment	Per annum	142.00	Fees under review	1	700
	* Plus veterinary fees		* Plus veterinary fees		
Export Certificate	Per certificate	68.30	Fees under review	1	Nil
Hackney Carriage & Private Hire Drivers Licence	Per 3 years	159.60	163.60	1	22,000
		* Plus statutory fee for Criminal Disclosure Form	* Plus statutory fee for Criminal Disclosure Form		
Hackney Carriage & Private Hire Vehicles Licence	Per annum Per 6 months	218.00 109.00	223.45 111.70	1 1	53,400
Private Hire Operators Licence	Per 5 years	525.00	538.00	1	500
Transfer of Vehicle Plate and Licence	Per vehicle	66.60	68.20	1	
Replacement Plate		33.60	34.40		
Drivers Badge	Per badge	10.90	11.20	1	
Windscreen Plate	Per plate	10.90	11.20	1	
Scrap Metal Licences					
Site Licence		300.00	307.50	1	
Collection Licence		275.00	281.90	1	
Change of Licensee		42.20	42.20	1	Although not a statutory fee there is a govt imposed maximum charge for these licences.
Change of Licensed Sites		63.30	63.30	1	
Change of Site Manager		63.30	63.30	1	
Change from Site to Collector Licence		42.20	42.20	1	
Change from Collector to Site Licence		84.45	84.45	1	
Sex Establishment	On application Refund if Licence refused	3650.00 2780.00	3741.00 2849.00	1 1	
Dangerous Wild Animals Licence	Excluding vets fees	143.00	146.60	1	200
	* Plus veterinary costs		* Plus veterinary costs		
Zoo Licence	On application or granting On renewal or transfer	85.30 48.00	87.40 49.20	1 1	
	* Plus all staff and veterinaries costs		* Plus all staff and veterinaries costs		73,000
Gambling Act 2005					
Regional Casino Premises	Various Charges)		1	Although not a statutory fee there is a govt imposed maximum charge for these licences.
Large Casino Premises	Various Charges)		1	
Small Casino Premises	Various Charges)		1	
Converted Casino Premises	Various Charges)		1	
Bingo Premises	Various Charges)		1	
Adult Gaming Centre	Various Charges)		1	Although not a statutory fee there is a govt imposed maximum charge for these licences.
Family Entertainment	Various Charges)		1	
Betting Premises (Other)	Various Charges)		1	
Betting Premises (Track)	Various Charges)		1	
	see attached sheet		see attached sheet		
	see attached sheet		see attached sheet		

			2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
Registration Charges						
Acupuncture, Tattooing, Semi-Permanent Skin Colouring,	One-off registration	Per Practitioner	95.00	97.40	1	1,000
Cosmetic Piercing and Electrolysis	Per Practitioner where registration already exists for the premises		21.30	21.80	1	
PLANNING & DEVELOPMENT SERVICES						
Building Control	Fees		CNC Partnership	CNC Partnership		
Planning Policy						
Sales of Local Plans	Statement of Community Involvement			5.00	2)	No increase to fees as requested by HoS
	Annual Monitoring Report	5.00		5.00	2)	
	Local Development Scheme pre 2012	5.00		5.00	2)	
	Supplementary Publications		Charge based on cost recovery and postage where applicable	Charge based on cost recovery and postage where applicable	2	
Self-build and custom build register			100.00	100.00		No increase to fees as requested by HoS
Development Management DPD Maps	Colour only		5.00	5.00	2)	No increase to fees as requested by HoS
Growth Triang AAP DPD 2016	Black & White	5.00		5.00	2)	
	Colour	10.00		10.00	2)	
Local Development Scheme		5.00		5.00	2)	No increase to fees as requested by HoS
Site Allocation: DPD 2016	Black & White	5.00		5.00	2)	
	Colour	10.00		10.00	2)	
Landscape Character Assessment SPD Adopted 2013	Black & White	5.00		5.00	2)	No increase to fees as requested by HoS
	Colour	10.00		10.00	2)	
Development I angement DPD 2015	Black & White	5.00		5.00	2)	
	Colour	10.00		10.00	2)	No increase to fees as requested by HoS
Development Manegment DPD Maps	Colour	5.00		5.00	2)	
Parking Standards SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	No increase to fees as requested by HoS
Recreational Open Space SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	
Affordable Housing SPD	Black & White	10.00		10.00	2)	No increase to fees as requested by HoS
	Colour	12.00		12.00	2)	
Blue Boar Lane SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	No increase to fees as requested by HoS
Joint Core Strategy (adopted)	Colour	20.00		20.00	2)	
Sales of Design Guide	Per Copy	3.90		3.90	2	
Conservation Booklets	Per Copy	7.00		7.00		Printed stock - unable to increase cost Higher than inflation increase as requested by HoS
Planning Control						
Planning History Search	First 2 hours	59.20		59.20	3	3,000
	Per Hour or Part Thereof	29.70		29.70	3	
Copies of Documents	Planning Decisions/s106 Agreements/Deed of Variation	7.00		7.00	1	
	Tree Preservation Orders /Grants etc					3,000
	Plans - larger than A3 (other than ordnance Survey)	3.00		3.00	3	
Charges to Developers						
S106 Agreements Legal Expenses	Per Hour	89.60		No longer collected-Now NP Law	6	Nil
Obligation Monitoring Charge	Per Principal Clause	379.00		388.00	6	Interim fee for new single charge per HOS
	Per Sub-Clause	No charge		No charge		
High Hedges (Anti-social Behaviour)	Stage 1	252.00		See New Fee Below	1	
	Stage 2	252.00		See New Fee Below	1	Interim fee for new single charge per HOS
	Single Charge	-		350.00	1	
Conservation						
Conservation Grant Offer	Per Copy		No longer charged for	No longer charged for		
Business Training (booked through Economic Development)						
IT (including Digital Camera) , Personal Development, Customer Care and Media Courses						40,000
Per full day	Standard charge	98.00		99.00	5)	All training fees as requestd by HOS
	Subsidised rate	76.00		77.00	5)	
Per half-day	Standard charge	49.00		49.50	5)	All training fees as requested by HOS
	Subsidised rate	38.00		38.50	5)	

		2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
HABC and Chartered Institute of Environmental Health Certificated Courses					
Per 3 full days	Standard charge	330.00	335.00	5)	
	Subsidised rate	295.00	299.00	5)	
Per 1 full day	Standard charge	112.00	114.00	5)	
	Subsidised rate	102.00	102.00	5)	
Per 1/2 day	Standard charge	56.00	57.00	5)	
	Subsidised rate	51.00	52.00	5)	
Basic First Aid at Work					
Per 3 day course	All categories	295.00	299.00	5)	
Re-qualification courses		190.00	194.00)	
Emergency First Aid at Work	All categories	98.00	99.00	5)	
Fire Extinguisher Training					
1/2 day	Standard charge	51.00	52.00	5)	
Fire Marshalling	Standard charge	46.00	47.00	5)	
On site computer consultancy					
- up to 5 candidates	Per Full Day	Price given	Price given		
- additional candidates	Per delegate per full day	on application	on application	5	
In house computer consultancy					
- up to 8 candidates	Per Full Day	Price given	Price given	5	
	on application	on application	on application		
Room Hire (Carrowbreck House)					7000
Training Room 1	Per Half Day	82.00	85.00	5	
	Per Full Day	143.00	150.00	5	
Training Room 2	Per Half Day	82.00	85.00	5	
	Per Full Day	143.00	150.00	5	
Training Room 3	Per Half Day	102.00	105.00	5	
	Per Full Day	174.00	180.00	5	
Training Room 4	Per Half Day	112.00	115.00	5	
	Per Full Day	194.00	200.00	5	
Training Room 5	Per Half Day	112.00	115.00	5	
	Per Full Day	194.00	200.00	5	
Training Room 6	Per Half Day	112.00	115.00	5	
	Per Full Day	194.00	200.00	5	
Training Kitchen	Per Half Day	92.00	92.00	5	
	Per Full Day	174.00	174.00	5	
Outside Space	Per Half Day	133.00	140.00	5	
	Per Full Day	225.00	235.00	5	
Internal Training For Broadland Staff					6,000
Staff Induction/customer care					
Place on course	Per Full Day	70.00	71.00	5	
Pre-booked business computer courses	Per Full Day	70.00	71.00	5	
HOUSING SERVICES					
Homelessness					
Temporary accommodation charges	Persons with £8,000 capital	Full cost less any entitlement to benefit claimed and paid to Council	Full cost less any entitlement to benefit claimed and paid to Council	1	72,700
	Persons in full-time employment	1/3 of disposable income (calculated under HB Regs) or charge not met by HB paid direct to Council (whichever is the lower)	1/3 of disposable income (calculated under HB Regs) or charge not met by HB paid direct to Council (whichever is the lower)	1	
	Other persons (including income support, Job Seekers Allowance or guarantee credit)	No charge providing a claim for HB is made immediately on acceptance as homeless and that HB is paid to the Council. Must pay standard HB deductions for non-dependants, fuel and food expenses recovered	No charge providing a claim for HB is made immediately on acceptance as homeless and that HB is paid to the Council. Must pay standard HB deductions for non-dependants, fuel and food expenses recovered	1	

			2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
Housing Advances						
mortgage documents amended by mortgagees Solicitors)						
Redemption of Mortgage	Single loan		42.00	43.00	1	
Questionnaires and Documents	First 2 hours		61.00	62.50	3	
	Per hour or part thereof		31.00	32.00	3	
Housing Act Inspections (under Housing Act 2004)						
Visa Accommodation Verification Inspections (under Housing Act 2004))			1	NIL
Prohibition Order (s20 & s21)	Per Notice)	Officer hourly rate - recover	Officer hourly rate - recover	1	
Emergency Prohibition Order (s43)	Per Notice)	total costs	total costs	1	
Improvement Notice (s11 & s12)	Per Notice)			1	
Suspended Prohibition Orders and)			1	
Improvement Notices	Per Notice)			1	
Immigration Visa Inspection	Per Inspection		Officer rate and travel	Officer rate and travel	3	
Housing Multiple Occupation Licensing Enforcement (under Housing Act 2004)						
Licence Fees	Per Licence (Up to 5 lettings)		565.00	579.00	1	
	Per Extra Letting		27.00	27.70	1	
Enforcement Fee			Officer hourly rate - recover total costs	Officer hourly rate - recover total costs	3	
Redress Schemes for Estate Agents and Property Managers						
Fine warning enforcement procedure (giving business 28 days to register on identification of non-compliance)	per fine		5253.00	5384.00	1	
Mobile Homes						
Licence Application	0 - 3 homes		216.30	221.70	1	
			+ travel	+ travel		
	4 - 10 homes		239.00	245.00	1	
			+ travel	+ travel		
	11 - 50 homes		278.80	285.80	1	
			+ travel	+ travel		
	51 + homes		328.60	336.80	1	
			+ travel	+ travel		
Transfer of Licence	per licence		79.50	81.50	1	
Variation of Licence	per licence		190.50	195.00	1	
			+ travel	+ travel		
Annual Inspections	up to 3 properties	- High Risk	155.80	159.70	1	
		- Medium Risk	78.00	80.00	1	
		- Low Risk	51.90	53.20	1	
		- Very Low Risk	31.20	32.00	1	
			(all +travel)	(all +travel)		
	3 - 10 properties	- High Risk	195.70	200.50	1	
		- Medium Risk	97.70	100.00	1	
		- Low Risk	65.00	66.60	1	
		- Very Low Risk	39.00	40.00	1	
			(all +travel)	(all +travel)		
	11 - 50 properties	- High Risk	252.30	258.60	1	
		- Medium Risk	126.30	129.50	1	
		- Low Risk	84.00	86.00	1	
			(all +travel)			
	51 - 100 properties	- High Risk	317.20	325.00	1	
		- Medium Risk	158.90	162.90	1	
			(all +travel)	(all +travel)		
	101 + properties	- High Risk	360.40	369.40	1	
		- Medium Risk	180.25	184.70	1	
			(all +travel)	(all +travel)		
Financial Assistance through the Home Improvement Agency Service (SLA with SNDC)						
	Per applicant		New Service	Up to a maximum of £1000-capped		
Healthy Homes Loan						
	set up		New Service	500.00		
	Chargeable Interest-Above base rate		New Service	0.75%		
CENTRAL SERVICES						
Corporate Management And Democratic Representation and Management Representation of the People Act						
Retention of Documents for Public Inspection						
Confirmations Letter	Per Letter		28.00	28.70	3	NIL
Miscellaneous Land						
Lettings of Small Pieces of Undeveloped Housing land			Individually negotiated	Individually negotiated	5	400

	2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19Budgeted Income £
CENTRAL SERVICES TO THE PUBLIC				
Emergency Planning				
Sand Bags	Free in emergencies	Free in emergencies		
National Non Domestic Rates				
Court Costs	Per Summons Issued 49.00	78.00	1	3,000
	Liability Order 41.00	54.00	1	
Council Tax				
Court Costs	Per Summons Issued 27.00	31.00	1	70,000
	Liability Order 19.00	26.00	1	
Council Tax Only				
Committal Costs	Per Summons 240.00	240.00	1	In line with court costs
	Per Hearing 240.00	240.00	1	In line with court costs
Warrant Costs	With bail 96.70	96.70	1	No increase as requested by Budget Officer
	Without bail 119.40	119.40	1	No increase as requested by Budget Officer
Hire and Accommodation at Thorpe Lodge (Inclusive of Audio Visual Aid equipment)				
Monday to Friday Lettings				
Council Chamber	Per Half Day 97.00	99.40	3	400
Any Committee Room	Per Half Day 72.00	73.80	3	
Interview Room	Per Half Day 60.00	72.00	3	
Bunker Storage Room-Elections Only	Annual Charge 3480.00	4200.00	3	
Weekend Lettings				
Council Chamber or any Committee Room				
Charities	Per Half Day 228.00	233.70	3	
Other	Per Half Day 382.00	391.50	3	
Financial Information				
Statement of Accounts	Per Copy 6.00	6.00	2	NII
Sales of Budget Book*	Per Copy 6.00	6.00	2	
Annual Audit Letter	Per Copy 1.00	1.00	2	
Local Land Charges				220,000
Search Fee	Full Search 128.00	132.00	1/3	
LLC1	23.00	24.00	1	
CON29 (Residential & Commercial) only	105.00	108.00	3	
	(including VAT)	(including VAT)		
CON29 (O) Questions 4-22				
- with a full search	per question 20.40	20.40	1	
- without a full search	per question 20.40	20.40	1	
	administration Fee 24.00	24.00	3	
Supplementary information				
- with a full search	Additional Questions 20.40	20.40	1	
	Additional Parcels of Land 20.20	20.20	1	
- without a full search	Additional Questions 20.40	20.40	1	
	Additional Parcels 20.20	20.20	1	
	Administration Fee 24.00	24.00	3	
SERVICE MANAGEMENT & SUPPORT SERVICES				
Copies of Documents				
Photocopies				
Black & White	Per Page (A3 or A4) 0.10	0.10	3	
	Minimum Charge 1.00	1.00	3	
Colour copies	Per Page (A3 or A4) 0.50	0.50	3	
Microfiche	Minimum Charge 1.00	1.00	3	
	Subsequent Pages 0.25	0.25	3	
CD's (information downloaded)	Per Disc 0.50	0.50	3	
Use of Fax Machine	Per Page 0.70	0.70	3	
(transmission and receipt)	Minimum Charge 1.70	1.70	3	
Sale of Agenda's				NII
Per Meeting	Up to 100 Pages 11.20	11.50	2	
	Additional Pages 0.30	0.30	2	
Per Committee (per annum)	Main committees; Council, Cabinet, Planning, Overview and Scrutiny 181.00	185.50	2	
	Other sub-Committees, Panels; Standards, Licensing, Appointments and Pay, SVP 75.00	77.00	2	

		2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19Budgeted Income £
Broadland News					10,000
Advertising Rates					
Double Page Centre (247 x 380mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Full Page (247 x 170mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Half Page (121 x 170mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Third Page (121 x 111mm or 247 x 58mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Sixth Page (58 x 111mm or 121 x 53mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Eighth Page (90 x 53mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Business Card	Mono	Individually Negotiated	Individually Negotiated	3	
Series of Four Bookings - 10% Discount on above figures					
Private Telephone Calls		Costs recovered	Costs recovered	3	
Lapel Badges		3.00	3.00	3) In stock - no increase until new stock ordered
Cufflinks		8.00	8.00	3)
DBS (Disclosure and Barring Service)					3,000
Enhanced DBS	per check	44.00	44.00	3	maximum charge as set by DBS
Standard DBS	per check	26.00	26.00	3	maximum charge as set by DBS
Eligible Volunteers DBS	per check	Free of charge	Free of charge		
Admin Fee on Enhanced, Standard & Volunteers checks	per check	19.80	20.30	3	
DBS Adult First	per check	6.00	6.00	3	maximum charge as set by DBS
Admin Fee on Adult First checks	per check	14.00	14.35	3	

Gambling Act 2005
Non-Statutory Licence Fees

	Fast-track Conversion		Non Fast-track Conversion		Non-Conversion Provisional Statement Premises		Non-Conversion Other Premises		Annual Fee		Application to Vary Licence		Transfer Licenece		Change of Circumstances		Copy of Licence		Reinstatement of Licence		Application for Provisional Statement	
	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges
New Regional Casino Premises	n/a	n/a	n/a	n/a	7,200.00	7,200.00	13,500.00	13,500.00	13,500.00	13,500.00	6,750.00	6,750.00	5,850.00	5,850.00	45.00	45.00	22.50	22.50	5,850.00	5,850.00	13,500.00	13,500.00
New Large Casino Premises	n/a	n/a	n/a	n/a	4,500.00	4,500.00	9,000.00	9,000.00	9,000.00	9,000.00	4,500.00	4,500.00	1,935.00	1,935.00	45.00	45.00	22.50	22.50	1,935.00	1,935.00	9,000.00	9,000.00
New Small Casino Premises	n/a	n/a	n/a	n/a	2,700.00	2,700.00	7,200.00	7,200.00	4,500.00	4,500.00	3,600.00	3,600.00	1,620.00	1,620.00	45.00	45.00	22.50	22.50	1,620.00	1,620.00	7,200.00	7,200.00
Converted Casino Premises	270.00	270.00	1,800.00	1,800.00	n/a	n/a	n/a	n/a	2,700.00	2,700.00	1,800.00	1,800.00	1,215.00	1,215.00	45.00	45.00	22.50	22.50	1,215.00	1,215.00	n/a	n/a
Bingo Premises	270.00	270.00	1,575.00	1,575.00	1,080.00	1,080.00	3,150.00	3,150.00	900.00	900.00	1,575.00	1,575.00	1,080.00	1,080.00	45.00	45.00	22.50	22.50	1,080.00	1,080.00	3,150.00	3,150.00
Adult Gaming Centre Premises	270.00	270.00	900.00	900.00	1,080.00	1,080.00	1,800.00	1,800.00	900.00	900.00	900.00	900.00	1,080.00	1,080.00	45.00	45.00	22.50	22.50	1,080.00	1,080.00	1,800.00	1,800.00
Family Entertainment Centre Premises	270.00	270.00	900.00	900.00	855.00	855.00	1,800.00	1,800.00	675.00	675.00	900.00	900.00	855.00	855.00	45.00	45.00	22.50	22.50	855.00	855.00	1,080.00	1,080.00
Betting Premises (Other)	270.00	270.00	1,350.00	1,350.00	1,080.00	1,080.00	2,700.00	2,700.00	540.00	540.00	1,350.00	1,350.00	1,080.00	1,080.00	45.00	45.00	22.50	22.50	1,080.00	1,080.00	2,700.00	2,700.00
Betting Premises (Track)	270.00	270.00	1,125.00	1,125.00	855.00	855.00	2,250.00	2,250.00	900.00	900.00	1,125.00	1,125.00	855.00	855.00	45.00	45.00	22.50	22.50	855.00	855.00	2,250.00	2,250.00

NB Plus 10% Administration and VAT on costs

Scheme	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Street Lighting	35,700	15,400	27,500	24,800	24,800	21,600
Disabled Facilities Grants	800,000	850,000	800,000	800,000	800,000	800,000
Historic Buildings grants	15,000	15,000	15,000	15,000	15,000	15,000
Minor Improvement Grants	80,000	50,000	50,000	50,000	50,000	50,000
Reedham Quay Works		20,000				
Public Convenience Works		50,000				
Thorpe Lodge Refurbishment	96,000	109,000	95,000	84,000	78,000	31,000
Brown Recycling Bins	30,000	30,000	30,000	30,000	30,000	30,000
Information Technology	75,000	75,000	75,000	75,000	75,000	75,000
Car Park Repairs	50,000	0	0	0	0	0
Bridge Repairs	270,000	20,000	20,000	90,000	90,000	90,000
Contribution to Broadband Project						
Total	1,451,700	1,234,400	1,112,500	1,168,800	1,162,800	1,112,600
FUNDING						
Grants	800,000	850,000	800,000	800,000	800,000	800,000
Contributions	0	0	0			
Capital Receipts	501,700	364,400	217,500	284,800	284,800	255,000
Revenue Financing						26,600
Earmarked Reserves:						
Repairs & Renewals	110,000	20,000	95,000	84,000	78,000	31,000
Street Light Reserves						
Bridges Repair Reserve	40,000					
Broadland Growth Reserve						
Debt						
Total	1,451,700	1,234,400	1,112,500	1,168,800	1,162,800	1,112,600

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Funding comments

Special expenses precept on parishes concerned
Statutory duty. Expenditure may need to increase to meet demand.
Voluntary expenditure
Voluntary expenditure: budget reduction due to decreased demand (K Philcox)
Funding essential maintenance to authority owned asset
Funding essential maintenance to authority owned assets
Likely to be some expenditure required in future, but timing and level to be discussed
Expansion of scheme and replenishing old stock
Level of IT expenditure reviewed annually
Funding essential maintenance to authority owned car parks
Funding essential maintenance to bridges
County-wide project to update broadband networks

DFG from Govt assumed at increased 2016/17 levels at time of change to Better Care Fund; actual 18/19 grant is £827,948

LAMS seed capital returned in full in 2017 (£1m); subsequent use in capital funding until exhausted in 2021/22 (estimated)
With no further additions capital receipts are exhausted by 2023/24 - revenue funded required for some elements of programme.

Funding repair and maintenance work on assets owned by the authority
Ring-fenced fund financed by special precepts on residents in the parishes concerned.

Funds growth related projects; each project requires high level approval.

Broadland District Council - Medium Term Financial Plan 2018 - 2024

	2018/19 Approved £000	2019/20 Draft £000	2020/21 Draft £000	2021/22 Draft £000	2022/23 Draft £000	2023/24 Draft £000
Base Net Expenditure	11,026	11,282	12,000	12,322	12,491	12,612
<u>Recurring Adjustments:</u>						
Net (Savings)/Growth	256	718	322	169	121	304
BDC Collaboration Gross Savings (45%) (not included in Base Budget Calculations)		(350)	(278)	(250)	(248)	(243)
Base Net Budget for following year	11,282	12,000	12,322	12,491	12,612	12,916
<u>Non Recurring Adjustments</u>						
Net (Savings)/Growth	53	(19)	38	38	(1)	0
Capital Programme funding*	0	0	0	0	0	27
Contribution to Collaboration Costs Reserve		87	155	83	83	83
Net transfers to/(from) Earmarked Reserves	(460)	(186)	20	0	0	0
Net Budget Requirement	10,875	11,882	12,535	12,612	12,694	13,026
<i>Increase or (Decrease) on previous year</i>	<i>4.8%</i>	<i>9.3%</i>	<i>5.5%</i>	<i>0.6%</i>	<i>0.7%</i>	<i>2.6%</i>
<u>Funded from:</u>						
External Support - RSG	438	0	0	0	0	0
External Support - Business Rates Levy Surplus Distribution	0	43	0	0	0	0
External Support - Business Rates	2,766	2,859	2,884	2,941	3,000	3,060
External Support - New Homes Bonus	2,008	2,174	2,169	2,158	2,042	2,000
Special Expenses - Street Lighting Income	83	118	118	118	118	118
Collection Fund - Surplus / (Deficit)	(109)	(500)	0	0	0	0
Net Funding Before Precept	5,186	4,694	5,171	5,217	5,160	5,178
Broadland's share of precept	5,540	5,580	5,927	6,285	6,655	7,038
Net Funding including Precept	10,726	10,274	11,097	11,502	11,815	12,216
Draw on reserves	149	1,607	1,437	1,109	879	809
Total Funding	10,875	11,881	12,534	12,611	12,694	13,025
General Reserve at start of year	(12,406)	(12,257)	(10,651)	(9,214)	(8,106)	(7,227)
Draw on reserves	149	1,607	1,437	1,109	879	809
General Reserve at end of year	(12,257)	(10,651)	(9,214)	(8,106)	(7,227)	(6,417)
Draw on Reserves (cumulative)	149	1,755	3,192	4,300	5,179	5,989
Council Tax Calculation						
Council Taxbase (Homes)	45,735	46,065	46,986	47,926	48,885	49,862
Council Tax	121.14	121.14	126.14	131.14	136.14	141.14
Broadland's share of precept (£000)	5,540	5,580	5,927	6,285	6,655	7,038
Annual Increase (£)	4.99	0.00	5.00	5.00	5.00	5.00
Total Amount of Increase in Council Tax Revenue (£)	228,218	0	234,932	239,630	244,423	249,311
Total Percentage Increase in Council Tax Revenue (%)		0.00%	4.13%	3.96%	3.81%	3.67%
New Homes Bonus	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
October 2013 to October 2014	376					
October 2014 to October 2015	505	505				
October 2015 to October 2016	511	511	511			
October 2016 to October 2017	616	616	616	616		
October 2017 to October 2018		542	542	542	542	
October 2018 to October 2019			500	500	500	500
October 2019 to October 2020				500	500	500
October 2020 to October 2021					500	500
October 2021 to October 2022						500
Total payable	2,008	2,174	2,169	2,158	2,042	2,000

New Homes Bonus is payable in respect of housing growth in the district between two successive Octobers, with a time lag of six months between the end of the qualifying period and the start of the year in which the bonus is paid. For example, the first instalment on housing growth occurring between October 2017 and October 2018 is paid during the financial year 2019/20.

Following the 2015 consultation MHCLG's preferred option was for instalments to decrease from six years to four, with a reduction in entitlement linked to relevant planning appeals and the absence of Local Plans. In December 2016 the MHCLG confirmed that they would decrease the instalments paid on previous years' housing growth to five years in 2017/18 and four years from 2018/19 onwards.

Inflation (average figure)

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Bank of England CPI estimates, Aug 2018:	2.00%	2.50%	2.25%	2.00%	2.00%	2.00%

Inflation according to CPI measures has risen to 2.6% over the last twelve months. The Bank of England's inflation target is 2.0%; their August inflation forecast is for an average of 2.6% over 2018/19, reducing to around 2.25% in 2019, and to 2% in 2020. However, some contracts (for example waste collection and street lighting maintenance) specify an annual uplift linked to RPI, which is usually above CPI. As these contracts account for a large proportion of the authority's expenditure this has been reflected in the average inflation estimates for future years.

The average gap between CPI and RPI over the last twelve months is 0.93%, with a maximum gap of 1.2%. As the parameters for calculating RPI were re-written in 2014 to provide a closer parallel to those governing the CPI measure, these two measures were expected to converge.

Capital Program Funding*

The majority of capital expenditure is non-recurring or project based. Consequently there is an item of growth in the Non-Recurring section which represents the budget for revenue funding of the capital programme.

If the authority takes out long-term debt to fund the capital programme in future, the cost of interest and a provision to repay the principal will be included within the Growth line in the Recurring section of the Summary table.

- 5.2 The MTFP incorporates reasonable assumptions, as detailed within Section 3 of this report. There will be a draw from reserves over the next five years of £5.840m, resulting in a General Fund balance of £6.417m at the end of March 2024. This is in excess of the minimum balance of £2m, however, the prudent approach to budgeting has meant that the general fund balance in 2024 is predicted, without collaboration savings, to be at its lowest level for some time. If the collaboration savings are achieved, and included in the base budget calculations, the General Fund balance would be £10.768m at that point.

COUNCIL TAX RESOLUTION 2019-20

Report Author:	Jill Penn, Head of Finance and Revenues tel: 01603 430486 email: jill.penn@broadland.gov.uk
Portfolio Holder:	Finance
Wards Affected:	All
Purpose of the Report:	To enable the Council to calculate and approve the Council Tax requirement for 2019/20

Recommendations:

Council is **RECOMMENDED** to resolve:

1. That it be noted that on 4 December 2018 the Council calculated
 - (a) the Council Tax Base 2019/20 for the whole Council area
 - (b) the dwellings in those parts of its area to which a Parish precept relates.
2. The Council Tax requirement for the Council's own purposes for 2019/20.
3. The sums that have been calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Local Government Finance Act.

1 SUMMARY

- 1.1 The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2019/20.
- 1.2 If the increase in the basic amount of Council Tax is in excess of limits determined by the Secretary of State as 'reasonable', the authority will be required to hold a referendum of taxpayers and to take their opinion into account. For District Councils a 'reasonable' level in 2019/20 continues to be £5.00 for authorities in the lowest quartile of national tax levels for their tier, for County Councils it is 3% and for Police and Crime Commissioners £24.

2 BACKGROUND

- 2.1 The Town and Parish Council Tax base figures for 2019/20 are detailed in Appendix 1; the Band D Tax rate for each town or parish including the District Council's expenses is shown in Appendix 2. The increase in the average Band D for Town and Parish Councils is 3.0% and results in an average Council Tax figure of £78.17 for 2019/20.
- 2.2 Norfolk County Council met on 11 February 2019 to consider a proposal to set their precept at £62.75 million, adjusted by a Collection Fund surplus of £20,400. This results in a Band D Council Tax of £1,362.24.
- 2.3 The Norfolk Office of the Police & Crime Commissioner met with the Norfolk Police and Crime Panel on 4 February 2019 and agreed a proposal to set their precept at £11.66 million, adjusted by a collection fund surplus of £3,500. This results in a Band D Council Tax of £253.08.
- 2.4 In areas where Broadland District Council accepts responsibility for street lighting maintenance, these costs are treated as a Special Expense. The total estimate of Special Expenses amounts to £111,200 in 2019/20. This level has been set at an additional rate of £5 per Band D for the remaining three parishes that retain this street lighting arrangement, as agreed by Council in February 2018. The average special expense tax rate in 2019/20 is set at £2.42. This level of income will be sufficient to cover current levels of maintenance and rebuild a reserve as a contingency.

3 PROPOSED TAX LEVELS

- 3.1 The adoption of the formal tax resolution will result in the following Band D tax levels.

	2018/19 £	2018/19 £	Increase/ (Decrease) %
Broadland District General Expenses	121.14	121.14	0.00
Norfolk County Total *	1,322.73	1,362.24	2.99
Office of the Police & Crime Commissioner for Norfolk	229.14	253.08	10.45
Sub Total	1,673.01	1,736.46	3.79
Broadland District Special Expenses	1.82	2.42	33.00
Town and Parish (average)	75.89	78.17	3.00
Total	1,750.72	1,817.05	3.79

* Norfolk County's Council Tax is split as follows:		
General tax	1,226.68	1,266.19
Adult Social Care Precept	96.05	96.05

See Appendix 4 for summary by Parish/Band.

4 EXCESSIVENESS DETERMINATION

- 4.1 The Council's basic amount of Council Tax (including special expenses) as calculated for 2019/20 is £0.60 more than that calculated for 2018/19 and is therefore within the £5.00 limit determined to be reasonable by the Secretary of State.
- 4.2 Accordingly it can be determined that the Council's basic amount of Council Tax is not excessive for 2018/19 in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.

5 ISSUES AND RISKS

- 5.1 **Resource implications** – the report summarises the key aspects regarding the statutory obligations of the authority in setting its Council Tax.
- 5.2 **Legal implications** – the authority has to adhere to the Local Government Finance Act as described in the various sections of the report.
- 5.3 **Equality implications** – there are no equality implications as the report is a

factual account of the authority's Council Tax setting process. The 2019/20 Council Tax was determined without bias and affects all groups in the District.

5.4 **Environmental impact** – there is no direct environmental impact arising from this report.

5.5 **Crime and disorder** – there is no direct crime and disorder impact arising from this report.

5.6 **Risks** –

- (1) The Section 31 (S31) Officer of the authority has a specific requirement under the Local Government Finance Act 2003 in determining the Council's Budget and Council Tax. The S151 Officer must advise on the robustness of the estimates included in the budget and the adequacy of the financial reserves.
- (2) There are a number of potential risks in the robustness of the estimates and details of these can be found in the Budget and Medium Term Financial Plan 2019-24 report.
- (3) In addition specifically related to Council Tax; there is an assumption that we are able to collect the level of Council Tax planned; the council has consistently performed well in this area recording high collection rates.

6 RECOMMENDATIONS

6.1 Council is **RECOMMENDED** to resolve:

- (1) That it be noted that on 4 December 2018 the Council calculated
 - (a) the Council Tax Base 2018/19 for the whole Council area as 46,065 (Item T in the formula in Section 31B (3) of the Local Government Finance Act, as amended (the "Act")) and;
 - (b) the dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix 1.
- (2) That the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Town and Parish Precepts and special expenses) is £5,580,300.
- (3) That the following sums be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act
 - (a) £45,900,200 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Town and Parish Councils. This includes the amount that the authority estimates will be transferred in the year from its Collection Fund

to its General Fund reserve in accordance with Section 97 (3) of the Local Government Finance Act 1988 (including a Business Rates deficit of £503,100).

- (b) £36,607,600 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act (including a Council Tax surplus of £3,100).
- (c) £9,292,600 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A (4) of the Act.)
- (d) £201.73 being the amount at 3(c) above (Item R), divided by Item T (2 above), calculated by the authority in accordance with Section 31B (1) of the Act as the basic amount of its Council Tax for the year (including Parish Precepts).
- (e) £3,708,300 being the aggregate amount of all its special items (including Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendices 2 and 3).
- (f) £121.14 being the amount at 3(d) above less the result given by dividing the amount collected from local taxation at 3(e) above by Item T (2 above), calculated by the council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.

Background Papers

- (1) Government funding settlement (on file)
- (2) Norfolk County Council Precept (on file)
- (3) Norfolk Police and Crime Commissioner Precept (on file)
- (4) Town and Parish Council precepts (on file)

All the above background papers are available on request from Jill Penn on 01603 430486 or email jill.penn@broadland.gov.uk

COUNCIL TAX BASE 2019/2020 - SPECIAL ITEM AREAS

Parish Area	Tax Base	Parish Area	Tax Base
Acle	963.0	Heydon	52.0
Attlebridge	57.0	Honingham	151.0
Aylsham	2660.0	Horsford	1478.0
Beighton	175.0	Horsham & Newton St.Faiths	587.0
Blickling	48.0	Horstead with Stanninghall	381.0
Blofield	1407.0	Lingwood & Burlingham	894.0
Boaton	62.0	Marsham	229.0
Brampton	74.0	Morton on the Hill	38.0
Brandiston	34.0	Old Catton	2214.0
Brundall	1656.0	Oulton	83.0
Burgh & Tuttington	147.0	Postwick with Witton	170.0
Buxton with Lamas	588.0	Rackheath	689.0
Cantley	258.0	Reedham	438.0
Cawston	527.0	Reepham	950.0
Coltishall	600.0	Ringland	88.0
Drayton	1876.0	Salhouse	599.0
Felthorpe	265.0	South Walsham	343.0
Foulsham	330.0	Spixworth	1260.0
Freethorpe	323.0	Sprowston	5558.0
Frettenham	271.0	Stratton Strawless	205.0
Great & Little Plumstead	1355.0	Strumpshaw	264.0
Great Witchingham	238.0	Swannington (See note)	163.0
Guestwick	52.0	Taverham	3521.0
Hainford	371.0	Thorpe St Andrew	5148.0
Halvergate	217.0	Upton with Fishley	266.0
Haveringland	100.0	Weston Longville	140.0
Hellesdon	3708.0	Woodbastwick	169.0
Hemblington	143.0	Wood Dalling	92.0
Hevingham	429.0	Wroxham	797.0

Note :- The Council covers the parishes of Swannington, Alderford, and Little Witchingham.
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DISTRICT COUNCIL TAX 2019/2020 - SPECIAL ITEM AREAS

Parish Area	£	Parish Area	£
Acle	237.89	Heydon	198.06
Attlebridge	123.25	Honingham	177.43
Aylsham	276.38	Horsford	162.58
Beighton	161.10	Horsham & Newton St.Faiths	163.52
Blickling	141.97	Horstead with Stanninghall	181.51
Blofield	168.95	Lingwood & Burlingham	150.15
Booton	130.01	Marsham	165.05
Brampton	175.25	Morton on the Hill	132.32
Brandiston	137.32	Old Catton	206.77
Brundall	180.93	Oulton	153.67
Burgh & Tuttington	143.73	Postwick with Witton	166.73
Buxton with Lamas	173.46	Rackheath	182.10
Cantley	160.42	Reedham	154.96
Cawston	178.64	Reepham	204.81
Coltishall	177.81	Ringland	186.78
Drayton	224.32	Salhouse	166.22
Felthorpe	165.84	South Walsham	174.94
Foulsham	151.44	Spixworth	190.98
Freethorpe	157.19	Sprowston	238.15
Frettenham	152.20	Stratton Strawless	138.91
Great & Little Plumstead	152.84	Strumpshaw	149.35
Great Witchingham	178.33	Swannington (See note)	149.36
Guestwick	127.39	Taverham	190.36
Hainford	154.11	Thorpe St Andrew	206.93
Halvergate	161.48	Upton with Fishley	153.83
Haveringland	125.64	Weston Longville	160.43
Hellesdon	264.69	Woodbastwick	140.67
Hemblington	140.90	Wood Dalling	141.66
Hevingham	144.68	Wroxham	165.68

Note :- The Council covers the parishes of Swannington, Alderford, and Little Witchingham.

being the amounts given by adding the amount at (f) in the resolution to the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at appendix 1 calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relates.

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DISTRICT COUNCIL TAX 2019/2020 - BY PROPERTY BAND

Property Band

Parish Area	A £	B £	C £	D £	E £	F £	G £	H £
Acle	158.59	185.03	211.46	237.89	290.75	343.62	396.48	475.78
Attlebridge	82.17	95.86	109.56	123.25	150.64	178.03	205.42	246.50
Aylsham	184.25	214.96	245.67	276.38	337.80	399.22	460.63	552.76
Beighton	107.40	125.30	143.20	161.10	196.90	232.70	268.50	322.20
Blickling	94.65	110.42	126.20	141.97	173.52	205.07	236.62	283.94
Blofield	112.63	131.41	150.18	168.95	206.49	244.04	281.58	337.90
Booton	86.67	101.12	115.56	130.01	158.90	187.79	216.68	260.02
Brampton	116.83	136.31	155.78	175.25	214.19	253.14	292.08	350.50
Brandiston	91.55	106.80	122.06	137.32	167.84	198.35	228.87	274.64
Brundall	120.62	140.72	160.83	180.93	221.14	261.34	301.55	361.86
Burgh & Tuttington	95.82	111.79	127.76	143.73	175.67	207.61	239.55	287.46
Buxton with Lamas	115.64	134.91	154.19	173.46	212.01	250.55	289.10	346.92
Cantley	106.95	124.77	142.60	160.42	196.07	231.72	267.37	320.84
Cawston	119.09	138.94	158.79	178.64	218.34	258.04	297.73	357.28
Coltishall	118.54	138.30	158.05	177.81	217.32	256.84	296.35	355.62
Drayton	149.55	174.47	199.40	224.32	274.17	324.02	373.87	448.64
Felthorpe	110.56	128.99	147.41	165.84	202.69	239.55	276.40	331.68
Foulsham	100.96	117.79	134.61	151.44	185.09	218.75	252.40	302.88
Freethorpe	104.79	122.26	139.72	157.19	192.12	227.05	261.98	314.38
Frettenham	101.47	118.38	135.29	152.20	186.02	219.84	253.67	304.40
Great & Little Plumstead	101.89	118.88	135.86	152.84	186.80	220.77	254.73	305.68
Great Witchingham	118.89	138.70	158.52	178.33	217.96	257.59	297.22	356.66
Guestwick	84.93	99.08	113.24	127.39	155.70	184.01	212.32	254.78
Hainford	102.74	119.86	136.99	154.11	188.36	222.60	256.85	308.22
Halvergate	107.65	125.60	143.54	161.48	197.36	233.25	269.13	322.96
Haverlingland	83.76	97.72	111.68	125.64	153.56	181.48	209.40	251.28
Hellesdon	176.46	205.87	235.28	264.69	323.51	382.33	441.15	529.38
Hemblington	93.93	109.59	125.24	140.90	172.21	203.52	234.83	281.80
Hevingham	96.45	112.53	128.60	144.68	176.83	208.98	241.13	289.36
Heydon	132.04	154.05	176.05	198.06	242.07	286.09	330.10	396.12
Honingham	118.29	138.00	157.72	177.43	216.86	256.29	295.72	354.86
Horsford	108.39	126.45	144.52	162.58	198.71	234.84	270.97	325.16
Horsham & Newton St.Faiths	109.01	127.18	145.35	163.52	199.86	236.20	272.53	327.04
Horstead with Stanninghall	121.01	141.17	161.34	181.51	221.85	262.18	302.52	363.02
Lingwood & Burlingham	100.10	116.78	133.47	150.15	183.52	216.88	250.25	300.30
Marsham	110.03	128.37	146.71	165.05	201.73	238.41	275.08	330.10
Morton on the Hill	88.21	102.92	117.62	132.32	161.72	191.13	220.53	264.64
Old Catton	137.85	160.82	183.80	206.77	252.72	298.67	344.62	413.54
Oulton	102.45	119.52	136.60	153.67	187.82	221.97	256.12	307.34
Postwick with Witton	111.15	129.68	148.20	166.73	203.78	240.83	277.88	333.46
Rackheath	121.40	141.63	161.87	182.10	222.57	263.03	303.50	364.20
Reedham	103.31	120.52	137.74	154.96	189.40	223.83	258.27	309.92
Reepham	136.54	159.30	182.05	204.81	250.32	295.84	341.35	409.62
Ringland	124.52	145.27	166.03	186.78	228.29	269.79	311.30	373.56
Salhouse	110.81	129.28	147.75	166.22	203.16	240.10	277.03	332.44
South Walsham	116.63	136.06	155.50	174.94	213.82	252.69	291.57	349.88
Spixworth	127.32	148.54	169.76	190.98	233.42	275.86	318.30	381.96
Sprowston	158.77	185.23	211.69	238.15	291.07	343.99	396.92	476.30
Stratton Strawless	92.61	108.04	123.48	138.91	169.78	200.65	231.52	277.82
Strumpshaw	99.57	116.16	132.76	149.35	182.54	215.73	248.92	298.70
Swannington (See note)	99.57	116.17	132.76	149.36	182.55	215.74	248.93	298.72
Taverham	126.91	148.06	169.21	190.36	232.66	274.96	317.27	380.72
Thorpe St Andrew	137.95	160.95	183.94	206.93	252.91	298.90	344.88	413.86
Upton with Fishley	102.55	119.65	136.74	153.83	188.01	222.20	256.38	307.66
Weston Longville	106.95	124.78	142.60	160.43	196.08	231.73	267.38	320.86
Woodbastwick	93.78	109.41	125.04	140.67	171.93	203.19	234.45	281.34
Wood Dalling	94.44	110.18	125.92	141.66	173.14	204.62	236.10	283.32
Wroxham	110.45	128.86	147.27	165.68	202.50	239.32	276.13	331.36
All Other Parishes	80.76	94.22	107.68	121.14	148.06	174.98	201.90	242.28

Note :- The Parish Council covers the parishes of Swannington, Alderford, and Little Witchingham.

being the amounts given by multiplying (as appropriate) the amounts at (f) or Appendix 2 by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular property band divided by the number which in that proportion is applicable to dwellings in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as amounts to be taken into account for the year in respect of categories of dwellings listed in

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TOTAL COUNCIL TAX 2019/2020 - BY PROPERTY BAND
DISTRICT/COUNTY/POLICE REQUIREMENTS

Property Band

That it be noted that for the year 2019/20 the Norfolk County Council and the Norfolk Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Parish Area	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Norfolk County Council	844.13	984.82	1,125.50	1,266.19	1,547.56	1,828.93	2,110.32	2,532.38
Norfolk County Council Adult Social Care	64.03	74.70	85.38	96.05	117.40	138.75	160.08	192.10
Norfolk Police Authority	168.72	196.84	224.96	253.08	309.32	365.56	421.80	506.16

That, having calculated the aggregate in each case of the amounts at appendix 3 and above. The Council, in accordance with Section 30(2) of the Local Government Act 1992, HEREBY SETS the following amounts as the Council Tax for the year 2019/20 for each of the dwellings shown below.

Acle	1235.47	1,441.39	1,647.30	1,853.21	2,265.03	2,676.86	3,088.68	3,706.42
Attlebridge	1159.05	1,352.22	1,545.40	1,738.57	2,124.92	2,511.27	2,897.62	3,477.14
Aylsham	1261.13	1,471.32	1,681.51	1,891.70	2,312.08	2,732.46	3,152.83	3,783.40
Beighton	1184.28	1,381.66	1,579.04	1,776.42	2,171.18	2,565.94	2,960.70	3,552.84
Blickling	1171.53	1,366.78	1,562.04	1,757.29	2,147.80	2,538.31	2,928.82	3,514.58
Blofield	1189.51	1,387.77	1,586.02	1,784.27	2,180.77	2,577.28	2,973.78	3,568.54
Booton	1163.55	1,357.48	1,551.40	1,745.33	2,133.18	2,521.03	2,908.88	3,490.66
Brampton	1193.71	1,392.67	1,591.62	1,790.57	2,188.47	2,586.38	2,984.28	3,581.14
Brandiston	1168.43	1,363.16	1,557.90	1,752.64	2,142.12	2,531.59	2,921.07	3,505.28
Brundall	1197.50	1,397.08	1,596.67	1,796.25	2,195.42	2,594.58	2,993.75	3,592.50
Burgh & Tutington	1172.70	1,368.15	1,563.60	1,759.05	2,149.95	2,540.85	2,931.75	3,518.10
Buxton with Lamas	1192.52	1,391.27	1,590.03	1,788.78	2,186.29	2,583.79	2,981.30	3,577.56
Cantley	1183.83	1,381.13	1,578.44	1,775.74	2,170.35	2,564.96	2,959.57	3,551.48
Cawston	1195.97	1,395.30	1,594.63	1,793.96	2,192.62	2,591.28	2,989.93	3,587.92
Coltishall	1195.42	1,394.66	1,593.89	1,793.13	2,191.60	2,590.08	2,988.55	3,586.26
Drayton	1226.43	1,430.83	1,635.24	1,839.64	2,248.45	2,657.26	3,066.07	3,679.28
Felthorpe	1187.44	1,385.35	1,583.25	1,781.16	2,176.97	2,572.79	2,968.60	3,562.32
Foulsham	1177.84	1,374.15	1,570.45	1,766.76	2,159.37	2,551.99	2,944.60	3,533.52
Freethorpe	1181.67	1,378.62	1,575.56	1,772.51	2,166.40	2,560.29	2,954.18	3,545.02
Frettenham	1178.35	1,374.74	1,571.13	1,767.52	2,160.30	2,553.08	2,945.87	3,535.04
Great & Little Plumstead	1178.77	1,375.24	1,571.70	1,768.16	2,161.08	2,554.01	2,946.93	3,536.32
Great Witchingham	1195.77	1,395.06	1,594.36	1,793.65	2,192.24	2,590.83	2,989.42	3,587.30
Guestwick	1161.81	1,355.44	1,549.08	1,742.71	2,129.98	2,517.25	2,904.52	3,485.42
Hainford	1179.62	1,376.22	1,572.83	1,769.43	2,162.64	2,555.84	2,949.05	3,538.86
Halvergate	1184.53	1,381.96	1,579.38	1,776.80	2,171.64	2,566.49	2,961.33	3,553.60
Haverlingland	1160.64	1,354.08	1,547.52	1,740.96	2,127.84	2,514.72	2,901.60	3,481.92
Hellesdon	1253.34	1,462.23	1,671.12	1,880.01	2,297.79	2,715.57	3,133.35	3,760.02
Hemblington	1170.81	1,365.95	1,561.08	1,756.22	2,146.49	2,536.76	2,927.03	3,512.44
Hevingham	1173.33	1,368.89	1,564.44	1,760.00	2,151.11	2,542.22	2,933.33	3,520.00
Heydon	1208.92	1,410.41	1,611.89	1,813.38	2,216.35	2,619.33	3,022.30	3,626.76
Honingham	1195.17	1,394.36	1,593.56	1,792.75	2,191.14	2,589.53	2,987.92	3,585.50
Horsford	1185.27	1,382.81	1,580.36	1,777.90	2,172.99	2,568.08	2,963.17	3,555.80
Horsham & Newton St.Faiths	1185.89	1,383.54	1,581.19	1,778.84	2,174.14	2,569.44	2,964.73	3,557.68
Horstead with Stanninghall	1197.89	1,397.53	1,597.18	1,796.83	2,196.13	2,595.42	2,994.72	3,593.66
Lingwood & Burlingham	1176.98	1,373.14	1,569.31	1,765.47	2,157.80	2,550.12	2,942.45	3,530.94
Marham	1186.91	1,384.73	1,582.55	1,780.37	2,176.01	2,571.65	2,967.28	3,560.74
Morton on the Hill	1165.09	1,359.28	1,553.46	1,747.64	2,136.00	2,524.37	2,912.73	3,495.28
Old Catton	1214.73	1,417.18	1,619.64	1,822.09	2,227.00	2,631.91	3,036.82	3,644.18
Oulton	1179.33	1,375.88	1,572.44	1,768.99	2,162.10	2,555.21	2,948.32	3,537.98
Postwick with Witton	1188.03	1,386.04	1,584.04	1,782.05	2,178.06	2,574.07	2,970.08	3,564.10
Rackheath	1198.28	1,397.99	1,597.71	1,797.42	2,196.85	2,596.27	2,995.70	3,594.84
Reedham	1180.19	1,376.88	1,573.58	1,770.28	2,163.68	2,557.07	2,950.47	3,540.56
Reepham	1213.42	1,415.66	1,617.89	1,820.13	2,224.60	2,629.08	3,033.55	3,640.26
Ringland	1201.40	1,401.63	1,601.87	1,802.10	2,202.57	2,603.03	3,003.50	3,604.20
Salhouse	1187.69	1,385.64	1,583.59	1,781.54	2,177.44	2,573.34	2,969.23	3,563.08
South Walsham	1193.51	1,392.42	1,591.34	1,790.26	2,188.10	2,585.93	2,983.77	3,580.52
Spixworth	1204.20	1,404.90	1,605.60	1,806.30	2,207.70	2,609.10	3,010.50	3,612.60
Sprowston	1235.65	1,441.59	1,647.53	1,853.47	2,265.35	2,677.23	3,089.12	3,706.94
Stratton Strawless	1169.49	1,364.40	1,559.32	1,754.23	2,144.06	2,533.89	2,923.72	3,508.46
Strumpshaw	1176.45	1,372.52	1,568.60	1,764.67	2,156.82	2,548.97	2,941.12	3,529.34
Swannington (See note)	1176.45	1,372.53	1,568.60	1,764.68	2,156.83	2,548.98	2,941.13	3,529.36
Taverham	1203.79	1,404.42	1,605.05	1,805.68	2,206.94	2,608.20	3,009.47	3,611.36
Thorpe St Andrew	1214.83	1,417.31	1,619.78	1,822.25	2,227.19	2,632.14	3,037.08	3,644.50
Upton with Fishley	1179.43	1,376.01	1,572.58	1,769.15	2,162.29	2,555.44	2,948.58	3,538.30
Weston Longville	1183.83	1,381.14	1,578.44	1,775.75	2,170.36	2,564.97	2,959.58	3,551.50
Woodbastwick	1170.66	1,365.77	1,560.88	1,755.99	2,146.21	2,536.43	2,926.65	3,511.98
Wood Dalling	1171.32	1,366.54	1,561.76	1,756.98	2,147.42	2,537.86	2,928.30	3,513.96
Wroxham	1187.33	1,385.22	1,583.11	1,781.00	2,176.78	2,572.56	2,968.33	3,562.00
All Other Parishes	1157.64	1,350.58	1,543.52	1,736.46	2,122.34	2,508.22	2,894.10	3,472.92

Note :- The Parish Council covers the parishes of Swannington, Alderford, and Little Witchingham.

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 16 January 2019** at **9:30am** when there were present:

Mrs S C Gurney – Chairman

Mrs J K Copplestone
Mr I N Moncur

Mr R J Knowles
Mrs B H Rix

Mr K G Leggett MBE

Also in attendance were the Food, Safety and Licensing Team Manager, the Senior Environmental Health Officer (Safety and Licensing), the Technical Officer (Licensing Enforcement) and the Committee Officer (DM).

34 APOLOGY FOR ABSENCE

An apology for absence was received from Mrs C H Bannock. The Chairman expressed concerns that a number of Members of the committee were not in attendance and had not offered their apologies and asked that they be contacted and advised of her concern.

35 MINUTES

The Minutes of the meeting held on 12 December 2018 were confirmed as a correct record and signed by the Chairman.

Minute no 33 – Minutes (29)

Members noted that the driver referred to in Minute no 33 (Minute 29) had now appealed the decision and a preliminary hearing for dealing with administrative matters relating to the appeal would be held on 21 February 2019. The Food, Safety and Licensing Team Manager would be representing the Council together with a legal advisor from NPLaw.

36 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – PRIVATE HIRE VEHICLE LICENSING

Arising from consideration of the Minutes of the meeting on 12 December 2018, Members were invited to consider if they wished to provide an exemption to Private Hire Vehicle and Hackney Carriage Policy and Conditions (PHVHCPC) section 7 for all electrically powered vehicles providing:

- (1) the vehicle was able to comply with the requirements of all other

private hire vehicle licensing specification conditions;

- (2) the vehicle had a mileage range between battery charges which made it feasible and viable to operate as a private hire vehicle;
- (3) the owner and or operator of the vehicle had ready access to suitable battery charging points to facilitate the satisfactory operation of an electrically powered vehicle.

The Committee of three Members had agreed on 12 December to a request to allow an exception to Private Hire Vehicle and Hackney Carriage Policy and Conditions section 7 in order to licence a Hyundai Ioniq electrically powered vehicle as a private hire vehicle. The full committee was however required to consider a proposal to change the Policy in respect of all electrically powered vehicles.

Members expressed their support for an amendment to the Policy, noting that more advanced electric cars were being developed with much longer journey times and the availability of charging points was increasing. It was, accordingly

RESOLVED:

to allow an exception to PHVHCPC section 7 for all electrically powered vehicles providing:

- (1) the vehicle is able to comply with the requirements of all other private hire vehicle licensing specification conditions;
- (2) the vehicle has a mileage range between battery charges which makes it feasible and viable to operate as a private hire vehicle;
- (3) the owner and or operator of the vehicle has ready access to suitable battery charging points to facilitate the satisfactory operation of an electrically powered vehicle.

37 THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018

Members considered the report setting out details of the new regulations relating to the licensing of activities involving animals and inviting the Committee to update the licensing regime to comply with the new Regulations.

The Food, Safety and Licensing Team Manager highlighted the main issues

raised in the report.

Animal welfare matters, which were historically the responsibility of the local authority under separate pieces of legislation, were now being grouped under one piece of legislation. Applicants would now be able to apply for one licence to cover one or a number of activities. Licences could be issued for 1, 2 or 3 years based on a risk assessment for each licensable activity which created an incentive to meet the required standards. The introduction of a star rating system similar to the current food premises star rating system would be introduced which would provide useful and easily accessible quality checks for customers. The first tier tribunal for appeals against any refusal to grant a license would be the General Regulatory Chamber in Leicestershire. The new regulations were set and applied nationally with no option for local adaptation. Officers had been working with existing operators and people involved with the keeping/training/breeding of animals not currently covered by any legislation. An assessment of the impact of the new regulations on staffing resources had been carried out and it was estimated there would be an additional demand on resources of approximately 2 days per week. It was likely that South Norfolk would be facing a similar demand on its resources and, having regard to collaboration work, discussions would take place with South Norfolk regarding the potential for the appointment of a joint post to work over both authorities. Increased staffing costs would be offset by way of income from fees for applications under the new regulations. A workshop was taking place with South Norfolk in the near future to progress collaborative working in relation to the licensing and regulatory function.

A concern was expressed about work being undertaken to move forward with a common service and a shared workforce in respect of licensing and regulatory matters. Officers reminded Members that the licensing and regulatory functions had been identified as part of the initial feasibility study in July 2018 as one of the early areas of opportunity to progress collaborative working and work had been ongoing since that time. Areas which were being explored included common fees and charges, application forms, policies and conditions etc.

A concern was also raised that the new regulations were very onerous, particularly for small businesses, and a local pet shop in the district had been faced with closure as they felt unable to meet the extensive requirements of the regulations, particularly in relation to their not being able to satisfy the requirements regarding the space needed to house animals because of the limited size of their premises.

Officers reiterated that the new regulations were set nationally and there was no scope for local application of the regulations. Officers were however mindful of the potential impact of the regulations on small businesses and were keen to avoid the loss of any businesses. They had been offering advice and guidance to local businesses to help them prepare for the new regulations and give them time to comply with the requirements. The

Council's Economic Development Service was also able to offer support and guidance and potentially, financial support, to help small businesses to comply with the regulations.

Members generally welcomed the new regulations as a means of preserving animal welfare and welcomed the levels of help and support being offered to those needing to comply with the regulations. They also supported continued liaison with South Norfolk regarding options for provision of officer support for implementation of the new regulations.

RESOLVED to RECOMMEND Council to:

- (1) delegate authority to the Head of Housing and Environmental Services to appoint authorised inspectors under the Animal Welfare Act 2006;
- (2) delegate authority to the Head of Housing and Environmental Services to consider appeals against Star Ratings;
- (3) authorise the Head of Democratic Services and Monitoring Officer to make the consequential amendments to the Constitution;

and

RESOLVED to:

- (1) agree the table of fees for Animal Welfare Licences as detailed at Appendix 1 to the signed copy of these Minutes;
- (2) note the resource implications detailed at paragraph 5.1 and the proposals discussed at paragraph 5.2 of the report.

Members thanked the officers for their efforts in preparing for the implementation of the new regulations and asked for feedback to be included in the next annual report.

The meeting closed at 11:50 am

DECISIONS ON APPLICATIONS – 19 DECEMBER 2018

App'n No	Location	Description of Development	Decision
20181177	Church Lane, Honingham	Details to be approved under Local Development Order Condition 2.20 (Scheme of Highways Works)	APPROVED
20181336	Land west of Blind Lane, Honingham	Infiltration lagoon to serve Food Enterprise Park	APPROVED the details submitted under condition 2.25 of the LDO subject to conditions

DECISIONS ON APPLICATIONS – 9 JANUARY 2019

App'n No	Location	Description of Development	Decision
20180963	Old Station Yard, Cawston Road / Stony Lane, Reepham	Erection of food retail store; offices; 60 bed care home; 20 assisted flats; 15 assisted bungalows; assembly room / club house & associated car parking, service yards, access roads, drainage works & landscaping	Delegated authority to the HoP to APPROVE subject to a S106 Agreement and conditions
20181142	Taverham Park, Taverham Hall, Ringland Road, Taverham	Erection of six residential dwellings with associated landscaping	Delegated authority to the HoP to APPROVE subject to a S106 Agreement and conditions
20181766	Land at St Faiths Road, Old Catton	Removal of condition 27 of pp 20141955	APPROVED
20180920	Land at St Faiths Road, Old Catton	Residential development of 328 dwellings and associated infrastructure and areas of landscaped open space pursuant to pp 20141955 including details for the approval of conditions 2, 5, 25, 26, 29, 32 & 33	APPROVED subject to conditions
20181628	The Stables, Ranworth Road, South Walsham	Demolition of existing buildings and construction of new building to accommodate office, storage of parts and ancillary equipment and pre-delivery inspection building in association with mining vehicle storage	APPROVED subject to conditions

Planning Committee

20181670	25 Chenery Drive, Sprowston	Erection of building to change outdoor pool into indoor pool for private use only	APPROVED subject to conditions
20181652	Meeting House Farm, Oulton	Change of use of agricultural land to residential curtilage and erection of garden home office building	Delegated authority to the HoP to APPROVE subject to no new material issues being raised before the expiration of the Press notice period and subject to conditions

HoP = Head of Planning

DECISIONS ON APPLICATION – 23 JANUARY 2019

App'n No	Location	Description of Development	Decision
20181294	Greater Norwich Food Enterprise Zone, Red Barn Lane, Honingham	Milling tower building and 6 no: storage hopper silos for food processing and production	APPROVED subject to conditions

DECISIONS ON APPLICATION – 6 FEBRUARY 2019

App'n No	Location	Description of Development	Decision
20181761	St Michael's Service Station, Cawston Road, Aylsham	Demolition of existing houses (48 & 50) and St Michael's garage building and erection of new garage building with single dwelling to rear	APPROVED subject to conditions
20181933	122 Haverscroft Close, Taverham	Sub-division of plot, creation of access and erection of 2 dwellings (outline)	APPROVED subject to conditions
20181877	Park Farm, Park Lane, Reepham	Erection of 2 detached dwellings with detached garages and associated vehicular accesses	APPROVED subject to conditions
20181885	Land at 11 Station New Road, Brundall	Erection of 1 self-building dwelling (outline)	REFUSED
20181056	Broadland Gate Asphalt Plant, Poppy Way, Broadland Gate	Proposed continuation of coated stone operations at Broadland Gate for a period of 18 months and ancillary facilities	APPROVED subject to conditions
20181801	7 Meadow Way, Hellesdon	Building erected in rear garden	APPROVED subject to conditions
20182069	Land adj Manor House Farm, Reepham Road, Foulsham	Variation of condition 2 of pp 20180323 – revised materials	APPROVED subject to conditions
20182061	Veolia, Brookside Depot, Buxton Road, Frettenham	Erection of 2 modular buildings	APPROVED subject to conditions

Minutes of a meeting of the **Audit Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 10 January 2019** at **10.00am** when there were present:

Mr N C Shaw – Chairman

Mr R J Knowles

Mrs B H Rix

Mrs K A Vincent

Mrs Copplestone, Mr Fisher and Mrs Mancini-Boyle also attended the meeting for its duration.

Also in attendance were the Deputy Chief Executive, Interim Head of Housing and Environmental Services, Head of Internal Audit, Head of Corporate Resources, Internal Audit Manager and the Committee Officer (JO).

Mark Hodgson (Ernst and Young) was also in attendance.

22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Carrick and Mr Tapp.

23 MINUTES

The Minutes of the meeting held on 20 September 2018 were confirmed as a correct record and signed by the Chairman

24 SERVICE RISKS

The Interim Head of Housing and Environmental Services advised the meeting that her department was the largest in the Council, with 78 members of staff covering the following five service areas:

- 1 The Help Hub, which dealt with early intervention and community safety and worked with 40 partner organisations.
- 2 Housing Health and Partnership Team
- 3 Private Sector Housing Team
- 4 Food, Safety and Licensing Team
- 5 Environmental Protection Team

The department delivered against five of the six corporate ambitions of the Council and had seven areas of risk. None of these were high risk; one was medium risk (IT in the Housing Advice and Homelessness department) and the rest were low risk.

The introduction of new regulations, responsibilities and demand was an ongoing risk as a result of **Policy and Legislative Change**. Recent examples included: the new Waste Strategy for England, the Homelessness Reduction Act and Animal Welfare Regulations 2018. Measures to mitigate this risk included: staff training, service redesign and partnership working.

Working with partners could result in **Service Delivery** risk and a dependency on the market and Service Level Agreements. Measures to mitigate this risk were staff training, service redesign and a clearly stated commitment to partnership working. A partnership workshop had been held last year in which partners had been asked how they viewed Broadland as a partner and the learning from this had been very useful in improving relationships further.

Demand on the service was a major risk and could fluctuate according to circumstances. For example, illegal Gypsy and Traveller encampments in Broadland had increased by 1,000 percent in 2018. New animal welfare regulations and pressure on the Housing Options Team meant demand could vary in similar ways. Mitigation of the risk include service redesign and recruitment of an additional part-time Environmental Health Officer.

Long-term sickness, resignations and difficulties in finding suitably qualified staff meant that **Staffing and Recruitment** was a major risk. Mitigations for this included: utilising underspends to offer additional hours to staff; redesigning services and recruiting jointly with South Norfolk Council a student Environmental Health Officer.

There was considerable risk to the **Reputation** of the Council in the activities of Housing and Environmental Services, although this rarely had anything to do with service delivery and was largely to do with unrealistic expectations. To address this it was ensured that staff were well trained and had a single clear message. Staff also worked closely with the Communications Team to proactively promote the service.

The current **IT** system used by the Housing Options Team was not adaptable enough to meet the requirements of the Homelessness Reduction Act. To address this risk, a grant had been utilised to buy new software and fund additional staff.

The department had a long history of successfully bidding for additional **Funding** (such as the £3.1m recently secured from the Warm Homes Fund), but with additional funding came greater risk for the Council, especially when acting for other local authorities. This was mitigated by joint training with

colleagues at South Norfolk Council to build up expertise in securing external funding and using the evaluation of externally funded services to secure further funding.

The Interim Head of Housing and Environmental Services confirmed that the department was in a good position and had the capacity to respond to new demands on the service. For example, the Council was already collecting food waste in 50 percent of its area and was well placed to meet the proposed Government target of 100 percent food waste collection by 2023.

In response to a query, the Portfolio Holder for Environmental Excellence confirmed that the sale of recycled paper and cardboard continued to be a challenge due to quality restrictions placed by China. The Material Recycling Facility had improved the quality of its product in response to this.

In respect of plastic, the Government had placed an emphasis on producers and the Council was working with them to identify plastics that were easier to recycle.

The Deputy Chief Executive emphasised that there were many activities of the Council that required investment in prevention and brought with them an element of risk. However, it was important that a certain amount of risk be accepted to meet the demand placed on the Council.

25 RISK REGISTER AND PERFORMANCE MANAGEMENT

The report had been drafted in response to a request by the Chairman for a Council Risk Register.

The Deputy Chief Executive explained that since 2013 the Council had adopted a risk approach based on Systems Thinking principles, this had included the cessation of a formal Corporate Risk Register. In its place services managed and reported risk through half yearly Performance Reports.

The Council's external and internal auditors had not raised any significant issues regarding this change in approach and there had been no negative impact on the Council or any negative audit results since this change.

The Audit Committee was requested to define their preferred approach to risk management and the process and timetable for implementing any changes they suggested.

The Head of Internal Audit informed the Audit Committee that she had previously advised that Broadland's approach to risk management was not in line with recommended best practice, and subsequent internal audit reviews were undertaken against the approach now being taken rather than the usual

review against best practice. She suggested that a Risk Management Maturity Assessment might be useful. This would allow Members to make a considered judgement on the approach they would like to adopt for risk management. A Risk Management Maturity Assessment was an evidence based analysis of the risk management framework, which sought to provide assurance that the Council was identifying risks that threatened the achievement of strategic objectives and evaluated whether it was mitigating risks within a defined appetite.

The Chairman suggested that he would prefer to see a Risk Register that clearly set out risks and their status, so that the Committee could identify areas of concern and investigate them further, if necessary.

The Portfolio Holder for Finance emphasised that the current Systems Thinking approach to Risk Management was very effective and if this was going to be reviewed Members would need to be very clear about what they wanted to achieve from a different approach.

She added that the update from the Interim Head of Housing and Environmental Services had demonstrated the effectiveness of allowing Heads of Service to manage risk within their departments and it would be unwise to discard this approach. The Head of Internal Audit concurred with this view and emphasised that any new risk management system should complement the Systems Thinking approach, rather than replace it.

The Internal Audit Manager advised the Committee that she estimated that any Risk Register that was produced as a result of the review would wholly contain around ten or 12 high-level strategic risks that would impact on delivery of the Councils objectives.

The Head of Corporate Resources suggested that the half yearly Performance Reports that were presented to Cabinet already delivered corporate risk register information in a narrative form and that this could be adapted to add any comments or additional information from Cabinet and then brought to the Audit Committee for further consideration on a regular basis.

The Head of Internal Audit suggested that a Risk Management Assessment be undertaken that would take account of best practice and bring back some options for the Committee to consider.

It was estimated that a Risk Management Assessment could be completed by the Committee's meeting in June 2019. The 14 March 2019 meeting of the Audit Committee would also receive the latest Council Performance Report for consideration.

RESOLVED

that a Risk Management Assessment be undertaken to collect evidence of the current approach to risk management at the Council and to present some options for the Committee to consider about its future operation.

26 PROGRESS REPORT AN INTERNAL AUDIT ACTIVITY

The report reviewed the work performed by Internal Audit in delivering the Annual Internal Audit Plan for 2018/19 during the period 12 September 2018 to 21 December 2018.

Since the Annual Internal Audit Plan for the year was approved, there had been one significant change to the Plan. The review of the Exchange and Ancillary Services had been postponed to 2019/20, as an upgrade was currently underway and an audit review would be more beneficial once this work had been completed. The IT audit plan of work would, however, take account of the IT projects for collaboration.

The current position in completing audits to date within the financial year was in line with expectations, with 113 days of programmed work completed, equating to 78 percent of the Audit Plan for 2018/19.

Two final reports had been completed during the period: Corporate Governance GDPR, which had received a 'reasonable' assurance and Council Tax and NNDR, which had received a 'substantial' assurance.

As a result of these audits six recommendations had been raised, which had all been agreed by management and two of the Corporate Governance GDPR recommendations had already been implemented.

All audits had concluded in a positive opinion being awarded, indicating a strong and stable control environment to date, with no issues that would need to be considered at year end and included in the Annual Governance Statement.

RESOLVED

to note the progress in completing the Internal Audit Plan of work and the outcomes of the completed audits to date for the 2018/19 financial year.

27 FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS

The report informed the Committee of progress made in relation to management's implementation of agreed internal audit recommendations falling due by 31 December 2018.

As a result of Internal Audit recommendations, management agreed action to ensure implementation within a specific timeframe and by a responsible officer. The management action was subsequently monitored by Internal Audit and reported to the Committee. Verification work was also undertaken for those recommendations reported as closed.

In 2017/18 Internal Audit raised 36 recommendations, with 30 now being closed. Three 'important' and two 'needs attention' recommendations remained outstanding. One recommendation was not yet due.

In 2018/19 Internal Audit had raised 24 recommendations so far. Of these ten were closed. Five 'important' and four 'needs attention' recommendations were currently outstanding. A total of five recommendations were not yet due.

Internal Audit were pleased to note that good progress had been made to address recommendations raised from the previous financial year and against those raised so far in 2018/19.

RESOLVED

to note the position in relation to the completion of agreed Internal Audit recommendations.

28 EY 2017/18 GRANT CERTIFICATION REPORT

The report summarised the results of External Audit's work on the Council's 2017/18 claim.

Members were advised that there were only two minor errors identified by the audit and a good assurance could be issued.

There was an addition to the 2017/18 fee of £965 for extra work undertaken during the period.

Members noted that a £78 variation, when dealing with a £20m claim was very good.

The Committee commended the Head of Finance and Revenue Services and her Benefits Team on their excellent work.

29 EY 2018/19 AUDIT PLAN

The Committee received the Audit Plan, which set out the approach and scope that External Audit proposed for 2018/19. The scope of the Audit

remain largely unchanged, although the risk of management override had been split into two areas of focus: (1) misstatements due to fraud or error and (2) omission or understatement of provisions.

Two new risks that would be audited were: financial instruments and revenue from contracts with customers.

Performance materiality had been set at 75 percent of materiality, which was the same as last year.

The value for money conclusion would be based on no significant risks being identified by the audit.

30 WORK PROGRAMME

The following items were added to the Committee's Work Programme:

- 14 March 2019
 - Progress Report on Internal Audit Activity
 - Performance Report – Broadland Business Plan
 - Independent Audit Committee Member
- June 2019
 - Annual Report and Opinion 2018/19
 - Annual Governance Statement

The meeting closed at 11.38 am

CYCLE OF MEETINGS 2019/2020

Report Authors:	Sara Utting, Senior Committee Officer 01603 430428 sara.utting@broadland.gov.uk
Portfolio Holder:	Policy
Ward(s) Affected:	All
Purpose of the Report:	Council is asked to determine the committee timetable for 2019/2020.

Recommendations:

1. To approve the cycle of meetings for 2019/20.

1 SUMMARY

- 1.1 Council is asked to determine the committee timetable for 2019/2020 and a draft cycle of meetings is attached.

2 BACKGROUND

- 2.1 A draft timetable is presented for the Council's consideration early in each year to enable the Council to set its timetable of meetings for the forthcoming municipal year to enable "housekeeping" arrangements to be put in place in booking rooms etc and to enable the timetable to be officially published.
- 2.2 Consultation has been undertaken with colleagues to ensure compatibility with South Norfolk Council's cycle of meetings.
- 2.3 The Council's Constitution requires Council, at its AGM, to approve a programme of ordinary meetings of the Council for the year (Part Four, para 1.2 (15)).

3 CURRENT POSITION / FINDINGS

- 3.1 The frequency of the main meetings (eg Cabinet, Planning, Overview & Scrutiny Committee) has, overall, proven to work well.
- 3.2 Meetings of the panels led by the Portfolio Holders have frequently had to be either rescheduled or cancelled and have also, on occasions, been inquorate. These are: Economic Success Panel; Environmental Excellence Panel; Place Shaping Panel and Wellbeing Panel. These panels, instigated by the Leader at that time, were agreed by Council in May 2015 on the basis that they were aligned to the Council's key ambitions which would serve to inform Portfolio Holders.
- 3.3 Council, at its meeting on 10 January 2019, agreed the establishment of a joint Statutory Officer Hearing Committee and a Joint Statutory Officer Appeals Committee as part of the collaborative arrangements with South Norfolk Council.
- 3.4 In a year of no district elections, the Annual Meeting will take place any time during May.
- 3.5 The Police & Crime Commissioner elections are scheduled to take place in May 2020.

4 PROPOSED ACTION

- 4.1 Based on the above, it is proposed not to set dates for the Portfolio Holder panels at the current time as it is uncertain they will continue with their current

titles and areas of responsibility. Both councils are reviewing their current Portfolio Holder designations and areas of responsibility as part of collaborative working and it is anticipated these will be agreed at each respective Annual Meeting.

- 4.2 The new panels will then be convened on an “as and when needed” basis. This is the same approach taken by South Norfolk Council. It would also enable co-ordination of agenda setting where there are items mutual to both councils.
- 4.3 Due to decreased workload, the Service Improvement & Efficiency Committee will in future meet on a quarterly basis.
- 4.4 The frequency of the other meetings will remain but Cabinet will move to a 6pm start time.
- 4.5 The committees referred to in paragraph 3.3 above will only meet on an “as and when needed” basis and so no dates have been proposed.
- 4.6 The period leading up to the elections in May 2020 has been kept light of meetings as staff in the committee team are deployed to assist with the elections process.

5 OTHER OPTIONS

- 5.1 These are suggested dates and times and Council could decide to amend these and agree alternatives.

6 ISSUES AND RISKS

- 6.1 **Resource implications** – all key staff have been consulted on the draft timetable and where appropriate their comments / requests taken on board. Deploying existing staff during election periods means the Council does not have to engage additional staff.
- 6.2 **Legal implications** - there are no legal implications other than those set out elsewhere in this report.
- 6.3 **Equality implications** – there are no equalities implications associated with the matters raised in this report. Access to all meeting meetings is DDA compliant; there is an induction loop and the council responds to any individual requests on demand.
- 6.4 **Environmental impact** – there are no environmental implications associated with the matters raised in this report.
- 6.5 **Crime and disorder** – there are no crime and disorder implications associated with the matters raised in this report.
- 6.6 **Risks** – the only perceived risk is that if the Council does not agree a schedule of meetings in advance, availability of rooms / staff etc could be an

issue. In addition, the Council must publish a list of key decisions which it intends to take and when through its Forward Plan.

7 CONCLUSION

- 7.1 It has continually proven beneficial to agree a timetable of meetings in advance and it is suggested that this practice continues. This is considered to be even more relevant as the councils move towards a shared management team.

8 RECOMMENDATIONS

- 8.1 Council is **RECOMMENDED** to approve its cycle of meetings for 2019/20 as attached at appendix 1.

Background Papers

None

BROADLAND DISTRICT COUNCIL PROGRAMME OF MEETINGS – MAY 2019 TO MAY 2020

PUBLIC MEETINGS	Day & Time	May 2019	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2020	Feb	Mar	Apr	May
Appeals Panel – to be arranged as required														
Audit Committee	Thurs 10am		27	25						9		12		
Awards Panel Design Enhancement	Thurs 9am					5 & 19								
Cabinet	Tues 6pm		11	9	6	3	1 & 29	26		14	11	10	7	
Council (*Annual Meeting)	Tues or Thurs 7pm	23*		18		17		7	10		20	24		14*
Joint Scrutiny Committee – to be arranged as required														
Joint Statutory Officer Appeals Committee – to be arranged as required														
Joint Statutory Officer Hearing Committee – to be arranged as required														
Licensing & Regulatory Committee	Weds 9.30am		5	31		25		20		22		18		
Overview & Scrutiny Committee	Tues 10am		18		13		8		3	28		17		
Overview & Scrutiny Committee (pre Cabinet)	Tues 10am		4	2 & 30	27	24	22	19		7	4	3 & 31		
Performance Management Sub-Committee - to be arranged as required														
Planning Committee	Weds 9.30am		12	10	7	4	2 & 30	27		8	5	4	1	
Service Improvement & Efficiency Committee	Mon 10am		24			30			16			9		
Standards Committee – to be arranged as required														
NON PUBLIC MEETING														
Member Development Panel	Thurs 10am		20				17				13			

Meetings of the new portfolio holder panels will be added once they have been agreed at the Annual Meeting



COUNCIL

Thursday 21 February 2019

Final Papers

Item	Details	Page No
10 (2)	<u>Cabinet</u> To receive the Minutes of the meeting held on 12 February 2019	150 – 159

DEMOCRATIC SERVICES

Broadland District Council

Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

Tel: 01603 430428

Email: cst@broadland.gov.uk

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 12 February 2019** at **9.00 am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mr J F Fisher	Environmental Excellence
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation and Organisational Development

Mrs Bannock and Ms Catchpole also attended the meeting for its duration.

Also in attendance were the Managing Director, Deputy Chief Executive, Corporate Finance Manager, Senior Community Planning Officer, Interim Revenues and Benefits Manager, Housing, Health and Partnership Officer, Environmental Protection Manager (Special Projects) and the Committee Officer (JO).

91 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Deputy Chief Executive	97 - Senior Management Recruitment and Appointment Arrangements	Personal interest on behalf of senior officers present who were affected by the recruitment and appointment arrangements

92 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Copplestone and Mr Foulger.

93 MINUTES

The Minutes of the meeting held on 15 January 2019 were confirmed as a correct record and signed by the Chairman.

Minute no: 82 –Budget and Medium Term Financial Plan 2019-24

An updated Medium Term Financial Plan was tabled at the meeting. The

revised paper reflected the final settlement from central Government and now showed an improved estimated level of General Reserves of £11,861,000 at 31 March 2020. The Special Expenses for street lighting had also been revised to take account of Freethorpe Parish Council's decision to decommission its lights and Wroxham Parish Council's decision to take over the management of its footway lighting.

RECOMMENDED TO COUNCIL

to agree the amended Medium Term Financial Plan (attached at Appendix 1 to the signed copy of these Minutes).

94 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

95 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 29 January 2019.

96 ENVIRONMENTAL EXCELLENCE PANEL

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 24 January 2019.

The Portfolio Holder for Environmental Excellence advised the meeting that the Panel had received a presentation on the Government's Resource and Waste Strategy. A number of areas in the Strategy were to be consulted upon and would be brought back to the Panel over the coming months.

The Panel also received a presentation on the Clean Air Strategy 2019. Proposals in the Strategy might have financial implications for the Council, if some responsibilities were passed on to local authorities.

97 SENIOR MANAGEMENT RECRUITMENT AND APPOINTMENT ARRANGEMENTS

The report proposed options for the process of selection and appointment to the senior management staffing structure.

The Portfolio Holder for Transformation and Organisational Development

advised the meeting that the report had already been considered by the Joint Lead Member Group, the Joint Scrutiny Committee and the Overview and Scrutiny Committee.

Cabinet confirmed a preference for option 1 for the Deputy Chief Officer appointments. This was the same as for the Chief Officer (Director) roles ie a Member panel with the Managing Director having a formal role and vote only if the Panel votes were tied. The Panel would be composed of four Members from each Council with the same political balance as used for the Joint Appointment Panel that recruited the Managing Director. The Panel would also have a representative from the external recruitment provider to advise on HR procedure and the results from the Strengths Based Assessment, but would not have a vote.

RESOLVED

to note the recruitment process and associated timeline for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure.

RECOMMENDED TO COUNCIL

- (1) to agree the proposed Panel format, as set out in paragraph 4.11 of the report, for the Member Appointments Panel of Chief Officer roles; and
- (2) to agree option 1, as set out in paragraph 4.12 in the report for the Member Appointments Panel of Deputy Chief Officer roles; and
- (3) to agree that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

Reasons for decision

To agree the arrangements for the selection and appointment of the senior management structure of Broadland District Council and South Norfolk Council.

98 CHANGES TO COUNCIL TAX EMPTY HOMES PREMIUM

The report set out options for increasing Council Tax premiums for long term empty properties, following the introduction of new legislation.

The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 would allow the Council to charge an additional 100 percent Council Tax on a dwelling empty over two years from April 2019. From April 2020 this could be increased to 200 percent for homes empty between five and ten years and from 2021 it could charge an additional 300 percent on properties empty for more than ten years.

The Council had the power to increase the Council Tax premium on long term empty dwellings from 100 to 150 percent since 2013. The increase, together with the work of officers and Members, had reduced the number of empty homes in the district by nearly 50 percent over this period. It was anticipated that the new increases would drive down this number even further.

A number of exemptions applied, for example where the owner had gone into residential care or was in the Armed Forces. The Council could also offer assistance in accessing grants to improve dwellings, so they could be let or sold.

It was estimated that the increases could generate approximately £72,000 in 2019/20.

The proposed policy mirrored the one being proposed in South Norfolk, which would allow officers to take maximum advantage of administering a single policy approach across both authorities. The other Norfolk billing authorities were also likely to recommend that the premium charges should be increased in full.

Norfolk County Council had offered to contribute £30,000 over two years towards the cost of administration for each billing authority that opted to increase the premium charges by the full extent.

Cabinet were also requested to consider amending the Discretionary Relief Policy to allow a discretionary reduction for those cases, where a property was generally for sale or to let.

The Portfolio Holder for Finance suggested that the Council should align its policy with other Norfolk local authorities and increase its charges to help drive down the number of empty homes in Broadland.

RECOMMENDED TO COUNCIL

- (1) That the Long Term Empty Property Premium (currently set at 50%) is:
 - (i) Increased to 100% from 1 April 2019 for those properties that are vacant for two years and over; and

- (ii) Increased to 200% from 1 April 2020 for those properties which are vacant for 5 years and over; and
 - (iii) Increased to 300% from 1 April 2021 for those properties which are vacant for 10 years and over; and
- (2) that the Discretionary Relief Policy be amended by inserting the wording appended to the report (attached at Appendix 2 to the signed copy of these Minutes).

Reasons for decision

To reduce the number of long-term empty homes in the district.

99 FINANCIAL MONITORING TO 31 DECEMBER 2018

The report summarised the financial position of the Council as at 31 December 2018.

At the end of 2018 the Council had a total Capital Budget of £2,575,142 and expenditure and commitments of £1,879,816. This equated to 73 percent of the total budget being spent or committed: 88.3 percent of the Revenue budget had been spent by the same date.

The draw on the General Fund Reserve at year end should be lower than the budgeted draw of £149,000. Discussions were held quarterly with budget holders and so far £220,000 of in-year savings had been identified. A new IT module was to be introduced shortly that could allow monthly budget assessments to be made.

The Council's General Fund Reserves began the year at £14.26m. The level of unspent revenue budgets carried forward to be spent in the following year was £1,185,400 in April 2011; this was reduced to £331,000 in April 2018, due to a greater awareness of the need for financial efficiency.

The Portfolio Holder for Finance noted that the Council had consistently delivered savings and efficiencies over a long period that had led to a healthy level of reserves being maintained. Moreover, the projected savings from collaboration had not been included in the base budget calculations and if they were realised they would improve the financial position of the Council even further.

RESOLVED

to note the report.

Reasons for decision

The report was a factual account.

100 UPDATE TO STATEMENT OF COMMUNITY INVOLVEMENT

The report proposed the addition of a Planning Support Document to the Council's Statement of Community Involvement (SCI), setting out the support that the Council could offer to communities undertaking a Neighbourhood Plan, as required by the Neighbourhood Planning Act 2017.

Broadland currently offered a range of support to communities in the district that were developing Neighbourhood Plans. The attachment of the Planning Support Document into the SCI would formalise the support offered to communities undertaking neighbourhood planning in the district, as well as clarifying the areas of Neighbourhood Plan activity that Council officers should not be leading on.

The Chairman noted and congratulated the Community Planning Team on the excellent work they were doing to support Neighbourhood Planning in the district.

RESOLVED

to agree to the incorporation of the proposed 'Broadland District Council Neighbourhood Planning Support' Statement within the Council's current Statement of Community Involvement (attached at Appendix 3 to the signed copy of these Minutes).

Reasons for decision

To meet legislative requirements.

101 BROADLAND BUSINESS PLAN 2019-23

The report summarised the outcomes of a number of resident/stakeholder engagement activities, which had been used to inform the development of the Council's next Business Plan.

Activities included: one to one meetings with major private and public sector stakeholders; two workshops with stakeholders from across the business, voluntary and public sectors and an online residents' questionnaire.

From the feedback received a revised Council Vision, together with updated Ambitions and Objectives were proposed in the Appendix to the report. If

approved, officers would draft additional narrative and measures in support of the Business Plan which would be presented for final approval to the Council in March 2019.

The Chairman considered that the proposed Council vision (Shaping our local area by helping people to live and work better) lacked passion. He suggested that the vision from the current Business Plan (Growing a strong and vibrant Broadland with more jobs, more homes and more opportunities for all) had more conviction and something more similar to this should be drafted for the new Business Plan. Members noted that South Norfolk's vision referred to making it 'one of the best places to live and work in the country' and that Broadland's vision should be similarly ambitious.

A Member suggested that more emphasis be placed on business support and that the Business Park should be specifically referenced. An objective to improve air quality should also be included, as well as a linkage between environmental excellence and planning policy to improve build quality and provide more green infrastructure.

RESOLVED

- (1) to note the outcomes from the recent resident and stakeholder engagement activities; and
- (2) to propose a number of amendments to the vision, ambitions and objectives of the Council for inclusion in the Broadland Business Plan 2019-23.

Reasons for decision

To revise and update the Council's Business Plan.

102 PUBLIC SECTOR EQUALITY DUTY ANNUAL UPDATE

The report presented the Council's Public Sector Equality Duty Annual Report as required under the Equality Act 2010.

The legislation required the Council to have due regard to the need to:

- (i) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- (ii) Advance equality of opportunity between people who share a protected characteristic and those who do not.

- (iii) Foster good relations between people who share a protected characteristic and those who do not.

The duty covered nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage and civil partnership

The Corporate Equalities Group (CEG), made up of staff, union and elected Members, acted as a mechanism through which equalities issues and activities could be disseminated, discussed and devised. At the beginning of 2018/19 year the CEG agreed the following seven actions under three overarching themes:

(i) Health in all Policies

- Work in partnership to better understand mental health issues for children and young people.
- Continue work to become a Dementia Friendly Organisation including, in our role with the Dementia Action Alliance.

(ii) Equalities within the Community

- Support the Community Relations Equality Board and the Community Relations Equality Network with the introduction of the Multi-agency Hate Crime Reporting Protocol.
- Connect with religious and faith groups.
- Support Norwich Pride in July 2018 and Black History Month in October 2018.

(iii) Our Equalities

- Draft, agree and implement a refreshed and simplified Equalities Impact Assessment including Health as a characteristic for consideration as per a Health in all Policies approach in addition to Rurality and Low Income characteristics.
- Maintaining the workstreams initiated by the Head of Finance and Revenue Services as part of Women in Leadership course.

Activities highlighted in the report included:

A Refreshed Equalities Impact Assessment that moved away from a structured procedure to a more narrative document, which centred around the potential equalities impacts and how any identified impacts were mitigated. Three additional protected characteristics (Rurality, Health and Low Income)

had also been added to the document.

Family Culture Day: an event, which attracted 500 visitors took place at Catton Park to give attendees the chance to try new activities and experiences from cultures around the world including: Egyptian dancing, Chinese calligraphy, bushcraft, painting, and henna painting.

Collaborative Safeguarding work with South Norfolk Council was taking place, with Safeguarding Officers from the two districts meeting to share safeguarding activities and procedures. It had been agreed that a shared safeguarding reporting procedure would be created and adopted.

Further collaborative work with South Norfolk would take place over the coming year in areas such as: shared equality objectives and actions; including accessible services and actively engaging with service users.

The Chairman congratulated the Housing, Health and Partnership Officer on her comprehensive report.

RESOLVED

to approve the Public Sector Equality Duty Annual Report for publication (attached at Appendix 4 to the signed copy of these Minutes).

Reasons for decision

To meet legislative requirements.

103 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

104 FOOTWAY LIGHTING CONTRACT

The report provided an update on negotiations regarding responsibility for footway lighting in the district and sought approval to extend the current contract by 12 months in order to allow time for discussions with the five parishes affected to progress, regarding the transfer of footway lighting.

RESOLVED

to

- (1) extend the current contract for one year from 1 April 2019 following publication of the modification Notice, and continue discussions with the parishes regarding the transfer of lighting stock; and
- (2) delegate to the Interim Head of Housing and Environmental Services, in consultation with the Portfolio Holder for Environmental Excellence, to conclude the arrangements for the transfer of the lights to the parishes, if this stage is reached.

Reasons for decision

To progress discussions with the parishes concerned regarding responsibility for footway lighting.

The meeting closed at 9.33 am