

# Cabinet

## Agenda

### Date

Tuesday 11 February 2020

### Members of the Cabinet

Mr S A Vincent  
Chairman (Leader) Policy

Mrs T M Mancini-Boyle  
(Deputy Leader) Finance

### Portfolio holders

Mr J K Copplestone Economic Development

Mr J J Emsell Transformation and  
Organisational Development

Mrs L H Hemsall Planning

Mrs J Leggett Environmental Excellence

Mr F Whymark Housing and Wellbeing

### Time

6.00 pm

### Place

Council Chamber  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

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**If any Member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Director / Assistant Director**



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### 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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<b>1</b>	<b>To receive declarations of interest under Procedural Rule no 8</b>	
<b>2</b>	<b>Apologies for absence</b>	
<b>3</b>	<b>Minutes of meeting held on 14 January 2020</b>	<b>6</b>
<b>4</b>	<b>Matters arising therefrom (if any)</b>	
<b>5</b>	<b>Public Speaking</b>	
	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 period of 3 minutes is allowed per member of the public.	
<b>6</b>	<b>Representations from Non-Cabinet Members</b>	
	To receive the views from non-Cabinet Members on items on this agenda. Members are reminded to advise the Leader if they wish to attend and speak at the meeting.	
	In accordance with the Constitution a period of 3 minutes is allowed per non-Cabinet Member.	
<b>7</b>	<b>Overview and Scrutiny Committee</b>	<b>To follow</b>
	To receive the Minutes of the meeting held on 28 January 2020.	
	The Cabinet will also be advised of views expressed by the Committee at its meeting on 4 February 2020 in relation to items on this Agenda.	
<b>8</b>	<b>Minutes of the meeting of the Environmental Excellence Panel held on 16 January 2020</b>	<b>14</b>
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<b>15</b>	<b>Broadland District Council and South Norfolk Council – Strategic Plan And Delivery Plan</b>	<b>164</b>
<b>16</b>	<b>Exclusion of Press and Public</b>	
	The Chairman will move that the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 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.	
<b>17</b>	<b>Economic Success Panel Exempt Minute 22 January 2020.</b>	<b>249</b>
<b>18</b>	<b>Investment Proposition for the Food Innovation Centre</b>	<b>252</b>

Trevor Holden  
Managing Director

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

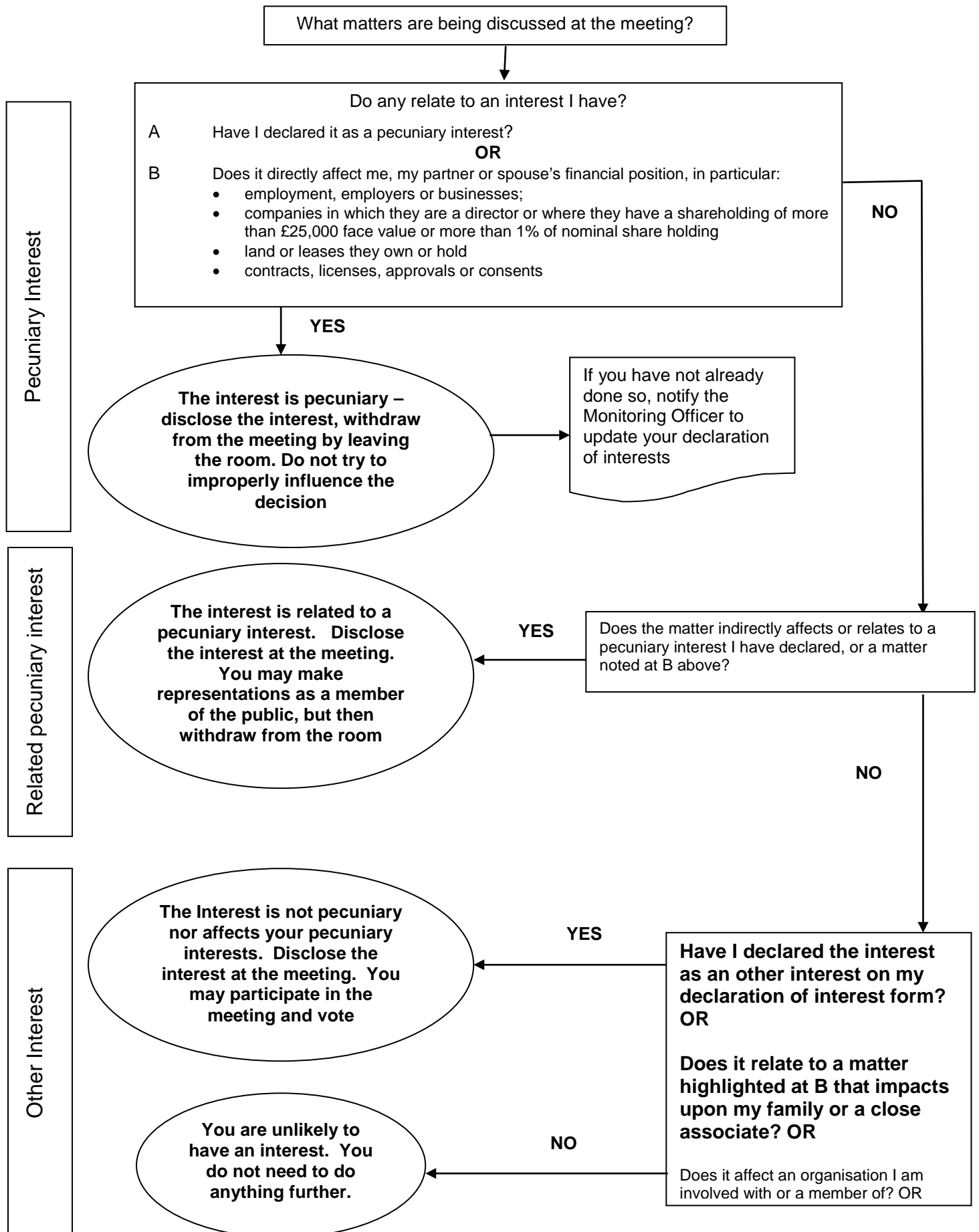
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST  
INSTANCE**



# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 14 January 2020** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development (from 6.21pm)
Mr J J Emsell	Transformation and Organisational Development
Mrs L H Hemsall	Planning
Mrs J Leggett	Environmental Excellence
Mrs T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Cllr Adams, Cllr Murrell and Cllr K Vincent also attended the meeting for its duration. Cllr Beadle was in attendance from 6.15pm.

Also in attendance were the Managing Director, Director Resources, Assistant Director Planning, Assistant Director Finance (S151 Officer), Assistant Director Governance and Business Support (Monitoring Officer) Assistant Director Community Services, Policy and Partnerships Manager, Spatial Planning Manager and the Committee Officer (JO).

## **62 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

The Chairman advised the meeting that through his consultancy Abzag, he was promoting, on behalf of the landowner, a site for residential development in Colney through the Greater Norwich Local Plan. When this site was under consideration he would declare a disclosable pecuniary interest and shall vacate the chair and leave the room.

In the interests of transparency, he also brought to the Board's attention, that his father, Malcolm Vincent, through his company Vincent Howes, was promoting, on behalf of the landowners, a site for residential development in Costessey/Bawburgh through the Greater Norwich Local Plan.

In this case under the provisions of the Code of Conduct, there was no interest to declare which would prevent him from participating in the debate and chairing the meeting.

He added that he would be declaring the same interests when Council was considering GNLP matters.

**63 MINUTES**

The Minutes of the meeting held on 26 November 2019 were confirmed and signed by the Chairman as a correct record.

**64 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.

**65 OVERVIEW AND SCRUTINY COMMITTEE**

The Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 7 January 2020, as each item was considered.

**66 JOINT ECONOMIC SUCCESS AND WELLBEING PANEL**

Cabinet received the Minutes of the Joint Economic Success and Wellbeing Panel meeting held on 20 November 2019.

The Portfolio Holder of Housing and Wellbeing, who had chaired the joint meeting, advised Cabinet that the Panels had looked at the Leisure Principles, which would be considered by Cabinet later in this meeting. Members at the joint meeting had considered that the Leisure Principles were a constructive framework for delivering the Council's Health and Wellbeing ambitions and had recommended their adoption.

The meeting had also received a report on the prevention of rough sleeping and the excellent collaborative work being carried out between Broadland and South Norfolk to address this.

The meeting had also received a report on the future options for the Tot2Teens programme and had made some recommendations to Cabinet regarding this. However, since the joint meeting it has been decided to develop a longer term proposal for the programme (which would also consider delivering the service in South Norfolk). Therefore, no decisions would be made about Tots2teens at this stage until a report was brought to Cabinet later in the year.

**67 GREATER NORWICH LOCAL PLAN REGULATION 18 CONSULTATION**

The report sought approval of the Regulation 18 consultation on the Greater Norwich Local Plan (GNLP), between 29 January and 16 March 2020. The proposal was reported to the Greater Norwich Development Partnership Board of 6 January 2020 and the Place Shaping Panel on the same day and was recommended for approval at both meetings. The report had also been considered at South Norfolk by the Regulation and Planning Policy Committee and Cabinet and had been recommended for approval there.

The consultation draft GNLP was made up of two documents: the GNLP Strategy document, which contained the planning strategy for growth in Greater Norwich from 2018 to 2038 and the GNLP sites document, which contain the policies for the sites that were proposed to be allocated for development to help deliver the GNLP.

Cabinet was also asked to approve a Communication Plan for the consultation that would include events held across Greater Norwich, press releases, media briefings, exhibitions, publications and social media platform releases throughout the consultation. It had been proposed that an exhibition be held in the foyer at South Norfolk Council and this could also be arranged at Thorpe Lodge, if Members wished.

A revised timetable for the remaining stages of the GNLP and amendments to the Council's Local Development Scheme would also require approval.

Cabinet was informed that South Norfolk would be drafting a separate Village Clusters Housing Allocations Document. This would allocate a minimum of 1,200 additional homes, which would be on smaller sites and spread across the whole District.

A paper had been circulated with amendments to the consultation document, which had been endorsed by the Greater Norwich Development Partnership. The amendments that referred to the South Norfolk Village Clusters (paragraphs 25 and 26) were still to be finalised.

The Spatial Planning Manager emphasised that the consultation was an evidence gathering process that was used to shape the pre-submission draft plan for representations on soundness and legal compliance.

Cabinet was also informed that two further papers had been added to the consultation documents. These were the Sustainability Appraisal and Strategic Environmental Assessment of the GNLP and the Habitats Regulation Assessment. All of the consultation document were available on the GNLP website.

The Portfolio Holder for Planning advised Members that this had been a long process and the three month deferral to rework some elements the GNLP had been justified, as it was now a much clearer document. She added that a briefing for parish and town councils on the GNLP was being held on 22 January 2020 in the Council Chamber and she asked Members to encourage their parishes to attend.

In answer to a query from the Chairman, Members were advised that Broadland's Local Development Scheme would explain that the GNLP would not include South Norfolk's Village Clusters Housing Site Allocations document.

## **RESOLVED**

To approve:

1. The proposed contents of the draft GNLP for public consultation with finalisation of the draft including any minor factual or typographical changes delegated to the Director of Place in consultation with the Planning Portfolio Holder; and
2. The proposed engagement process for the consultation; and
3. The revised timetable for the production of the Local Plan and consequent amendments to the Council's local development scheme.

## **Reasons for decision**

To meet the Council's legislative duty as a Local Planning Authority.

## **68 LEISURE PRINCIPLES**

The report proposed a set of principles, which could act as a guide towards identifying opportunities to improve the health and wellbeing of residents in Broadland.

Cabinet was advised that 81 percent of residents in Broadland were not limited by illness or disability for everyday activities, which was above the national average. However, despite this 60 percent of residents could be described as inactive. To address this and in line with the health and wellbeing priorities of the Council and to ensure that every resident has accessible opportunities to engage in physical activity in their community the following Leisure Principles were proposed:

## **Community Offer**

1. We will work with partners to aim to ensure that there is a leisure offer appropriate and proportionate to communities across Broadland, to help as many of our population become active. In doing this, our order of priority of preference will be:
  - a) Steer the community towards existing provisions and work with partners to make sure they are accessible.
  - b) Develop capacity in the community sector to help establish self-sustaining leisure solutions.
  - c) Where there is a gap in the market, look at options to provide.
2. We will work with partners to ensure that a leisure offer is a consideration of any major development or population growth in the District.

## **Health and Wellbeing**

1. Given the developed national evidence on the telling contribution that activity can have on various longer-term conditions and social issues, we will utilise leisure assets and expertise to help work in the following areas in line with the shared health and wellbeing priorities. This is building upon our successful Help Hub partnership and work to help develop community capacity.
  - People who are likely to or have suffered a fall as a consequence of frailty.
  - Unhealthy and inactive lifestyles in adults and children/adult obesity.
  - Those experiencing long term worklessness and NEET (not in education, employment or training).
  - Those experiencing low level mental wellbeing issues such as early onset dementia and social isolation.
  - Those living with low level chronic health conditions where increased physical activity could be beneficial
2. Activity will be targeted to areas of the District where we are aware of specific needs to ensure tailored provision to local communities, not universally.

3. Given the contribution to wider public-sector issues, we will seek to work in partnership and attract funding to help deliver in these areas, and to satisfy financial objectives for the service.

## Financial

1. Any new or existing facility or activity should seek to be at least cost neutral.
2. In establishing or maintaining any facility or activity we should look to work with partners to help share the operational cost burden and risks.
3. Our leisure services should remain affordable to different members of our community, which means that some cohorts or products (see 'Health and Wellbeing') will generate less of a commercial operational yield than others.
4. In any investment we should look to better utilise existing community assets rather than develop from new.
5. Aside of investment to maintain our assets, any new non-essential (i.e. repair, replacement and maintenance) capital investment over the strategy period in leisure facilities will need to come from external sources unless there is a demonstrable ROI in excess of those typically expected via our treasury management investments (typically this is currently between two and three percent).

The principles above would offer a framework for how the Council might develop the offer to residents and the rationale for the programmes of work that were supported.

A key element of the leisure principles was in prevention, especially by establishing better fitness levels amongst 40-60 year olds to prevent frailty in older age. Partnership working was also intrinsic in the delivery of these services.

Members were advised that there were no budget implications for the adoption of the leisure principles, as they were a guide towards the development of initiatives and opportunities for health and wellbeing that would be brought to Members on a case by case basis.

In answer to a query, the Policy and Partnerships Manager advised the meeting that she would forward a map to Cabinet that set out some social prescribing figures for the District. Officers were also doing a piece of work to evaluate the effectiveness of social prescribing, which would be brought to Members in due course.

It was also requested that measures be put in place for any proposed projects and initiatives that were to be brought forward, so that their effectiveness could be assessed.

## **RECOMMENDED TO COUNCIL**

to adopt the Leisure Principles (as set out in paragraph 4 of the report).

### **Reasons for decision**

To promote health and wellbeing in the District.

## **69 TREASURY MANAGEMENT QUARTER 2 REPORT 2019/20**

The Assistant Director of Finance introduced the report, which set out the Treasury Management activity in the first six months of the financial year 2019/20.

The investments of the Council totalled £34.9m as at 30 September 2019 and it was forecast that the interest achieved at year end would be £236,000, which was £165,000 above the budget.

Cabinet was informed that the Investec Target Return Fund, which the Council had just over £2m invested with was to be dissolved, due to the withdrawal of the fund's largest investor. The Council had until 17 February 2020 to withdraw its money and there were a number of options available to invest it elsewhere, so there was no need to make a hasty decision.

The Portfolio Holder for Finance noted that none of the Council's Prudential Indicators had been breached during the first six months of the financial year and there had been no requirement for borrowing. She also advised Members that a meeting would be held on Thursday to discuss where Investec the funds might be invested.

## **RESOLVED**

to

1. Note the treasury activity for the first half of the year and that it complies with the agreed strategy; and
2. Note the 2019/20 prudential indicators for the first six months of the year; and
3. Note the externally managed Target Return Fund is to be dissolved in



February 2020, the decision on the placement of these funds to be made by the Assistant Director Finance in accordance with the constitution and current Treasury Management Strategy.

**Reasons for decision**

The report was a factual account.

**70 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.

**71 RENEWAL OF MICROSOFT LICENCING**

The report considered options for the renewal of the Council's licence with Microsoft, which would expire on 31 January 2020.

It was proposed to move to a cloud based system and Office365, which would enable the use of a single domain name across Broadland and South Norfolk.

**RESOLVED**

To enter into an agreement with Microsoft, as set out in the report.

**Reasons for decision**

To renew a licencing agreement.

**72 EXEMPT MINUTE**

The Exempt Minute of the meeting held on 26 November 2019 were confirmed and signed by the Chairman as a correct record.

*The meeting closed at 6.41 pm*

Minutes of a meeting of the **Environmental Excellence Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 16 January 2020** at **6pm** when there were present:

	Mrs J Leggett – Chairman		
Mr D J Britcher	Mr K S Kelly	Mr G K Nurden	Mr J M Ward
Mr J F Fisher	Dr K E Lawrence	Mrs S M Prutton	

Mr Brennan, Miss Lawn and Mr D Thomas also attended the meeting for its duration.

Also in attendance were the Director of Place, Assistant Director Regulatory, Assistant Director Community Service, Environmental Protection Manager, Private Sector Housing Manager, Contracts, Policy and Partnerships Manager, Environmental Management Officer, Recycling and Partnerships Officer, Waste and Recycling Strategy Officer and the Committee Officer (JO).

### **15 APOLOGY FOR ABSENCE**

An apology for absence was received from Mrs Cook.

### **16 MINUTES**

The Minutes of the meeting held on 14 November 2019 were confirmed and signed by the Chairman as a correct record.

### **17 ENVIRONMENTAL STRATEGY**

The Director of Place advised the meeting that further work on the Environment Strategy was being undertaken at the request of the Cabinets of both Broadland and South Norfolk. As this would entail a significant amount of work the six sections of the Strategy were being revised in turn and would be brought to Members as the work progressed.

The first section to be revised was the Clean and Safe Environment, which was presented to the Panel for their views. As requested, this now included baseline information to better understand the current position and allow for progress to be monitored and targets set. This data looked at air quality, the energy efficiency of housing, renewable energy production, tree coverage, recycling, environmental crime and sustainable transport.

As well as the baseline data the section highlighted key considerations to be taken into account when addressing these issues, as well as a summary that set out what the Council was going to do and what residents and businesses could do to help the Council keep the District clean and safe.

In respect of environmental protection and crime prevention Members were informed that although there were very few formal actions being taken there was considerably more informal activity being carried out officers to address this issue.

A Member noted that much of the baseline data was from Friends of the Earth, who looked at the national picture, and she suggested that more local data should be accessed as well, if possible. She also suggested that water meadows and wetlands should also be monitored, as they could contributed more benefit to the environment than trees.

It was also noted that Energy Performance Certificates were only issued when a house was constructed, sold or let. It was, therefore, likely that a significant number of properties in the District had improved energy efficiency, but that the data to confirm this was unavailable.

A Member suggested that the effectiveness of the measures being taken should recorded, in order to demonstrate the value of the work being undertaken. In response, it was confirmed that impact data would follow on as the Strategy developed.

The Panel suggested a number of actions that could be taken to promote a Clean and Safe Environment in the District these included:

- Awards for tree planting.
- Encouraging parishes to recruit Tree Wardens (who could access saplings for planting free of charge).
- Publicise the current activities of the Council, as well as what it aimed to do in the future and provide support to bring communities along with it.
- Promote the use, maintenance and involvement of the community in Council owned green infrastructure
- Advertise how communities could help to keep the District clean and tidy in *Broadland News*.
- Support and encourage Town and Parish Councils to help keep the environment clean and safe.

It was confirmed that the Panel's suggestions had been noted and would be used to inform the remainder of the document.

The Director of Place confirmed that it was recognised that there was a tension between drafting the Strategy and the delivery of the Actions within it. The Council was mindful of this issue and continued to push ahead with delivering environmental initiatives in as many areas as possible, such as

recycling and the acquisition of green infrastructure. An Action Plan would also be developed in partnership with the County Council for the Bure Valley Railway Footpath in due course.

### **18 SMART METER PROJECT**

The report summarised the delivery of the Smart Meter project, which was delivered between September-December, 2019.

The Council had been awarded £15,849 in April 2019 by Smart Energy GB to deliver a project in partnership with Citizens Advice to provide information on smart meters to people over the age of 65.

In total, 42 community events were attended by the Energy Team and Citizens Advice. These included seven flu clinics and eight community group meetings.

The funding provided the opportunity to engage with 7,614 residents, which was far more than would have otherwise been possible and it also allowed other Council services to be promoted at the same time, such as the Handyperson plus scheme, Broadly Active and Housing Benefits.

To encourage people to engage with officers 650 LED lightbulbs with an energy rating A+ were handed out for free. These were estimated to last 25,000 hours and each bulb had the potential to save 1.25kw over its lifetime.

Members did express some concerns that it could be difficult to switch provider, if one had a smart meter, but were reassured that this was no longer the case with newer versions of the smart meter. It was also noted that some of the most attractive tariffs also required the householder to have a smart meter, so there were significant advantages to be had.

Members were also advised that attending flu clinics had been an especially effective means of engaging with a large number of residents and would be a method that would be used in the future.

Members endorsed the proposal that the Council continue to apply for third party funding for such schemes, as they were made available.

### **19 BEHAVIOURAL CHANGE RECYCLING PROJECT**

The Panel was informed that the Recycling Team were to trial a behaviour change project, which aimed to reduce levels of contamination in kerbside recycling bins.

The trial target area was the White House Farm estate in Sprowston (which had been identified as an area where contamination levels could be

improved). The site was also one round on one day, so the data could be easily isolated.

Common contaminants found in kerbside recycling bins included soft plastics, bagged items, textiles, food waste, tissues, sanitary pads and nappies and mixed materials like takeaway cups, Pringles tubes and pill packets.

The project was specifically designed to target indoor recycling behaviours and would consist of completing a questionnaire with residents, providing them with an indoor container to sort their recycling, sending weekly infographics to increase their understanding of the recycling process, and an email campaign that focused on recycling education.

In order to make the project as accessible as possible a variety of methods of communication (door-to-door, email, letters) would be used.

Officers would monitor the individual and communal bins again after the 12-week period, and compare the results to see if a difference in contamination was detected. The work would then be evaluated with the aim of replicating the project in other areas of Broadland and South Norfolk.

The Panel was informed that the project was being funded from Government money that was available from a previous project. Members were also informed that providing a recycling information pack for new properties was being considered.

## **20 WASTE MONITORING REVIEW – RECYCLING TARGETS AND**

The Panel was informed that the recycling contamination rate in Norfolk in 2018/19 was 22.92%. However, this was showing signs of decreasing due to increasing public awareness.

Contamination rates for Broadland were not available, as the Materials Recycling Facility collected recycling from across the County.

It is difficult to compare quarters of the same year as significant variations could occur naturally due to the weather, especially in connection with garden waste and the growing seasons.

Data was, therefore, compared using the same period for the year before. However, this would still have variations due to natural factors, such as the weather.

For example, over July to September 2018 the recycling rate was just over 50.3% due to a heatwave, whilst in comparison over the same period in 2019 the recycling rate was 52.6% due to wetter weather increasing the weight of garden waste.

Over Quarter 2 residual waste collected per household decreased by half kg per head (0.57kg) over the same period the previous year. However, such a small change as this could simply be in line with natural variations.

An expansion of the food waste collection service to a further 1500 households in June 2019, had produced a further 29.06 tonnes for the quarter. Whilst, brown bin numbers had increased by 1263 bins over October to December 2019.

Overall, Broadland was the top performing Council in Norfolk in terms of the overall recycling rate.

There has been a Norfolk wide increase in contamination rates, largely due to stricter markets, that had impacted recycling rates. This was a trend seen throughout Norfolk and the UK as a whole.

Work was ongoing to increase recycling and reduce contamination and with the increase in public awareness in recycling, especially in connection with plastics, it was a good time to undertake projects and campaigns.

### **21 NORSE JVC CONTRACT**

There was no information to report to the meeting on this item at this stage.

### **22 FUTURE WORK PROGRAMME**

The following items were confirmed for the Future Work Programme:

5 March 2020	<ul style="list-style-type: none"><li>• Waste Monitoring Review</li><li>• Environmental Strategy Update</li><li>• Norse JVC Contract</li><li>• Commuted Protection Integrated Approach</li></ul>
28 April 2020	<ul style="list-style-type: none"><li>• Waste Review</li></ul>

## Environmental Excellence Panel

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	<ul style="list-style-type: none"><li>• Norse JVC Contract</li><li>• Environmental Action Plan Review</li><li>• Behaviour Project Update (early on Agenda)</li></ul>
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*The meeting closed at 19.53*

DRAFT

Minutes of a meeting of the **Economic Success Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 22 January 2020** at **6pm** when there were present:

Mrs J K Copplestone – Chairman

Mr S C Beadle

Mr N J Brennan

Ms S J Catchpole

Mrs T M Mancini-Boyle

Mrs K A Vincent

Also attending were Mr S Vincent and Mr M Murrell.

Officers in attendance were the Director of Place, the Strategic Economic Growth and Funding Manager and the Committee Officer (DM).

### 10 DECLARATION OF INTEREST

Member	Minute No & Heading	Nature of Interest
Mr S Beadle	14 - Investment Proposal for the Food Innovation Centre	Other interest – Director of a company whose customers included 2 companies associated with the project

### 11 APOLOGY FOR ABSENCE

An apology for absence was received from Mr A D Crotch.

### 12 MINUTES

The minutes of the meeting held on 19 August 2019 and the joint meeting with the Wellbeing Panel on 20 November 2019 were confirmed as a correct record and signed by the Chairman.

*19 August 2019 - Minute no 8 – Car Parking – a Consistent Approach*

In response to a question regarding the timeframe for work on this project, the Chairman indicated that it was proposed to undertake the survey work January to March 2020, the consultations from April to June 2020 and the drafting of the report in the autumn 2020.



### 13 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.

### 14 INVESTMENT PROPOSAL FOR THE FOOD INNOVATION CENTRE

The Panel considered the report of the Strategic Economic Growth and Funding Manager briefing Members on an investment proposal to fund a project which would deliver a Food Innovation Centre located within the Food Enterprise Park (Honingham) and support a programme for the agri-food sector. This proposal would act as a catalyst for unlocking the site at pace as well as enhancing the agri food sector to provide economic benefits including new jobs, business growth increasing GVA and increased spend on R&D. The site and sector were strategically important to the region as recognised within the New Anglia Local Industrial Strategy and within two priority locations (Greater Norwich and the Cambridge/Norwich Tech Corridor) within the Norfolk and Suffolk Economic Strategy.

The Strategic Economic Growth and Funding Manager explained the background to the development of the potential project and highlighted the key elements of the proposals. To support the delivery of the Food Enterprise Zone (FEZ) which had been established in March 2015, Broadland had awarded a Local Development Order in 2017 covering 46 acres of the FEZ. Detailed evidence was secured by the Food and Drink Forum and by a number of partner organisations which identified the lack of provision for food grade space for rent for food and drink businesses as well as the need for bespoke innovation support for this sector.

Following work to improve the robustness of the business case for the project, an expression of interest funding application had been submitted to and approved by the Ministry for Housing Communities and Local Government. A full application, demonstrating that the project was achievable and fit for purpose was due by March 2020 and would be developed in conjunction with the MHCLG. Due to the tight timescales involved, some elements of the proposal were incomplete or still to be finalised and were subject to change. Work was ongoing to develop the project, rework the design and costings to ensure it was fit for purpose and to achieve value for money. A number of potential tenants had been identified.

The Panel was invited to consider the proposals and formulate a view to recommend to Cabinet.

A detailed discussion took place on the proposal, as set out in the exempt minutes attached. Members recognised the significance and importance of the project but were mindful of the risks associated with the development of the project and the need for finalisation of the detailed proposals.

**RESOLVED TO RECOMMEND** Cabinet to support the recommendations contained in the report to progress work on the potential project, together with an additional recommendation that financial provision be made to cover the costs of preparatory work as set out in the exempt minutes.

*NB. The Chairman advised Members that, due to the close proximity of the date of the next scheduled meeting of the Economic Success Panel, on 17 February 2020, this meeting would be cancelled.*

*The meeting closed at 7:30pm*

DRAFT

## **CAPITAL STRATEGY AND CAPITAL PROGRAMME 2020/21 TO 2024/25**

**Report Author:** Darren Slowther  
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**Portfolio:** Finance

**Wards Affected:** All

### **Purpose of Report:**

To present the Capital Strategy, including the proposed Capital Programme for 2020/21 to 2024/25.

### **Recommendations:**

Cabinet is asked to recommend to Council the Capital Programme for 2020/21-2024/25 (**Appendix A**) and the Capital Strategy (**Appendix B**).

Cabinet is asked to approve the programme of work for 2019/20 to align key elements of ICT infrastructure and corporate systems in use across Broadland District Council and South Norfolk Council as set out within **Appendix C**.

## **1 SUMMARY**

- 1.1 It is the responsibility of the Cabinet to prepare a budget for approval by the Council.
- 1.2 This report is one of a number of reports to be considered by Cabinet at this meeting to set the Council Budgets.
- 1.3 This paper focuses on the Capital Strategy and the associated Capital Programme.

## **2 BACKGROUND**

- 2.1 As part of the Council's budget process the Capital Strategy, and associated Capital Programme, is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be, and the consequential funding implications for the financial strategy.

## **3 CAPITAL STRATEGY**

- 3.1 The Capital Strategy sets out the Council's approach to the use of its capital assets and resources. It is the framework for determining the capital programme and the effective use of the Council's resources.
- 3.2 This strategy seeks to deliver the Council's vision for the district as set out in Broadland and South Norfolk's 2020/21 Delivery Plan These ambitions are:
  - Growing the Economy.
  - Supporting individuals and empowering communities.
  - Protecting the natural and built environment, whilst maximising quality of life.
  - Moving with the times, working smartly and collaboratively.
- 3.3 The Capital Strategy focuses investment to deliver these priorities while also contributing to the financial sustainability of the Council by supporting opportunities to develop more efficient service delivery and to generate additional income.
- 3.4 The full capital Strategy is included as ***Appendix B***.

## **4 SUMMARY OF CAPITAL PROGRAMME**

- 4.1 The detailed five-year capital programme is shown in ***Appendix A*** and comes to £28.8 million. Expenditure by Directorate is summarised in the following sections.

## **5 PEOPLE AND COMMUNITIES**

### Housing and Waste Services

- 5.1 Statutory housing improvement grants (disabled facilities grants) are funded from a grant administered by the Better Care Fund. Grant expenditure is expected to show a pattern of gradual increase, with an expectation that the grant income received will match this.
- 5.2 Annual budgets are in place for the purchase, renewal and replacement of waste bins for homes in the district. Cabinet recently introduced a charge for the supply of waste bins to new properties and the income from this will go towards this cost.
- 5.3 Extensive refurbishment work will be required on the existing waste depot at Frettenham. During 2020/21 a business case will look at the option of either refurbishing the existing depot or the delivery of a new joint depot with South Norfolk Council located elsewhere. Depending on the outcome of this business case there could be some expenditure in 2020/21 and 2021/22.
- 5.4 This is in conjunction with the purchase of new vehicles planned for 2021/22 for waste collection and street cleansing. Both projects are subject to full business cases as part of the bigger waste project looking at the future delivery of the waste service but are included in the capital programme to give a full picture of the potential extent of the programme. Please be aware the profile of expenditure is likely to change.

## **6 PLACE**

### Economic Growth

- 6.1 The capital programme for 2020/21 and 2021/22 includes contributions to fund a bid for the development of a Food Innovation Centre. The bid includes grant funding from the European Regional Development Fund (ERDF), alongside contributions from the NALP and Norfolk County Council. The Centre aims to facilitate greater levels of innovation and growth within the Food and Drink processing sector by providing lettable food grade premises, bespoke related innovation support to businesses as well as developing a world leading cluster and enabling ground-breaking innovation collaborations. A business case will be coming to Cabinet in due course.
- 6.2 A budget is in place to ensure there are adequate resources to fund the ongoing upkeep of the Bure Valley bridges and other maintenance on the Bure Valley Railway which the authority has a responsibility to maintain. A Cabinet report on the Bure Valley railway will be coming to a future Cabinet meeting. As the work is invariably seasonal and unpredictable in nature due to restrictions on when work can be carried out. An arrangement is in place

where any surplus budget is placed in an earmarked reserve at the end of the financial year to be drawn on when necessary.

## **7 RESOURCES**

### Facilities

- 7.1 Expenditure on the continuing enhancement of Thorpe Lodge is included in the programme. Projects in scope for 2020/21 include refurbishment of toilets and washrooms, delivery of a new heating and cooling system and overhaul of the lift system. However progressing with these projects will be considered as part of a wider accommodation review across both councils.

### ICT and Digital

- 7.2 The capital programme sets aside the capital funding required to deliver the ongoing requirements for PC and server replacements, mobile working, equipment purchases and improvements to the website over the next five years.
- 7.3 Broadland's IT Infrastructure is coming to the end of its useful life which together with the need to implement a solution to enable the collaboration to deliver its aims has resulted in the inclusion of significant funding for a number of projects which will enable both Officers and Members to work more efficiently and remotely. Details on a project level can be found at **Appendix C**.

### Finance

- 7.4 Borrowing of £5m is included in 2020/21 and 2021/22 to expand the operations of Broadland Growth Ltd to enable the company to deliver a significant number of mixed housing developments across the District and an investment return to the Council. This is subject to a business case but is included in the capital programme to give a full picture of the potential extent of the programme.

## **8 FINANCING THE CAPITAL PROGRAMME**

- 8.1 This section focuses on the main sources of funding that are proposed to be used to fund the capital programme. The size of the capital programme and the need to be prudent in the use of revenue reserves for capital purposes means that it is predicted that the Council will need to borrow to fund the capital programme over the next five years.
- 8.2 The new five-year capital programme will be financed from a mixture of revenue and capital reserves, capital receipts and grants, internal borrowing from cash balances, and external borrowing. Sources of funding are included in the capital programme, **Appendix A**.

### Capital Receipts

- 8.3 The programme includes repayment of loans back from Broadland Growth Ltd and receipts from the sale of council owned land.
- 8.4 The profile of these capital receipts and the extensive nature of the programme means that without any further capital receipts these funds are exhausted by 2021/22.

### Borrowing

- 8.5 As resources reduce, the Council will have a need to borrow to fund capital projects. In order to fund continued investment in property to generate revenue income, external borrowing is anticipated to be required from 2021/22.
- 8.6 It is likely that there will be slippage over the life of the programme which could delay the need to borrow. In the first instance, the Council will be able to borrow internally from its own cash balances. The cost of this, is the interest foregone from investing the cash with external counterparties.

## **9 OTHER OPTIONS**

- 9.1 Cabinet can propose changes to the Capital Strategy and Capital Programme, before recommending these to Council for approval.

## **10 ISSUES AND RISKS**

### **Resource Implications**

- 10.1 The size and composition of the capital programme has a significant impact on the medium-term financial plan.

### **Legal Implications**

- 10.2 The Council is required to set a budget for 20/21.

- 10.3 **Equality Implications** – there are no equality implications as the report is a factual account of part of the authorities' budget setting process. The 2020/21 budget was determined without bias and affects all groups in the District.

- 10.4 **Environmental Impact** – there is no direct environmental impact arising from this report.

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

- 10.6 **Risks** – There are risks associated with setting a budget that requires a draw on reserves that is unsustainable or unacceptably high in the medium term.

## 11 CONCLUSION

- 11.1 The attached Capital Strategy and Capital Programme is affordable and supports the Council's priority areas.

## 12 RECOMMENDATIONS

- 12.1 Cabinet is asked to recommend to Council the Capital Programme for 2020/21-2024/25 (**Appendix A**) and the Capital Strategy (**Appendix B**).
- 12.2 Cabinet is asked to approve the programme of work for 2019/20 to align key elements of ICT infrastructure and corporate systems in use across Broadland District Council and South Norfolk Council as set out within **Appendix C**.

### Background Papers

[The Broadland and South Norfolk Feasibility Study](#)



# Appendix A

## Broadland DC Capital Programme and Funding 2020 to 2025

SCHEME	Provisional - requires a business case and/or Member approval	Directorate	Team	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Disabled Facilities Grants		People and Communities	Housing	900,000	900,000	900,000	900,000	900,000	4,500,000
Minor Improvement Grants		People and Communities	Housing	30,000	30,000	30,000	30,000	30,000	150,000
Warm Homes Fund		People and Communities	Housing	59,800					59,800
Depot Refurbishment/Replacement	Y	People and Communities	Waste		1,000,000	3,000,000			4,000,000
Vehicles - Waste and Streets	Y	People and Communities	Waste		5,600,000				5,600,000
Brown Recycling Bins		People and Communities	Waste	24,000	24,000	24,000	24,000	24,000	120,000
Domestic Waste Bins		People and Communities	Waste	67,800	67,800	67,800	67,800	67,800	339,000
Street Lighting		Place	Economic Growth	37,500	34,600	34,800	35,300	38,300	180,500
Historic Bldgs Grants/ Bldgs at Risk		Place	Planning	15,000	15,000	15,000	15,000	15,000	75,000
Bure Valley Railway	Y	Place	Economic Growth	220,000	90,000	90,000	90,000	90,000	580,000
Contribution to Food Hub Project	Y	Place	Economic Growth	870,000	990,000				1,860,000
Thorpe Lodge Refurbishment		Resources	Facilities	167,000	84,000	78,000	31,000	31,000	391,000
Information Technology		Resources	ICT and Digital	666,700	100,000	75,000	75,000	75,000	991,700
Investment Borrowing	Y	Resources	Finance	5,000,000	5,000,000				10,000,000
<b>Total</b>				<b>8,057,800</b>	<b>13,935,400</b>	<b>4,314,600</b>	<b>1,268,100</b>	<b>1,271,100</b>	<b>28,847,000</b>
<b>FUNDING</b>									
Grants				959,800	900,000	900,000	900,000	900,000	4,559,800
Capital Receipts				1,208,000	4,295,400	324,600	278,100	371,100	6,477,200
Revenue Financing (Food Hub)				870,000	990,000				1,860,000
Revenue Financing (General Fund)				5,000,000	6,380,000				11,380,000
Earmarked Reserve: Bridges Repair				20,000	90,000	90,000	90,000		290,000
Debt					1,280,000	3,000,000			4,280,000
<b>Total</b>				<b>8,057,800</b>	<b>13,935,400</b>	<b>4,314,600</b>	<b>1,268,100</b>	<b>1,271,100</b>	<b>28,847,000</b>

# **Appendix B Capital Strategy 2020/21 to 2024/25**

## **1 Purpose**

- 1.1 The purpose of this Capital Strategy is to outline the Council's approach to capital investment, and how the Council ensures that capital investment is prudent, affordable and directed to the Council's Corporate Priorities. It therefore provides the rationale for any capital spending plans.
- 1.2 The Capital Strategy is a partner document to the Medium-Term Financial Plan (MTFP), the Broadland and South Norfolk – "Our Plan" 2020-2024, the Procurement Strategy, the ICT Strategy, the Commercialisation Strategy, the Council's Annual Delivery Plan, the Council's Budget (Revenue and Capital), the Treasury Management Policy and the Annual Investment Strategy.

## **2 Vision for the District**

- 2.1 This strategy seeks to deliver the community's vision for the district as set out in the Broadland and South Norfolk – "Our Plan" 2020-2024. Our ambitions are:
  - Growing the Economy
  - Supporting Individuals and empowering communities
  - Protecting the natural and built environment, whilst maximising quality of life
  - Moving with the times, working smartly and collaboratively.

## **3 Definition of Capital Expenditure**

- 3.1 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).

## **4 Requirement for a Capital Strategy**

- 4.1 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".
- 4.2 As part of the Prudential Code authorities are required to produce a capital strategy and are also required to estimate their capital expenditure over the next three financial years, which will form a part of the budget setting process each year.
- 4.3 From 2019/20 the MTFP has been prepared on a five-year basis and this is reflected in the Capital Programme. There is an expectation that the capital

strategy will address the strategic long-term purpose of investment and therefore stretch for a period of at least 20 years.

- 4.4 Ongoing development of the strategy will address this moving forward as the strategy is updated annually for inclusion as part of the Council's budget setting process. The strategy therefore provides the starting point for the capital programme and a framework for the effective use of the Council's resources and will influence the direction of treasury management. The Prudential Code permits the Council to determine the appropriate level of capital investment to deliver quality public services, subject to affordability.

## **5 Priorities**

- 5.1 This Capital Strategy focuses investment to deliver the Council's corporate priorities, while also contributing to the Council's financial sustainability by supporting opportunities to develop more efficient service delivery and to generate additional income.
- 5.2 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
- 5.3 With low interest rates continuing for the foreseeable future there remains the opportunity to invest monies in property as an alternative to bank deposits if the rate of return exceeds the rate of interest which would be achieved through cash investments. However, members need to be aware that this form of investment is deemed to be capital and under the current guidance if an investment property is sold the sale proceeds will be accounted for as capital receipts and cannot be used for revenue purposes in the future. Property assets are also not as liquid as cash and bank deposits.
- 5.4 This strategy is a living document which evolves over time to incorporate ongoing capital liabilities which will need to be met in the future alongside other investment decisions. In order to determine future liabilities, the council will need to commission condition surveys for Council assets. The Capital Strategy will also need to be developed in line with the asset management plan. The Capital Strategy is a corporate document and requires a cross-Council approach to be effective.

## **6 Capital Assets**

- 6.1 The main council buildings are likely to present the greatest ongoing capital liability for the Council over the next 20 years. An accommodation review will be carried out in 2020/21 as part of relocating teams to assist the One Team approach.
- 6.2 In addition to these assets, capital expenditure will need to be incurred on the upgrade of IT equipment and improvements to the IT Infrastructure

## **7 Capital Financing**

- 7.1 The Council can finance its capital programme from various sources as follows:

- Revenue.
- Revenue Reserves
- Capital Receipts from asset disposals
- Grants
- Tax Increment Financing (TIF).
- Private Finance Initiative/Public Private Partnership
- CIL
- Borrowing

- 7.2 Over the next few years the total amount of investments and cash will fall as cash is spent on the capital programme and earmarked reserves are spent.

## **8 Borrowing**

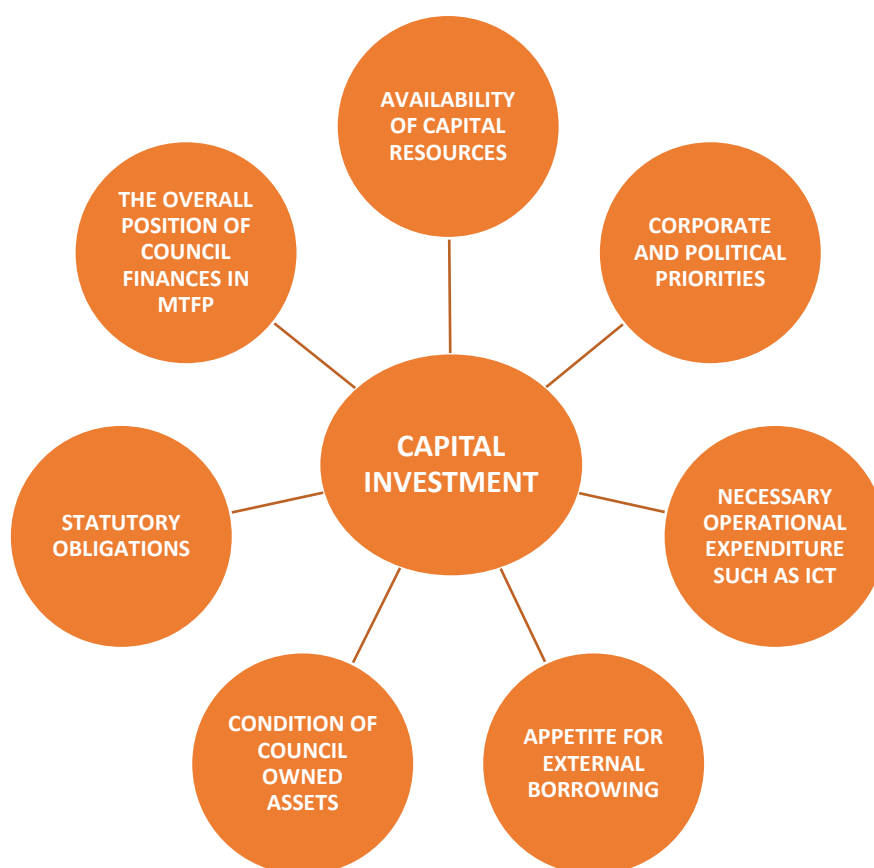
- 8.1 Under the Prudential Code, Councils determine how much they will borrow as long as any borrowing is affordable and prudent, thus clearly linking the financing of capital with the Treasury Management Strategy and the revenue budget.
- 8.2 The consequence of the funding position is that the Council will be required to borrow to finance any additional capital expenditure in the coming period. However, any borrowing must be affordable in line with the requirements of the prudential code.
- 8.3 Under the Prudential Code, Councils are not permitted to borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any Council's commercial investments will be within the District and intended to deliver economic and housing regeneration and growth as well as a financial return.
- 8.4 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.
- 8.5 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. If the authority decides to borrow to fund its capital programme, it will ensure that its debt indicators are not breached at any time.

- 8.6 Historically most local authority long term debt has been taken through the Public Works Loan Board (the PWLB).
- 8.7 However the Municipal Bond Agency, set up by local authorities and the LGA, is changing its framework to make it more attractive as an option. A Cabinet report will be presented during 2020/21 exploring this as a viable borrowing source.

## 9 Priorities for the Capital Programme / Option Appraisal

- 9.1 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.



- 9.2 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.
- 9.3 Broadland Growth Ltd has already delivered two successful housing development projects and will continue to investigate further suitable opportunities. There are likely to be a number of capital spending projects and the Council will need to consider future business cases on whether it wishes to invest. 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.

- 9.4 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 or external borrowing will be required.
- 9.5 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 must fulfil one or more of the aims of the Broadland and South Norfolk – “Our Plan” 2020-2024?
- 9.6 Proposed schemes will be considered to be bids for limited resources, and will be ranked in accordance with their score against set criteria which will include the risks around the scheme.
- 9.7 Proposed capital projects must present a clear business case. Cabinet and Council will be the key governance decision-making bodies for the capital projects. Bids for funding, in the form of business cases, will be 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 cases are subject to review by the relevant Council panel. All decisions will still be subject to procurement regulations in the Constitution.

## **10 Partnerships**

- 10.1 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.
- 10.2 Broadland District Council’s collaborative working with South Norfolk District Council is likely to create a wide number of opportunities to work jointly on capital projects that will benefit both authorities. If the expectation is that the nature of the projects are large scale, significant capital expenditure is likely. Managers of capital projects across the two councils should be encouraged to adopt or at least make reference to this Capital Strategy, affirming that the project(s) are in line with current priorities and vision moving forward
- 10.3 The Council is a member of the Greater Norwich Growth Board (GNGB). Expenditure, both capital and revenue, is directed by the Greater Norwich 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.

## **11 Equalities**

- 11.1 Capital projects must give consideration to the Equalities Act 2010.
- 11.2 Promoting equality and diversity is vital for tackling discrimination and social exclusion.

## **12 Risk Management**

- 12.1 As part of the project business case, 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.
- 12.2 The main financial risk is 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. This can be mitigated by having robust business cases and monitoring through the life of the project.
- 12.3 The risk around borrowing 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 and a decision on how much the council can afford to borrow.

## **13 Advice of the Section 151 Officer**

- 13.1 The Section 151 Officer is specifically required to report on the deliverability, affordability and risks associated with the capital strategy.
- 13.2 Deliverability is underpinned through the embedding of capital expenditure within the business planning process and use of specialist advice where required, for example, in assessing the plans to deliver commercial property investments.
- 13.3 The prudential indicator of net financing costs to net revenue income stream from taxation and central government provides a view of financial sustainability. This is set out in the Treasury Management Strategy elsewhere on this agenda.
- 13.4 The risks in this strategy are as follows:
- **Economic** – Changes in the economy could mean that investments undertaken in line with the strategy do not deliver the anticipated benefits or returns. Prudent assumptions have been made on the level of returns that can be expected.
  - **Timing** – Delays incurred during the implementation phase of particular projects could impact on the returns in the short term. Effective project management and monitoring is undertaken to mitigate this risk.
  - **Interest Rates** – It has been assumed that interest rates will stay at their current low levels. The exact timing of borrowing will determine the exact interest rates on external debt incurred as part of this strategy. The interest rate outlook is kept under review so that the strategy can be changed should rises in interest rates become probable.
  - **Government Policy** – The strategy is aimed to deliver quality services and to improve the sustainability of the Council. Should government policy change in

a way that prevents parts of the strategy being implemented, increases its cost or reduces the expected benefits, then the strategy would need to be revised.

## **14 Conclusion**

- 14.1 This Capital Strategy represents a prudent and affordable approach to investment in the Council's assets to support service delivery and to contribute to the Council's financial sustainability over the next five years. The strategy is kept under review and updated each year.



# Appendix C: IT Investment

## 1 SUMMARY

- 1.1 The purpose of this appendix is to outline the indicative costs and timescales associated with a programme of work to align key elements of ICT infrastructure in use across Broadland District Council and South Norfolk Council. This investment will support staff to work effectively as a single Paid Service across both organisations, providing the ability to deliver integrated services to residents, businesses and stakeholders. The paper seeks budget approval for the proposed ICT infrastructure investment and highlights subsequent phases of transformational work associated with service reviews across the organisations.

## 2 BACKGROUND

- 2.1 The Broadland and South Norfolk Feasibility Study outlined a number of proposed ICT projects as part of a route map of collaborative activities. These projects have subsequently been developed into an ICT work programme to support the collaborative aspirations of both Councils and to provide a robust and resilient technology platform on which to support a single Paid Service and facilitate service transformation.

## 3 CURRENT POSITION

- 3.1 Currently both Councils have their own independent ICT infrastructure and networks which support a large range of corporate and departmental ICT systems and resources. To support the collaboration and alignment of services across Broadland District Council and South Norfolk Council these two distinct sets of ICT infrastructure need to be joined, initially co-existing alongside one another, before being developed and converged into a common shared platform enabling One Team to work across two Councils easily and in harmony.
- 3.2 Work has been undertaken to determine a phased approach that will move the Councils from their current position to common shared platforms. The work programme has been shaped through conversations with the newly created East Suffolk and West Suffolk Councils, with external third-party advice for specific projects, and with the internal ICT resources at both Councils.
- 3.3 At present the ICT infrastructure and corporate and departmental business systems differ across both organisations due to different requirements and interdependencies. Historically the level of ICT investment at Broadland has been lower than South Norfolk (as reflected in the Feasibility Study), therefore the starting position for the two organisations differs. In order to achieve a common shared ICT platform capable of supporting 700 staff across multiple sites, enterprise level technology standards now need to be determined, designed, and implemented in an agreed priority, maximising One Team efficiencies and meeting the needs of the business and their customers.
- 3.4 The transformational nature of the proposed work will require investment by both Councils. This paper outlines and sequences the identified projects and compares the anticipated levels of investment with existing approved capital and revenue budgets for overlapping ICT maintenance and development. This

work has identified the financial growth required to meet the needs of the Councils in terms of their new collaborative aspirations.

- 3.5 Some of these projects are predicated on an 'invest to save' model, which will see capital investment generating future revenue savings. Other projects represent growth in capital and/or revenue ICT budgets but will enable cashable and non-cashable savings to accrue outside of ICT through efficiencies within specific services areas, or the organisation more widely. Examples of anticipated areas of efficiency are outlined later within this paper, specifically within Appendix one.

## 4 PROPOSED ACTION

- 4.1 The development of the Councils future ICT infrastructure and system alignment work has been divided into three distinct phases:

- **Phase one** : Convergence of the low-level ICT infrastructure
- **Phase two** : Alignment of core corporate systems
- **Phase three** : Alignment of departmental business systems

- 4.2 Phase one delivers firm foundations on which to build and develop a common shared ICT platform, its key deliverables are:

- **Site to site connectivity** between Thorpe Lodge / Carrowbreck House and South Norfolk House (with additional sites being added when contractually advantageous). This has been provided through a 3-year contract with an option to extend for a further 3-year term.
- Convergence and co-existence of existing ICT infrastructure and networks (**Active Directory Trust** between Broadland and South Norfolk). This will continue until the existing networks are merged and all services are moved to one network. There are no ongoing costs associated with this work.
- Early development of the new shared infrastructure into which new systems are deployed (**One Network**). The infrastructure to support this has been costed and assumes a minimum 5 years lifespan.

- 4.3 Phase two delivers the alignment of key corporate system and workforce tools that are common across all departments, its key deliverables are:

- **Single email and calendar platform** (including introduction of new domain name). The licensing to support this has been aligned with the Microsoft contract in place at South Norfolk which expires in April 2022. Subsequent renewals will be on a 3-year term.
- **Single external website** (including introduction of new domain name). It is anticipated the contract in respect of the new website will be let on a 3-year term.
- **Single internal intranet**. This project is being delivered utilising internal resources and is expected to have a lifespan of a minimum of 3 years with incremental development as required.
- Flexible working solutions to enable cross site and **remote working** for staff. The infrastructure to support this has been costed and assumes a minimum 5 years lifespan.

- Aligned **telephony platforms**. The project will align the functionality provided by the two telephony platforms, with an option to review telephony solutions at the end of 2021 in line with current contractual commitments.
- 4.4 Phase three delivers the alignment of departmental business systems that will be informed by transformational service reviews undertaken across the business. The costs of these projects are **not** contained within this paper and will come forward as separate business cases throughout the service review process. This work will be closely linked with the alignment of practices, processes and procedures, and will consider the broader development of true end-to-end digital services for our customers.
- 4.5 It should be noted one exception has been made to the proposed phases detailed above, this is the implementation of the joint Human Relations and Payroll system which was launched in early January 2020. This solution is being provided by Suffolk County Council as an externally hosted IT system.
- 4.6 Appendix one to this paper provides a summary of the indicative revenue and capital growth required to deliver phases one and two described above. In arriving at the required level of investment, account has been taken of existing approved ICT capital and revenue budgets at both Councils. The existing approved budgets have been used to offset the cost of investment only where the approved budget was allocated to a project of a similar nature that has been superseded in light of collaborative working. Further capital budget provision remains for 'business as usual' ICT projects.
- 4.7 Some projects contained have already received budgetary approval from the appropriate authority. This has occurred where spend has been required within 2019/20. These include, site to site connectivity, some third party support and Microsoft licencing renewals for Office365. These are marked as committed spend within Appendix one.
- 4.8 More detailed options and costs will be defined for the remaining projects as specification, procurement and delivery is undertaken. Where these projects exceed £100k in value, they will be brought back to the respective Cabinets for authority to proceed in line with Contract Procedure Rules.

## 5 OTHER OPTIONS

- 5.1 It would be possible for the two organisations to continue to develop their ICT infrastructure and systems independently without any convergence however this will significantly limit the ability for the two Councils to align their practices, processes and procedures and transform their service offering to customers, businesses and stakeholders. It will also inhibit or prevent the opportunity for future savings to be realised through efficient and effective integration of ICT across One Team.

## 6 ISSUES AND RISKS

- 6.1 **Resource Implications** – The indicative financial resources required to deliver the collaborative programme of work are detailed within Appendix one to this paper and show **net** capital and revenue growth required by the Councils over the next two financial years. These figures include a contingency on capital budgets of 10%. Further discrete growth bids for capital and revenue in respect of ICT outside of the collaborative programme of work will come forward as part of the normal budget setting process.

- 6.2 The starting positions of both Councils is different in terms of existing ICT solutions in place and previous levels of investment, therefore each of the projects listed within Appendix one identifies the cost apportionment model proposed to fund the work. Three apportionment models have been established and are described below:
- **Broadland 45% South Norfolk 55%** - This apportionment model will be utilised where the project reflects joint work being undertaken by both Councils for the purposes of closer collaborative working, where the starting position of both organisations is the same or similar, or neither Council have invested in the technology required to deliver the proposed collaborative solution. This contribution ratio reflects the agreed cost apportionment model as set out within the Feasibility Study.
  - **Broadland 100%** - This apportionment model will be utilised where the investment required falls entirely to Broadland as South Norfolk have already invested in the technology required to deliver the proposed collaborative solution.
  - **South Norfolk 100%** - This apportionment model will be utilised where the investment required falls entirely to South Norfolk as Broadland have already invested in the technology required to deliver the proposed collaborative solution.
- 6.3 It is unclear at this time whether the staffing resource provided under new ICT and Digital structure will be sufficient to deliver these projects within the timeline anticipated alongside existing workloads. As a result, some limited external third-party resources have been costed to support specific project deliverables.
- 6.4 **Legal Implications** – The projects contained within Appendix one will be subject to procurement legislation and internal Contract Procedure Rules.
- 6.5 As ICT services and solutions are jointly purchased due regard will be taken in relation to the contractual ownership of these assets by either or both Councils. This will be determined at a project level dependant on the approach taken.
- 6.6 **Equality Implications** – No anticipated equality issues have been identified in relation to this programme of work, however individual projects such as the move to a single website will have discreet considerations in terms of equality that will be addressed at a project level e.g. website accessibility.
- 6.7 **Environmental Impact** – No measurable or quantified implications have been identified in relation to the environmental impact of this work, however it is anticipated that consolidation of ICT infrastructure and replacement of hardware with more energy efficient equipment will have a positive impact. The move to more flexible working arrangements and the use of technology aims to reduce travel needs and will also reduce carbon emissions.
- 6.8 **Crime and Disorder** – No anticipated crime and disorder issues have been identified in relation to this programme of work, however the increased surface attack for cyber-crime should be recognised as consequence of converging the ICT infrastructure and networks. Campaigns to increase staff awareness of cyber-security including relevant training are already planned to mitigate the risk.

- 6.9 **Risks** – Individual risks will be recorded and managed at a project level as part of the delivery mechanism for these changes, however it should be recognised all ICT changes come with some element of risk to service disruption. These will be mitigated through appropriate change control processes and the formation of a Change Advisory Board (to include both business and ICT representation) to formalise and approve changes to ICT systems. From an ICT security perspective both Councils are required to conform to the central government ICT Security accreditation (PSN Code of Connection). This level of security accreditation will form the standards on which ICT changes are predicated.

## **7 CONCLUSION**

- 7.1 In order to deliver the aspirations of both Councils as set out in the Broadland and South Norfolk Feasibility Study, additional financial investment in ICT infrastructure, networks and systems is required. These investments will ensure a common shared ICT platform is in place to enable and facilitate services transformation across the organisation.

## **8 RECOMMENDATIONS**

- 8.1 Cabinet to agree to approve the programme of work to align key elements of ICT infrastructure and corporate systems in use across Broadland District Council and South Norfolk Council as set out in this appendix.

ICT Collaboration Financial Growth														
			Broadland						South Norfolk					
			2019/20		2020/21		2021/22		2019/20		2020/21		2021/22	
Apportionment Model	Committe d		Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
<b>Phase one - Convergence of the low level ICT infrastructure</b>														
<b>Site to site connectivity</b>														
<b>Aim:</b> To provide high speed data connectivity between Thorpe Lodge / Carrowbreck House and South Norfolk House to enable cross site working and enable network convergence.														
<b>Cashable and Non-cashable savings:</b> This project will provide a cashable net joint revenue saving from 2020/21.														
Thorpe Lodge data circuit	BDC 100%	YES (PH1)	£6,725	£1,527		£6,108		£6,108						
Carrowbreck data circuit	BDC 100%	YES (PH1)	£6,725	£1,527		£6,108		£6,108						
Broadland Point to Point data circuit	BDC 100%	YES (PH1)	£5,459	£1,126		£4,504		£4,504						
Long Stratton data circuit	SNC 100%	YES (Dir)							£6,091	£2,070		£8,280		£8,280
Savings from the termination of existing supplier data circuits	BDC 100% and SNC 100%					-£31,779		-£39,051						-£31,581
<b>TOTAL</b>			<b>£18,909</b>	<b>£4,180</b>	<b>£0</b>	<b>-£15,059</b>	<b>£0</b>	<b>-£22,331</b>	<b>£6,091</b>	<b>£2,070</b>	<b>£0</b>	<b>£8,280</b>	<b>£0</b>	<b>-£23,301</b>
<b>Convergence and co-existence of existing ICT infrastructure and networks (Active Directory Trust)</b>														
<b>Aim:</b> To join the existing Broadland and South Norfolk networks (uterlising the above site to site link) and provide sharing of core ICT resources between sites.														
<b>Cashable and Non-cashable savings:</b> This project will provide non-cashable savings in terms of reduced administration of network access for both sites through provision of a single logon, and savings in staff time through the ability to access common file storage and printing services.														
Third Party Support (Design)	BDC 45:55 SNC	YES (<5k)		£2,025						£2,475				
Third Party Support (Implementation)	BDC 45:55 SNC					£4,500						£5,500		
<b>TOTAL</b>			<b>£0</b>	<b>£2,025</b>	<b>£0</b>	<b>£4,500</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£2,475</b>	<b>£0</b>	<b>£5,500</b>	<b>£0</b>	<b>£0</b>
<b>Infrastructure for 'One Network'</b>														
<b>Aim:</b> To provide the infrastructure to support common shared platforms, facilitating alignment of corporate systems and departmental line of business systems. Includes required replacement of legacy infrastructure and provision for reciplicated Disaster Recovery arrangements.														
<b>Cashable and Non-cashable savings:</b> Subject to full business case														
Networks switches	BDC 45:55 SNC				£81,000						£99,000			
Servers / Stoarge	BDC 45:55 SNC				£359,100						£438,900			
Licencing	BDC 45:55 SNC				£67,500						£82,500			
DR and BC Infrastructure	BDC 45:55 SNC				£67,500						£82,500			
<b>TOTAL</b>			<b>£0</b>	<b>£0</b>	<b>£575,100</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£702,900</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

			Broadland						South Norfolk					
			2019/20		2020/21		2021/22		2019/20		2020/21		2021/22	
Apportionment Model	Committee		Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
<b>Phase two - Alignment of core corporate systems</b>														
<b>Single email and calendar platform (Microsoft Office 365)</b>														
Aim: To provide a single email and calendar platform across both organisations with the ability to adopt a single common email domain naming convention.														
Cashable and Non-cashable savings: This project will provide non-cashable savings in terms of staff having visibility of calendars across Broadland and South Norfolk, enabling better organisation of resources. The joint domain name will also provide a common joint identity for email.														
Office 365 E3	BDC 100%	YES (Cab)		£15,820		£37,407		£37,407						
Third Party Support (Implementation)	BDC 45:55 SNC				£13,500						£16,500			
TOTAL			£0	£15,820	£13,500	£37,407	£0	£37,407	£0	£0	£16,500	£0	£0	£0
<b>Single external website</b>														
Aim: To provide a single external website across both organisations adopting a single common domain name.														
Cashable and Non-cashable savings: This project will provide a cashable net joint revenue saving from 2021/22. It will also provide non-cashable savings in terms of removal of duplicated effort in maintaining website content and transactional functionality.														
Deployment of new external website	BDC 45:55 SNC				£30,128	£10,215		£10,215			£36,823	£12,485		£12,485
Deployment of new customer portal	BDC 45:55 SNC				£7,200	£1,152		£1,152			£8,800	£1,408		£1,408
User training	BDC 45:55 SNC					£2,250						£2,750		
Rebranding of third party webservices	BDC 45:55 SNC				£15,750						£19,250			
Savings	BDC 100% and SNC 100%							-£17,417						-£23,386
TOTAL			£0	£0	£53,078	£13,617	£0	-£6,050	£0	£0	£64,873	£16,643	£0	-£9,493
<b>Single internal intranet</b>														
Aim: To provide a single internal intranet across both organisations adopting a common platform.														
Cashable and Non-cashable savings: This project will provide non-cashable savings in terms of removal of duplicated effort in maintaining intranet content and will provide a single location to store internal procedures and policies.														
Internal resources and existing infrastructure	BDC 45:55 SNC													
TOTAL			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<b>Flexible working solutions to enable cross site and remote working</b>														
Aim: To provide the ability for staff to work effectively between sites and from remote locations.														
Cashable and Non-cashable savings: This project will provide non-cashable savings in terms of providing staff with the flexibility to work from the most appropriate location to complete their work. It could offer cashable savings or income in terms of future office requirements.														
Third Party Support (Design)	BDC 45:55 SNC	YES (<5k)		£2,025							£2,475			
Supporting hardware	BDC 45:55 SNC				£20,250						£24,750			
Supporting licencing	BDC 45:55 SNC					£18,000		£18,000				£22,000		£22,000
Third Party Support (Implementation)	BDC 45:55 SNC				£9,000						£11,000			
TOTAL			£0	£2,025	£29,250	£18,000	£0	£18,000	£0	£2,475	£35,750	£22,000	£0	£22,000
<b>Single telephony platform</b>														
Aim: To provide two aligned telephony platforms to allow routing and transfer of calls between staff at both sites and the ability for calls to be handled from any location.														
Cashable and Non-cashable savings: This project will provide non-cashable savings in terms of staff time when transferring customer calls improving customer experience. It will also provide improvements in terms of business continuity and disaster recovery.														
Upgrade costs (Broadland) inc softphone capability	BDC 100%				£34,468									
Softphone headsets (50% softphone use)	BDC 100%				£6,332									
Broadland migrate from ISDN to SIP	BDC 100%				£8,000									
Savings	BDC 100%					-£7,020		-£7,020						
TOTAL			£0	£0	£48,800	-£7,020	£0	-£7,020	£0	£0	£0	£0	£0	£0

			Broadland			South Norfolk			
			2019/20	2020/21	2021/22	2019/20	2020/21	2021/22	
<b>GROSS CAPITAL REQUIRED FOR LISTED PROJECTS</b>			£18,909	£719,728	£0	£6,091	£820,023	£0	£1,564,750
Less Site to Site costs funded from existing budgets			-£18,909	£0	£0	-£6,091	£0	£0	-£25,000
<b>ACTUAL CAPITAL REQUIRED FOR LISTED PROJECTS</b>			£719,728			£820,023			£1,539,750
Plus contingency sum	10%		£71,973			£82,002			£153,975
Less existing approved Capital budgets for overlapping ICT projects			-£200,000			-£100,000			-£300,000
<b>NET CAPITAL REQUIRED FOR LISTED PROJECTS</b>			£591,700			£802,025			£1,393,725
<b>TOTAL REVENUE REQUIRED FOR LISTED PROJECTS</b>			£24,050	£51,445	£20,006	£7,020	£52,423	-£10,794	
Less Third Part Support (design) for AD Trust funded from existing budgets			-£2,025	£0	£0	-£2,475	£0	£0	
Less Third Part Support (design) for remote working funded from existing budgets			-£2,025	£0	£0	-£2,475	£0	£0	
Less Site to Site costs funded from existing budgets			-£4,180	£0	£0	-£2,070	£0	£0	
Less Office365 costs funded from existing growth bid			-£15,820	-£37,407	-£37,407	£0	£0	£0	
<b>NET REVENUE REQUIRED FOR LISTED PROJECTS</b>			£0	£14,038	-£17,401	£0	£52,423	-£10,794	



## **REVENUE BUDGET AND COUNCIL TAX 2020/21**

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<b>Portfolio Holder:</b>	Finance
<b>Wards Affected:</b>	All wards
<b>Purpose of the Report:</b>	This report provides information affecting the Council's revenue budget for 2020/21 in order for the Cabinet to make recommendations to Council on 20 February regarding the Council's budget and Council Tax for 2020/21.

### **Recommendations:**

- 1 That Cabinet recommends to Council:
  - The approval of the base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance.
  - The use of the earmarked reserves as set out in **Appendix D**.
  - That any surplus at the end of the 2019/20 financial year is transferred to a new earmarked reserve to help fund the future capital programme, particularly the IT and waste services investment.
  - That the Council's demand on the Collection Fund for 2020/21 for General Expenditure shall be £5,827,894 and for Special Expenditure shall be £141,240.
  - That the Band D level of Council Tax be £125.52 for General Expenditure and £3.04 for Special Expenditure.
- 2 That Cabinet agrees:
  - Changes to the proposed fees and charges as set out in section 5.
- 3 That Cabinet notes:
  - The advice of the Section 151 Officer with regard to section 25 of the Local Government Act 2003, contained in section 10 of this report.
  - The future budget pressures contained in the Medium-Term Financial Strategy.

## 1 SUMMARY

- 1.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by Council. Based on consideration of the information in this report, Cabinet needs to make recommendations to the Council meeting in February where the council tax, including the element relating to preceptors, will be decided.
- 1.2 This report presents a summary of Broadland's draft 2020/21 Revenue Budget and contains details of the proposed fees and charges for 2020/21.
- 1.3 This report is divided into a number of sections that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District.

Section 2	Revenue Budget Requirement 2020/21
Section 3	Local Government Finance Settlement
Section 4	Budget Consultation
Section 5	Fees & Charges
Section 6	Medium Term Financial Strategy
Section 7	Reserves
Section 8	Council Tax
Section 9	Special Expenses
Section 10	Advice of Chief Finance Officer

## 2 REVENUE BUDGET REQUIREMENT 2020/21

- 2.1 The proposed revenue budgets and associated Business Plan seek to advance the Council's priority areas:
- Growing the Economy
  - Supporting individuals and empowering communities
  - Protecting the natural and built environment, whilst maximising quality of life
  - Moving with the times, working smartly and collaboratively.

- 2.2 The draft budget requirement for 2020/21 is summarised in the following table.

	Pay £'000	Non Pay £'000	Income £'000	Net £'000
Resources / MD	2,933	3,536	-310	6,159
Place	2,662	976	-1,615	2,023
People & Communities	2,190	27,534	-25,681	4,043
	7,785	32,046	-27,606	12,225

- 2.3 A more detailed breakdown is shown in **Appendix A**.
- 2.4 All spending areas have been reviewed to ensure that there are appropriate budgets for service areas, and these accord with the Business plan.
- 2.5 The proposed budget includes funding for performance related pay of £60,000 and a cost of living rise of 2%. The cost of living rise is a one-year local agreement under the new terms and conditions agreed by Council.

## Budget Movements

2.6 The main changes to the base budget are as follows:

		£'000
<b>Base Budget 2019/20</b>		<b>11,629</b>
Inflationary Cost Pressures		127
Salary Related Changes		
Net Change in Salary Costs	66	
Reduction in pension payment for pension deficit £678k to £671k	-7	
Corporate allowance for PRP costs	60	119
Cost of Collaboration		
Facility management at Thorpe Lodge	10	
Provision for recruitment and welfare expenses	85	
Increase in training budget	50	
Support budget for collaboration work	24	169
Specific Cost Pressures		
Provision for potential change in members allowances	74	
Increased IT revenue costs	126	
Cost pressures in waste service	379	
Property condition surveys	20	
Growth delivery team budget	36	
Contribution to Norfolk Strategic Partnership	10	
Budget for VE75 celebration grant	5	
Joint waste project	125	
Other	51	826
Reductions in Income		
Repayment of improvement grants reduced £50k to £30k	20	
HB Admin grant overstated at £357k, only likely to receive £140k	217	
Other	14	251
Savings		
Reduction in corporate contingency £218k to £84k	-134	
Saving on legal contract (dependant on Council decision)	-20	
Marketing and communications	-24	
Reduction in temporary staff budget	-21	
Saving in homelessness costs	-23	
Homeless projects ending	-112	
Warm homes project ending	-5	
Other	-30	-369
Growth in Income		
Potential charges for planning pre app advice	-20	
Homelessness grant	-35	
Handyperson charges	-5	
Recovery overpaid Housing Ben – budget now in line with actual	-200	
Green waste fees	-104	
Recycling credits	-86	
Other waste charges	-54	
Other	-23	-527
<b>Base Budget 2020/21</b>		<b>12,225</b>

## Community Infrastructure Levy (CIL)

2.7 CIL is not included within the Council's revenue budget as it relates to funding for infrastructure and is accounted for separately to the Council's revenue budget, with the exception of the agreed 5% proportion for administration of the scheme by BDC.

## 19/20 Budgetary Performance

- 2.8 Quarter 3 monitoring predicts an anticipated year end favourable variance against the current year budget of £2.6m million. It is recommended that any surplus at the end of the 2019/20 financial year is transferred to a new earmarked reserve to help fund the future capital programme, particularly the IT and waste services investment.
- 2.9 For 2020/21 any recurring savings or additional income arising from the current financial year have been considered.

## Cost Apportionment

- 2.10 Members are advised that the External Auditors have accepted the cost apportionment methodology and consequently the costs will be split SNC 55% / BDC 45% for joint services from 1 January 2020 onwards, with the exception of the senior management team whose costs are split from 1 April 2019.

## **3 LOCAL GOVERNMENT FINANCE SETTLEMENT**

- 3.1 The Provisional Local Government Finance settlement for 2020/21 was announced on 20<sup>th</sup> December 2019.
- 3.2 The Final Local Government Financial settlement will be announced in the coming weeks and officers will provide a verbal update to the Cabinet meeting if information is available at that time. It is proposed that any changes from the provisional settlement are managed through reserves, so as not to impact on Council Tax setting and that this is delegated to the S151 Officer.

## Grant Figures

- 3.3 The following table shows the key grant figures.

	16/17 £'000	17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000
Business Rates Baseline (Note 1)	11,628	11,156	11,419	12,411	11,872
Business Rate Tariff	-8,996	-8,471	-8,653	-9,552	-8,996
Baseline Need	2,632	2,685	2,766	2,859	2,876
Revenue Support Grant	1,389	804	438	0	30
<b>Total</b>	<b>4,021</b>	<b>3,489</b>	<b>3,204</b>	<b>2,859</b>	<b>2,906</b>
Year on Year Change (£k)		-532	-285	-345	47
Year on Year Change (%)		-13.2%	-8.2%	-10.8%	1.6%

*Note 1: The Business Rates baseline is the predicted / reference level of Business Rates that the authority is expected to retain. This is different to the actual amount retained which includes a proportion of the growth in business rates. For 2020/21 this increase in retained business rate growth has been included in the budget.*

- 3.4 This table demonstrates that Broadland Council is receiving significantly less core funding from central Government than it did in the past. Members will be aware that in the current financial year the Norfolk Local Authorities are participating in a business rates retention pilot scheme, the Government has made it clear that this will not continue for 2020/21 and that the Local Authorities will revert to the original 50% scheme.

## New Homes Bonus Grant

- 3.5 This is now the tenth year the council has received this source of funding and as last year the Council has once again achieved growth well above the national average.
- 3.6 The provisional allocation for 2020/21 is £2,318,102, of which £55,440 relates to the Affordable Homes Premium (198 x £350 x 80%). The New Homes Bonus Grant for 2019/20 was £2,174,078.
- 3.7 The amount of income from New Homes Bonus (NHB) will reduce in the future. The 2020/21 element of NHB will be paid for one year only, and the Government will consult on the future of this housing incentive in the spring. The indication is that this change will include moving to a new, more targeted approach which is aligned with other measures around planning performance. A new approach is a risk for Broadland within the medium-term financial plan.
- 3.8 At present New Homes Bonus is indicated to fall to:
- £1.158m in 2021/22
  - £0.542m in 2022/23
  - £0 thereafter.

#### Service Specific Grants

- 3.9 The Council will receive £248,056 in Flexible Homelessness support grant and homeless reduction grant in 2020/21.
- 3.10 The Council also continues to receive Housing Benefit Administration Grant for the administration on Housing Benefit. However, this is reducing over time as the benefit moves over to Universal Credit.

## **4 BUDGET CONSULTATION**

- 4.1 The Council undertook a budget consultation via its website between 15 November and 20 December 2019.
- 4.2 The consultation only received 11 responses, and therefore may not be representative of the population.
- 4.3 The key messages from this year's budget consultation exercise are:
- There was agreement to target resources primarily on those most in need.
  - There was support for increasing council tax to protect services.
  - There was a mixed response to investing in commercial ventures but support for targeting resources to encourage business growth.
  - There was limited support for charging service uses for discretionary services, as opposed to charging general taxpayers.
- 4.4 The full Budget Consultation results are shown in **Appendix B**.

## **5 FEES AND CHARGES**

- 5.1 It is proposed to increase most discretionary fees and charges this year in line with inflation, based on the September RPI figure. Any non-standard changes to fees will be subject of specific reports.
- 5.2 There are two exceptions to this:
- The joint Economic Success and Wellbeing Panel recommended in November 2019 to increase all Tots2Teens prices by 15% per year for two years from 1st April 2020. The current discount system is also proposed to change to a 50% discount for anyone that can demonstrate they are in receipt of a means tested benefit.  
[https://www.broadland.gov.uk/downloads/file/5705/november\\_20\\_2019\\_-\\_minutes\\_-\\_joint\\_wellbeing\\_and\\_economic\\_success\\_panels](https://www.broadland.gov.uk/downloads/file/5705/november_20_2019_-_minutes_-_joint_wellbeing_and_economic_success_panels)
  - No increase is proposed for the Garden Waste Brown bin service and the charge will remain at £46 (if paid by DD) and £53.50 (non-DD). There is also a re-joining fee of £20. There is no increase to the charges for the provision of new bins for new properties introduced in this financial year.

## 6 MEDIUM TERM FINANCIAL STRATEGY

- 6.1 The following graph shows the Council's projected Net Budget Requirement compared to the predicted Total Funding over the next few years.



- 6.2 This shows a funding gap developing in 2021/22 of approximately £1.1m. The primary reason for this is the expected reduction in new homes bonus grant after this year. In 2020/21 BDC will receive £2.318m in new homes bonus, this is indicated to fall to:
- £1.158m in 2021/22
  - £0.542m in 2022/23
  - £0 thereafter.
- 6.3 The likely reduction in future funding and the need to finance the 5-year capital programme are key reasons why it is recommended to increase the 2020/21 Council Tax. Increasing Council Tax protects the Council's income base and helps prevents future service cuts, as well as providing a source of funding for the capital programme.

- 6.4 **Appendix C** provides the Medium-Term Financial Plan (MTPF) figures supporting this graph.
- 6.5 The figures in the plan are based on the 2020/21 Local Government Finance Provisional Settlement. Future year funding figures are uncertain due to the Government's ongoing funding review, which is expected to be consulted on in 2020/21 and introduced for 2021/22.
- 6.6 The Council has benefited from growth in Business Rates income. Changes to the Business rates retention scheme are expected in 2021/22. However as yet we do not know what impact these will have on the Council.
- 6.7 The key messages from the MTPF are:
- That further savings/income will need to be made over the plan period, if reserves are not to be depleted.
  - It is anticipated that the New Homes Bonus grant will be phased out.
  - Changes are anticipated but unknown at this stage in relation to business rates income and also the fairer funding review.
  - Work to deliver the savings envisaged from the collaboration with South Norfolk Council is an important factor in maintaining a balanced budget.
  - The five-year capital programme, which is also on this agenda, and which will have revenue budget implications both in terms of financing and other budget lines such as IT licences depending on the individual project.
  - With significant pressure on the Council's budget over the medium term, the Medium-Term Financial Strategy includes future Council Tax increases of £5.00 a year which is the maximum increase permitted for District Councils without a referendum being triggered.

### Borrowing

- 6.8 Future years' capital programmes will be funded partly through borrowing, this will initially be internal borrowing from the Council's own cash balances; future external borrowing must be affordable within the context of the revenue budget. Nevertheless, while interest rates remain low there is a case for borrowing on a fixed interest rate basis if the income generated from an investment clearly exceeds the cost of financing. The exact timing of borrowing depends upon the progress and phasing of the Capital Programme and the level of revenue reserves.

## **7 RESERVES**

### General Revenue Reserve

- 7.1 The impact of the proposed revenue budget and the capital programme on the General Revenue Reserve is shown in the table below:

	£'000
<b>Balances as at 1 April 2019</b>	<b>14,299</b>
Transfers to Earmarked Reserves	-134
Transfers from Earmarked Reserves	445
<b>Projected balances as at 31 March 2020</b>	<b>14,610</b>

	£'000
Transfers to Earmarked Reserves	-216
Used to fund Food Hub	-870
<b>Projected balances as at 31 March 2021</b>	<b>13,524</b>
Transfers to Earmarked Reserves	-116
Used to fund Food Hub	-990
Funding Gap	-1,129
<b>Projected balances as at 31 March 2022</b>	<b>11,289</b>
Transfers to Earmarked Reserves	-115
Funding Gap	-1,278
<b>Projected balances as at 31 March 2023</b>	<b>9,896</b>
Transfers to Earmarked Reserves	-115
Funding Gap	-1,243
<b>Projected balances as at 31 March 2024</b>	<b>8,538</b>
Transfers to Earmarked Reserves	-115
Funding Gap	-990
<b>Projected balances as at 31 March 2024</b>	<b>7,433</b>

*Note: The above table does not include the in-year surplus expected to be transferred to the General Fund as at the end of the 2019/20 financial year, as referred to in paragraph 2.8.*

- 7.2 The projected General Fund Balance remains above the recommended 10% of net revenue expenditure £1.2m. However, given the future funding uncertainties it is prudent to maintain a healthy level of reserves.

### Earmarked Reserves

- 7.3 **Appendix D** details the other Council Earmarked reserves.

- 7.4 The main reserves are:

- Repairs & Renewals
- Spend Equalisation
- Economic Success Fund
- External Funding Reserve
- Developers Contributions
- CIL
- Business Rates Reserve
- Broadland Growth Reserve

- 7.5 Members are asked to recommend to Full Council the reserves as detailed in **Appendix D**. In particular, members should note that it is proposed to close the Housing Assistance Policy Reserve and the Community Right to Challenge Reserve as they are no longer required. The balances will be transferred into the General Reserve.

## **8 COUNCIL TAX**



### Taxbase

- 8.1 The projected tax base for 2020/21 is 46,430 Band D equivalent households. The projected tax base has increased by 0.8% compared to the tax base in 2019/20, due to housing growth in the District and officers working to identify new properties as soon as they are taxable.

### Council Tax Referendum limit

- 8.2 As a shire district council authority, the Council is allowed to raise its Band D Council Tax by the greater of £5 or 2% without breaching the Council Tax Referendum limit.
- 8.3 Under the Localism Act, local communities have the power to decide if a Council Tax rise is excessive. Any district council that wishes to increase its Council Tax beyond the prescribed limit is required to hold a referendum to seek the approval of the electorate. The process of holding a referendum would have implications on cash flows and investment interest, as well as costing in excess of £150,000.

### BDC Council Tax

- 8.4 It is proposed that Broadland Council increases its Council Tax for a Band D property from £121.14 to £125.52 for 2020/21. This equates to a 3.61% rise.
- 8.5 The Council Tax is calculated by taking the total income to be collected (£5.828m) and dividing this by the Taxbase (46,430).

### Norfolk County Council

- 8.6 Norfolk County Council is considering a 1.99% increase in its general (basic) council tax and a 2.00% increase in the Adult Social Care precept. The level of the County Council's Council Tax is subject to approval at its Full Council meeting on 17 February.

### Police and Crime Panel

- 8.7 The Police and Crime Panel will meet on 4<sup>th</sup> February to consider the budget proposed by the Police and Crime Commissioner for 2020/21. The current options being considered are 0%, 2% and a rise of £10 in Band D, which equates to 3.95%.

### Parishes

- 8.8 At the time of writing, parish precepts for the Financial Year 2020/21 were still being set. A full list of precepts will accompany the Council Tax report to Full Council. Broadland Council has no influence over the level of these precepts.
- 8.9 For 2020/21, the Government has again decided not to apply any thresholds for Council Tax increases set by Parish and Town Councils, which if exceeded would trigger a referendum.
- 8.10 Officers will use the information provided by the preceptors in producing the Council Tax resolution for the Full Council meeting on 20 February. Should the level of Council Tax proposed by Norfolk County Council or the Police and Crime Panel be different from that assumed in the resolution, then an amended resolution will be circulated at the Full Council meeting.

## **9 SPECIAL EXPENSES**

- 9.1 Where a Parish/Town Council requires this Council to run specific services then the cost is recouped through the special expense's mechanism. For BDC this relates to street lighting in Drayton, Great Witchingham and Hellesdon.
- 9.2 It is proposed to increase the special expense band D charge by £5 in order to provide funding for future essential works such as lamp column replacement.
- 9.3 The Band D charges being proposed are as follows:

Drayton	£22.89
Great Witchingham	£15.97
Hellesdon	£25.24

## **10 ADVICE OF THE SECTION 151 OFFICER**

- 10.1 The Local Government Act 2003 places two specific requirements on an authority's Section 151 (s151) Officer in determining the Council's budget and Council Tax. Under section 25, the s151 Officer must advise firstly on the robustness of the estimates included in the budget, and secondly on the adequacy of the financial reserves.
- 10.2 The following section therefore contains the advice of the s151 officer on these matters.

### Robustness of Estimates

- 10.3 The budget estimates have been produced on a prudent basis, with an emphasis on identifying the existing cost pressures the Council faces and a realistic level of savings and efficiencies. The budget has been constructed so that all known costs are budgeted for, and income budgets are based on realistic projections. The budget is therefore constructed on a prudent basis.
- 10.4 There are however a number of significant potential risks in the robustness of the estimates as follows:
- The expected changes to the formula for council funding and changes to the business rates retention scheme is a source of major uncertainty at the present time, as the impact of measures in the current consultations could have a variety of impacts. While best estimates have been made, the impact of these changes on the council's funding remain unclear.
  - There is an assumption that the Council is able to collect the level of Council Tax planned. The Council has consistently performed well in this area. As Universal Credit is rolled out, the Council is working to ensure that it can manage any resultant customer debt issues.
  - The Council depends on a number of contractors, suppliers and partners to deliver services. The use of partners is important as a delivery model for certain services, and there is a risk that some of these either contract their activities or cease to exist altogether. There could be cost implications that arise should this occur. Where it appears likely that this may happen with particular organisations, then the Council will take appropriate contingency measures to mitigate the impact.

- There is a risk that the present growth in the economy stalls and growth is not as assumed in the Medium-Term Financial Strategy. If this were to occur, it would impact on the level of income received by the Council through its fees and charges as well as income from business rates retention. There would also be an impact on the demand on the services provided by the Council such as increasing homelessness and benefit claimants. This in turn would lead to an increase in the savings required in future years and a possible drawing on reserves.
- Councils have received claims for mandatory business rates relief from NHS Trusts on the basis of charitable status. Although there is no significant direct impact on BDC, as BDC is part of a business rates pool there could be a financial impact arising from this. The initial decision of the courts has rejected these claims. However, it is still possible for appeals to be lodged up to the 24 February 2020.
- Budget estimates have been prepared on a cautious basis, limiting costs and growth where possible and ensuring income expected to be received, both through fees and charges and grant streams are at a level officers are confident can be delivered. There is a risk that this will be overly sensitive.
- With the recent election result clearing a path for a 2020 Brexit to take the UK out of the European Union, it is still very unclear what the implications will be on the Council and its funding going forwards.

10.5 Overall, in my opinion the budget has been based on a reasonable set of assumptions with due regard to the risks and is therefore robust.

#### Adequacy of Reserves

10.6 As S151 officer I am also required to report on the adequacy of reserves.

10.7 Section 26 of the Local Government Act 2003 gives the Secretary of State power to fix a minimum level of reserves for which an authority must provide in setting its budget. The Secretary of State has the view that section 26 would only be used "...in which an authority does not act prudently, disregards the advice of its chief finance officer and is heading for serious financial difficulty."

10.8 At 1st April 2020, the level of reserves is predicted to remain at the level required to finance the medium-term financial strategy. The plans in the Capital Programme include using revenue reserves to fund an element of the capital programme over the next five years.

10.9 The projected level of the main General Fund reserves held by the Council at 31<sup>st</sup> March 2020 is over £14m (excluding the 2019/20 surplus) reflecting the Council's success in meeting its own self-imposed budget challenges and increasing income. This level of reserves provides sufficient flexibility should any of the assumptions made in this budget prove too optimistic.

10.10 Assuming Cabinet and Council agree the revenue budget as set out in this report, then in my opinion the level of reserves is adequate for known and potential risks at this time.

#### Section 114

10.11 The Section 151 Officer is also required by section 114 of the Local Government Finance Act 1988 to report to Members if it appears that the expenditure the

authority proposes to incur in a financial year is likely to exceed the resources available to it to meet that expenditure.

- 10.12 Section 114 notices are rare, and the advice of the Section 151 Officer is that the possibility of such a notice being required at Broadland Council is very remote at the present time.

## **11 OTHER OPTIONS**

- 11.1 Cabinet can propose an alternative revenue budget, capital programme and Council Tax to Council, subject to the advice of the Section 151 Officer on the prudence and robustness of the budgets.

## **12 ISSUES AND RISKS**

- 12.1 Resource Implications – These budget proposals set out the resource plans for the Council during 2020/21.
- 12.2 There are always a number of unknown variables at the time of setting the budget. Where this is the case, officers have made prudent estimates based on the most up to date information available.
- 12.3 Legal Implications – The Council has a legal duty to set a balanced budget.
- 12.4 Equality Implications – The budget contains reductions in spending without impacting on the level of service that our residents presently receive – for instance as a result of the joint working with South Norfolk Council. There are also increases in fees and charges, with discounts available for some services to residents on low incomes. The Council is implementing its digital engagement strategy and is enhancing online services and information to provide residents with increased access. Officers therefore believe that this budget presents no significant negative impact on those who share protected characteristics as defined in the Equality Act 2010.
- 12.5 Environmental Impact - The budget will allow the Council to deliver its statutory duties in respect of the environment.
- 12.6 Crime and Disorder - The budget will allow the Council to deliver its statutory duties in respect of the community safety.

## **13 CONCLUSION**

- 13.1 The proposed 2020/21 revenue budget is balanced and has no calls on general revenue reserves, subject to the final Government Finance Settlement figures not changing substantially from the provisional figures.
- 13.2 The Council Tax is proposed to increase from £121.14 in 2019/20 to £125.52 for 2020/21 for a band D property.
- 13.3 Further increases of £5.00 each year are assumed in future years for the purposes of the Medium-Term Financial Strategy.

- 13.4 Some fees and charges have been increased for service areas and commercial activities and will be reviewed again in 2021/22. The fee for the Garden Waste Brown bin service will not change.
- 13.5 Over the next few years the Council needs to find annual savings or additional income and savings of approximately £1.1m, in addition to the collaborative savings, primarily because the level of Government funding is expected to continue to decrease in future years
- 13.6 The likely reduction in future funding is a key reason why it is recommended to increase the 2020/21 Council Tax. Increasing Council Tax protects the Council's income base and helps prevents future service cuts.
- 13.7 There is increased financial risk while future changes to the funding formula and further localisation of business rates are still under discussion. The amount of the New Homes Bonus remains a major risk and is to subject to further Government reforms and the successful delivery of enough new homes.

## **14 RECOMMENDATIONS**

### **14.1 That Cabinet recommends to Council:**

14.1.1 The approval of the base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance.

14.1.2 The use of the earmarked reserves as set out in **Appendix D**.

14.1.3 That any surplus at the end of the 2019/20 financial year is transferred to a new earmarked reserve to help fund the future capital programme, particularly the IT and waste services investment.

14.1.4 That the Council's demand on the Collection Fund for 2020/21 for General Expenditure shall be £5,827,894 and for Special Expenditure shall be £141,240.

14.1.5 That the Band D level of Council Tax be £125.52 for General Expenditure and £3.04 for Special Expenditure.

### **14.2 That Cabinet agrees:**

14.2.1 Changes to the proposed fees and charges as set out in section 5.

### **14.3 That Cabinet notes:**

14.3.1 The advice of the Section 151 Officer with regard to section 25 of the Local Government Act 2003, contained in section 10 of this report.

14.3.2 The future budget pressures contained in the Medium-Term Financial Strategy.

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## **Background Papers**

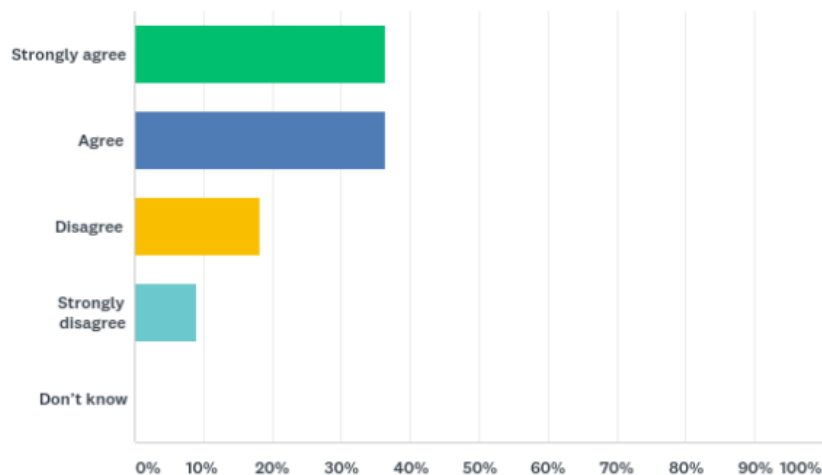
Business Plan 2020/21

## APPENDIX A: REVENUE BUDGET REQUIREMENT 2020/21

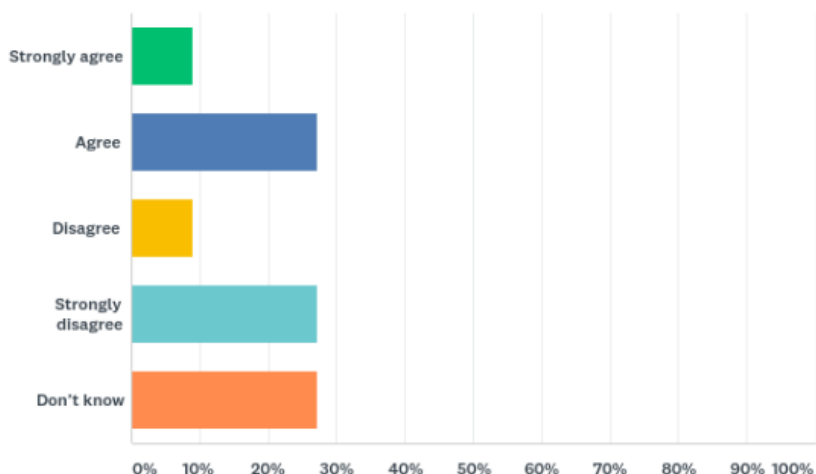
	Pay £'000	Non Pay £'000	Income £'000	Net £'000
<b>Resources / MD</b>				
Corporate Costs (inc Pension lump sum payment)	60	918	-13	965
Finance	431	188	-5	614
Council Tax & NNDR	501	78	-213	366
Governance	322	670	-6	986
Facilities	138	548	-66	620
Human Resources	203	270	-2	471
ICT & Digital	474	711	0	1,185
Executive Team	353	6	0	359
Chief of Staff	383	129	-5	507
Consultancy	68	18	0	86
	2,933	3,536	-310	6,159
<b>Place</b>				
Economic Growth	488	611	-216	883
Community & Environmental Protection	334	120	-33	421
Food, Safety & Licensing	202	26	-165	63
Planning	1,162	162	-981	343
Business Support	476	57	-220	313
	2,662	976	-1,615	2,023
<b>People &amp; Communities</b>				
Communities and Early Help	437	134	-75	496
Housing Standards & Independent Living	408	640	-851	197
Housing and Benefits	1,003	617	-760	860
Housing Benefit Payments	0	20,513	-20,574	-61
Waste Services	342	5,630	-3,421	2,551
	2,190	27,534	-25,681	4,043
	7,785	32,046	-27,606	12,225
Investment Income				-282
Interest Payable				75
Internal Drainage Board Levy				252
Transfers to / (from) Earmarked Reserves				30
Transfers to / (from) GF Balance				
				<b>12,300</b>
<b>Funded by</b>				
Council Tax - District Element				5,828
Council Tax - Special Expenses				141
NNDR (Business Rates)				3,983
RSG				30
New Homes Bonus				2,318
				<b>12,300</b>

## APPENDIX B: BUDGET CONSULTATION

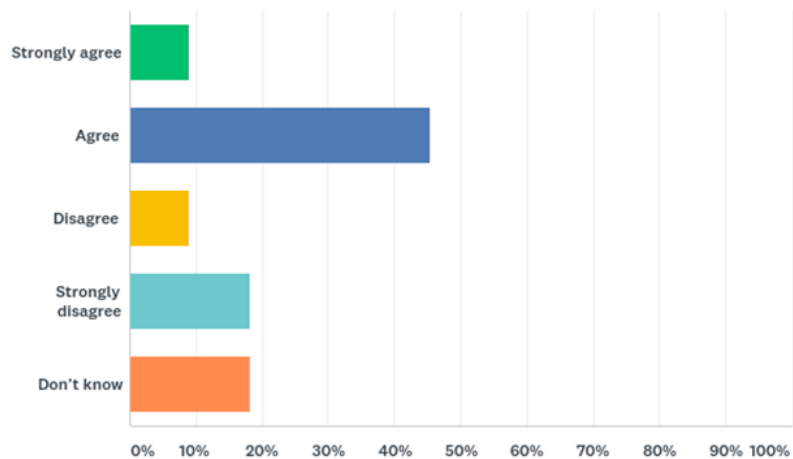
Q1 To what extent do you think that we should target resources primarily on the most vulnerable and people most in need?



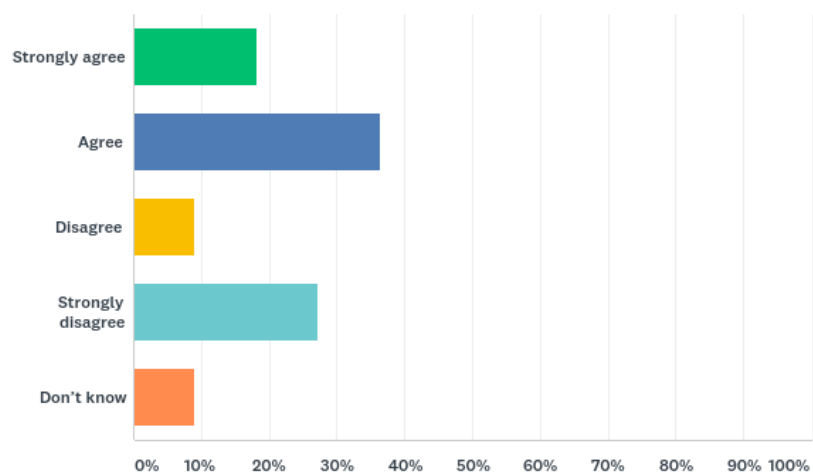
Q2 Over the last few years we have embarked on a joint housing development venture, creating Broadland Growth Limited. This has not only provided the Council with additional income, it has also provided housing in Broadland. Judging by the success of this activity, to what extent do you think we should continue to expand this and other initiatives?



Q3 We would like to know if you think we should target a share of our resources to encourage business growth?

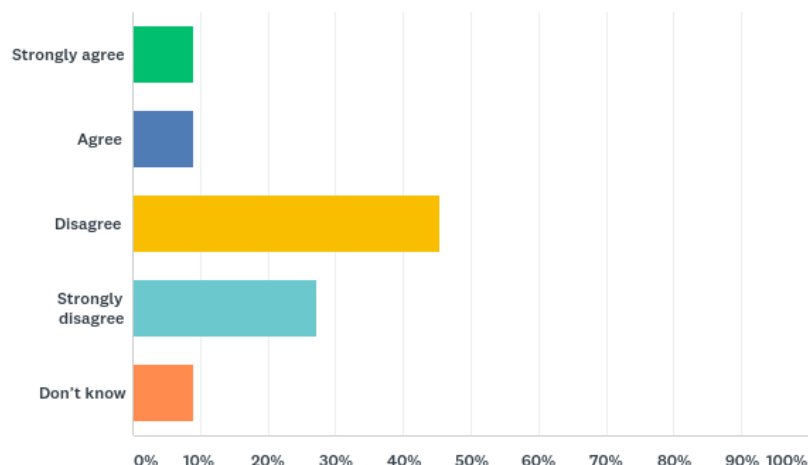


Q4 Should we make more use of volunteer organisations to deliver services including looking at opportunities to transfer delivery of some services to community groups?

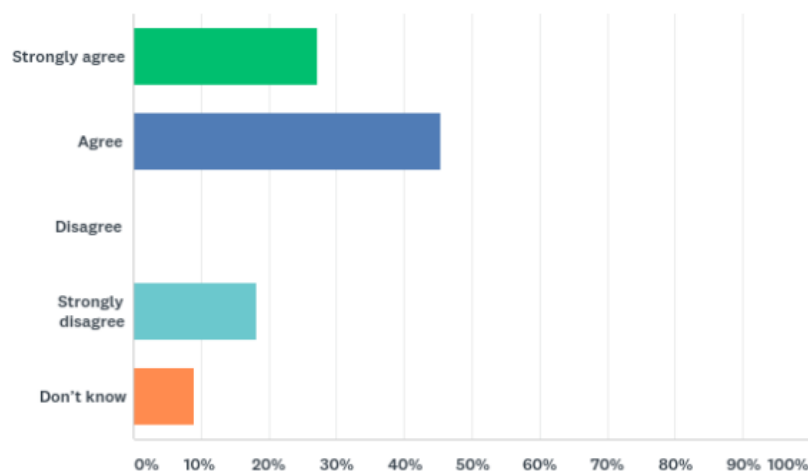




Q5 Some of the charges we make are for services that are discretionary and only used by some of our residents e.g. our garden waste service. To what extent do you believe that these services should be paid for by the customers who benefit from these services rather than general council tax payers?



Q6 The Revenue Support Grant the Council receives from Central Government has now ceased. By increasing its share of council tax in 2020/21 by £5, the Council would raise £230,000 (compared to no increase) to help to protect the services that improve your quality of life. To what extent do you support the Council increasing its share of council tax by up to £5 in 2020/21 to avoid stopping/reducing some services?



## APPENDIX C: MEDIUM TERM FINANCIAL PLAN (MTFP)

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Comment
Base Net Expenditure	12,225	12,225	12,470	12,314	12,055	
<u>Recurring Adjustments:</u>						
Inflationary Pressures		245	249	246	241	2% annual increase
Collaboration Savings			-405	-405	-68	Based on 45% of latest figure from cost and savings tracker
Waste contract				-100	-100	No allowance for expansion of food waste, or increased disposal costs
Base Net Expenditure for following year	12,225	12,470	12,314	12,055	12,128	
<u>Non Recurring Adjustments</u>						
Investment Income - General	-207	-207	-207	-207	-207	Assume remains stable over time
Investment Income - Loans to companies	-75	-225	-300	-300	-300	Assume income from Broadland Growth covers interest payable
Interest Payable	75	225	300	300	300	Financing costs for £10m investment to Broadland Growth
Internal Drainage Board Precept	252	252	252	252	252	Assume remains stable over time
Transfers to / (from) Earmarked Reserves	30	30	30	30	30	Assume remains stable over time
<b>Net Budget Requirement</b>	<b>12,300</b>	<b>12,545</b>	<b>12,389</b>	<b>12,130</b>	<b>12,203</b>	

<b>Funded by</b>						
Council Tax - District Element	5,828	6,133	6,444	6,762	7,087	
Council Tax - Special Expenses	141	141	141	141	141	Assume remains stable over time
NNDR (Business Rates)	3,983	3,983	3,983	3,983	3,983	Assuming maintain current level of income
RSG	30					
New Homes Bonus	2,318	1,158	542			Falling in line with figures in 20/21 provisional finance settlement
	<b>12,300</b>	<b>11,415</b>	<b>11,110</b>	<b>10,886</b>	<b>11,211</b>	

<b>Funding Gap</b>	<b>0</b>	<b>1,130</b>	<b>1,279</b>	<b>1,244</b>	<b>992</b>
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<b>Council Tax Calculation</b>						
Council Taxbase (Homes)	46,430	46,987	47,551	48,122	48,699	1.2% annual increase
Council Tax	125.52	130.52	135.52	140.52	145.52	£5 annual increase
Broadland's share of precept (£000)	5,828	6,133	6,444	6,762	7,087	

<b>New Homes Bonus Calculation</b>					
2017-18	511				
2018-19	616	616			
2019-20	542	542	542		
2020-21	649				
	<b>2,318</b>	<b>1,158</b>	<b>542</b>	<b>0</b>	<b>0</b>

## APPENDIX D: EARMARKED RESERVES

	31 Mar 19 £'000	Tsfs In	Tsfs Out	31 Mar 20 £'000	Tsfs In	Tsfs Out	31 Mar 21 £'000
Repairs & Renewals - General	316	6	-20	302			302
Repairs & Renewals - Street Lighting	15			15	30		45
Spend Equalisation	560	128	-199	489			489
Economic Success Fund	306			306			306
Insurance	59			59			59
Building Control Trading	14			14			14
External Funding Reserve	222		-140	82			82
Housing Assistance Policy - Being closed down	259		-259	0			
Developer Contributions - Adopted Land	412			412			412
Developer Contributions - Play Areas	124			124			124
Neighbourhood Plans - Front Runner	181			181			181
CIL Reserve	304			304			304
Community Right to Challenge Reserve - Being closed down	46		-46	0			
Business Rates Reserve	2,703	209		2,912			2,912
IT Reserve	214			214			214
Broadland Growth Reserve	2,133			2,133			2,133
Collaboration / Systems Thinking Reserve	70	87		157			157
Bridge Maintenance Reserve	310			310			310
<b>Total Earmarked Reserves</b>	<b>8,248</b>	<b>430</b>	<b>-664</b>	<b>8,014</b>	<b>30</b>	<b>0</b>	<b>8,044</b>

## **TREASURY MANAGEMENT STRATEGY STATEMENT 2020/21**

**Report Authors:** Darren Slowther, Corporate Accountant,  
01603 430467, darren.slowther@broadland.gov.uk

**Portfolio Holder:** Finance

**Wards Affected:** All

**Purpose of the Report:** This strategy outlines the authority's approach to management of its borrowing, investments, cash flows, banking, money market and capital market transactions; and the effective control of the associated risks and performance

### **Recommendations:**

Cabinet is recommended to approve the following and recommend these to Council

1. This Treasury Management Strategy Statement.
2. The Treasury Management Policy Statement 2020/21 (**Appendix 1**).
3. The Annual Investment Strategy 2020/21 (**Appendix 2**).
4. The Treasury Management Practice (TMP1) Credit and Counterparty Risk Management (**Appendix 3**).
5. The Treasury Management Scheme of Delegation (**Appendix 4**).
6. The Minimum Revenue Provision (MRP) Statement (Section 8) that sets out the Council's policy on MRP.
7. The Prudential Indicators and Limits for the next 5 years contained within the report.

## **1 SUMMARY**

- 1.1 This report sets out the Treasury Management Strategy for 2020/21 and associated policies.
- 1.2 It is a regulatory requirement that this be approved annually by Full Council.

## **2 BACKGROUND**

- 2.1 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's risk appetite, providing adequate liquidity initially before considering investment return.
- 2.2 CIPFA defines treasury management as:  
*"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*
- 2.3 The second main function of the treasury management service is the funding of the Council's capital programme. The capital programme provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and there is an economic case to do so, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 2.4 The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity and the ability to meet spending commitments as they fall due, either for day-to-day revenue or for larger capital projects. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 2.5 Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as "non-treasury" activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities.

### **3 REPORTING REQUIREMENTS**

#### **Capital Strategy Reporting**

- 3.1 The CIPFA revised 2017 Prudential and Treasury Management Codes require all local authorities to prepare a capital strategy report, which provides the following:
- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
  - an overview of how the associated risk is managed
  - the implications for future financial sustainability
- 3.2 The aim of the capital strategy is to ensure that all members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite. The Capital Strategy is included elsewhere within this Cabinet's Agenda.
- 3.3 While there is strict separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset, there is a strong relationship between "non-treasury" capital activities and treasury management.
- 3.4 The capital strategy shows:
- The corporate governance arrangements for these types of activities;
  - Service objectives relating to the investments;
  - The expected income, costs and resulting contribution;
  - The debt related to the activity and the associated interest costs;
  - The payback period (MRP policy);
  - For non-loan type investments, the cost against the current market value;
  - The risks associated with each activity.
- 3.5 Where a physical asset is being bought, details of market research, advisers used, (and their monitoring), ongoing costs and investment requirements and any credit information will be disclosed, including the ability to sell the asset and realise the investment cash.
- 3.6 Where the Council has borrowed to fund any non-treasury investment which is purely for profit, there should also be an explanation of why borrowing was required and why the MHCLG Investment Guidance and CIPFA Prudential Code have not been adhered to.
- 3.7 If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the capital strategy. To demonstrate the proportionality between the treasury operations and the non-treasury operation, high-level comparators are shown throughout this report.

## **Treasury Management Reporting**

- 3.8 The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.
- a. **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers:
    - the capital plans, (including prudential indicators);
    - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
    - the treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
    - an investment strategy, (the parameters on how investments are to be managed).
  - b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
  - c. **An annual treasury report** – This is a backward-looking review document and provides details of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.
- 3.9 The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by Cabinet.

## **4 TREASURY MANAGEMENT STRATEGY**

- 4.1 The Strategy for 2020/21 covers two main areas:

### **Capital issues**

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

### **Treasury management issues**

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- the policy on use of external service providers.

- 4.2 These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, MHCLG MRP Guidance, the CIPFA Treasury Management Code and MHCLG Investment Guidance.

## 5 TRAINING

- 5.1 The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. The training needs of treasury management officers and members are periodically reviewed.

## 6 TREASURY MANAGEMENT CONSULTANTS

- 6.1 The Council uses Link Asset Services, as its external treasury management advisors. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subject to regular review.
- 6.2 The scope of investments within the Council's operations now includes both conventional treasury investments, (the placing of residual cash from the Council's functions), and more commercial type investments, such as investment properties.

## 7 PRUDENTIAL INDICATORS

- 7.1 In order to ensure the capital expenditure and investment plans are prudent there are a number of prudential indicators.

### Prudential Indicator - Capital Expenditure

- 7.2 This indicator is a summary of the Council's capital expenditure plans.
- 7.3 The table below summarises the capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

	Estimated Outturn 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000	Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000
<b>Total Capital Expenditure</b>	<b>3,556</b>	<b>8,058</b>	<b>13,995</b>	<b>4,315</b>	<b>1,268</b>	<b>1,271</b>
Capital receipts	-2,411	-1,208	-4,295	-325	-278	-281
Capital grants	-1,022	-960	-900	-900	-900	-900
Revenue	-123	-5,890	-7,460	-90	-90	-90
<b>Net financing need for the year (borrowing required)</b>	<b>0</b>	<b>0</b>	<b>1,340</b>	<b>3,000</b>	<b>0</b>	<b>0</b>



- 7.4 A key aspect of the regulatory and professional guidance is that elected members are aware of the size and scope of any commercial activity in relation to the authority's overall financial position. The capital expenditure figures demonstrate the scope of this activity and, by approving these figures, members consider the scale proportionate to the Authority's remaining activity.
- 7.5 The Capital Financing Requirement (CFR), is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so it's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.
- 7.6 The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.
- 7.7 The CFR includes any other long-term liabilities (e.g. finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility by the lease provider and so the Council is not required to separately borrow for these schemes.

	Estimated Outturn 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000	Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000
Movement in CFR	-120	0	1,340	2,744	-856	-856

### Prudential Indicator – External Debt

- 7.8 The operational boundary. This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.
- 7.9 The authorised limit for external debt. This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

	Estimate 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000	Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000
General Fund CFR	120	0	1,340	4,024	3,168	2,312
Total CFR	120	0	1,340	4,024	3,168	2,312
External Borrowing	0	0	1,340	4,024	3,168	2,312
Total Debt	120	0	1,340	4,024	3,168	2,312

	Estimate 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000	Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000
Authorised Limit	4,000	4,000	4,000	6,000	4,000	4,000
Operational Boundary	6,000	8,000	8,000	8,000	6,000	6,000

- 7.10 Full Council should be advised at the earliest opportunity if the Operational Boundary is exceeded. The Authorised Limit must not be exceeded without formal agreement in advance by Council.

### **Prudential Indicator – Gross Debt and the Capital Financing Requirement**

- 7.11 The Council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR). The cost of internal borrowing is the interest foregone from cash investments, but this is less than the interest rates the Council would pay on external borrowing. Both internal and external borrowing have to be repaid over time and both therefore require a Minimum Revenue Provision to be made in line with the MRP Policy.

External Debt	Estimated Outturn 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000	Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000
Actual gross external debt at 31 March	0	0	1,340	4,024	3,168	2,312
The Capital Financing Requirement	0	0	1,340	4,024	3,168	2,312
(Under) / over borrowing	0	0	0	0	0	0

- 7.12 Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2020/21 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.
- 7.13 The S151 Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### **Prudential Indicator – Upper Limit for interest Rate Exposure**

- 7.14 The authority is also required to set limits on its exposure to fixed and variable interest rates. As the authority is aware of the changing economic situation at the moment, it is minded keeping these limits as flexible as possible to take advantage of the best opportunities as they present themselves. These limits are therefore set as follows.

Upper Limits	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Fixed rate exposure	100%	100%	100%	100%	100%	100%
Variable rate exposure	100%	100%	100%	100%	100%	100%

### Prudential Indicator – Financing Cost to Net Revenue Stream

- 7.15 The authority is required to calculate the ratio of its financing costs to its net revenue stream. Financing costs are broadly defined as the net of the return on investments and other financial assets, against the payments made on debt and similar financial liabilities. This is a measure of the authority's ability to meet any debt payments from its revenue. An increasing positive figure indicates an increasing inability to meet such payments. As Broadland is a net investor, its ratios are low positive or negative, and are relatively stable.

	Estimated Outturn 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24	Estimate 2024/25
Ratio of Financing Costs to Net Revenue Stream	0.69%	-0.77%	-0.79%	-0.83%	-0.80%	0.14%

### Prudential Indicator - Maturity structure of borrowing

- 7.16 Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

	Lower Limit (Cumulative)	Upper Limit (Cumulative)
Under 12 months	0%	50%
12 months to 2 years	0%	80%
2 years to 5 years	0%	90%
5 years to 10 years	0%	95%
10 years and above	0%	100%

### Prudential Indicator - Principal sums invested for longer than 365 days

- 7.17 Investment treasury indicator and limit - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Principal sums invested for longer than 365 days	5,000	5,000	5,000	5,000	5,000

### Prudential Indicator – Capital Strategy

- 7.18 The updated Prudential Code (2017) states that in order to demonstrate that authorities take capital expenditure and investment decisions in line with service objectives and

properly take into account stewardship, value for money, prudence and sustainability authorities should have in place a capital strategy that sets out the long-term context in which capital expenditure and investment decisions are made. Broadland District Council maintains a regularly updated Capital Strategy, for 2020/21 this is elsewhere on this Cabinet's Agenda.

## **8 MINIMUM REVENUE PROVISION (MRP) POLICY STATEMENT**

- 8.1 The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP).
- 8.2 The Council will use the Asset life method of calculating MRP, which means MRP will be based on the estimated life of the assets, in accordance with the regulations
- 8.3 Further details about MRP are included in Appendix 5.

## **9 PROSPECTS FOR THE ECONOMY AND INTEREST RATES**

- 9.1 The Council has appointed Link Asset Services as its treasury advisor and Appendix 6 provides their advice on the economy and future interest rates.

## **10 BORROWING STRATEGY**

- 10.1 It is expected that in the short term, the Council will maintain an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement - CFR), will not be fully funded with external loan debt as cash supporting the Council's reserves, balances and cash flow will be used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.
- 10.2 The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).
- 10.3 Against this background and the risks within the economic forecast, caution will be adopted with the 2020/21 treasury operations. The Section 151 Officer Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
  - If there was a significant risk of a sharp FALL in long and short-term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed unless there is a particular requirement for certainty in interest rates for specific borrowing,
  - If there was a significant risk of a much sharper RISE in long- and short-term rates

than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity, or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

- 10.4 Where these risks develop, then any decisions will be reported to the appropriate decision-making body at the next available opportunity.
- 10.5 As stated above the Authority is currently debt free but its capital expenditure plans necessitate a borrowing requirement. Initially, the borrowing required can be internal from the Council's cash balances, the cost of which will be the interest foregone on cash investments with counterparties.
- 10.6 The funding of the capital programme from 2020/21 to 2024/25 requires £4.28m in external borrowing for costs associated with the refurbishment or development of the authorities' waste vehicle depot and purchase of a complete fleet of waste collection and street cleansing vehicles, although this is subject to a full business case to determine the outcome.

#### **Policy on borrowing in advance of need**

- 10.7 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. All the Council's commercial investments are within the District and intended to deliver economic and housing growth as well as a financial return. Any decision to borrow in advance will be within the approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.
- 10.8 Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

#### **New financial institutions as a source of borrowing**

- 10.9 Following the decision by the PWLB on 9 October 2019 to increase their margin over gilt yields by 100 bps to 180 basis points on loans lent to local authorities, consideration will also need to be given to sourcing funding at cheaper rates from the following:
- Local authorities (primarily shorter dated maturities)
  - Financial institutions (primarily insurance companies and pension funds but also some banks, out of spot or forward dates)
  - Municipal Bonds Agency (no issuance at present but there is potential) This Authority will review the impact of the first bond issue and then consider participating in future issues as and when appropriate. Officers will bring a report to Cabinet in due course outlining the new borrowing arrangements for approval.
- 10.10 The degree which any of these options proves cheaper than PWLB Certainty Rate is still evolving at the time of writing but the Council's advisors will keep the Council

informed.

## **11 ISSUES AND RISKS**

- 11.1 Resource implications – The financing of capital expenditure and management of short-term cash resources has a major impact on the revenue budget through both interest receivable and to a lesser extent, interest payable.
- 11.2 The UK economy continues to be affected by the uncertainty of the impending exit of the European Union (Brexit).
- 11.3 Although the Bank of England base rate improved in August 2018 to 0.75%, this rate has been maintained from then to date (January 2020). A further rise is not forecast for 2020.
- 11.4 Revenue Support Grant settlements have been reduced to zero. Local authorities are expected to become self-sufficient and the need for an effective treasury management function has never been greater.
- 11.5 Legal implications – Adoption of the CIPFA Code of Practice on Treasury Management 2017 is recommended by CIPFA and therefore falls within the remit of section 15 of the Local Government Act 2003.
- 11.6 Local authorities are required by Regulations 2 and 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146] to have regard to the current editions of the CIPFA codes of best practice.
- 11.7 Equality implications – Treasury decisions are made impartially, within the guidelines. The primary objective of the Council's Treasury Management function is to minimise risk to the principal amounts involved whilst still maintaining optimum liquidity.
- 11.8 The qualities of all potential counterparties are assessed impartially under these guidelines. It is not possible to treat counterparties equally with disregard to their creditworthiness, except at the risk of compromising the primary objectives set out in Appendix 1.
- 11.9 The distribution of funds represented by the Council's capital programme is subject to equality impact assessment as each new scheme is considered.

## **12 CONCLUSION**

- 12.1 The Council's primary objective is the security of its cash above the liquidity of the investment, though this is still an important consideration to avoid unnecessary borrowing. The rate of return is the tertiary consideration
- 12.2 The Council needs to use cash to fund its capital programme. It is therefore recommended to keep the majority of investments short and within the agreed counterparties.

- 12.3 The Investment Strategy remains prudent, reflecting the Council's risk appetite and legal obligations.

## **13 RECOMMENDATIONS**

Cabinet is recommended to approve the following and recommend these to Council:

- 13.1 This Treasury Management Strategy Statement.
- 13.2 The Treasury Management Policy Statement 2020/21 (Appendix 1).
- 13.3 The Annual Investment Strategy 2020/21 (Appendix 2).
- 13.4 The Treasury Management Practice (TMP1) Credit and Counterparty Risk Management (Appendix 3).
- 13.5 The Treasury Management Scheme of Delegation (Appendix 4).
- 13.6 The Minimum Revenue Provision (MRP) Statement (Section 8) that sets out the Council's policy on MRP.
- 13.7 The Prudential Indicators and Limits for the next 5 years contained within the report.

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### **Background Papers**

CIPFA Treasury Management Code of Practice 2017

CIPFA Prudential Code of Practice 2017

Government Investment Guide

## **Appendix 1: Treasury Management Policy Statement**

### **1. INTRODUCTION AND BACKGROUND**

The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code).

Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities, including policies where the Council has commercial investments held for financial return.
- Suitable treasury management practices (TMPs), setting out the way the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The Council will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year.

The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices, half yearly reviews and an annual report after its close, in the form prescribed in its TMPs to Cabinet. The execution and administration of treasury management decisions are delegated to the Section 151 Officer, who will act in accordance with the Council's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

### **2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES**

Broadland District Council defines the policies and objectives of its treasury management activities as follows:

- (1) The authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on the risk implications for the authority.
- (2) The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.
- (3) The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken, and the type of borrowing should allow the Council transparency and control over its debt.
- (4) The Council's primary objective in relation to investments remains the security of capital.



The liquidity or accessibility of the Authority's investments followed by the yield earned on investments remain important but are secondary considerations.

'Investments' in the definition above covers all the financial assets of the authority, as well as other non-financial assets which the authority holds primarily for financial returns, such as investment property portfolios. This may therefore include investments which are not managed as part of normal treasury management or under treasury management.

***In summary, the Council's Treasury Management objectives are  
(in order of importance)***

Investments

- (1) Security of capital
- (2) Liquidity (access to funds)
- (3) Consistency of return
- (4) Enhanced return

Borrowing

- (1) Affordability
- (2) Maturity profile
- (3) Interest Rate and Refinancing Risks
- (4) Borrowing Source (to ensure the Council retains, as far as is practicable, flexibility over its borrowing)

## **Appendix 2 Annual Investment Strategy**

### **1 INTRODUCTION**

- 1.1 The Council has incorporated the best practice recommendations within MHCLG's 'Guidance on Local Government Investments' ("Guidance") and CIPFA's 2017 'Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes' ("CIPFA TM Code") into this Strategy.

### **2 INVESTMENT PRINCIPLES**

- 2.1 All investments will be in sterling.
- 2.2 The general policy objective for this Council is the prudent investment of its treasury balances.
- 2.3 The Council's investment priorities are primarily the security of capital, with the liquidity of its investments a secondary consideration. The rate of return on capital will always be subordinate to security and liquidity.
- 2.4 The Council will aim to achieve the optimum return on its investments, after considering the proper levels of security and liquidity.
- 2.5 The Council has approved the following ethical investment statement that will apply to all cash investments made by, or on behalf of, the Council:
- 2.6 Broadland District Council, in making investments through its treasury management function, supports the ethos of socially responsible investments. We will actively seek to communicate this support to those institutions we invest in as well as those we are considering investing in by:
- encouraging those institutions to adopt and publicise policies on socially responsible investments;
  - requesting those institutions to apply council deposits in a socially responsible manner."
- 2.7 Borrowing with the sole intention of investing or on-lending to make a return is unlawful. The authority will not engage in such activity.

### **3 SPECIFIED AND NON-SPECIFIED INVESTMENTS**

- 3.1 An investment is a specified investment if it meets all of the following criteria:
- The investment and any related payments are denominated in sterling
  - It is due or can be demanded to be repaid within twelve months
  - It is not defined as capital expenditure by virtue of regulation

- It is made with a body of high credit quality as defined in 3.2 and 3.3 below, or with the UK Government, a local authority or a parish council.
- 3.2 A counterparty will be judged to be of high credit quality if it holds a credit rating from at least one of the credit rating agencies as follows;
- Short-term F1 or long-term A- (Fitch) or
  - Short-term P1 or long-term A3 (Moody's) or
  - Short-term A1 or long-term A- (Standard & Poor's)
  - Short-term rating AAA or equivalent for Money Market Funds (MMFs).
- The authority will use UK institutions and those from countries with a minimum sovereign rating of AA- from at least one rating agency.
- 3.3 Organisations with no credit rating or an insufficient credit rating may be included, subject to assessment by other criteria;
- Building societies that do not meet the criteria in 3.2 above may be considered for use if their assets are valued at a minimum of £3 billion. Such institutions will be added to the counterparty list only after consultation with the authority's treasury advisors.
  - Part-nationalised banks can be included, subject to discussion with our treasury advisors. Should the bank subsequently be de-nationalised, any investment will be considered on the basis that it meets the ratings in 3.2.
  - Property Funds will be considered after relevant due diligence has been undertaken in conjunction with our treasury advisors.
- 3.4 The authority will take into consideration additional indicators as available e.g. share price, credit default swap price, corporate developments and market sentiment towards the counterparties.
- 3.5 The CIPFA TM Code states "Authorities are advised to have regard to the ratings issued by all three rating agencies – Fitch, Moody's and Standard & Poor's". Accordingly, where counterparty achieves the minimum credit rating from one ratings agency, the authority will consider the ratings given to that body by the other two.
- 3.6 The Council is authorised to invest in the following instruments in 2020/21
- UK Government Gilts
  - Treasury Bills (short-dated Government backed borrowing)
  - Debt Management Agency Deposit Facility (UK Government backed)
  - Term deposits with UK Government or local authorities
  - Municipal Bonds Agency
  - Sterling denominated bonds issued by European governments or multinational development banks
  - Deposits with banks and building societies which have "high credit quality" (see 3.2 and 3.3 above)
  - Certificates of Deposit issued by banks and building societies
  - Commercial Paper
  - Corporate Bonds
  - Property Funds
  - Property Unit Trusts
  - Money Market Funds with acceptable credit ratings (see 3.2 above)

- Other Money Market and Collective Investment Schemes (pooled funds)  
Investments will be in sterling, will not be capital expenditure and credit quality limits will be observed. As such, they will be specified investments unless they are deposits made for fixed terms exceeding twelve months. Limits on non-specified investments are detailed in paragraph 5.3 below.

Investments will primarily be with UK counterparties. However the Council is permitted to invest in other countries provide they have sovereign ratings of AA- or higher, (the Council shows the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link Asset Services credit worthiness service. Maximum to be invested in any one overseas country £5 million.

## **4 SECURITY OF CAPITAL**

- 4.1 The authority employs professional consultants to advise on matters relating to their treasury activities in the context of local and global economic matters. The current treasury advisor is Capita Treasury Services. The authority will monitor the quality of advice; however, the pool of established and respected treasury consultants is small, such that there is currently only one alternative provider available.
- 4.2 The Council will maintain a counterparty list based on the credit criteria in sections 3.2 and 3.3 of this Appendix.
- 4.3 The Council receives creditworthiness advice from its treasury advisor on a regular basis. Although it takes such advice into account in all considerations involving security of investments, in all matters of judgement the ultimate decision lies with the Assistant Director of Finance.
- 4.4 The Council's lending list will be checked at least monthly. If a ratings downgrade or change in other creditworthiness indicators result in a counter-party no longer meeting the Council's minimum criteria, no new investments will be made with that organisation. If an organisation's rating is upgraded so that it fulfils the Council's criteria, the Assistant Director of Finance will have the discretion to include it on the lending list.
- 4.5 Where an organisation holding investments for the authority either falls below, or is deemed to be in danger of falling below the minimum thresholds detailed in 3.2 and 3.3 above, the authority will consider whether to recall its funds immediately or to maintain a watch during the remainder of the investment's time with the organisation.
- 4.6 Should the authority's banking services provider fall below the minimum credit criteria, the Assistant Director of Finance will ensure that reasonable measures are put in place to keep the authority's operational cash balances secure. These will include a consideration of any contingency banking arrangements and assessments of the need to procure an alternative banking services provider before the end of the current contract.

## 5 LIQUIDITY

- 5.1 Based on its cash-flow forecasts, the Council anticipates that its surplus cash balances will range between £20m and £40m during 2020/21. This will be dependent on the timing of expenditure on capital schemes and other large and unpredictable items.
- 5.2 The authority has reviewed its investment portfolio with the assistance of its treasury advisors. This review took account of the level of balances, the need for liquidity, spending commitments, provision for contingencies and the feasibility that the funding situation may be better than previously anticipated. The review reveals that there may be some scope for medium term investments.
- 5.3 Investments may be made for longer initial terms to take advantage of higher returns, with the security of capital and the need to fund operational activities prevailing as the primary objective. Unspecified investments will be made only after significant due diligence has been undertaken in conjunction with the Council's treasury advisors and the Assistant Director of Finance has been consulted. Term and monetary limits on long-term (unspecified) investments will be as detailed below;

Limits on long-term deposits	Fitch Long Term Rating (or equivalent)	Monetary limit	Term limit
Banks	A+	£5m	3 years
Banks – part nationalised		£5m per group	2 years
Property Funds	As advised	£5m per fund	No limit
Local authorities	N/a	£5m	5 years

## 6 INVESTMENTS DEFINED AS CAPITAL EXPENDITURE

- 6.1 The acquisition of share capital in any body corporate is defined as capital expenditure under Regulation 25(1) (d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. Such investments will have to be funded out of capital or revenue resources and will be classified as 'non-specified investments'.
- 6.2 Investments in bonds issued by multilateral development banks or money market funds (defined in SI 2004 No 534 and subsequent amendments) will not be treated as capital expenditure. Additionally, investments in shares issued by real estate investment trusts (as defined in SI 2007 No 573) and the acquisition of shares in an investment scheme approved under the Trustees Investments Act 1961 (as defined in SI 2010 No 454) will not be treated as capital expenditure.
- 6.3 A loan, grant or financial assistance by this Council to another body for capital expenditure by that body will be treated as capital expenditure. Loans by this council to local housing associations or other companies will be clearly identified as to their purpose, i.e. treasury or policy. Appropriate due diligence will be undertaken before any loan or financial assistance is provided.

## **7 PROVISIONS FOR CREDIT-RELATED LOSSES**

- 7.1 If any of the Council's investments appeared at risk of loss due to default (i.e. this is a credit-related loss and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

## **8 TRAINING**

- 8.1 Officers invited to join the treasury management team will have been recruited through the Council's rigorous selection process and have proved their competence through their work and qualifications. They are required to undergo further training; theoretical training provided by our treasury advisors, and practical training, provided by experienced colleagues.
- 8.2 Officers are encouraged to attend external workshops, to discuss matters with our treasury advisors and to network with their peers in other authorities on a regular basis.

## **9 EXTERNAL CASH FUND MANAGEMENT**

- 9.1 The Council's externally managed funds are invested in collective investment schemes (pooled funds); the type and range of investments the individual fund can use are described in the fund's prospectus.
- 9.2 The performance and suitability of the pooled funds are monitored by the Council's treasury management advisor and the Assistant Director of Finance.

## **10 BORROWING IN ADVANCE OF NEED**

- 10.1 The Guidance requires authorities to consider their policy concerning borrowing in advance of need.
- 10.2 The authority has considered the additional costs inherent in carrying debt held in advance of need against the advantages of fixing debt at the current low rates and has determined that their policy is to borrow as close to the time of requiring the funds as possible.

## **11 SCRUTINY AND REPORTING**

- 11.1 As required by the revised CIPFA Treasury Management Code, the Council will prepare as a minimum a mid-year and end of year outturn on its treasury activity, including investment activity.
- 11.2 Additionally, as required by the revised Code, Cabinet will be responsible for the scrutiny of treasury management activity and practices.

### **Appendix 3: Treasury Management Practice (TMP1)**

#### **Credit and Counterparty Risk Management**

The MHCLG issued Investment Guidance in 2018, and this forms the structure of the Council's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective, the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council has adopted the Code and applies its principles to all investment activity. In accordance with the Code, the Section 151 Officer has produced its treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

#### **Annual investment strategy**

The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Council is:

#### **Specified investments**

These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. The UK Government (such as the Debt Management Account deposit facility, UK treasury bills or a gilt with less than one year to maturity).
2. Supranational bonds of less than one year's duration.
3. A local authority, housing association, parish council or community council.
4. Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. For category 4 this covers pooled investment vehicles, such as money market funds, rated AAA by Standard and Poor's, Moody's and / or Fitch rating agencies.

5. A body that is considered to be of a high credit quality (such as a bank or building society). For category 5 this covers bodies with a minimum Short-Term rating of A- (or the equivalent) as rated by Standard and Poor's, Moody's and / or Fitch rating agencies. Within these bodies, and in accordance with the Code, the Council has set additional criteria to set the time and amount of monies which will be invested in these bodies. These criteria are set out in the report in Appendix 2 section 3.

### Non-specified investments

These are any other type of investment (i.e. not defined as specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

	<b>Non-Specified Investment Category</b>	<b>Limit (£)</b>
a.	<b>Gilt edged securities</b> with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. The value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.	£5 million
b.	<b>The Council's own banker</b> if it fails to meet the basic credit criteria. In this instance balances will be minimised as far as is possible.	£12.5 million
c.	Any <b>bank or building society</b> that has a minimum long-term credit rating of A-, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	£10 to £12.5 million depending on the institution
d.	Any <b>non-rated subsidiary</b> of a credit rated institution included in the specified investment category. These institutions will be included as an investment category subject to the same criteria as for the parent company and assurance on the robustness of the group structure.	As per parent company, but total limit not to be exceeded
e.	<b>Share capital</b> in a body corporate – The use of these instruments will be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. Revenue resources will not be invested in corporate bodies. See note 1 below.	£20 million
f.	<b>Loan capital</b> in a body corporate. See note 1 below.	£30 million
g.	<b>Bond funds.</b> See note 1 below.	
h.	<b>Property funds</b> – The use of these instruments can be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.	

NOTE 1. This Authority will seek further advice on the appropriateness and associated risks with investments in these categories.

Within categories b and c, and in accordance with the Code, the Council has developed additional criteria to set the overall amount of monies which will be invested in these bodies.



### **The monitoring of investment counterparties**

The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly) On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Section 151 Officer, and new counterparties which meet the criteria will be added to the list.

## **Appendix 4: Treasury Managements Scheme of Delegation**

### **(i) Full council**

- approval of annual strategy.
- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;

### **(ii) Cabinet**

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.
- receiving and reviewing reports on treasury management policies, practices and activities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

### **(iii) S151 (responsible) officer**

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance
- submitting regular treasury management policy reports
- submitting budgets and budget variations
- receiving and reviewing management information reports
- reviewing the performance of the treasury management function
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensuring the adequacy of internal audit, and liaising with external audit
- recommending the appointment of external service providers
- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe of at least 20 years
- ensuring that the capital strategy is prudent, sustainable and affordable in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investment so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the authority
- ensuring that the authority has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following: -
  - risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;

- performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;
- decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investment: and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;
- reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;
- training and qualification (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.

## **Appendix 5 MRP Statement**

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414) and Guidance on Minimum Revenue Provision (MRP) requires full Council to approve a statement of its MRP policy in respect of the forthcoming financial year, indicating which of the four options set out in the Guidance are to be followed in the financial year:

- Option 1: Regulatory Method
- Option 2: CFR Method
- Option 3: Asset Life Method
- Option 4: Depreciation Method

The Council has adopted Option 3 as its policy.

This means MRP will be based on the estimated life of the assets, in accordance with the regulations. This option provide for a reduction in the borrowing need over approximately the asset's life.

MRP in respect of leases brought on balance sheet under the IFRS-based Local Authority Accounting Code of Practice will match the annual principal repayment for the associated deferred liability.

The Authority has established a wholly owned company (Broadland Growth Ltd) and has / will provide loans from the Authority to the company. With the exception of overdrafts for working capital purposes, the cash advances will be used by the company to fund capital expenditure and should therefore be treated as capital expenditure and a loan to a third party. If the Council borrows to fund these loans, the Capital Financing Requirement (CFR) will increase by the amount of loans advanced and once loans are repaid to the Authority the CFR will reduce accordingly.

As the Authority is satisfied that the company will make repayments over the life of the capital programme it is deemed not necessary to set aside MRP for repayment of this debt. However, if there is a doubt about the companies' ability to repay the loans, we will start to provide MRP over the life of the loans.

### **MRP Overpayments**

Any MRP charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2020 the total VRP overpayments were £0.

## Appendix 6: Prospects for the Economy and Interest Rates

The Council has appointed Link Asset Services as its treasury advisor and this appendix provides their advice on the economy and future interest rates.

### Interest Rates

Part of their service is to assist the Council to formulate a view on interest rates. The following table gives Link's central view.

Link Asset Services Interest Rate View														
	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25	1.25	1.25	1.25
3 Month LIBID	0.70	0.70	0.70	0.80	0.90	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.30	1.30
6 Month LIBID	0.80	0.80	0.80	0.90	1.00	1.10	1.10	1.20	1.30	1.40	1.50	1.50	1.50	1.50
12 Month LIBID	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.40	1.50	1.60	1.70	1.70	1.70	1.70
5yr PWLB Rate	2.30	2.40	2.40	2.50	2.50	2.60	2.70	2.80	2.90	2.90	3.00	3.10	3.20	3.20
10yr PWLB Rate	2.60	2.70	2.70	2.70	2.80	2.90	3.00	3.10	3.20	3.20	3.30	3.30	3.40	3.50
25yr PWLB Rate	3.20	3.30	3.40	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00	4.10	4.10
50yr PWLB Rate	3.10	3.20	3.30	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90	4.00	4.00

The above forecasts have been based on an assumption that there is an agreed deal on Brexit, including agreement on the terms of trade between the UK and EU, at some point in time. The result of the general election has removed much uncertainty around this major assumption. However, it does not remove uncertainty around whether agreement can be reached with the EU on a trade deal within the short time to December 2020, as the prime minister has pledged.

It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit and the outcome of the general election. In its meeting on 7 November, the MPC became more dovish due to increased concerns over the outlook for the domestic economy if Brexit uncertainties were to become more entrenched, and for weak global economic growth: if those uncertainties were to materialise, then the MPC were likely to cut Bank Rate. However, if they were both to dissipate, then rates would need to rise at a "gradual pace and to a limited extent". Brexit uncertainty has had a dampening effect on UK GDP growth in 2019, especially around mid-year. There is still some residual risk that the MPC could cut Bank Rate as the UK economy is still likely to only grow weakly in 2020 due to continuing uncertainty over whether there could effectively be a no deal Brexit in December 2020 if agreement on a trade deal is not reached with the EU. Until that major uncertainty is removed, or the period for agreeing a deal is extended, it is unlikely that the MPC would raise Bank Rate.

### Bond yields / PWLB rates

There has been much speculation during 2019 that the bond market has gone into a bubble, as evidenced by high bond prices and remarkably low yields. However, given the context that there have been heightened expectations that the US was heading for a recession in 2020, and a general background of a downturn in world economic growth, together with

inflation generally at low levels in most countries and expected to remain subdued, conditions are ripe for low bond yields. While inflation targeting by the major central banks has been successful over the last thirty years in lowering inflation expectations, the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last thirty years. We have therefore seen over the last year, many bonds yields up to ten years in the Eurozone actually turn negative. In addition, there has, at times, been an inversion of bond yields in the US whereby ten-year yields have fallen below shorter-term yields. In the past, this has been a precursor of a recession. The other side of this coin is that bond prices are elevated, as investors would be expected to be moving out of riskier assets i.e. shares, in anticipation of a downturn in corporate earnings and so selling out of equities. However, stock markets are also currently at high levels as some investors have focused on chasing returns in the context of dismal ultra-low interest rates on cash deposits.

During the first half of 2019-20 to 30 September, gilt yields plunged and caused a near halving of longer term PWLB rates to completely unprecedented historic low levels. (See paragraph 3.7 for comments on the increase in the PWLB rates margin over gilt yields of 100bps introduced on 9.10.19.) There is though, an expectation that financial markets have gone too far in their fears about the degree of the downturn in US and world growth. If, as expected, the US only suffers a mild downturn in growth, bond markets in the US are likely to sell off and that would be expected to put upward pressure on bond yields, not only in the US, but also in the UK due to a correlation between US treasuries and UK gilts; at various times this correlation has been strong but at other times weak. However, forecasting the timing of this, and how strong the correlation is likely to be, is very difficult to forecast with any degree of confidence. Changes in UK Bank Rate will also impact on gilt yields.

One potential danger that may be lurking in investor minds is that Japan has become mired in a twenty-year bog of failing to get economic growth and inflation up off the floor, despite a combination of massive monetary and fiscal stimulus by both the central bank and government. Investors could be fretting that this condition might become contagious to other western economies.

Another danger is that unconventional monetary policy post 2008, (ultra-low interest rates plus quantitative easing), may end up doing more harm than good through prolonged use. Low interest rates have encouraged a debt-fuelled boom that now makes it harder for central banks to raise interest rates. Negative interest rates could damage the profitability of commercial banks and so impair their ability to lend and / or push them into riskier lending. Banks could also end up holding large amounts of their government's bonds and so create a potential doom loop. (A doom loop would occur where the credit rating of the debt of a nation was downgraded which would cause bond prices to fall, causing losses on debt portfolios held by banks and insurers, so reducing their capital and forcing them to sell bonds – which, in turn, would cause further falls in their prices etc.). In addition, the financial viability of pension funds could be damaged by low yields on holdings of bonds.

The overall longer run future trend is for gilt yields, and consequently PWLB rates, to rise, albeit gently. From time to time, gilt yields, and therefore PWLB rates, can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis, emerging market developments and sharp changes in investor sentiment. Such volatility could occur at any

time during the forecast period.

In addition, PWLB rates are subject to ad hoc decisions by H.M. Treasury to change the margin over gilt yields charged in PWLB rates: such changes could be up or down. It is not clear that if gilt yields were to rise back up again by over 100bps within the next year or so, whether H M Treasury would remove the extra 100 bps margin implemented on 9.10.19.

Economic and interest rate forecasting remains difficult with so many influences weighing on UK gilt yields and PWLB rates. The above forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

### **Investment and borrowing rates**

Investment returns are likely to remain low during 2020/21 with little increase in the following two years. However, if major progress was made with an agreed Brexit, then there is upside potential for earnings.

Borrowing interest rates were on a major falling trend during the first half of 2019-20 but then jumped up by 100 bps on 9.10.19. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years. However, the unexpected increase of 100 bps in PWLB rates requires a major rethink of local authority treasury management strategy and risk management. Now that the gap between longer term borrowing rates and investment rates has materially widened, and in the long-term Bank Rate is not expected to rise above 2.5%, it is unlikely that the Council will do any further longer term borrowing for the next three years, or until such time as the extra 100 bps margin is removed. There will remain a cost of carry, (the difference between higher borrowing costs and lower investment returns), to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost.

## **COUNCIL TAX REDUCTION 2020/21**

**Report Author:** Richard Dunsire

**Portfolio Holder:** Finance

**Wards Affected:** All

**Purpose of the Report:** This report informs Council of the proposed revised Council Tax Reduction (CTR) Scheme effective from April 2020

**Recommendations:**

1. To approve the amendments outlined in Appendix 2 and recommend to Council that the Scheme for 2020/21 is updated accordingly; and
2. Note the work officers will continue to undertake across the two Councils on processes to mitigate the wider impact of Universal Credit on Council Tax billing and collection.



## **1 SUMMARY**

- 1.1 Broadland District Council and South Norfolk Council describe their schemes slightly differently. There are many similarities however there are key differences. Whilst we will seek to align these in the future to facilitate a one team approach these will be detailed in future reports that will be for your consideration. Any attempts to align will be for the 2021/22 and will not impact on the stated changes within this report. It is however important to detail that they are titled differently with Broadland District Council naming theirs a Council Tax Reduction scheme and South Norfolk Council naming theirs a Council Tax Support scheme. For the purposes of this report only I will be referring to both schemes as Council Tax Assistance (CTA)
- 1.2 The Council is required to review its Council Tax Assistance annually. The Council needs to approve any changes to the Council Tax Assistance and adopt the revised scheme from 1 April 2020.

## **2 BACKGROUND**

- 2.1 The Local Government Finance Act 2012 introduced Council Tax Assistance Schemes from 1 April 2013. Each billing authority must design and operate a discount Scheme which helps people on low income to meet their Council Tax charge.
- 2.2 The Council Tax Assistance Scheme must be reviewed annually and any amendments which are agreed must be in place before 11 March of the financial year preceding the effective date of the revisions.
- 2.3 In previous years amendments to the Scheme have been made to reflect national welfare reform changes and to streamline administrative processes.
- 2.4 Universal Credit was introduced in the Broadland area in October 2018 and South Norfolk in May 2018. The Council has been mindful of the potential impact on the Council Tax Assistance Scheme, both in its administration and the amount households will receive. It is vital that the Council continues to consider the impact on its Council Tax Assistance Scheme.
- 2.5 The minimum contribution towards each household's Council Tax liability for working age residents has been 17 percent since April 2014, regardless of their household income.

## **3 CURRENT POSITION**

- 3.1 Both South Norfolk and Broadland Cabinets agreed to a consultation with residents and stakeholders on the introduction of an income tolerance for CTA claimants.

- 3.2 The consultation ran across Broadland and South Norfolk Councils and concluded in October 2019. The results of the public consultation are attached at Appendix 1.
- 3.3 The consultation proved to be an invaluable exercise as it provided a meaningful landscape within which to quantify the rationale behind the proposals.
- 3.4 Norfolk County Council and the Police and Crime Commissioner's office were invited to respond to the consultation. Norfolk County Council were receptive to proposal.
- 3.5 Norfolk County Council are supportive of the proposal and have been updated on the work that officers are undertaking to mitigate the impact of Universal Credit rollout on the Council Tax collection rate. No response was received from the Police and Crime Commissioner's office.
- 3.6 There have been no welfare policy announcements this year, which have been seen in previous years, and which the Council Tax Assistance Scheme has been aligned to.

#### **4 PROPOSED ACTION**

- 4.1 It is proposed that the Council adopts the introduction of a £20 per calendar month tolerance scheme for those residents who are not in receipt of Housing Benefit, those effected will be claiming Universal credit and CTA only. This is outlined in Appendix 2.
- 4.2 The tolerance proposal allows the Council to address the key issue of reducing administration and maintenance of CTA claims where Universal Credit is in payment.
- 4.3 There is a further proposal to amend the wording of part of the CTA Scheme which is also outlined in Appendix 2. This is an administrative change which would immediately reduce paperwork and will maximise claims for CTA when people are applying for Universal Credit.

#### **5 OTHER OPTIONS**

- 5.1 The Council could choose not to adopt the proposed amendments and retain the current Scheme.
- 5.2 The Council could choose to adopt a higher monthly tolerance. Appendix 3 outlines the impact on workloads. While there would be a further small reduction in the number of records that would not require assessment, this has the potential to create unsustainable "cliff edges" for claimants and create personal budgeting issues.

## **6 ISSUES AND RISKS**

- 6.1 **Resource implications** – The Council has undertaken analysis over an 18 week period to model the potential impact on workloads and the CTA Budget. The analysis is attached at Appendix 3, which shows that a £20 per month tolerance would reduce the number of records requiring assessment by 45 percent and have a cumulative impact of £69.99 on the budget. This accounts for 0.001% when considering the total expenditure of £5, 524677.98 in year 18/19.
- 6.2 **Legal implications** – Schedule 1A of the Local Government Finance Act 1992 states that local authorities must consider revising or replacing its Council Tax Assistance Scheme every year. Failure to do so by 11 March may lead to intervention from the Secretary of State.
- 6.3 **Equality implications** – An Equalities and Communities Impact Assessment has been carried out and is attached at Appendix 4.
- 6.4 **Environmental impact** – There are no implications of any environmental impact
- 6.5 **Crime and disorder** – There are no implications of any impact on crime and disorder
- 6.6 **Risks** – If the Council does not approve revisions to the Scheme by 11 March then the current Scheme will continue unchanged and may be subject to intervention by the Secretary of State.

## **7 CONCLUSION**

- 7.1 The proposal to introduce a tolerance scheme for Universal Credit claimants addresses the key issue of reducing the impact of Universal Credit on CTA claims without the need for a radical overhaul of the current scheme.

## **8 RECOMMENDATIONS**

Cabinet to agree to:

- 8.1 Approve the amendments outlined in Appendix 2 and recommend to Council that the Scheme for 2020/21 is updated accordingly; and
- 8.2 Note the work officers will continue to undertake across the two Councils on processes to mitigate the wider impact of Universal Credit on Council Tax billing and collection.

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### **Background Papers**

None

## Appendix 1: Consultation Results

### 1.1. Introduction of a Tolerance Scheme for Universal Credit claimants

When a claimant is receiving Universal Credit, their entitlement to Universal Credit is assessed each month.

If they are claiming Council Tax Assistance from the Council, the Council is notified each month of the change to the claimant's award.

At the moment, each change notified to the Council has to be reassessed, the claimant has to be notified of the effect on their Council Tax Assistance, and where necessary, their Council Tax bill will be recalculated.

The Council is considering introducing a new approach to assessing these changes from April 2020 to reduce the impact of Universal Credit changes on Council Tax Assistance claims.

A Tolerance Scheme is where a claimant's Universal Credit award can change up to a level determined by the Council before any changes affect the claim.

The Council is proposing that if a claimant's Universal Credit award increases or decreases by £20 per month, the change will not be assessed.

If the increase or decrease is more than £20 per month, the change will continue to be assessed as it is now.

This means that the Council would process fewer changes to a claimant's Council Tax Assistance claim, which in turn would result in fewer changes to their Council Tax liability and instalments.

### 1.2. Summary of responses

<b>Do you believe that Broadland Council should introduce a Tolerance Scheme into the administration of Council Tax Assistance from April 2020?</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Yes	61.6%	244
No	8.3%	33
Don't know	30.1%	119
<b><i>answered question</i></b>		<b>396</b>

### 1.3. Summary of individual comments

Total number of comments: 69

<b>Agree</b>	<b>30 comments</b>
<i>"If this Scheme reduces the amount of work necessary to maintain Council Tax entitlement, with NO effect on the recipients' current benefits, it should be put into effect at the earliest opportunity."</i>	
<b>General Commentary</b>	<b>17 comments</b>
<i>"The Tolerance scheme doesn't appear an unreasonable solution but it sounds like the real problem is an inefficient reassessment process so perhaps a better solution can be found by addressing that?"</i>	
<b>Alternative Amounts/ Frequency</b>	<b>4 comments</b>
<i>"People should only ever pay their dues and not overpay, yet I see the wastage incurred by the council in processing so many changes. Could they not be calculated quarterly and averaged, to be paid the next quarter? Yes it's in arrears but at least no one is charged incorrectly, and council admin time is reduced."</i>	
<b>Not Sure/ Further Information Required</b>	<b>12 comments</b>
<i>"Not too sure what this will do. I'm desperate to get all my outgoings to a minimum and so this will be one of them."</i>	
<b>Disagree</b>	<b>6 comments</b>
<i>"There are far too many letters coming out &amp; the correspondence doesn't change &amp; seems waste time &amp; money unless there is a change then easier to leave it as just gets confusing getting letters constantly but nothing changed."</i>	

<b>Proposal: Introduce a tolerance scheme whereby changes to Universal Credit awards are not reassessed if they increase or decrease by £20 per month</b>			
<b>Survey Results:</b>	Agree: 61.6%	Disagree: 8.3%	Don't know: 30.1%
<b>What would be the main justification for the change?</b>			
The proposed amendment would allow the Council to process fewer changes to a claimant's Council Tax Assistance claim. This would decrease administration of the scheme and would result in fewer changes to their Council Tax liability and instalments.			
<b>Officers' Recommendation to Council</b>			
<p>In paragraph 107(4):</p> <p>insert "subject to paragraph 5," at the beginning of the paragraph</p> <p>Insert the following in paragraph 107:</p> <p>"5) Where a change in circumstances is the increase or decrease of a Universal Credit award by £20 per calendar month or less, the weekly Assistance will not be adjusted.</p> <p>Renumber the remainder of the paragraph accordingly.</p>			

<b>Proposal: Treat official notification of a Universal Credit claim as an application for Council Tax Assistance</b>	
<b>Survey Results:</b>	Consultation is not required as is beneficial to CTA customers.
<b>What would be the main justification for the change?</b>	
The proposed amendment would allow all formal notifications received from the DWP to be treated as a valid claim for CTA. This reduces the paperwork required from a claimant to apply for CTA and mitigates the potential drop off of claimants who are entitled to help but do not return the relevant application form.	
<b>Officers' Recommendation to Council</b>	
<p>In Schedule 1, paragraph 1:</p> <p>Remove "New Claim" from 2(c)(i)</p>	

### Appendix 3: Consultation Results

Week Commencing	No. of UCDS COC Records	No. of Claims Requiring Reassessment	No. of claims where change is less than +/- £20pcm	% of cases within tolerance	Total overpayments	Total underpayments	Effect on CTR Budget
27.05.2019	75	46	22	48%	-£186.81	£30.52	-£156.29
03.06.2019	89	63	34	54%	-£372.84	£0.00	-£372.84
10.06.2019	80	50	24	48%	-£11.05	£2.60	-£8.45
17.06.2019	54	30	12	40%	-£82.61	£10.64	-£71.97
24.06.2019	63	34	16	47%	-£2.39	£0.00	-£2.39
01.07.2019	77	40	20	50%	£0.00	£0.00	£0.00
08.07.2019	73	39	14	36%	£0.00	£17.85	£17.85
15.07.2019	96	54	22	41%	-£0.91	£35.66	£34.75
22.07.2019	84	42	16	38%	-£118.08	£25.93	-£92.15
29.07.2019	108	57	22	39%	£0.00	£0.00	£0.00
05.08.2019	114	63	23	37%	-£1.91	£0.00	-£1.91
12.08.2019	104	57	33	58%	-£96.20	£251.38	£155.18
19.08.2019	116	58	19	33%	-£115.79	£0.00	-£115.79
26.08.2019	119	48	20	42%	-£213.56	£452.19	£238.63
02.09.2019	130	71	39	55%	£0.00	£0.00	£0.00
09.09.2019	127	77	30	39%	-£43.65	£0.00	-£43.65
16.09.2019	123	56	30	54%	-£466.96	£0.00	-£466.96
23.09.2019	132	60	32	53%	-£1.74	£957.72	£955.98

### Appendix 3: Consultation Results

<b>Week Commencing</b>	<b>No. of claims where change is less than +/- £25pcm</b>	<b>% of cases within £25 tolerance</b>	<b>No. of claims where change is less than +/- £30pcm</b>	<b>% of cases within £30 tolerance</b>	<b>No. of claims where change is less than +/- £35pcm</b>	<b>% of cases within £35 tolerance</b>	<b>No. of claims where change is less than +/- £40pcm</b>	<b>% of cases within £40 tolerance</b>
27.05.2019	24	52%	25	54%	27	59%	28	61%
03.06.2019	34	54%	35	56%	35	56%	36	57%
10.06.2019	26	52%	26	52%	27	54%	27	54%
17.06.2019	13	43%	13	43%	13	43%	13	43%
24.06.2019	16	47%	17	50%	18	53%	19	56%
01.07.2019	20	50%	22	55%	22	55%	23	58%
08.07.2019	15	38%	15	38%	15	38%	16	41%
15.07.2019	24	44%	25	46%	27	50%	27	50%
22.07.2019	17	40%	17	40%	17	40%	19	45%
29.07.2019	22	39%	22	39%	24	42%	26	46%
05.08.2019	24	38%	24	38%	26	41%	26	41%
12.08.2019	33	58%	33	58%	34	60%	36	63%
19.08.2019	19	33%	20	34%	22	38%	25	43%
26.08.2019	21	44%	21	44%	26	54%	26	54%
02.09.2019	41	58%	42	59%	43	61%	44	62%
09.09.2019	32	42%	34	44%	34	44%	34	44%
16.09.2019	31	55%	31	55%	31	55%	32	57%
23.09.2019	33	55%	35	58%	35	58%	36	60%



## Appendix 3: Consultation Results

<b>Total Records Requiring Assessment</b>	<b>Cumulative % of cases within £20 tolerance</b>	<b>Total Records not Requiring Assessment</b>	<b>Cumulative Effect on CTR Budget</b>
945	45%	428	£69.99
<b>Total Records Requiring Assessment</b>	<b>Cumulative % of cases within £25 tolerance</b>	<b>Total Records not Requiring Assessment</b>	
945	47%	442	
<b>Total Records Requiring Assessment</b>	<b>Cumulative % of cases within £30 tolerance</b>	<b>Total Records not Requiring Assessment</b>	
945	48%	454	
<b>Total Records Requiring Assessment</b>	<b>Cumulative % of cases within £35 tolerance</b>	<b>Total Records not Requiring Assessment</b>	
945	50%	474	

## Equalities and Communities Impact Assessment

**Name of Officer/s completing assessment:**

**Date of Assessment:**

22<sup>nd</sup> November 2019

### 1. What is the proposed Policy?

Introduction of an income tolerance for Universal Credit claimants under the Council Tax Assistance Scheme for 2020/21

2. Which protected characteristics under the Equalities Act 2010 does this Policy impact: (indicate whether the impact could be <b>positive</b> , <b>neutral</b> , or <b>negative</b> )			
Protected Characteristic	Potential Impact		
	Positive	Neutral	Negative
Age	X		
Disability	X		
Race		X	
Sex	X		
Religion or Belief		X	
Sexual Orientation		X	
Marriage/Civil Partnership		X	
Pregnancy/Maternity	X		
Gender Reassignment		X	
3. Which additional Communities characteristics does this policy impact?			
Health	X		
Place inc. Rurality		X	
Low Income and Poverty	X		

### 4. What do you believe are the potential equalities impacts of this policy?

#### Age

CTA Scheme amendments can only be brought in which affect working age claimants. The introduction of a tolerance would therefore not affect the entitlement of pensionable age claimants.

Contracts that do not guarantee a minimum number of hours are more likely to be undertaken by young workers and will result in fluctuating earned income and Universal Credit entitlement.<sup>1</sup> The introduction of a tolerance could reduce the number of times an individual's claim is reassessed and create more certainty for younger workers.

#### Disability

<sup>1</sup> Source: ONS Report, Contracts that do not guarantee a minimum number of hours: April 2018

Disabled people are more likely to be in low-paid jobs than non-disabled people: 30% of disabled men and 35% of disabled women are paid below the National Living Wage compared with 25% of non-disabled men and 29% of non-disabled women.<sup>2</sup>

Disabled people are more likely to work part-time – such work pays less per hour, on average, than full-time work.<sup>3</sup>

The introduction of a tolerance scheme could reduce the number of times an individual's claim is reassessed and create more certainty for claimants with disabilities.

## **Sex**

Women are more likely to undertake part time work on contracts that do not guarantee a minimum number of hours.<sup>4</sup>

The introduction of a tolerance could reduce the number of times an individual's claim is reassessed and create more certainty for female claimants.

## **Pregnancy and Maternity**

Pregnant claimants and those on maternity leave will have several changes to their earned income and Universal Credit entitlement. The introduction of a tolerance could reduce the number of times an individual's claim is reassessed and create more certainty for residents.

## **Health**

Residents suffering from poor health are more likely to experience fluctuations in their income as a result of time off, or undertaking contracts that do not guarantee a minimum number of hours. The introduction of a tolerance could reduce the number of times an individual's claim is reassessed and create more certainty for residents suffering from ill health.

## **Low Income**

Council Tax Assistance is a discount aimed at helping residents in receipt of a low income meet their Council Tax liability. The introduction in a tolerance would mean that Assurances in income are not reflected as accurately in the assessment of an individual's entitlement as they are at present. Conversely, increases in income will be treated the same and ignored based on a set criteria, therefore benefitting the claimant.

## **5. What do you believe are the potential communities impacts of this policy?**

Any impact of this policy will be felt on an individual and family basis, all of which have been considered in point 4. We believe there is no demonstrable impact on communities however as its policy this will be periodically reviewed.

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<sup>2</sup> Source: EHRC Report, Being disabled in Britain: a journey less equal: April 2017

<sup>3</sup> Source: EHRC Report, Being disabled in Britain: a journey less equal: April 2017

<sup>4</sup> Source: ONS Report, Contracts that do not guarantee a minimum number of hours: April 2018

**6. How is it proposed that any identified negative impacts are mitigated?**

**Please include:**

We feel that this policy will have an overall positive impact on residents and therefore have no negative matters to mitigate however this will be monitored and reviewed annually as per Council Tax legislation.

**Signed by evaluator:** Victoria Parsons

**Signed by responsible head of department:** Richard Dunsire

Please send your completed forms to the equalities lead Victoria Parsons) to be reviewed and stored in accordance with our legal duty.

---

REVIEW DATE - \_\_\_\_\_

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)

## **GREATER NORWICH GROWTH BOARD: JOINT FIVE-YEAR INVESTMENT PLAN**

**Report Authors:** Paul Harris  
Principal Infrastructure and Planning Policy Officer  
01603 430444  
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**Portfolio:** Planning

**Wards Affected:** All

### **Purpose of the Report:**

Present and agree the content of the draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2020 to 2025 and approve the allocation of Community Infrastructure Levy (CIL) to the projects included within the first year of the five-year plan. The five year plan includes: progress report on previously approved projects; proposals for new projects to be funded by CIL in 2020/21, otherwise known as the 2020/21 Annual Growth Programme; updated forecasts of CIL income; and, information on future project priorities.

### **Recommendations:**

It is proposed that Cabinet recommend that Council

1. agrees the Greater Norwich Joint Five Year Infrastructure Investment Plan 2020-2025, included in Appendix 1;  
  
and,
2. approves: the allocation of CIL to 12 specified projects, these projects will form the 2020/21 Annual Growth Programme; the allocation of £2M to support the Education Capital Programme within Greater Norwich; payment of the previously

committed CIL funding of £561,760 to the Hempnall Crossroad project within 2020/21; and, the full reinstatement of the £2M IIF cash reserve.

## **1 SUMMARY**

- 1.1 This report presents the draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2020 to 2025. The five year plan includes: progress report on previously approved projects; proposals for new projects to be funded by CIL in 2020/21, otherwise known as the 2020/21 Annual Growth Programme; updated forecasts of CIL income; and, information on future project priorities.
- 1.2 In accordance with the CIL pooling arrangements for Greater Norwich's Infrastructure Investment Fund (IIF), each of the three CIL charging authorities, Broadland District Council, Norwich City Council and South Norfolk Council, need to agree the Greater Norwich Joint Five Year Infrastructure Investment Plan 2020 to 2025 and approve the allocation of CIL to specified projects as part of the Annual Growth Programme (AGP).

## **2 BACKGROUND**

- 2.1 In 2013 the Greater Norwich authorities (Broadland District Council, Norwich City Council, South Norfolk Council and Norfolk County Council) together with the New Anglia Local Enterprise Partnership, signed a City Deal with Government. To help achieve our growth ambitions, the City Deal agreed a strategic infrastructure programme supported through Government-approved access to borrowing at a preferential rate and the local authorities' commitment to pool a significant proportion of Community Infrastructure Levy (CIL) income to form an Infrastructure Investment Fund (IIF).
- 2.2 In order to effectively plan for and deliver infrastructure to support planned growth the Greater Norwich Growth Board oversees the productions of the Greater Norwich Infrastructure Plan (GNIP), Joint Five-Year Infrastructure Investment Plan (5YIIP) and Annual Growth Programme (AGP).

## **3 CURRENT POSITION**

- 3.1 The GNIP identifies infrastructure priorities to the end of the Joint Core Strategy (2026) and details the progress of infrastructure delivery within the Greater Norwich area. The GNIP was updated prior to the preparation of this 5YIIP<sup>1</sup>. The GNIP is listed as a background paper to this report.
- 3.2 Taking account of a range of evidence and information from Council Officers and other Stakeholders, the 5YIIP identifies projects that are currently considered to be a priority for delivery over the next 5 years to assist in achieving the economic growth targets as set out in the Joint Core Strategy and the Greater Norwich City Deal.

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

- 3.3 If agreed by the each of the three CIL charging authorities within Greater Norwich, Broadland District Council, Norwich City Council and South Norfolk Council, projects recommended to be allocated pooled CIL funding within the 5YIIP will be duly adopted within the respective year's Annual Growth Programme (AGP). Projects identified within the 5YIIP but not within an AGP remain priorities but have not been allocated CIL funding.
- 3.4 This 5YIIP plan also sets out an updated position on infrastructure delivery, includes revised CIL income forecasts, provides updates on projects accepted within previous AGPs and outlines planned preparatory work for infrastructure schemes for future years.
- 3.5 The draft Five Year Infrastructure Plan 20-25, is included at Appendix 1.

### **2020/21 Annual Growth Programme (AGP)**

- 3.6 In accordance with the agreed processes for the Infrastructure Investment Fund (IIF), the Greater Norwich Infrastructure Delivery Board (IDB) met on the 11th of October 2019 to agree which projects will be put forward as the proposed 2020/21 Annual Growth Programme (AGP). As a result, 12 new projects totalling £2.85million have been recommended to be supported through the IIF.

<b>Project Name</b>	<b>Applicant</b>	<b>Amount of CIL requested</b>	<b>Total project size</b>
20 Acre Wood Community Access Improvements	Norwich	£ 62,450	£ 62,450
Aylsham Sports Hub Stage 3	Broadland	£ 475,000	£ 985,750
Crusaders RFC Clubhouse Extension	South Norfolk	£ 150,000	£ 600,000
East Wymondham GI	South Norfolk	£ 45,862	£ 45,862
Frenze Beck GI	South Norfolk	£ 35,000	£ 35,000
Hellesdon Station GI	Norwich	£ 232,300	£ 453,399
Ketts Country Long Distance Trail	County	£ 97,630	£ 97,630
North-West Woodlands Project	Broadland	£ 715,000	£ 715,000
Norwich Parks Tennis	Norwich	£ 103,808	£ 423,138
Plumstead Road Roundabout	Broadland	£ 725,000	£ 1,350,000
Recreation Road Pool	Norwich	£ 60,000	£ 60,000
Wymondham Tennis Club	South Norfolk	£ 149,932	£ 149,932

- 3.7 In addition, it is proposed that Education receive £2million to support the development of their capital programme within Greater Norwich. This allocation will support an extensive expansion project at Ormiston Victory Academy.
- 3.8 It is also proposed that the £561,760 which has previously been commitment to funding Hempnall Crossroads, will be paid directly from the IIF within this AGP.
- 3.9 In the previous version of this Plan it was agreed to use the cash reserve to manage cash flow in 2019/20. As a result of careful project management and reprofiling of project drawdowns, there are now sufficient funds available for the full re-instatement of the £2million cash reserve through this AGP.
- 3.10 Approximately £665,000 from the IIF remains committed to ongoing projects that were identified in previous AGPs. Delivery updates for these projects are provided in the Appendix C of the 5YIIP.
- 3.11 The total value of the 2020/21 Annual Growth Programme is £7,413,742.
- 3.12 At its meeting on 25<sup>th</sup> November 2019 the Greater Norwich Growth Board (GNGB) resolved to recommend the proposed 2020/21 Annual Growth Programme for approval at each Partner's Cabinet and Councils.

#### **4 PROPOSED ACTION**

- 4.1 As set out in section 3, the projects identified within this 5YIIP 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.
- 4.2 Following a successful outcome to their evaluation in accordance with the agreed project appraisal procedure, the 12 new projects identified for CIL funding in 2020/21 have been agreed by the Greater Norwich Infrastructure Delivery Board (IDB). The 12 projects include 3 projects considered to be key priorities by Broadland that that either enable or support planned growth within the district. Specifically, these projects are: Aylsham Sports Hub Stage 3, Plumstead Road Roundabout and the North West Woodland's project.
- 4.3 On the basis of the above, and in accordance with the recommendation in section 8, it is proposed that Cabinet recommend that Council agrees the Greater Norwich Joint Five Year Infrastructure Investment Plan 2020-2025 and approve: the allocation of CIL to the 12 specified projects, these projects will form the 20/21 Annual Growth Programme; the allocation of £2M to support the Education Capital Programme within Greater Norwich; payment of the previously committed CIL funding of £561,760 to the Hempnall Crossroad project within 2020/21; and, the full reinstatement of the £2M IIF cash reserve.

#### **5 OTHER OPTIONS**

- 5.1 Cabinet may choose to recommend amendments to the 5YIIP prior to its agreement, agree funding for only some of the 12 projects identified for CIL



funding in 2020/21, or proposed that funding is not approved to support the Education Capital Programme, that committed funding for Hempnall Crossroad should not be paid within the 2020/21 period or that the £2M cash reserve should not be reinstated.

- 5.2 In order to ensure a) the timely delivery of the AGP, and b) that all projects that receive pooled CIL funding have been properly evaluated in accordance with agreed project appraisal procedure, it would not be reasonable to recommend additional projects for CIL funding within the 2020/21 AGP. The project appraisal process ensures, as far as practicable, that projects are strategically justified and deliverable.
- 5.3 If Cabinet considers that there are additional priority projects that should be considered for the allocation of pooled CIL funding then a further recommendation should be made. This recommendation should instruct the Director of Place to progress such projects in accordance with the Pooled CIL funding arrangements for consideration as part of the 2021-2026 5YIIP and 2021/22 AGP.

## **6 ISSUES AND RISKS**

### **6.1 Resource Implications**

The most significant immediate risks relate to project cost control and delivery. For the projects within Broadland, these risks are being minimised through project management in the case of the North West Woodlands and Plumstead Road Roundabout projects and effective partnership working practices in the case of Aylsham Sports Hub. The time/costs associated with these practices will be met within existing officer resources.

Following delivery there will be ongoing risks around management and maintenance of the delivered schemes. Once Plumstead Road Roundabout is delivered it will be adopted by Norfolk County Council as highways authority. This is expected to effectively obviate any ongoing risk to Broadland District Council.

A business case for the North West Woodlands project has previously been considered and agreed by Cabinet. Ongoing management and maintenance risks will be dealt with in accordance with the assessment in that report/business case.

Aylsham Sport Hub will be delivered, owned and managed by Aylsham High School. It will be responsible for all ongoing management and maintenance costs associated with the Sport Hub facilities. Officers are continuing to support the High School in the development of its business plan for the Sports Hub facility. The release of Pooled CIL funding will be contingent on Officer being satisfied with the business plan, including that any risks to the ongoing viability of the facility have been minimised.

There remains a risk that CIL income will not cover all commitments made within the agreed programme. This risk is mitigated by the significant amount of CIL liable from planned growth within Greater Norwich. A forecast of income from planned growth is included in Table 1 of the 5YIIP.

The GNGB have further mitigated these risks by instructing officers to monitor CIL forecasting methods whilst also establishing a new £2million cash reserve.

## **6.2 Legal Implications**

No specific legal advice has been sought as part of the preparation of this report. There are not, however, considered to be any specific legal implications arising from the agreement of the 5YIIF or approval of the AGP.

In accordance with the Council's practices, there has been engagement with the Monitoring Officer, and the wider Corporate Management Leadership Team (CMLT) in the preparation of this report.

## **6.3 Equality Implications**

An Equalities Impact Assessment accompanies this report at Appendix 2.

## **6.4 Environmental Impact**

Aylsham Sports Hub has planning permission, environmental impacts were appropriately considered as part of the determination of the application.

There is an undetermined application for Plumstead Road Roundabout. Environmental impacts resulting from the delivery of the roundabout will be appropriately considered as part of the determination of the application. Development enabled by the roundabout has planning permission and/or has been allocated as part of the Growth Triangle Area Action Plan (GTAAP). Environmental impacts were appropriately considered as part of the determination of the planning applications for development. Allocations made through the GTAAP were subject to Sustainability Appraisal, incorporating Strategic Environmental Assessment, and Habitat Regulations Assessment as part of the plan making process.

Strategically, the North West Woodland scheme is expected to form an essential part of the environmental mitigation strategic for the Greater Norwich Local Plan that will, amongst other things, help to minimise impacts on internationally protected habitats and species. Local impacts resulting from the enhancement of the site that require planning permission will appropriately consider environmental impacts.

## **6.5 Crime and Disorder**

There are existing instances of fly-tipping that occur at the car park, which is leased to the Council, adjacent to the North West Woodland's site. This is likely to be an ongoing management issue related to management of car parks in relatively isolated locations within the more rural parts of the district. Management of such issues will be addressed in the management plan for the site.

## **6.6 Risks**

There are not considered to be any specific risks other than those specifically documented above arising from the recommendations in this report.

## **7 CONCLUSION**

- 7.1 The projects within this 5YIIP have been appropriately identified with reference to evidence and the input of Officers and stakeholders. The project are therefore appropriately identified as 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.
- 7.2 The 12 new projects proposed for CIL funding in 2020/21 have been agreed by the Greater Norwich Infrastructure Delivery Board (IDB) and Greater Norwich Growth Board (GNGB), following an assessment of their suitability by the Greater Norwich Project's Team, in accordance with the adopted processes for the Infrastructure Investment Fund (IIF). It is therefore appropriate to allocate pooled CIL funding to these projects.
- 7.3 With available CIL funding in place, the allocation of £2M to support the Education Capital Programme remains an important part of the ongoing support provided to address the education impacts of growth. The payment of CIL funding for Hempnall Crossroads reflects previous funding agreements. The reinstatement of the £2M cash reserve is an important element of the risk mitigation strategy for the IIF.

## **8 RECOMMENDATIONS**

- 8.1 It is proposed that Cabinet recommend that Council:
  - 1. agrees the Greater Norwich Joint Five Year Infrastructure Investment Plan 2020-2025, included in Appendix 1;
  - and,
  - 2. approves: the allocation of CIL to 12 specified projects, these projects will form the 2020/21 Annual Growth Programme; the allocation of £2M to support the Education Capital Programme within Greater Norwich; payment of the previously committed CIL funding of £561,760 to the Hempnall Crossroad project within 2020/21; and, the full reinstatement of the £2M IIF cash reserve.

## **Background Papers**

Greater Norwich Infrastructure Plan (GNIP) 2019

**Greater Norwich Growth Board**

**Joint Five-Year Investment Plan**

**November 2019**

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## 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 2020/21 Annual Growth Programme (AGP).

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 INVESTMENT PLAN

Prior to the development of this Plan, the Greater Norwich Infrastructure Plan (GNIP) was updated<sup>1</sup>. 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 latest version also provided strategic priorities against which the projects submitted for funding have been assessed.

This Plan provides the reprogrammed financial commitments for IIF funding against the forecasted CIL income until 2024/25. This will be followed by the Annual Growth Programme (AGP) for 2020/21, which will provide more detail on the projects which have been accepted on to the Greater Norwich Growth Programme.

Since the last 5YIP, the GNGB have agreed new processes for project selection in 2020/21. This included a full application process, and a call for projects ran from the publication of the GNIP to the end of June 2019. Following this, the Greater Norwich Projects Team (GNPT) have appraised each submission and provided recommendations to the IDB. The new processes have led to clear acceptance criteria for projects, a measured and robust selection process and this enables the GNGB to allocate CIL in a clear and decisive manner.

The three District Councils will consider this Plan in January/February 2020. Projects listed within the forthcoming financial year should be considered as the proposed AGP for 2020/21. The projects included within the proposed AGP for 2020/21 have all been through the project selection process and have been recommended for approval by the Infrastructure Delivery Board (IDB). As per the process changes which were agreed at the GNGB meeting of the 27<sup>th</sup> of November 2018, the approval of this plan by each District Council will commit IIF funding to those projects.

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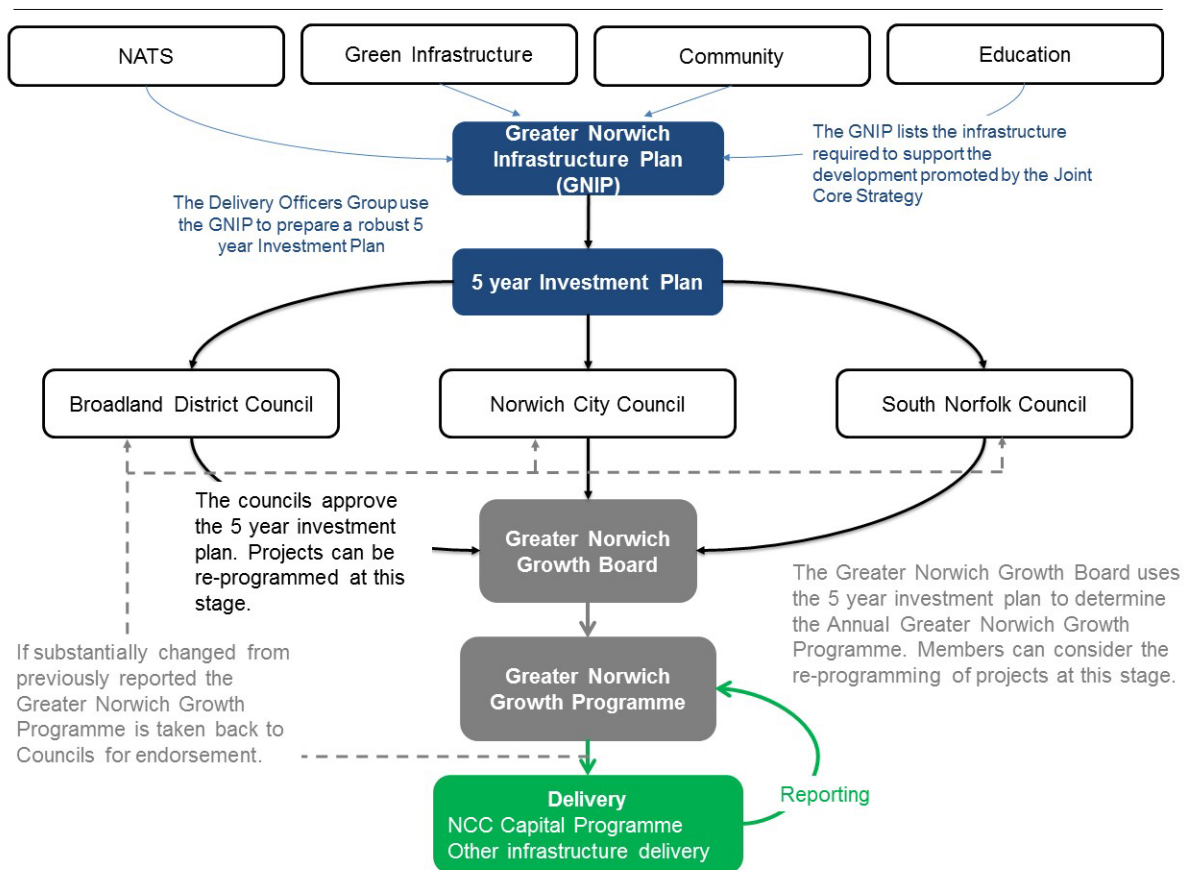
<sup>1</sup> <http://www.greaternorwichgrowth.org.uk/delivery/greater-norwich-infrastructure-plan/>

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

As the Accountable Body for the GNGB, Norfolk County Council will also receive a report on the 2020/21 AGP in early 2020.

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

**Fig. 1 – Infrastructure Investment Plan Development Process**



## PROPOSED 2020/21 ANNUAL GROWTH PROGRAMME

In accordance with the processes for the Infrastructure Investment Fund (IIF), the Infrastructure Delivery Board met on the 11<sup>th</sup> of October 2019 to agree which projects are to be put forward as the proposed 2020/21 Annual Growth Programme (AGP). As a result, 12 projects totalling £2.85million have been identified to be supported through the IIF. Details of these projects have been included in this report as Appendix A.

Project Name	Applicant	Amount of CIL requested	Total project size
20 Acre Wood Community Access Improvements	Norwich	£ 62,450.00	£ 62,450.00
Aylsham Sports Hub Stage 3	Broadland	£ 475,000.00	£ 985,750.00
Crusaders RFC Clubhouse Extension	South Norfolk	£ 150,000.00	£ 600,000.00
East Wymondham GI	South Norfolk	£ 45,862.00	£ 45,862.00
Frenze Beck GI	South Norfolk	£ 35,000.00	£ 35,000.00
Hellesdon Station GI	Norwich	£ 232,300.00	£ 453,399.00
Ketts Country Long Distance Trail	County	£ 97,630.00	£ 97,630.00
North-West Woodlands Project	Broadland	£ 715,000.00	£ 715,000.00
Norwich Parks Tennis	Norwich	£ 103,808.00	£ 423,138.00
Plumstead Road Roundabout	Broadland	£ 725,000.00	£ 1,350,000.00
Recreation Road Pool	Norwich	£ 60,000.00	£ 60,000.00
Wymondham Tennis Club	South Norfolk	£ 149,932.40	£ 149,932.40

The GNGB made a decision at the meeting of June 2019 to support the funding of the North West Woodlands Project through CIL outside of the project selection process. This was due to a short timescale for the purchase of the site. The £715,000 for this project has been split equally across the 5 financial years included within this plan, and this figure has been included in the total above.

It is proposed that Education receive £2million to support the development of their capital programme within Greater Norwich. This allocation will support development at Ormiston Victory Academy.

It is also proposed that the £561,760 commitment to the funding of Hempnall Crossroads will be paid for from the CIL pot. IDB had previously made a commitment in June 2017 to fund this amount for the project.

As a result of careful project management and reprofiling of project drawdowns, the funds allow for the full re-instatement of the £2million cash reserve in this AGP. Previously, the GNGB had agreed to use the cash reserve to manage cash flow in 19/20.

Approximately £665,000 from the IIF remains committed to ongoing projects that were identified in previous AGPs. Updates on these projects are provided in Appendix C.



## TRANSPORT

### Transport for Norwich (TfN)

The Norwich Area Transportation Strategy (NATS), now renamed 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 an initial 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 early-2020 for full adoption later in 2020.

#### Projects supported by IIF

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 external funding streams including Growth Deal and Cycle City Ambition Grant (CCAG) to deliver projects. The NATS projects which have been allocated IIF are:

- GP11 - St Clements Toucan crossing
- GP13 - Eaton Centre Interchange
- GP13b - Roundhouse way Bus Interchange
- GP16 - Golden Ball street highways improvements
- GP17b - A140 corridor Improvements north of the city
- GP24 - Colney River Crossing
- GP32 - Broadland Way: Green Lane North to Plumstead Rd
- GP45 - Green Pedalway junction improvements
- GP46 - Marriotts Way: Access improvements in Costessey
- GP53 - Marriotts Way: Resurfacing at Drayton

## Strategic Transport Schemes

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

### GP25 - 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 monitoring of traffic impacts is ongoing. 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.

### GP26 - Long Stratton Bypass and Hempnall Crossroads

The Long Stratton Bypass will be funded from a combination of developer funding and public sector funding. It was announced in September 2019 that the Department for Transport had awarded major road network funding for the development of the business case for the Long Stratton bypass. This enables the scheme to move forwards to the next stage of development. The remainder of the funding will be made up of a developer contribution and up to £10m of CIL supported borrowing. If appropriate funding can be secured, work could start in 2022.

Hempnall crossroads is now operational with all arms open except B1527 Hempnall Road which will remain closed until the scheme's completion. The project is progressing in accordance with the programme and is expected to complete on 1<sup>st</sup> November 2019 as planned (excluding landscaping works). The 2020/21 Annual Growth Programme includes a £561,760 contribution to this project, listed as GP26b in Appendix B.

## 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.

### Transforming Cities Fund

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 2022/23. This was subsequently increased to 12 cities and a share of £1.2bn following a later budget announcement. 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.

Greater Norwich was successful in securing an initial allocation of £6.1m from an early allocation of Transforming Cities funding. This is being used to deliver 6 transport schemes across Greater Norwich during 2019/20, which include new pedestrian crossings, cycle facilities, improvements to Norwich bus station and the implementation of a new cycle share project in March 2020.

The application for the main element of funding needs to be submitted by 28 November 2019. Further information on whether funding is secured and its value will not be known until March 2020. Although a range of funding is being sought, it is likely that there will be further requests for funding from the IIF to support and complement projects which are part of the Transforming Cities Fund programme, all of which are listed in Appendix D.

### Future Mobility Zone

In the 2018 budget, the Government announced a top-up to the Transforming Cities Fund (TCF). This comprises £90 million of capital funding to create up to three Future Mobility Zones (FMZs). These will focus on trialling new approaches to mobility and innovations in transport delivery that can be replicated in other areas.

The County Council submitted an expression of interest and is now in the final stage of the funding application process. An outcome is expected before the end of Autumn 2019. If successful, projects funded by this bid will be delivered in the period 2020/21 – 2022/23.

## EDUCATION

Children's Services publish their Schools Local Growth and Investment Plan (SLGIP) annually in January as part of the Children's Services Member briefing paper to Cabinet. 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 thirteen new schools in Greater Norwich to support the forecasted growth. Those currently being progressed are:

- Hethersett, new school building to allow the existing Infant School to move into a new building and expand – on site;
- Blofield, new building to move and expand existing school – land discussions ongoing;
- Trowse, new building to move and expand existing school – on site.
- Cringleford, at feasibility stage but waiting for S106 triggers for commencement.

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

### 2018/19 commitment

£2M committed in 2018/19 will be used to fund two projects:

- To identify and secure a new site to move the existing school at Blofield into larger and more suitable accommodation
- To ensure the existing primary school site in Brundall has suitable accommodation for larger cohorts of children.

### 2019/20 commitment

£2M committed in 2019/20 to support capital for a new 2 form entry primary school in Cringleford.

### 2020/21 commitment

£2M committed in 2020/21 to support capital for an extensive expansion project at Ormiston Victory Academy in Costessey.

## **GREEN INFRASTRUCTURE**

The Green Infrastructure Programme Team is formed by officers from all Greater Norwich councils who work together to share information and collaborate 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 an outdoor classroom.

### River Yare Crossing

This project is part of the wider East Norwich Gateway project 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 Norfolk County Council, Norwich City Council, the Environment Agency and the Broads Authority in Summer 2018.

The strategic 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 IIF funding in previous AGPs include the completion of a missing link on the Riverside Walk, improvements to accessibility of the existing Riverside Walk and enhanced links with the Broads network at Whitlingham in the longer term.

### 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 alongside the Wensum helps to support the green infrastructure requirements for anticipated new housing and employment development that has been identified in the city centre and east Norwich.

### North West Woodlands Country Park

North West Woodlands Country Park (NWWCP) project proposes the creation of a new country park facility surrounded by a large area of woodland, heathland and fenland in the Greater Norwich area. The NWWCP project involves the delivery of a series of walking, cycling and trim trial routes, habitat restoration and enhancement schemes, public engagement events, car parking and visitor facilities as well as large woodland play area.

The NWWCP project helps to manoeuvre the Greater Norwich area into a strong position in which to deliver sustainable, well planned communities by enabling a mitigation strategy that alleviates the impact of growth on the internationally designated sites, thereby safeguarding them for generations to come. Ideally located adjacent to the Broadland Northway, the Thorpe Marriott Greenway cycle and pedestrian route, and the purple and yellow bus routes the NWWCP is ideally located to intercept visits to the internationally designated sites and to attract visits from across the Greater Norwich area.

### Burlingham Country Park

Burlingham Country Park project proposes the repurposing of one of the largest areas of land owned by Norfolk County Council. At over 12.5 km<sup>2</sup> the Burlingham site is located near Strategic Employment Sites and Major Housing Growth Sites.

Bounded by the River Bure to the north, the River Yare to the south and bordered by the Broads Nature Reserve, the project will deliver high quality Green Infrastructure in the area providing improved countryside and recreational access for new residents and reduce recreational pressure on the nearby sensitive environments. This would create a Green Infrastructure Priority Corridor with high carrying capacity, identified as a priority in the Greater Norwich Infrastructure Plan.

## 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.

Notable delivery in 19/20 has seen the completion of 8 Libraries projects across the Greater Norwich area, implementing the Open Library service.

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. Previous AGPs have agreed £1m for the Community Sports Foundation's "The Nest" project in Horsford, £500,000 towards the redevelopment of Long Stratton Sports Centre and £250,000 for the development of a 3G football pitch at Kett's Park in Wymondham.

The potential Mile Cross Health & Wellbeing Centre is expected to deliver a new leisure centre including swimming pool, and community associated facilities. A feasibility study for the centre has been undertaken. The project is still under consideration and a decision will be made later in the year as to whether to progress this project.

## **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.

### Anglia Square

A planning application for the comprehensive redevelopment of Anglia Square comprising up to 1250 dwellings, hotel ground floor commercial floorspace, cinema, multi-storey car parks and replace chapel was submitted to Norwich City Council in March 2018 (ref: 18/00330/F). Following the resolution of Norwich's Planning Application Committee to approve the scheme (6th December 2018) the application was called in by the Secretary of State for his determination. A planning Inspector has been appointed to conduct an Inquiry starting 28 January 2020. Following the Inquiry, which is scheduled to last 16 days, the planning inspector will make a report to the Secretary of State. It is expected that the Secretary of State will issue a decision later in the year.

### East Norwich Gateway

This project will provide infrastructure to open the development of the Utilities Site, Deal Ground and Carrow Works site (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. Any proposal to develop these sites should involve comprehensive development of the sites and include sustainable access, including new bridge links over the Wensum and Yare (See GI section for River Yare Crossing).

### Norwich Research Park (NRP)

Work is due to commence in Oct 2019 on a £7m investment funded by SNC and NALP comprising c. 19,000 sq ft grow on space for R&D businesses and the necessary infrastructure to open up the Enterprise Zone. These works are due to be completed by March 2021. Additional development work which is also in train includes the delivery of



an 800 space Multi-Storey car park, improvement to the Norfolk and Norwich University Hospital roundabout, improvement of sustainable transport into and within the site as part of the Greater Norwich Transforming Cities Fund and a working group to resolve the power issues of this site .

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 has been 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 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, Research Park and the nearby housing development.

## FIVE YEAR INVESTMENT PLAN FRAMEWORK

CIL receipts have been lower than forecast since the creation of the IIF in 2014. In the previous version of this plan, the forecast had shown a deficit in the financial year 19/20. Through careful programme management, the Greater Norwich Projects Team (GNPT) were able to prevent this situation occurring and are now forecasting a surplus of £3,088,309 at the end of 19/20, and a surplus of £5,023,930 in 2020/21.

### Explanation of the categories within Table 1

**Actual CIL receipts:** The amount of CIL income received from the Districts by the IIF to April 2019.

**Forecast CIL receipts:** The CIL income that 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:** The amount of CIL which will be drawn down from IIF to deliver all projects in each 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.

**Programme Proposed:** The amount of CIL which will be drawn down by the projects proposed to be included within the 2020/21 Annual Growth Programme in each given financial year. These projects have been through the project selection process and are proposed and sponsored by the Infrastructure Delivery Board.

**Borrowing agreed:** 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. 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.

The IDB along with each partner's s151 officer recommended in the 2019 5YIP that the accrued cash reserve should be reallocated back into the IIF to prevent an overall deficit occurring. Owing to the latest forecasts, the IDB have agreed to reinstate the £2million in the 2020/21 financial year.

**Table 1 – Proposed Five Year Infrastructure Investment Plan**

	to date	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>INCOME</b>								
Balance brought forward	£ 9,945,506							
Actual CIL receipts		£ 5,697,473						
Forecast CIL receipts			£ 5,992,108	£ 11,237,739	£ 9,254,248	£ 8,144,280	£ 9,224,127	£ 4,765,337
<b>Cumulative Income</b>	<b>£ 9,945,506</b>	<b>£ 15,642,979</b>	<b>£ 21,635,087</b>	<b>£ 32,872,827</b>	<b>£ 42,127,075</b>	<b>£ 50,271,355</b>	<b>£ 59,495,482</b>	<b>£ 64,260,820</b>
<b>EXPENDITURE</b>								
Programme agreed	£ 1,797,827	£ 958,000	£ 3,032,000	£ 603,000	£ 215,000	£ 30,000	£ -	£ -
Programme proposed				<b>£ 2,644,842</b>	<b>£ 253,975</b>	<b>£ 228,675</b>	<b>£ 143,000</b>	<b>£ 143,000</b>
Borrowing agreed*	£ 2,629,399	£ 2,064,776	£ 2,064,776	£ 2,064,776	£ 2,064,776	£ 2,179,632	£ 2,351,916	£ 2,351,916
Education	£ 2,000,000	£ 2,000,000	£ 2,000,000	£ 2,000,000	£ 2,000,000	£ 2,000,000	£ 2,000,000	£ 2,000,000
Cash Reserve				£ 2,000,000	£ -	£ -	£ -	£ -
<b>TOTAL</b>	<b>£ 6,427,226</b>	<b>£ 5,022,776</b>	<b>£ 7,096,776</b>	<b>£ 9,312,618</b>	<b>£ 4,533,751</b>	<b>£ 4,438,307</b>	<b>£ 4,494,916</b>	<b>£ 4,494,916</b>
<b>Cumulative Expenditure</b>	<b>£ 6,427,226</b>	<b>£ 11,450,002</b>	<b>£ 18,546,778</b>	<b>£ 27,859,396</b>	<b>£ 32,393,147</b>	<b>£ 36,831,454</b>	<b>£ 41,326,370</b>	<b>£ 45,821,286</b>
<b>Cumulative Surplus/Deficit</b>	<b>£ 3,518,280</b>	<b>£ 4,192,977</b>	<b>£ 3,088,309</b>	<b>£ 5,013,430</b>	<b>£ 9,733,928</b>	<b>£ 13,439,901</b>	<b>£ 18,169,112</b>	<b>£ 18,439,533</b>
<b>Forecasted surplus to commit to AGP</b>				£ 1,925,121	£ 4,720,497	£ 3,705,973	£ 4,729,211	£ 270,421

\* Interest and loan 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 Long Stratton Bypass.

## **APPENDIX A – 2020/21 ANNUAL GROWTH PROGRAMME PROJECT DETAILS**

This appendix sets out the projects which have been put forward to be funded by CIL in the 2020/21 Annual Growth Programme for Greater Norwich. The projects are listed by the authority in which they will be geographically delivered, together with their CIL allocations.

### **Broadland**

#### Aylsham Sports Hub Stage 3 - £475,000

The Project is to deliver a full-size, floodlit 3G pitch on the site of the Aylsham Sports Hub at Aylsham High School, which is owned by the Aylsham Cluster Trust. The project will deliver the pitch, which can be sub-divided into 3 smaller pitches suitable for football and rugby. The project also will deliver a two-team changing room, and FA standard referees' area adjacent to the gym/fitness building.

The project is part of a wider programme and complements additional projects on the site including the refurbishment of Aylsham's swimming pool, and the provision of a gym, fitness suite and dance/multi use hall.

The aim of the project is to deliver additional leisure and sporting facilities for Aylsham Town and the surrounding area, on land owned by Aylsham High School in order to promote physical activity and social inclusion.

The project has secured an additional £510,750 of match funding to deliver the project.

#### Plumstead Road Roundabout - £725,000

The project will deliver a new roundabout on Plumstead Road. The delivery also includes the creation of new footways and cycleways, a new pedestrian crossing, road re-alignment and associated services.

In delivering the scheme, the project will directly unlock the development of 315 homes across two allocated sites located within the Broadland Growth Triangle. Additionally, the project forms part of the much larger orbital link road between Plumstead Road and Salhouse Road.

The project brings an additional £625,000 of match funding from the LEP and Business Rates Pool in order to deliver the project.

#### North West Woodlands Country Park - £715,000

The wider North West Woodlands Country Park project is discussed in the 5 Year Infrastructure Plan above (Page 11). The £715,000 commitment from the GNGB in this Annual Growth Programme is to support the acquisition of the Houghen Plantation land and will be paid equally in yearly instalments over 5 years.

## **Norwich**

### **20 Acre Wood Community Access Improvements - £62,450**

The project will improve an existing woodland path through 20 Acre Wood from Enfield Road to Earlham Green Lane. The current path itself is used regularly by the community to access the West Earlham shops, school and Health Centre.

The project involves installing a raised hard surface path to avoid damaging any tree roots, and this would be suitable for both cyclists, pedestrians, mobility scooters and push chairs. Additionally, the project would install way-markers at each end of the path, and a wooden chicane to slow pedestrian movement from the path to the tarmac path and road.

A second part of the project will deliver an element of community engagement working with the Friends of West Earlham Woods and the Local Infant and Primary Schools to develop a sense of community ownership of the woodland.

### **Hellesdon Station Green Infrastructure - £232,200**

The project will deliver a range of inter-related green infrastructure improvements in the Hellesdon Station area. These improvements will boost the transport and ecological functions of strategic green infrastructure corridors to support growth:

- Marriott's Way - Red pedalway (and National Cycle Route 1) and Purple pedalway (Outer circuit): Improvements to make walking and cycling routes safer and more convenient including a parallel pedestrian / cycle zebra crossing of Hellesdon Road, path re-alignment onto the railway track bed and accessible ramp,
- New and improved recreational facilities: canoe launch platform, picnic area, path access and car park improvements,
- Natural area enhancements to river valley sites; Hellesdon Mill Meadow, Marlpit Paddock and Hellesdon Marsh. These include vegetation management, habitat improvement, tree planting and landscaping which will result in biodiversity gains.
- Community involvement through volunteering and engagement with community groups.

The project will secure an additional £221,100 of match funding to deliver the project.

### **Norwich Parks Tennis - £103,808**

The project will deliver a total of 5 all-weather tennis courts across two different parks in Norwich, to add to the provision offered by the Norwich Parks Tennis Programme. The courts will be located at Heigham Park (3 courts) and at Lakenham Recreation ground (2 courts).

The additional courts and improvements are required to support the future growth of affordable quality tennis, accommodating the demands of the growing population in the Greater Norwich area.

The project has secured an additional £319,330 of match funding to deliver the project.

#### Recreation Road Pool - £60,000

The project will increase car park capacity at the Recreation Road school swimming pool and install new fencing and a covered bike store. The project will also facilitate the setting up of a trust or CIO between Recreation Road Infant School, Avenue Junior School, Parkside Special Needs School and Norfolk County Council (as landowner) to manage both the pool and the sports centre on the site.

This project will increase the community access to the pool, while also increasing the number of hours which are available to be used by potential customers, which in turn makes it more viable as a sustainable business proposition.

## **South Norfolk**

### **Crusaders Rugby Football Club Clubhouse Extension - £150,000**

The project will deliver new infrastructure and enhanced facilities at Crusaders Rugby Club, based in Little Melton (South Norfolk). The enhanced facilities to be provided include four en-suite changing rooms that meet RFU guidelines, a new referees' changing space, refurbished and extended social spaces, an accessible entrance, first floor viewing area and new accessible toilet facilities.

The project has secured £450,000 of match funding in addition to the CIL allocation to fund the project.

### **East Wymondham Green Infrastructure - £45,862**

The project will deliver infrastructure around the Oxford Common site to create an accessible area for local residents to visit for recreational purposes. The project will establish approximately 1800m of new permissive paths, with the result being a new circular walk route and the enclosure of 9 hectares of grassland for restoration of the site to County Wildlife Site standard.

The project will also deliver stock fencing, vehicular gates, the relocation of existing stepping stones across the river Tiffey, the installation of liggers and a bridge across the ditches in appropriate locations and the installation of finger posts, way-markers and an information board along the route.

### **Frenze Beck Green Infrastructure - £35,000**

The project will deliver a number of green infrastructure updates and installations on Frenze Beck, on the eastern edge of Diss. The work to be delivered includes the installation of new entrance gates, the design and installation of new information boards and trails, installing benches and picnic benches and the installation of gravel footpaths to unlock access to two viewing areas.

### **Wymondham Tennis Club - £149,962**

The project improves Wymondham Tennis Club's facilities at Kett's Park in Wymondham. This includes a new fourth court to provide additional capacity in an area of high housing and population growth.

Additionally, the project will deliver the resurfacing of three existing courts which have experienced a lack of investment and appropriate maintenance under the management of the town council, the conversion of floodlights to LED Lumineers to provide lower running costs and deliver a greener operation and the enhancement will also see netball courts provided on the site, bringing outdoor, publicly-accessible, floodlit courts to Wymondham for the first time.

## **Area-Wide**

### Kett's Country Long Distance Trail - £97,380

The project is to create a long-distance walking trail from Wymondham to Norwich via a number of South Norfolk towns and villages. It is the intention of the project to create several circular walks near/next to areas of increased development along the route.

The project will deliver signage, furniture, promotional materials and data counters to monitor usage and economic impact. In addition, the route will see the removal of all obstacles in the name of delivering countryside access improvements.



## APPENDIX B – GREATER NORWICH GROWTH PROGRAMME

GREATER NORWICH GROWTH PROGRAMME																					
Projects supported by borrowing highlighted in grey																					
Ref	Expenditure	Status	Theme	Project Budg	Other fundir	CIL fundir	Actual CIL spend to date							Programmed CIL drawdown for future years							
							2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25			
Agreed 2014/15 Growth Programme																					
GP1	Harrisons' Wood	Ongoing	Green Inf.	(45)		(45)			(10)	(21)	(4)	(4)	(5)								
	Harrisons' Wood secured funding (S106)			45		45							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	Maris 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	Maris Way - Phase 2	Complete	Green Inf.	(250)		(250)			(236)	(1)											
GP11	St Clements Toucan Crossing	Complete	Transport			(113)					(113)										
GP13	Eaton Interchange	Complete	Transport			(100)					(100)										
GP13b	Roundhouse Way	Complete	Transport			(50)							(50)								
GP16	Golden Ball Street (NATS)	Complete	Transport			(1,023)			(1,023)												
GP17b	A140 Corridor	Closed	Transport			(87)							(87)								
Agreed 2016/17 Growth Programme																					
GP19	St Faiths to Airport Transport Link	Closed	Transport	(20)		(20)			(20)												
GP22	Pink Pedalway - Heathgate	Complete	Green Inf.	(250)	(100)	(150)			(150)												
GP23	Carrow to Deal Ground riverside walk	On Hold	Green Inf.	(350)	(250)	(100)								(63)							
GP24	Colney River Crossing (NRP to Threescore)	Complete	Transport	(422)	(251)	(171)				(29)	(48)	(30)	(90)								
GP25	NDR (see borrowing costs below)	Complete	Transport																		
GP26	Long Stratton Bypass (see borrowing costs below)	Ongoing	Transport																		
GP26b	Hempnall Crossroads	Ongoing	Transport	(4,358)	(3,797)	(562)								(562)							
Agreed 2017/18 Growth Programme																					
GP27	Lizard and Silfield Nature Reserves	Closed	Green Inf.	(14)		(14)								(14)							
GP29	Barn Road Gateway	Ongoing	Green Inf.	(45)		(45)					(4)	(41)									
GP30	Sloughbottom Park - Andersons Meadow	Ongoing	Green Inf.	(250)		(250)					(4)	(246)									
GP31	Riverside Walk accessibility improvements	Ongoing	Green Inf.	(200)		(200)					(5)	(2)	(28)	(165)							
GP32	Broadland Way - Green Lane North to Plumstead Road	Not Started	Transport	(150)		(150)								(150)							
GP33	Strumpshaw Pit Circular Walk	Not Started	Green Inf.	(60)	(25)	(35)							(35)								
GP34	Cringeford 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)							(40)	(40)	(20)						
GP39	Hales cricket and bowls clubhouse improvements	Ongoing	Community	(160)	(130)	(30)															
GP40	Ketts Park Sports Hub: Wymondham	Complete	Community	(800)	(550)	(250)				(5)			(24)								
GP41	Wroxham Library: self service improvements	Complete	Community									(250)		(34)							
GP42	Plumstead Road Library: self service improvements	Complete	Community	(153)	(33)	(120)								(112)							
GP43	Diss library: self service improvements	Complete	Community											(29)							
GP44	Education - Hethersett	Complete	Education	(2,000)		(2,000)						(2,000)									
Agreed 2018/19 Growth Programme																					
GP45	Green Pedalway- junction improvements	Ongoing	Transport	(560)		(560)							(560)								
GP46	MW. Thorpe Marriott to Costessey	Ongoing	Transport	(100)		(100)					(5)	(95)									
GP47	UEA to Eaton Boardwalk	Ongoing	Green Inf.	(30)		(30)							(4)	(26)							
GP48	Wherryman's Way: Yare Valley Cycle Route	Not Started	Green Inf.	(23)		(23)							(23)								
GP49	Earlham Millennium Green Improvement Project: Phase 3	Ongoing	Green Inf.	(25)		(25)							(4)	(21)							
GP50	Yare and Wensum Valleys Link	Ongoing	Green Inf.	(170)		(170)							(75)	(95)							
GP51	Green Infrastructure: Access for All	Ongoing	Green Inf.	(150)		(150)							(30)	(30)	(30)	(30)					
GP52	Thorpe Marriott Greenway	Ongoing	Green Inf.	(121)		(121)							(121)								
GP53	MW: Surfacing Works (Drayton)	Not Started	Transport	(65)		(65)							(75)								
GP55	Community Sports Hub - The Nest Horsford	Ongoing	Community	(1,000)		(1,000)						(10)	(396)	(75)							
GP56	Harleston Library self-access improvement	Complete	Community	(35)		(35)								(604)							
GP57	Costessey Library self-access improvement	Complete	Community	(35)		(35)								(22)							
GP58	Loddon Library self-access improvement	Complete	Community	(35)		(35)								(22)							
GP59	Earlham Library self-access improvement	Complete	Community	(35)		(35)								(26)							
GP60	Mile Cross Library self-access improvement	Complete	Community	(35)		(35)								(24)							
GP61	Education - Blofield and Brundall	Not Started	Education	(2,000)		(2,000)							(2,000)								
Agreed 2019/20 Growth Programme																					
GP62	Education - Cringeford	Not Started	Education	(2,000)		(2,000)								(2,000)							
Proposed 2020/21 Growth Programme																					
GP63	North West Woodlands Project	Not Started	Green Inf.	(715)		(715)								(143)	(143)	(143)	(143)				
GP64	Hellesdon Station Green Infrastructure	Not Started	Green Inf.	(453)	(221)	(232)								(36)	(111)	(86)					
GP65	East Wymondham Green Infrastructure	Not Started	Green Inf.	(48)	(2)	(46)								(46)							
GP66	20 Acre Wood Community Access Improvements	Not Started	Green Inf.	(62)		(62)								(62)							
GP67	Ketts Country Long Distance Trail	Not Started	Green Inf.	(97)		(97)								(97)							
GP68	Free Beck Green Infrastructure	Not Started	Green Inf.	(35)		(35)								(35)							
GP69	Aylsham Sports Hub Stage 3	Not Started	Community	(986)	(511)	(475)								(475)							
GP70	Wymondham Tennis Club	Not Started	Community	(150)		(150)								(150)							
GP71	Crusaders Rugby Football Club	Not Started	Community	(600)	(450)	(150)								(150)							
GP72	Recreation Road Pool	Not Started	Community	(60)		(60)								(60)							
GP73	Norwich Parks Tennis	Not Started	Community	(423)	(319)	(104)								(104)							
GP74	Plumstead Road Roundabout	Not Started	Transport	(1,350)	(625)	(725)								(725)							
GP75	Education - Ormiston Victory Academy	Not Started	Education	(2,000)		(2,000)								(2,000)							
Full Growth Programme														(18,041)							
Cash reserve (agreed in 19/20 Annual Growth Programme)														(2,000)							
									(178)	(511)	(1,109)	(2,949)	(5,032)	(7,248)	(469)	(259)	(143)	(143)			
GP25	GP25 Broadland Northway (amount borrowed)			(40,000)		(40,000)															
	Interest and loan repayment against borrowing								(559)	(2,057)	(2,065)	(2,065)	(2,065)	(2,065)	(2,065)	(2,065)	(2,065)				
GP26	GP26 Long Stratton Bypass (forecasted borrowing)			(5,000)		(5,000)									(2,000)	(3,000)	(2,065)				
Forecasted interest and loan repayments against the borrowing																(115)	(287)				
TOTAL borrowing costs (annual payment made from pooled CIL)									(559)	(2,057)	(2,065)	(2,065)	(2,065)	(2,065)	(2,065)	(2,180)	(2,352)	(2,352)			
TOTAL pooled CIL funding requirement									(178)	(1,070)	(3,166)	(5,014)	(7,097)	(11,312)	(2,534)	(2,438)	(2,495)	(2,495)			
Actual pooled CIL Income							56	851	2,490	3,215	3,334	5,697									
Forecasted pooled CIL Income													5,992	11,238	9,254	8,144	9,224	4,765			
Forecasted annual pooled CIL surplus / (deficit)							56	851	2,312	2,145	167	684	(1,105)	(75)	6,720	5,706	6,729	2,271			

## **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. All project delivery works are now complete and the full CIL allocation has been drawn down, but there has been a long delay to the transfer of the land to Broadland District Council. Most recently, this has been due to ongoing negotiations between the developers and NCC Highways about the land formerly required as a bus gate (now required as a cycle route), and what this means for 'residual' land that should now form part of the woodland area to be transferred to BDC.

#### **GP 19 - St Faiths Road to Airport Transport Link: £1,000,000**

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 premise. Further scheme development focused on the Meteor Close to Repton Avenue link, with initial traffic modelling was completed in June 2016. Having reviewed the outcomes of the initial scheme development work, implementation of the project was deferred such that further consideration could be given to the form of the link and the most appropriate timescale for its delivery.

As the project is not expected to be delivered within the short term, the previously agreed funding has been withdrawn. In recognition of the potential importance of the link, an agreement has been reached that the project may re-apply for funding when it is required, even if this falls outside of the annual call for projects period.

#### **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.

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.

Delivery has begun with significant progress made on upgrading the gas field, whilst preliminary design work of the car park is also underway.

### **GP52 - Thorpe Marriott Greenway: £105,000**

The Thorpe Marriot 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 Marriot 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 tree work to help deliver the scheme should be completed by November 2019 with the view to get contractors on site to commence work in February 2020. Contractors have been procured. Release of conditions application has been submitted to Broadland District Council planning department and is awaiting confirmation. Project expected to be completed by April 2020.

### **GP53 - Marriotts 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 consultations 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.

The contractor is procured, and initial ground investigations are underway. Construction is programmed to begin Jan 2020 with completion March/April 2020.

### **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, 5 court sports hall, indoor gym associated changing facilities, cafe, learning space including 3 classrooms and office 10 sleeping pods to be used for residential training courses external spectator stand and associated parking, outdoor gym, alterations to access and infrastructure. This will be the only facility in the region that has the unique blend of facilities and services open to the public.

Phase 1 (pitches, clubhouse and sleeping pods) is complete and operational with many organisations and individuals already using the facilities (1,323 individuals in October 2019).

Phase 2 is being funded by CIL and will deliver new infrastructure for highways and sub station, a 3G Pitch, changing rooms, a meeting / IT suite, two large multi-use spaces, a café and office/reception. Match funding for this phase includes Norfolk County Council (£500k), the Football Foundation (£1.4m) and Norwich City football Club (£500k). Contractors are expected to be appointed with works beginning by the end of 2019.

## **Norwich**

### **GP17b - A140 Corridor: Bus Priority and sustainable transport improvements: £950,000**

The primary objective of this project was to implement on-carriageway bus priority measures through the reallocation of road space on the A140 Cromer Road north of Norwich city centre. The scope of the project was 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 Broadland Northway and Fifers Lane.

Following the significant funding opportunity presented by the Transforming Cities Fund which requires a Strategic Outline Business Case(SOBC) to be presented as an overall programme covering a wide range of transport schemes, it was proposed that the immediate delivery of feasibility, design and delivery of works on the A140 is halted so that such works can be incorporated into a wider programme of works along the entire length of the corridor. Should the SOBC submission be successful, a revised programme of scheme delivery will be identified, that covers the A140 corridor. This project has therefore been withdrawn from the fund whilst wider programme works are developed.

### **GP23 - Carrow to Deal Ground riverside walk: £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 (BHA) adjoining site has completed their connecting section of riverside walk

Discussions between Norwich City Council and BHA are ongoing. Currently, delivery of this project is expected to take place late 2020/21.

#### **GP29 - Marriotts Way- Barn Road Gateway: £44,500**

Improvements to the gateway to Marriott's Way to improve legibility and raise the quality of this important entrance. The construction works are effectively complete. (There is just one bollard to install.) The project has been enhanced with an additional £4k HLF funding which has enabled railway heritage fencing and gate to be installed. Forecast costs exceed budget due to higher traffic management costs than allowed for. Costs are currently being reviewed and discussed with Tarmac.

#### **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. Project delivery has slipped into 2019/20 due to Tarmac not having provided a target cost yet. Costs are being reviewed to determine the extent of works in relation to available budget.

#### **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. Works were tendered in May/June. Contractor secured for steelworks elements however were unable to appoint a main contractor. Currently reconsidering procurement method and packaging of works for main contractor. The Wensum Strategy Partnership Delivery Team will review signage options and secure approval to progress this element of the project to delivery.

#### **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.

Due to staffing shortages the design work for the scheme has been delayed and the timescales have been altered accordingly. Work has now commenced on the design and survey work has been completed. An initial design and costings have been produced for consultation with stakeholders.

Stakeholder consultation has begun along with negotiations with the museums service regarding the castle keep project and timelines for completion. Initial agreement has sought that the two projects can run in tandem during the construction phase.

#### **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 was carried out which will now inform the development of the project plan. Norfolk FA have undertaken a Norfolk pitch strategy and we are working with them to ensure that funding is spent where a specific need has been identified through their strategy. Works will be delivered in three phases beginning in 2020 and completion of the full project expected March 2022.

#### **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 City Ambition Grant 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. Construction of this scheme is well underway and is due to be completed by Christmas 2019

#### **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. Developer is providing £70,000-worth of work alongside this project. Detailed design and preparation of production information currently underway. Expected to be onsite summer 2020.

#### **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. Phase 1 & 2 were both CIL funded projects which delivered a main pedestrian route through EMG and habitat improvements. Progress on Phase 3:

- Refurbishment of the kissing gates at the Earlham Road and Bevan Close entrances is complete.
- Removal of the old wooden platforms which had come to the end of their natural life is complete.
- The first plastic pond dipping platform and 5 metres of linking board walk has been installed. A second platform which required a specific permit from the Environment Agency is due to be installed by March 2020
- The Friends of West Earlham woods are helping with the text for the interpretation panel which will be in place by March 2020.
- New way marker finger posts will be installed by March 2020. Finger posts on order.

All works are on programme to be completed by March 2020

### **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 be delivered January to November 2020.

## **South Norfolk**

### **GP13b - Roundhouse Way: £50,000**

Development of a new bus interchange at Roundhouse Way, Cringleford. The construction phase is complete, landscaping works have been tendered and are expected to start Oct/Nov 2019. The project is expected to be completed by spring 2020.

### **GP26b - Hempnall Crossroads: £562,000**

The project aims to improve road safety at this busy junction where traffic crosses the A140 near Hempnall, by installing a roundabout. Works are progressing in accordance with the programme and are expected to complete on 1st November (excluding landscaping works).

**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 route for recreational access. A legal Public Right of Way was not agreed over the site and therefore the project has been withdrawn from the fund.

**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. The development of this project is on hold at present.

**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.

Work on the leisure centre (the non CIL funded part of the 'hub') were completed in Spring 2019. Further work on the pool project has been undertaken but quotes for the work exceeded the capital available. SNC Cabinet have agreed to commit to the delivery of the pool covering the uplift in costs. Contracts are expected to be signed with the procured contractor late 2019.

Long Stratton Parish Council were successful in securing 150k of match funding from the Football Foundation to build a new pavilion. The initial contractor went into liquidation but works are now progressing well and should be complete by Spring 2020 .

**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.



#### **GP48 - Wherryman's Way: Yare Valley Cycle Route: £23,000**

Improve the Yare Valley Cycle Route (which follows the Wherryman's Way) through creating a signed circular cycle loop linking Norwich and Loddon. Scheme design has continued through the summer 2019 with the works programmed to be delivered by Spring 2020.

#### **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. Project delivery has stalled because it was identified that the proposed access route to site is not suitable for the heavy vehicles required to complete the resurfacing works. A bridge assessment is required which will confirm if any remedial works will be required. The bridge assessment is programmed for Autumn 2019.

#### **GP51 - Green Infrastructure, Access for All: £150,000**

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 19/20 has been focused on the Wherryman's Way between Norwich and Loddon and has included improvements on FP1 in Bramerton and FP6 at Heckeringham. Works have included removal of stiles, widening of gates and paths, and path resurfacing to smooth uneven surfaces.

## APPENDIX D – FUTURE TRANSPORT PROJECTS

### All Corridors

Scheme name	Summary description and scheme benefits
Traffic signal priority for all buses	<p>The existing traffic control system provides the capability for buses to request priority through traffic junctions. However, there is more that can be done to develop this system to maximise benefits to public transport and keep traffic moving in the most efficient way.</p> <p>Develop the traffic control system to enable all buses to benefit from priority measures being available, improving the reliability of the public transport network</p>
Pedalway wayfinding	<p>Feedback is that the current wayfinding provision for cycling makes navigating the cycleways difficult and confusing.</p> <p>Complete an audit of existing and required cycle signage and deliver a coherent wayfinding programme that encourages increased levels of cycling for commuting and leisure activities, linking together mobility hubs and promoting the cultural assets across Greater Norwich.</p>
LED street lighting and readiness for Smart City Technology	<p>The current approach to street lighting is based around reducing energy consumption through initiatives that include the implementation of new technologies such as Light Emitting Diode (LED) lanterns and the Central Management Systems (CMS). In addition, there is the opportunity to trial the use of traffic counting cameras and other sensors for highway network analysis, which could be used to control street lighting level, inform road users of live traffic conditions and help plan maintenance and development of the highway network.</p> <p>Seek to roll out across Greater Norwich new LED street lighting and associated technologies that will enable Smart City Technology to be deployed.</p>
Norfolk Car Club Expansion across all corridors	<p>As well as general public use, small and medium sized enterprises are regular users of the Norfolk Car Club, increasing economic activity, productivity and jobs and using Club vans is popular among business members as it enables them to reduce transport costs by not owning vehicles, allowing the savings to be reinvested into staff recruitment and business growth.</p> <p>Expand the provision of car club vehicles across Greater Norwich and the City Centre</p>

Scheme name	Summary description and scheme benefits
Provision of high quality disruption information for all transport users	<p>Norfolk currently utilises systems that enable the locations of buses to be compared against scheduled timetables, so that information can be presented to bus users on when buses are predicted to arrive at bus stops. This is a complex process involving different parties, back-office systems and standards of data. More needs to be done to develop and improve these systems.</p> <p>Work across all relevant parties and data providers to improve the quality and quantity of travel information presented to users, particularly during times of network disruption. This will improve the confidence that network users have in the information provided, encouraging greater use of more sustainable transport modes.</p>
Initiatives to support car sharing	<p>Surveys have shown that, on average, 85% of private vehicles on the roads in Greater Norwich have one person in them. At peak times, this can increase to more than 95%. These low levels of vehicle occupancy limit the number of people that the road network can carry, causes congestion, delay and worsening air quality, and impacts the ability of the network to meet future travel demands of businesses and individuals.</p> <p>Support initiatives aimed at encouraging motorists to share vehicles, such as marking out of shared parking bays in car parks and development of appropriate IT. This would be supported by a comprehensive behaviour change programme.</p>

## City Centre

Scheme name	Summary description and scheme benefits
St Stephens Street / Red Lion Street / Castle Meadow	<p>General traffic was removed from St Stephens Street in 2014 but the streetscape and public transport infrastructure remains the same as when it carried more traffic. Buses are often unable to align with the kerb resulting in delays to traffic and difficult boarding / alighting buses.</p> <p>Change kerblines to provide more capacity for buses to pick up and drop off passengers, help buses to align better with the kerb so people with restricted mobility can access buses without difficulty and reduce air pollution that results from buses waiting to access stops or pass other buses.</p> <p>Better pedestrian crossings and a more attractive pedestrian and cycle environment will ease movement, reduce stress and encourage investment.</p>
Foundry bridge junction and train station mobility hub	<p>This is a vital gateway to the city and existing facilities for all users could be improved.</p> <p>Explore the opportunity to improve the efficiency of the Foundry Bridge junction and provide bus priority and cycling safety by examining options of making Thorpe Road between Riverside Road and Lower Clarence Road past Norwich rail station bus, cycle and pedestrian access only. Impacts from displaced traffic will need to be carefully assessed and mitigated.</p> <p>Introduce mobility hub facilities in the catchment to further improve interchange between different transport modes.</p>
Thorpe Road contraflow (Clarence Road – Carrow Road)	<p>Inbound buses and cyclists are currently diverted, along with general traffic, away from the direct route along Thorpe Road towards the city centre.</p> <p>Allow contraflow movement for buses and cyclists to encourage greater use of more sustainable modes by saving time and improving safety when accessing the city centre. This will complement the proposed works on Thorpe Road at Norwich rail station to improve facilities for buses, pedestrians and cyclists. Review bus stops and pedestrian crossings in the area to ensure access is maintained.</p>

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
Grapes Hill Roundabout	<p>Grapes Hill roundabout is a critical point on the highway network that carries large volumes of general traffic and buses. Significant numbers of pedestrians and cyclists need to cross near the roundabout to access routes to and from the city centre.</p> <p>Improve the flow of traffic through a review of signalling arrangements while maintaining, but also seeking to improve pedestrian and cycle crossing facilities.</p>
St Stephens Street roundabout	<p>The roundabout and its associated subway system provides an unattractive arrival experience for pedestrians and can be dangerous for cyclists to negotiate. It is especially heavily used by students moving to and from City College.</p> <p>Provide an improved environment for pedestrians and cyclists and an enhanced gateway to the city.</p>
Chapel Field North / East	<p>All the buses to the west of the city exit the city centre via Chapel Field North and queuing traffic significantly delays buses, which operate some of the busiest public transport routes in the region.</p> <p>Identify options to prioritise Chapel Field North outbound for public transport, with general traffic using Chapel Field East.</p> <p>Maintain access to the Theatre Royal for picking up / dropping off and to Chantry car park, including the possibility of time-restricted arrangements that could enable general evening use of Chapel Field North.</p> <p>Impacts on Chapel Field car park entry / exit will need to be fully explored.</p>
City centre west-east through-traffic restriction	<p>A considerable amount of through traffic drives from west to east through the city centre between Grapes Hill and Barn Road to Foundry Bridge via St Andrew's Street, Exchange Street, Agricultural Hall Plain and Prince of Wales Road.</p> <p>Examine options to manage traffic differently on St Andrew's Street to restrict through traffic thereby enabling pavements to be widened, cycle and pedestrian facilities made safer and improving environmental conditions and public transport routes on streets currently used by through traffic.</p> <p>Maintain access to properties and car parks.</p>

Scheme name	Summary description and scheme benefits
Wayfinding	<p>Feedback is that pedestrian and cycling wayfinding systems are currently confusing and opportunities for strengthening the cultural and artistic interventions in the street to enliven the pedestrian experience have been missed.</p> <p>Create a coherent environment and stimulate economic growth by promoting the cultural assets of the city centre that can be enjoyed by exploring Norwich on foot and by bicycle through culture-led wayfinding interventions in the city centre and at key mobility hubs.</p>
Magdalen Street / Anglia Square mobility hub	<p>Magdalen Street is a key historic pedestrian thoroughfare in the north of the city centre that is used by all the public transport services travelling to and from the north of Norwich and forms part of the blue pedalway.</p> <p>Improve pedestrian crossings, widen pavements, reduce street clutter, and increase bus stop capacity at Anglia Square to create a more attractive and safer environment for all. Introduce mobility hub facilities.</p>
Tombland	<p>Tombland is an historic public space that accommodates multiple competing transport requirements but its design is not fit for purpose.</p> <p>Implement the pedestrian, cycling and public realm improvements approved at the Transforming Cities Joint Committee in August 2019.</p>
Pink pedalway: Palace Street	<p>Palace Street offers a poor level of service to cyclists using the pink pedalway between the city centre and the north east of the city.</p> <p>Extend the two way off-carriageway cycle track from Tombland to St Martin at Palace Plain.</p>
King Street	<p>King Street is a well-connected historic street in the city centre that is experiencing significant development along its length, houses the National Writers Centre and Wensum Lodge, provides a vital pedestrian and cycle link from the city centre to the East Norwich Regeneration Area on the edge of the city centre and forms part of national cycle route 1.</p> <p>Improve street surfaces and pedestrian priority to encourage activity and investment to flow towards development sites and cultural institutions on King Street and in East Norwich.</p>

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
City Centre low / zero emission zone	<p>The City Council formally declared the whole of the city centre as an air quality management area (AQMA) in November 2012 and further action is needed to improve air quality.</p> <p>Make the minimum emission specifications more rigorous in the heart of the city centre, supported by other projects in the programme that aim to improve air quality</p>

### Wymondham to City Centre

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
Wymondham train station mobility hub	<p>More than 1 million people travelled between Norwich and Cambridge by rail in 2018, which is the highest ever amount. However, no bus services call at Wymondham station to enable convenient onward travel. This means that people travelling to the Norwich Research Park (NRP) must travel into Norwich and then travel back out. Explore options for travelling directly to the NRP from Wymondham.</p> <p>Provide step-free access to the Cambridge-bound platform. Provide facilities for buses and coaches to adequately serve Wymondham station forecourt. Introduce mobility hub facilities.</p>
Thickthorn Park & Ride mobility hub expansion	<p>Thickthorn is the most popular Park &amp; Ride site and there is the potential for additional bus services to run to the University of East Anglia (UES) / NRP, as well as the city centre, to meet growing demand.</p> <p>Expand Thickthorn Park &amp; Ride site</p>
Norfolk and Norwich University Hospital (NNUH) mobility hub	<p>The current arrangement for bus manoeuvres and access to bus stops around the outpatient entrances is congested, with conflict between many different types of vehicles and hospital users.</p> <p>Provide a new bus interchange within the hospital site and additional bus stops to better serve the wider hospital site.</p>
Cross Valley Link	<p>The lack of a direct connection between UEA and NRP that is usable by buses requires lengthy routing via Earlham Road to serve the NNUH, NRP and UEA.</p> <p>Provide a new transport link across the Yare Valley from the western end of Chancellors Drive to cater for the increasing movements of people across the wider UEA, NNUH and NRP site, providing segregated routing for buses, pedestrians and cyclists.</p>

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
UEA – City centre via South Park Avenue and Unthank Road including Unthank Road mobility hub	<p>Buses are delayed by localised pinch points caused by narrow carriageway widths and on-street parking.</p> <p>Address localised pinch points to ease bus flow. Introduce mobility hub facilities.</p>
Newmarket Road (Eaton Road - Christchurch Road) including Newmarket Road mobility hub	<p>Newmarket Road forms part of the blue pedalway between Wymondham, Hethersett, Eaton and the city centre. There is currently no signalised crossing facilities at Eaton Road for cyclists or pedestrians that are using the shared path on the south side. The stepped cycle track, which offers space and protection for inbound cyclists, is missing from the section between Christchurch Road and the outer ring road.</p> <p>Extend stepped cycle track from Christchurch Road to the outer ring road and provide a controlled crossing over Eaton Road. Review measures through the Eaton Road, outer ring road and Christchurch Road junctions that will improve bus and general traffic flow</p>
St Stephens to City College	<p>There are thousands of pedestrian movements to and from City College but the pavements on St Stephen's Road are too narrow to comfortably accommodate the demand.</p> <p>Provide a substantially wider footway to support existing and future growth in further education provision at the college.</p>
Mobility Hubs at Wymondham Market Cross and Hethersett (in addition to those mentioned above)	Introduce mobility hub facilities and catchment works.



## Easton to City Centre

Scheme Name	Summary description and scheme benefits
Dereham Road / Longwater Lane	<p>Delays are experienced by bus passengers on the section of Dereham Road between Longwater Lane and the Wendene roundabout and cyclists are forced to share the carriageway with heavy, fast moving traffic.</p> <p>Introduce bus lanes and an off-carriageway cycle path.</p>
Dereham Road / Richmond Road (including link to Bowthorpe)	<p>The crossing on Dereham Road between the Bowthorpe cycle path and Richmond Road is a popular place to cross for school children moving between Bowthorpe and Ormiston Victory Academy and residents of Costessey accessing outbound bus stops on Dereham Road and jobs at the Barnard Road industrial estate. It also provides a connection for people living in Costessey who wish to cycle into the city along the Green pedalway</p> <p>Upgrade the crossing so it is capable of being used conveniently by people on foot and cycle.</p>
Dereham Road / Breckland Road and Costessey / Bowthorpe mobility hub	<p>A cluster of bus stops to the east of the Wendene roundabout have the potential to become a central location where residents of Costessey and Bowthorpe can access express bus services. However, buses are currently delayed on the approach to the roundabout and it is unclear where passengers should go to access the various bus services. This is compounded by the unattractive pedestrian subway beneath Dereham Road.</p> <p>Allow buses to access a bus gate bypass of Wendene roundabout on the old alignment of Dereham Road; consolidate the bus stops and provide better access by replacing the subway with a signal-controlled pedestrian and cycle crossing. Introduce mobility hub facilities.</p>
Purple pedalway (Earlham Green Lane – Marriott's Way)	<p>The Purple pedalway in this part of the city connects Hellesdon, Marriott's Way, Costessey, Bowthorpe and the NRP where significant housing and jobs growth is planned. It is also an important green infrastructure link between the Wensum and Yare valleys. The section in the vicinity of Dereham Road is the weakest part of the route, presenting cyclists with difficulties accessing Marriott's Way at the bottom of Oval Road, contending with fast moving traffic on Norwich Road and the lack of a crossing over Dereham Road.</p> <p>Upgrade the quality and safety of the purple pedalway between Marriott's Way and Bowthorpe Three Score to further encourage sustainable travel in this area.</p>

<b>Scheme Name</b>	<b>Summary description and scheme benefits</b>
Marriott's Way to Hellesdon Road	<p>Marriott's Way provides a popular and convenient traffic-free walking and cycling connection between the city centre, Drayton and beyond. It follows the track bed of the former railway apart from the section between Hellesdon Road and Gunton Lane where the route awkwardly deviates with a difficult crossing at the bottom of Marl Pit Lane.</p> <p>Realign Marriott's Way with a surfaced and ramped path on a more direct route along the track bed of the railway enabled by the installation of a new cycle and pedestrian crossing close to Hellesdon Bridge.</p>
Dereham Road outbound approach to Larkman Lane including Larkman mobility hub	<p>Delays are experienced by bus passengers on the outbound approach to the Larkman Lane junction and the facilities for shared mobility including bus stops and access to them needs to be improved at this important community focus.</p> <p>Introduce an outbound bus lane on the approach to Larkman Lane and introduce mobility hub facilities.</p>
Dereham Road approach to Bowthorpe Road	<p>Delays are experienced by bus passengers on the inbound approach to Bowthorpe Road.</p> <p>Provision of an inbound bus lane on the approach to Bowthorpe Road.</p>
Dereham Road / Old Palace Road / Heigham Road	<p>Delays are experienced by bus passengers on the inbound approach to Old Palace Road. Cyclists riding outbound on the section of Dereham Road between Heigham Road and Bowthorpe Road lack protected space.</p> <p>Options are being considered for bus and cycle lane provision.</p>
Longwater junction	<p>There is considerable current and planned housing development in Easton and Costessey around Longwater. These areas are beyond the current limit of the Norwich cycle network because the Longwater junction presents a barrier to cycling beyond Bowthorpe.</p> <p>Extend the Green pedalway from Bowthorpe to Easton via a new pedestrian / cycle bridge over the A47 that avoids the Longwater junction to connect communities with schools, services and jobs in the city.</p>
Mobility Hubs at Easton,	Introduce mobility hub facilities and catchment works.

<b>Scheme Name</b>	<b>Summary description and scheme benefits</b>
Queens Hills, Dereham Road (near Hotblack Road) and Dereham Road (near Duoro Place) (in addition to those mentioned above)	

### Airport to City Centre

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
Yellow pedalway extension to Horsham St Faith	<p>Horsham St Faith and The Nest community sports facility are within cycling distance of the city, but they are not accessible via the current cycling infrastructure. This means that cyclists have to ride with the heavy traffic on Holt Road between the airport and the Broadland Northway.</p> <p>Provide an off-carriageway cycle path on the east side of Holt Road to better connect these locations.</p>
Norwich Airport access – industrial estate link	<p>The lack of a public route between the airport terminal and airport industrial estate that is useable by pedestrians, cyclists and bus passengers means that fewer people can access the airport industrial estate and International Aviation Academy without a car and the yellow and purple pedalways cannot provide a safe route to the airport and Horsham St Faith from the city centre.</p> <p>Provide a new public transport, pedestrian and cycling connection between Amsterdam Way and the airport industrial estate and identify further priority for buses to serve the industrial estate.</p>
Cromer Road and Aylsham Road (Fifers Lane – Glenmore Gardens)	<p>Cromer Road and Aylsham Road provide a key public transport corridor from North Norfolk, Hellesdon and the Airport P&amp;R site but bus passengers are currently delayed by congested conditions along Cromer Road and Aylsham Road.</p> <p>Provide significant lengths of inbound bus lanes on Cromer Road and Aylsham Road.</p>

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
Boundary junction	<p>Bus passengers are delayed on Cromer Road and Reepham Road approaching the Boundary junction and conditions for cycling on Reepham Road are not favourable.</p> <p>Seek to prioritise bus movements on Cromer Road and Reepham Road approaches to the Boundary junction, assisting cyclists and pedestrian crossing movements.</p>
Vera Road – Rye Avenue crossing	<p>Access into the city from Hellesdon for cyclists is difficult because there are no crossings over the Boundary Road section of the outer ring road for cyclists.</p> <p>Provide new signalised crossing of the outer ring road for cyclists and pedestrians between Rye Avenue and Vera Road.</p>
St Augustine's Gate	<p>Buses and long vehicles approaching the St Augustine's Gate junction from Aylsham Road are unable to position themselves within the traffic lanes due to the existing highway geometry.</p> <p>Modify the approach to this junction to reduce conflict between road users.</p>
Airport P&R mobility hub	<p>Consider the potential for a new P&amp;R site accessed off the Broadland Northway junction on A140. This could provide additional capacity and would benefit from other public transport measures along the corridor.</p>
Mobility hubs at Vulcan Road and Mile Cross (in addition to those mentioned above)	<p>Introduce mobility hub facilities and catchment works.</p>

## Sprowston to City Centre

Scheme name	Summary description and scheme benefits
Wroxham Road	<p>Wroxham Road is a key access for longer distance buses from North Norfolk, villages to the north of Norwich and the Sprowston Park and Ride. Delays are experienced by bus services and there is little cycling infrastructure provided.</p> <p>Extend existing bus lane on Wroxham Road and convert to 24hrs to improve reliability of buses            Improve path on west side and allow cycling between Allen's Avenue and Blue Boar Lane with new crossings on Wroxham Road and Chartwell Road.</p>
Sprowston Road (south of the outer ring road)	<p>As with Wroxham Road, bus delays and unreliability are experienced by passengers and there is little cycling infrastructure.</p> <p>Provide new inbound and outbound bus lanes and seek to provide an outbound segregated cycle track.</p>
Sprowston Road (Magdalen Road - Denmark Road)	<p>The section of Sprowston Road between Magdalen Road and Denmark Road is very narrow, causing delays for buses and general traffic, difficulties for cyclists and obstructed footways for pedestrians.</p> <p>Options considered for addressing this could include parking removal or the introduction of a one-way system.</p>
North East Norwich new Park & Ride supersite	<p>An option could be considered for a new potential replacement Park &amp; Ride site accessed from the Broadland Northway serving the Sprowston Road corridor.</p>
Mobility hubs at Wroxham Road shops, Sprowston Road near Templemere and Sprowston Road near Denmark Opening	<p>Introduce mobility hub facilities and catchment works.</p>

## Rackheath to City Centre

Scheme name	Summary description and scheme benefits
Pink pedalway: Salhouse Road	<p>Traffic conditions make it hard for people to cycle on Salhouse Road between the end of the pink pedalway at Harrison's Wood and the Broadland Northway.</p> <p>Extend the Pink pedalway with an off-carriageway cycling and walking path between Harrison's Wood and the Broadland Northway.</p>
Plumstead Road / Woodside Road	<p>The current double mini roundabout at this location is difficult to navigate, particularly for public transport.</p> <p>Consider options to amend the junction layout to make it easier to navigate for buses and other road users.</p>
Heartsease Fiveways roundabout	<p>The current roundabout is key pinchpoint on Plumstead Road and delays buses and general traffic and is difficult for cycles and pedestrians to navigate.</p> <p>Consider options to improve the junction to provide improved facilities for all users.</p>
Kett's Hill roundabout	<p>Buses are delayed on the Kett's Hill approach to the roundabout and there is a poor accident record for cyclists.</p> <p>Introduce a bus lane on Kett's Hill approach facilitated by the removal of parked cars and alterations to the roundabout to improve safety for cyclists.</p>
Mobility hubs at Plumstead Road shops, Salhouse Road (near Atlantic Avenue) and Rackheath	Introduce mobility hub facilities and catchment works.

## Broadland Business Park to City Centre

Scheme name	Summary description and scheme benefits
Broadland Way	<p>Traffic-free cycling and pedestrian access between Rackheath and Broadland Business Park in the growth triangle as part of a planned longer route to Wroxham would encourage cycling to work.</p> <p>Provide traffic-free pedestrian and cycle path between Middle Road and Broad Lane.</p>
Yarmouth Road / Pound Lane	<p>Traffic congestion causes delays to bus passengers.</p> <p>Provide eastbound bus lane on approach and seek to reduce delays and improve capacity through the junction.</p>
Yarmouth Road / Thunder Lane	<p>The signalised junction at Thunder Lane causes delays to buses on Yarmouth Road.</p> <p>Identify options to provide priority to the main traffic flow on Yarmouth Road.</p>
Thorpe Road / Harvey Lane – bus priority	<p>Delays are experienced by bus passengers on the approach to Harvey Lane.</p> <p>Introduce a bus lane on the outbound approach to Harvey Lane.</p>
Removal of parking at pinch points	<p>On-street parking at various locations along Yarmouth Road creates pinch points that delays general traffic, particularly buses, and creates difficult cycle conditions.</p> <p>Seek to relocate some existing on street parking to off-road parking on Yarmouth Road.</p>
Purple Pedalway: Lion Wood	<p>The purple pedalway connects Thorpe Road to Plumstead Road via Lion Wood. The path through the ancient woodland is heavily rutted and flash floodwater collects in the valley and surges down to Wellesley Avenue South and Thorpe Road.</p> <p>Provide a more appropriate surfaced path so cyclists and people with mobility problems can access the woodland and move between neighbouring areas.</p> <p>Install sustainable urban drainage features to capture and infiltrate floodwater to mitigate flooding.</p>

<b>Scheme name</b>	<b>Summary description and scheme benefits</b>
Rackheath – East-West highway link across railway	<p>New highway access is required to serve housing development in the growth triangle.</p> <p>Build a highway bridge over the rail line as part of the growth triangle link road.</p>
Postwick Park and Ride mobility hub	Expansion of existing P&R site
Mobility hubs along Thorpe Road at Harvey Lane, near Primrose Crescent and Broadland Business Park	Introduction of mobility hub facilities and catchment works.



## **APPENDIX E – FUTURE GREEN INFRASTRUCTURE, COMMUNITY AND EDUCATION PROJECTS**

District	Project/Scheme Description	Status	Total Est. Scheme Cost (£,000)	Contributory funding (£,000)	Source	Funding need (£,000s)	Spend Profile £'000s									
								2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Post 2025
Green Infrastructure Projects																
Broadland	North West Woodlands - delivery of new country park		750		CIL/Other	750										
Broadland	Great Plumstead Hospital - cycling and pedestrian enhancment and biodiversity project		185		CIL/Other	185										
Norwich/Broadland	Lion Wood	Feasibility work about to commence	TBC		CIL/Other											
Norwich	MW: Hellesdon Station Area	Feasibility work about to commence	210	HLF MWHT funding sought	CIL / Other	210				105	105					
Norwich	Kett's Heights	10k Neighbourhood CIL in 16/17	210	£12k Friends of Ketts Heights	CIL / HLF	50					50					
Norwich	Riverside Walk Missing Link Duke St to St George's St	Feasibility	300		CIL / Other	300						300				
South Norfolk	East Wymondham GI project - Access and biodiversity improveemnt project		140		CIL/Other	140										
South Norfolk	Poringland Woods - Access and impovement scheme		30		CIL	30										
South Norfolk	Frenze Beck - Restoration and access enhancement project		40		CIL	40										
Area-Wide	Green Loop	Feasibiity on-going	tbc		Other/CIL	tbc										
Area-Wide	Burlingham Country Park	Feasibility at stage 1	tbc		Other/CIL	tbc										
Area-Wide	Yare Valley Parkway	Feasibility on-going	tbc		Other/CIL	tbc										
Community Facilities																
Broadland	Brook & Laurel Farm Community Building	Requires Project Brief / Feasibility	500	100	S106/CIL	400					500					
Broadland	North Sprowston & Old Catton Community Space including library	Requires Project Brief / Feasibility	2,400	0	S106/CIL	2,400						2,400				
Broadland	Land South of Salhouse Road Community Building	Requires Project Brief / Feasibility	500	0	S106/CIL	500					500					
Broadland	Rackheath Community Building	Requires Project Brief / Feasibility	500	0	S106/CIL	500						500				
Broadland	Cremer's Meadow, Brundall	Project Development	25	0	CIL / NBhd	25			25							
Broadland	Great Plumstead Open Space / Community Orchard	Project Development	25	0	CIL	25				25						
Norwich	Strategic play (including 5 projects)		430	0	CIL	430				115	100	115	100			
Libraries																
Broadland	Expansion of Sprowston Library	Commencing planning			S106/CIL					X						
Broadland	Reepham self access improvement		30		CIL	30					30					
Norwich	West Earlham self access improvement		43		CIL	43					43					

South Norfolk	Expansion of Long Stratton library	Awaiting developer contributions once development proceeds.			S106/CIL											
South Norfolk	Hingham self access improvement		20		CIL	20					20					
<b>Sports Facilities</b>																
Broadland	Extend and Refurbish Rackheath Pavilion	Requires Project Brief / Feasibility	TBC from feasibility		CIL/ Other	TBC				x						
Broadland	Modernisation of Thorpe St Andrew School swimming pool	Feasibility Study required	1000		S106/ CIL											
Broadland	New Sports Hall in Thorpe St Andrew	Feasibility Study required	2700	1900	S106/ CIL	800			2,700							
Broadland	Modernisation of Hellesdon High School sports hall				S106/ CIL											
Broadland	Modernisation of Sprowston High School Swimming Pool		1000		S106/ CIL											
Broadland	Modernisation of Sprowston High School Sports Hall	Feasibility Study required	TBC from feasibility													
Broadland	A new sports hall in a growth area (such as Rackheath) co-located with a new secondary school	Masterplan developed, planning application expected Summer 2017	2750													
Broadland	A new sports hall in Acle	Feasibility Study required	2700		S106/ CIL											
Broadland	Improve Facilities at King George V Playing Field	Requires Project Brief / Feasibility	TBC from feasibility		S106, CIL and Other											
Broadland	Brundall 3G Football Pitch Sports HUB Yarmouth RoadReady to select contractor	Design required	1400		S106/CIL					x	x					
Norwich	Football Pitch Improvements	Condition survey undertaken/project plan being written/dependent on Norfolk FA LFFP.	115		CIL/S106					34	33	33				
South Norfolk	New Swimming Pool and Sports Hall in Diss	ALS/FMG completed feasibility report 2018/19. OPE funding secured to advance project to next stage, on Community Hub concept.	16-18,000,000	6,800-8,800	CIL/ Other	15,900						1600				
South Norfolk	Artificial Grass Pitch in Diss	Linked to above project, potentially on Diss High School site	500		CIL/ Other							500				
South Norfolk	Improvements to Hales cricket and bowls clubhouse	Project subject to delays due to site access/utility issues.	160	130	CIL	30				30						
South Norfolk	Long Stratton Sports Hub, pitch improvements	Work expected on pavilion to commence April 2019, pool work at tender stage.	3200	2,700	CIL/ Other	500			2000	1200						
South Norfolk	New sports improvements (artificial grass pitch for football/rugby) in Wymondham	Complete: full aize AGP opened for use December 2018.	1000		CIL/ Football Foundation/SNC	250		1000								

Education																
District	Project/Scheme Description	Status	Total Estimated Project Cost (£,000)	Contributory funding and Source		Funding Need (£'000s)	Spend Profile £'000s									
				\$106	Basic Need		to date	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Post 2025
Broadland	Blue Boar Lane New Free School 420 Primary	On site construction	7,600	5,800	1,800		3,840		2,560	1,200						
South Norfolk	Trowse New 210 Primary	Awaiting start on site date in discussion with housing developer	5,000	800	4,200		2,580		1,720							
South Norfolk	Hethersett New 420 Primary	Planning approval pending	8,000	4,500	3,500		500	3,750	3,750							
Norwich	New Bowthorpe Primary School	Discussions with Norwich City Council on appropriate site	8,000	2,500		5,500			500		2,000	3,000				
South Norfolk	Hethersett Junior reorganisation	Design underway approaching planning application	4,600		3,600	1,000		500	2,050	2,050						
South Norfolk	Wymondham High Extension	Next phase of masterplan underway	10,000	10,000			2,000	2,000	3,000	3,000						
South Norfolk	Wymondham New 420 Primary Silfield	Developed design underway but paused due to access and services	8,000	5,100	0	2,900	500					3,750	3,750			
South Norfolk	Mulbarton Primary expansion to 3FE	Masterplan complete. Awaiting pressure on pupil numbers	4,150							500	1500	2150				
Broadland	Little Plumstead VA Primary Extension to 420	Planning apppproval received. Awaiting pressure on pupil numbers	4,050	400		3650		250	400		1,700	1,700				
South Norfolk	Hethersett High Extension	Planning approval pending	8,000	1,754	5,036	210		500	500	2,000	2,000					
Broadland	Hellesdon New 420 Primary	Waiting for development to commence	8,000	0	0	8,000					500	3,500	4,000			
South Norfolk	Easton Primary Extension to 420	Awaiting further housing growth for permanent capital project	4,000	0	0	4,000						1,000	1,500	1,500		
South Norfolk	Hingham Primary Mobile Replacement	Feasibility underway	900			900				450	450					
South Norfolk	Cringleford New 420 Primary	Dialogue commenced with developers on school site	8,000	0	0	8,000						500	3,500	4,000		
South Norfolk	Long Stratton New 420 Primary	Waiting for development to commence	8,000	0	0	8,000									500	7,500
Broadland	North Norwich New Secondary and existing schools	Preferred site identified. Waiting for development to commence.	26,000			26,000							2,600	2,600	2,600	18,200
Broadland	Blofield New 420 Primary	Discussions with Broadland/Parish on new site.	8,000			8,000				500	3,500	4,000				
Broadland	Brundall Primary extension to confirm 315 places	Feasibility underway	TBC			TBC										
Broadland	Beeston Park New Free School 420 Primary #1	Waiting for development to commence	8,000			8,000						500	3,500	4,000		
Broadland	South of Salhouse Road New 420 Primary	Waiting for development to commence	8,000			8,000								500	3,500	4,000

Broadland	Beeston Park New Free School 420 Primary #2	Waiting for development to commence	8,000			8,000										8,000
Broadland	Rackheath New 420 Primary #1	Waiting for development to commence	8,000			8,000								500	3,500	4,000
Broadland	Rackheath New 420 Primary #2	Waiting for development to commence	8,000			8,000										8,000
Broadland	Land East of Broadland Business Park New 420 Primary	Discussions with land promoter	8,000			8,000							500	3,500	4,000	

## Equalities and Communities Impact Assessment

**Name of Officer/s completing assessment:**

Paul Harris

**Date of Assessment:** 06/01/2020

### 1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

Joint 5 Year Infrastructure Investment Plan 2020 to 2025 and 2020/21 Annual Growth Programme.

### 2. Which protected characteristics under the Equalities Act 2010 does this Policy impact: (indicate whether the impact could be **positive**, **neutral**, or **negative**)

Protected Characteristic	Potential Impact		
	Positive	Neutral	Negative
Age	<input checked="" type="checkbox"/>		
Disability	<input checked="" type="checkbox"/>		
Race		<input checked="" type="checkbox"/>	
Sex		<input checked="" type="checkbox"/>	
Religion or Belief		<input checked="" type="checkbox"/>	
Sexual Orientation		<input checked="" type="checkbox"/>	
Marriage/Civil Partnership		<input checked="" type="checkbox"/>	
Pregnancy/Maternity		<input checked="" type="checkbox"/>	
Gender Reassignment		<input checked="" type="checkbox"/>	
<b>3. Which additional Communities characteristics does this policy impact?</b>			
Health	<input checked="" type="checkbox"/>		
Place inc. Rurality	<input checked="" type="checkbox"/>		
Low Income and Poverty		<input checked="" type="checkbox"/>	

### 4. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

**Note:** Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

The Greater Norwich Growth Board Joint 5 Year Investment Plan 2020-2024 and Annual Growth Programme 2020/21 includes 3 specific projects that are relevant to Broadland. Projects directly related to Norwich and South Norfolk will be separately considered, in terms of EQIA, by those Councils.

The 3 specific projects relates to Broadland comprise: North West Woodlands, Aylsham Sports Hub Stage 3 and Plumstead Road Roundabout.

Inherently these projects are likely to have a neutral impact on most of the protected characteristics. The two characteristic where there are potential for impacts are Age and Disability, specifically in terms of the usability of the project for those with physical disabilities or age related mobility issues.

The North West Woodlands project comprises the acquisition and enhancement of an area of woodland within Hosford Parish. At the time of writing the woodland has been acquired but the final plans for the enhancement of the site in recreational and environmental terms remain in development.

There is existing public access to the site enabled through a network of permissive footpaths and accessed predominantly via a small public car which is leased to the Council and/or direct footway access from Horsford. The car park currently has a loose gravel surface. The permissive paths through the site are formed by unmade woodland tracks, typically formed by the passage of forestry or agricultural vehicles.

As a minimum, it can reasonably be expected that the Council will not diminish the quality of the access to the site. Therefore the impact of this project is assessed as being neutral. Opportunities to improve access to the site for those with physical disabilities or mobility issues will be considered as part of the development of detailed proposals for the enhancement of the site, with the potential for positive equalities impacts to result.

Stage 3 of the Aylsham Sport Hub project comprises the delivery of changing facilities and a 3g outdoor pitch. The facility will be delivered and managed by Aylsham High School. The design and construction of the facility will meet all obligations under the DDA. The design of the Plumstead Road Roundabout is in the process of being finalised, however it will meet NCC's standards for the design and construction, including in terms of the provision of footway and crossing facilities. Therefore the impact of both of these projects are assessed as being neutral.

## **5. What do you believe are the potential communities impacts of this policy?**

Please include:

- How the policy can meet agreed priorities
- Evidence gathered to inform your decision
- Partnership organisations worked with in the development of this policy
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

**Note:** Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

2 of the 3 projects have potentially positive impacts on Health, Place, inc. Rurality. Specifically, support for Aylsham Sports Hub will help to diversity and improve access to sports and fitness facilities within Aylsham and its surrounding rural area.

The acquisition and enhancement of the North West Woodlands site has the potential to improve the recreational value of the site, e.g. by include trim trails or similar equipment, and increasing the sites capacity for visitors and patronage.

## **6. How is it proposed that any identified negative impacts are mitigated?**

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

Negative impacts, which require mitigation, have not been identified in relation to the above projects. There is however the potential to ensure that opportunities are maximised within the North West Woodlands

project by ensuring that there is effective engagement with communities and stakeholder groups as part of the development of the detailed proposals for the site.

**Signed by evaluator:**

A handwritten signature in black ink, consisting of several overlapping diagonal and horizontal strokes.

**Signed by responsible head of department:**

Please send your completed forms to the equalities lead (Victoria Parsons) to be reviewed and stored in accordance with our legal duty.

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REVIEW DATE – 06 / 01 / 2021

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)



## **BROADLAND DISTRICT COUNCIL AND SOUTH NORFOLK COUNCIL – STRATEGIC PLAN AND DELIVERY PLAN**

**Report Author:** Sinead Carey  
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**Portfolio:** Policy

**Wards Affected:** All

### **Purpose of the Report:**

The purpose of this report is for Cabinet to recommend to Council the approval and adoption of the new Strategic Plan 2020-2024 and interim Delivery Plan 2020/21 for Broadland and South Norfolk Councils.

### **Recommendations:**

1. To recommend that Council approves the adoption of the Strategic Plan 2020-2024.
2. To recommend that Council approves the adoption of the Interim one-year Delivery Plan for 2020/21.

## **1 SUMMARY**

- 1.1 This report provides an overview of the development of the new four-year Strategic Plan for the two councils which sets out the vision, ambitions and priorities for the organisations. Alongside this, the report highlights the one-year interim Delivery Plan (to be two years after the interim plan) which outlines the different activities and projects the councils will be undertaking to meet the priority areas outlined in the Strategic Plan. The Delivery Plan includes delivery measures to enable the success of activities to be monitored.

## **2 BACKGROUND**

- 2.1 On 12 July 2018, both Councils agreed the Collaborative Working Feasibility Study, which outlined proposals to form one joint officer team across the two autonomous Councils. Key items to deliver the objectives outlined within the report were set out in the routemap for delivery.
- 2.2 A key element of delivering the Feasibility Study was an ambition to develop joint strategic priorities and delivery plans. The Study outlined that a joint approach to strategic and delivery planning would enable a common focus for the new one joint officer team.
- 2.3 Whilst being developed concurrently and giving members a common approach to tracking strategic and service delivery, the plans also enable the Councils to pursue local policies and operational models that most accurately reflect the specific requirements in each council area.

## **3 CURRENT POSITION/FINDINGS**

### **Existing Long-Term Corporate Plans**

- 3.1 At present, both Councils have their own vision, priorities and ambitions as set out in the Broadland Business Plan and the South Norfolk Corporate Plan. These plans set out how the organisations plan on delivering key services over the coming years and they way in which they will work.
- 3.2 The status of these documents are outlined below:
- Broadland – the Business Plan was adopted for BDC in April 2019 covering a period of 4 years.
- South Norfolk – the Corporate Plan was adopted for SNC in 2016 and covers a period of 4 years.

### **Existing Annual Business Plan**

- 3.3 South Norfolk Council previously developed an annual Business Plan which breaks down the activities and projects from the Corporate Plan that are required to be delivered in the year ahead. Broadland District Council previously did not have an annual business planning cycle in place.

## **4 PROPOSED ACTION**

- 4.1 As we become one joint officer team, supporting two autonomous councils, it is important that staff are working towards the same strategic outcomes and the collaboration is clear on the ambitions moving forward.
- 4.2 To deliver on the Feasibility Study's ambition, Members are asked to agree to the adoption of a high-level Strategic Plan and a one-year interim Delivery Plan, which have been developed and are outlined in this report.

### **Strategic Plan**

- 4.3 The Strategic Plan (see appendix A) is an external facing document which sets out the Councils' vision and priorities for the coming four years. These have been developed through understanding what is important to Members to deliver leading to 2024, through workshops and events held at the end of 2019. The plan has been aligned to the four-year political cycle, allowing for a period of one year at the start of a political cycle for a new plan to be developed and agreed.
- 4.4 The main aims of the Strategic Plan are to:
- Set our overarching vision and priorities for the Districts and the organisation for the coming years
  - Showcase our achievements from the past few years
  - Outline how we will change the way in which we will work to achieve the best outcomes
  - Outline how we will measure success
- 4.5 The Strategic Plan is broken down into the 4 key priority areas, which then provide more detail in terms of the ambition for that area, the high-level actions which will be taken and how we will measure the success of our actions. At the end of the plan, there is an overview of how we will use our resources effectively, which is tied in with the annual budget. The current iteration of the plan includes draft figures which may need to be updated following the setting of the budget at Cabinet and Council.

### **Delivery Plan**

- 4.6 The Delivery Plan (see appendix B) sets out the key activities to be delivered within the first year of the Strategic Plan, broken down into service delivery and major projects/programmes of work. Going forward, this plan will be a two-year plan which will be aligned to a new two-year budget setting process. While this new approach is being created, an interim one-year plan for 2020/21 has been developed and is the plan which is included within this report.
- 4.7 To enable success of the activities to be monitored, the Delivery Plan sets out several Delivery Measures which will be reported into Members on a quarterly basis.
- 4.8 The Delivery Plan is broken down into the following areas:
- An introduction to the delivery plan and how it links with the Strategic Plan and vision for the two Councils

- An overview of where our money comes from and how it is planned to be spent in 2020/21
- The key delivery measures for each priority which will be reported through to Members on a quarterly basis
- The key activities and budgets which are broken down by directorate

## 5 OTHER OPTIONS

- 5.1 Members could choose to retain their existing Business Plan (BDC) and Corporate Plan (SNC) and for SNC to continue to develop its own in-year Business Plan, whilst developing shared strategic ambitions but the flexibility to take different approaches to operational activity. This could lead to a different strategic approach being taken by the two Councils, alongside losing the opportunity to have a common strategic focus for staff and the two authorities.

## 6 ISSUES AND RISKS

- 6.1 **Resource Implications** – Both the Strategic Plan and Delivery Plan are aligned to the budget setting process for both Councils and are subject to change if the budget changes. The Delivery Plan will feed into the development of service specific plans which will ensure that there are the right resources in place to deliver the first year of the plan effectively.
- 6.2 **Legal Implications** – no implications.
- 6.3 **Equality Implications** – no implications.
- 6.4 **Environmental Impact** – no implications.
- 6.5 **Crime and Disorder** – no implications.
- 6.6 **Risks** – Both the Strategic Plan and Delivery Plan are aligned to the budget setting process for both Councils and are subject to change if the budget changes.

## 7 CONCLUSION

- 7.1 In summary, the new Strategic Plan and interim Delivery Plan sets out the ambitions for the two Councils moving forward and provides an in-year overview of the different activities which will take place to ensure we are delivering on what we set out to achieve. Adopting these plans will allow for a shared strategic ambition, whilst allowing for the effective delivery of different services across the two Councils, both collaboratively and autonomously.

## **8 RECOMMENDATIONS**

- 8.1 To recommend that Council approves the adoption of the Strategic Plan 2020-2024.
- 8.2 To recommend that Council approves the adoption of the Interim one-year Delivery Plan for 2020/21.

### **Background Papers**

None.

# Our Plan

2020 – 2024



Two Councils  
One Team



# Our Vision for our Place



Shaun Vincent,  
Leader of Broadland District Council

Broadland is a fantastic place to live and work and following our election in May 2019, over the next four years we will continue to provide and improve the services that make a real and lasting difference to our residents' lives.

We have a superb record of securing inward investment to support economic growth and service delivery and we will continue to help our local businesses, providing them with both support and advice. We will also support growth through the Greater Norwich Local Plan, helping to decide where housing and business growth will be for the foreseeable future.

We will carry on the great work that the Council does to support our residents by investing in projects that will help our communities thrive. Through the Help Hub and our other dedicated services we'll make sure that our most vulnerable residents receive the help they need, at the time it is needed.

Local authorities are significantly impacted by Central Government policy, as well as local conditions, and the implications of these will vary from area to area. In Broadland, we are proud of our record of low tax increases. While at the same time, investing in the future of our district by supporting the delivery of new jobs and new homes.

To make sure this happens, over the next four years, we will encourage developers to build the houses that already have planning permission. We will ensure the delivery of more sustainable homes in the right locations and we'll enable local families and young people to have access to affordable homes so that they can stay in the area where they grew up.

Supporting and protecting the environment is a priority for all councils. Broadland already recycles more waste than any other Norfolk council and we will continue to lead the way

by rolling-out food waste collections across the whole district. We will also become a single use plastic-free council and will continue to protect our unique environment.

Our vision and our planning for the future, takes into account the national and local picture and by working with our partners, and through our collaboration with South Norfolk Council, we will promote and champion not just our own district but the region as a whole. We will work together to attract inward investment, to create new jobs, to provide good quality homes and to deliver the services that our residents value the most.



## John Fuller, Leader of South Norfolk Council

South Norfolk is proud to be an entrepreneurial Council that is run in a business-like manner and reflects a vibrant and dynamic local economy.

Following our election in May 2019, over the next four years, we are committed to making our district one of the best places to live and work in the country and our collaboration with Broadland District Council will allow us to gain the benefits of working over a much bigger scale.

We will continue to invest in infrastructure that supports our economy and local quality of life while striking the right balance between the need for growth that sustains our economy and delivering the services that our residents value the most.

In South Norfolk, we have an enviable record of attracting Government funding to innovate and to do more things for more people. We will use

new technology and modernise our working practices to do even more for less and do more at a local level.

We will continue to support and invest in our world-leading science base at the Norwich Research Park and help to provide new employment premises and job opportunities for businesses to expand in Wymondham, Long Stratton, the Waveney Valley and along the A11 towards Cambridge.

As a Council, we support our local economy and we have installed electric charging points in all of the car parks that we manage to help attract more visitors to our towns. Over the next four years, we will continue to respond to the challenges facing our high streets and isolated rural businesses, while protecting the special character of our market towns and villages.

The Council does so much more than collect council tax and empty the bins. We are there to

serve our residents and even pick up the pieces at times of need. We know that the elderly and vulnerable prefer to stay independent in their own homes and that young families need a roof over their heads, so we will ensure that people with a local connection, including returning servicemen and women, are given priority.

There is much that we can do. So, whether it's helping to afford a tenancy deposit, support to keep families together or ensuring that we have smaller homes for young people or new bungalows for older family members, we will ensure each case is treated individually and with humanity.

There are limits to what National Government can do by itself so there is a role for the local council to look forward and shape the future for our residents and our local and regional economy over the next four years.



# Our Focus for the next 4 years

At the heart of Our Plan, there is a common vision: we want to work together to create the best place for everyone, now and for future generations. We have worked to anticipate the challenges facing us as Councils and districts over the next four years, and truly recognise that we need to work differently and with others to deliver real change and the right outcomes for our districts.

Local government is changing – but, the work that we’re doing and our partnership approach is putting us in the best place to deal positively and proactively to those changes. So, to ensure that we remain relevant and up to date, we will be responsive and agile, putting the customer at the heart of everything we do and continuously improving and evolving our services to fit with future demands of both residents and businesses. Working in partnership, we want to reimagine what local government delivers. We recognise that all have a responsibility to do all we can to ensure that what we leave behind is better than we found.



# Our achievements over the last few years

## **South Norfolk Council has:**

- Invested over £7m into three leisure centres in Wymondham, Diss and Long Stratton, to provide state of the art equipment, facilities and experience to help residents stay fit and healthy, increasing membership numbers by over 60% over 3 years.
- Pioneered an innovative Early Help Hub which has helped over 8,000 families and residents since 2016.
- Invested £570,000 in the Better Broadband for Norfolk (BBFN) programme which has seen access to Superfast Broadband increase from 15% in 2013 to 90% today, becoming the first rural district in East Anglia to offer every home and business access to broadband download speeds of at least 10Mbps.
- Provided planning permission for nearly 3,500 new homes and obtained over £16.5m in government funding through the New Homes Bonus.
- Supported the delivery of over 2,000 affordable homes (including through Help to Buy) in the District since 2016.
- Delivered over 100 new homes through South Norfolk Council owned development company Big Sky and secured £7.8m accelerated construction grant for Cringleford.

- Worked with partners to bring wind-energy-powered electric car charging points to every market town, giving residents the opportunity to consider using clean energy and buy an electric car.
- Generated approximately £35m in commercial income which has supported the reinvestment into services.

## **Broadland District Council has:**

- Worked with partners to complete construction of the Broadland Northway (Norwich NDR) with an investment of £205m, which will see faster, more reliable journey times for our residents, sites for new homes becoming more viable and, specifically, a welcome boost for our economy.
- Worked with partners to transform broadband speeds across the county by installing high-speed fibre optic networks to deliver 95% coverage across Norfolk by the end of March 2020.
- Supported the delivery of over 609 affordable homes (including through Help to Buy) in the District since 2016.
- Secured almost £2.5m of funding to deliver community-led infrastructure projects.

- Developed homes in Hellesdon through the Council's Joint Venture Company, Broadland Growth Ltd, with NPS, which has made a return to the public purse of around £1.28m.
- Distributed over £1m in Community Infrastructure Levy income to our parish and town councils for projects that support local communities such as play areas and security measures.
- Continued to maintain recycling rates of over 50% which are higher than the national average of 42% and the highest in Norfolk.
- Generated over £7m of commercial income which has supported the reinvestment into services.
- Supported the development of the 25 hectare expansion of Broadland Business Park to promote business development, economic growth and job opportunities in the district.
- Been supporting the delivery of North West Woodlands Country Park which will benefit our residents and visitors.

Our Plan identifies four priority areas where we focus our resources and efforts. Alongside the priority areas are our ambitions. These priorities and ambitions are underpinned by how we deliver our services through our members, staff and approach.

# THE VISION

Working together to create the best place for everyone, now and for future generations



## OUR PRIORITIES, OUR PEOPLE, OUR APPROACH



**Growing the economy**



**Supporting individuals and  
empowering communities**



**Protecting our natural  
and built environment,  
whilst maximising quality  
of life**



**Moving with the times,  
working smartly and  
collaboratively**

# Delivering for our place and customers

We have a bold and ambitious agenda for change to help shape the future of our districts, working alongside and collaboratively with our partners. To deliver what we set out to achieve, we have a proactive programme in place.

To help us track how well we are delivering our services to our customers, we set and track targets for performance using Delivery Measures.

The Councils' strategic priorities for the next four years are supported by two yearly Delivery Plans which we use to report our progress against Our Plan.

**Strategic Plan** - Our Plan sets out our longer-term ambitions for our areas, of which the Delivery Plan then sets out to achieve. We have an integrated approach to strategic and financial planning, and we develop and publish Our Plan alongside our Medium-Term Financial Strategy (MTFS). This is a four-year plan which is linked to the political term for the Councils', allowing for priorities to be set at the start of each term.

**Delivery Plan and Member Oversight of Performance** - The Delivery Plan is a two-year plan, which is accompanied by a two-year budget, allowing for the Councils to outline the different activities and projects which will be delivered in the coming years. For 2020/21, the Delivery Plan is an interim one year plan while a new two year plan is developed. It includes Delivery Measures which are reported into Cabinets quarterly, which aim to measure the success of Our Plan. This plan is reviewed and updated on a regular basis.

**Quarterly Performance and Governance Monitoring** - The Councils have reports on performance and governance which provides an overview of the key performance areas for each service area and allows the Councils to better target resources.

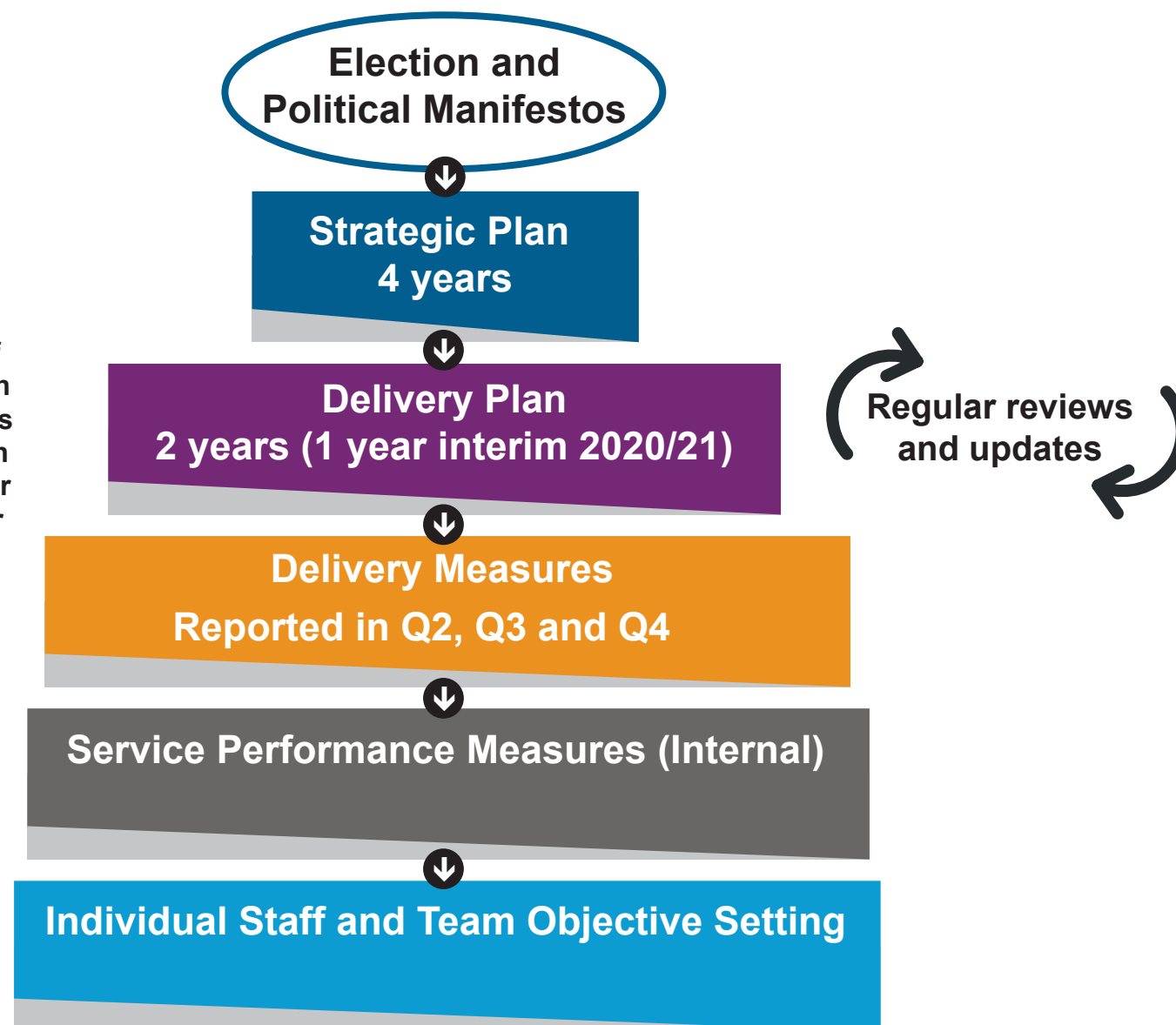
**Team and Individual Objectives** - Objectives for all teams and staff are important to personal development, as well as ensuring that priorities and activities are delivered. Team and individual objectives are set to help teams to achieve the actions that they are responsible for.





# How it all fits together

Political terms cover a period of four years and this Strategic Plan sets the ambition for the Councils over this time. The Strategic Plan is supported by a rolling two year Delivery Plan which sets out our programme of work.





# Growing the economy

## Our Ambition is to:

- Promote our areas as a place that businesses want to invest in and grow, attracting investment for our areas
- Build a productive, high performing and dynamic economy for the future
- Create an inclusive economy which promotes skills and job opportunities for all

### Broadland and South Norfolk Profile:

- 130,000 people are in employment
- Over 82% of working age residents are in employment
- Higher % of economically active residents than the national average
- Over 1,000 business start-ups per year
- Higher than average five year business survival rate
- Over 90% of businesses employ up to 10 employees
- Nearly 10,000 businesses located in our areas
- 10 Market Towns

### Challenges:

- 27,000 new jobs to be created in Greater Norwich by 2026
- 15% of our 260,000 residents are economically inactive
- Ensuring the workforce have the right mix of skills to match business need
- Ensuring that everyone has the opportunity to contribute, learn and benefit from sustainable economic growth

### We will provide the right environment to grow a strong, vibrant and inclusive economy, making Broadland and South Norfolk the best place in the country to do business and to work, by:

- Working with partners to improve accessibility and enabling residents and businesses to move about safely as part of the Transforming Cities work.
- Focussing our efforts on ensuring we have an appropriately skilled workforce to encourage growth and opportunity in the area.
- Helping to prepare our young people to be successful in their working lives by ensuring there are the right career pathways in place, whether that be vocational or academic.
- Working with partners to attract inward investment into our area, providing the right conditions for employment opportunities to grow.

- Supporting all sizes and types of businesses in our areas to grow.
- Enhancing our market towns and working collaboratively to promote our areas as visitor destinations.

**We will work collaboratively to deliver the physical and technological infrastructure required to create the environment for a strong economy, by:**

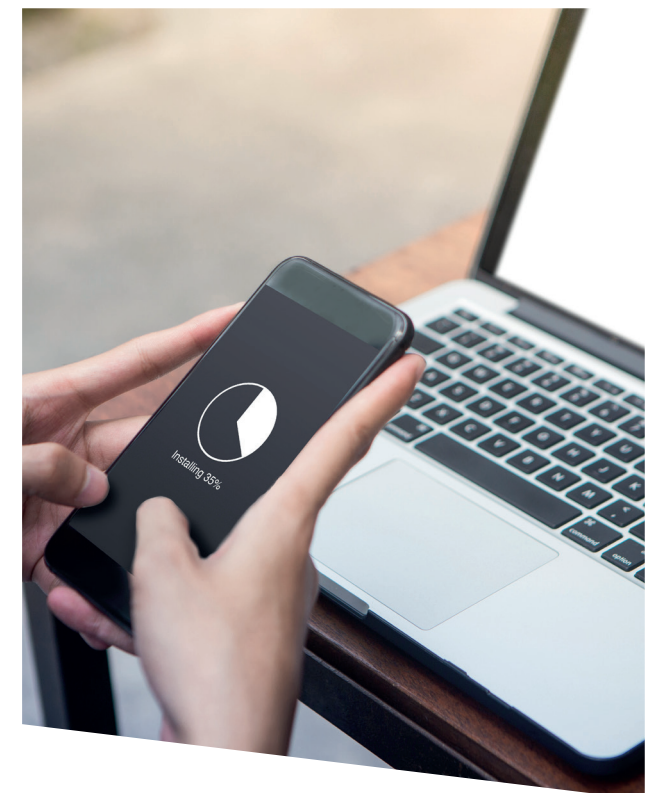
- Continuing to enable faster broadband and mobile network coverage for residents and businesses.
- Working to unblock constraints to growth through delivering and supporting infrastructure projects which will help to transform our areas including the Long Stratton bypass, Western Link Road and the dualling of the A47.

**We will work with partners to promote Greater Norwich as an innovative, vibrant and forward-looking area and the place to invest and grow businesses, by:**

- Growing our world leading science base at the Norwich Research Park, Broadland Business Park and wider schemes to provide new business premises and job opportunities across both districts.
- Working with partners on promoting the Tech Corridor as a place for Government investment (linking of the UKs powerhouse cities, Cambridge and Norwich)
- Supporting the growth of the key sectors (such as aviation) in our wider area as identified in the New Anglia LEP Local Industrial Strategy.
- Working with local communities, businesses and Councils to ensure the vitality and vibrancy of our market towns and key service centres.

### **Our Success Indicators**

- Sustainable growth in our economy
- Growth in the visitor economy
- Delivery of key infrastructure projects through secured funding





# Supporting individuals and empowering communities

## Our Ambition is to:

- Ensure that the most vulnerable feel safe and well
- Empower people to succeed and achieve their aspirations
- Create and support communities which are connected and are able to thrive

### Broadland and South Norfolk Profile:

- 260,000 people live in the area
- Number of residents physically active is higher than the national average
- % of the population over the age of 85 is higher than the national average
- The population is projected to grow by an average of 13% in South Norfolk and Broadland by 2041
- There is a lower than average crime rate
- General health is better than the Norfolk average

### Challenges:

- By 2036, an average of 6.2% of the population will be 85 or over
- 10% of children live in low income families
- 9% of households experience fuel poverty
- An average of 60% of adults are classed as being overweight or obese

### We will work with partners to drive the best health and wellbeing outcomes for our residents through ensuring a suitable and safe home, a meaningful occupation and a supportive and safe community, by:

- Working with the NHS and communities to improve mental wellbeing and resilience.
- Encouraging active and healthy lifestyles through our own leisure and healthy lifestyle offer and by working with partners such as Public Health and Active Norfolk to deliver key projects collaboratively.
- Working with the health and social care system to support those who are frail by keeping people independent in their home for longer.



- Working with the DWP, schools and other partners to improve employment opportunities and residents' strengths and potential, rather than focussing on barriers they face.

**We will focus on inclusive growth and social mobility to provide fairer social and economic chances for everyone, in order to fulfil their potential and have healthy, independent lives. We will focus on the five key themes identified in our Inclusive Growth Framework by:**

- Providing a supportive home environment.
- Increasing aspiration and career routes.
- Supporting low paid workers.
- Improving access and transport.
- Improving business development and productivity.

**We will work with our partners to ensure that all residents feel safe and well in their communities by:**

- Building strong and resilient communities by intervening and using our statutory powers where necessary.
- Continuing to support those residents with the most complex needs, offering care, support and advice to residents in need of support via schemes such as 'care and repair', debt and welfare advice and our early help work to prevent homelessness and tenancy breakdown.

#### **Our Success Indicators**

- The health and wellbeing of our residents is maintained and improved
- Improved social mobility outcomes achieved for our residents
- Increase in the successful interventions to prevent or relieve homelessness
- More residents are supported to be independent for longer

- Maintain low levels of crime
- Decrease in the level of deprivation





# Protecting our natural and built environment, whilst maximising quality of life

## Our Ambition is to:

- Take proactive steps to preserve the natural environment
- Ensure we have the right homes for everyone
- Build a place that everyone can be proud of

### Broadland and South Norfolk Profile:

- Nearly 120,000 households
- An average of 46% of household waste is recycled
- 73 conservation areas

### Challenges:

- We have large rural areas with 12% of households having no access to a vehicle, creating challenges with accessing key services e.g. healthcare
- Higher than average house prices
- Energy prices increasing
- 18,500 new homes needed in Greater Norwich by 2026

**We will promote growth in our area, working with key partners to deliver a local plan which protects the best of what we have and shape the areas' future, to make it the best possible place to live and work, by:**

- Adoption and delivery of the Greater Norwich Local Plan, which ensures the highest quality development and homes for people of all generations need.

**We will make sure that our green spaces, streets and public spaces are clean, attractive and safe by:**

- Providing the right information, incentives and infrastructure for people and businesses to increase the amount of recycling and reduce the amount of waste produced.
- Engaging with residents, visitors and businesses to support them to play their part in keeping our district clean and safe.
- Improve food waste collections to reduce waste (Broadland District Council only).

**We will protect our environment and play our part in the wider environmental issues by:**

- Using all the resources at our disposal to play our part in improving air, water and land quality within our region
- Leading by example and encouraging others to reduce their carbon footprint e.g. as Councils, reducing our single use plastics and providing electric car charging points for both residents and staff
- Working together to deliver the Governments 'A green future: Our 25 year plan to improve the environment'

**Act as a catalyst for homes people can afford, creating sustainable communities for the future by:**

- Encouraging developers to build houses that already have planning permission.

- Using our powers to deliver and directly build more sustainable homes in the right places, whilst protecting our green spaces

**Our Success Indicators**

- Our waste services are reliable, safe and compliant.
- Increase in our recycling rate and reduction in contamination levels.
- Improved air quality within our areas.
- Delivering the right homes in the right places to create a sustainable community, ensuring the 5-Year Housing Land Supply is maintained to deliver planned growth.
- Increased growth is delivered through the adoption of the (GNLP) Greater Norwich Delivery Plan.





# Moving with the times, working smartly and collaboratively

## Our Ambition is to:

- Promote our areas with our clear and ambitious offer
- Provide truly commercial, entrepreneurial and collaborative public services
- Use the best of technology, customer insight and the right resources to deliver value for money services for our customers

### We will maximise the potential of our resources, working efficiently, effectively and commercially, ensuring our long-term financial sustainability by:

- Continuously challenging ourselves to ensure we utilise our resources in the best possible way and seize opportunities as they arise.
- Investing in and taking advantage of commercial opportunities where appropriate.
- Planning ahead and taking a longer-term view to ensure we invest into the services which will have the biggest impact.
- Becoming an agile, flexible and collaborative organisation, working across traditional local government/organisational

boundaries and driving and adapting quickly to the changing environment

### We will work collaboratively and in partnership to develop place-based and customer-centred services by:

- Developing services that are delivered at a local level.
- Continuously improving our customer service offerings to best meet our customers' needs, using evidence and data to drive our services.
- Invest in the skills development of our staff to ensure that staff are enabled to continue to engage effectively with customers in the changing local government environment.
- Seeking collaborative opportunities to maximise the potential of joined-up

partnership working with public, private and voluntary sector partners.

- Continuing to use the best technology for the job in hand and making best use of the opportunities that digital ways of working can bring, alongside making our digital platforms easy to access.

### We will invest in our staff and create an organisation that people want to work for

- Retaining and attracting the best talent to deliver our services.
- Becoming a mobile, flexible and inclusive organisation.
- Investing in our team and technology to develop a forward thinking and growth focused organisation.



**We will act as a public sector leader and innovator which others look to for best practice by:**

- Acting as leading councils nationally in order to deliver the best possible services for our residents
- Trying out and testing new approaches and ideas, using the best evidence that we have to inform our decisions and sharing best practice

**We will promote our place offer, showcasing our strengths as a partnership and influence the regional and national policy stage by:**

- Working with partners regionally and nationally to change and shape national and regional policy for the benefit of our local residents and businesses
- Actively promoting our area to build its reputation and drive investments in our districts and the wider region

**Our Success Indicators**

- Increase in customer satisfaction in our services
- Increase in staff satisfaction and effective recruitment and retention
- Increase in the use of our online services
- High performing peer reviews and external accreditations
- Enhanced reputation of the Councils and our areas
- Long-term financial sustainability of the Councils



# Using our resources wisely

Like all good businesses, we look ahead and we produce both medium and long-term plans so that we're ready for the changing demands that we'll face when delivering our services over the upcoming years.

Our Medium-Term Financial Plans (MTFP) are reviewed annually prior to setting the councils budget. The MTFP projects our income and expenditure for the next five years based on assumptions around funding and cost pressures, together with an agreed set of principles to maintain financial stability.

Like many Local Authorities, we continue to operate in a climate of financial uncertainty with increasing demands on services alongside unpredictable future changes to government funding.

Since 2010/11, government funding for local authorities has fallen by 49.1% in real terms, alongside an increase in the demand for local authority services. Overall since 2010/11 the median reduction in budget for district councils has been just over 30%.

Nationally, authorities are considering different options for improving service delivery, while ensuring financial resilience for the future. Decreasing grant income from Central Government and continuing uncertainty around funding, has encouraged Councils to review the

way in which they fund and structure services, with many looking to more innovative ways of operating.

Over the last few years, we have made significant efficiencies and savings through our approach to become more financially self-sustaining. Our approach to make the best use of our resources has enabled us to plan ahead, invest in our key services and take a real outcomes-based approach to delivery.

In the coming years however, our MTFP for both Councils show that we will have a budget gap if we do nothing to resolve it.

As a result, a central focus of our long-term financial plan is seeking to generate new income streams by using our capital to support the economy to grow. Instead of reducing the level of the services that we provide to our residents, we have the ambition to continue to develop, move with the times and use innovative and devolved funding mechanisms to continue to support our services.

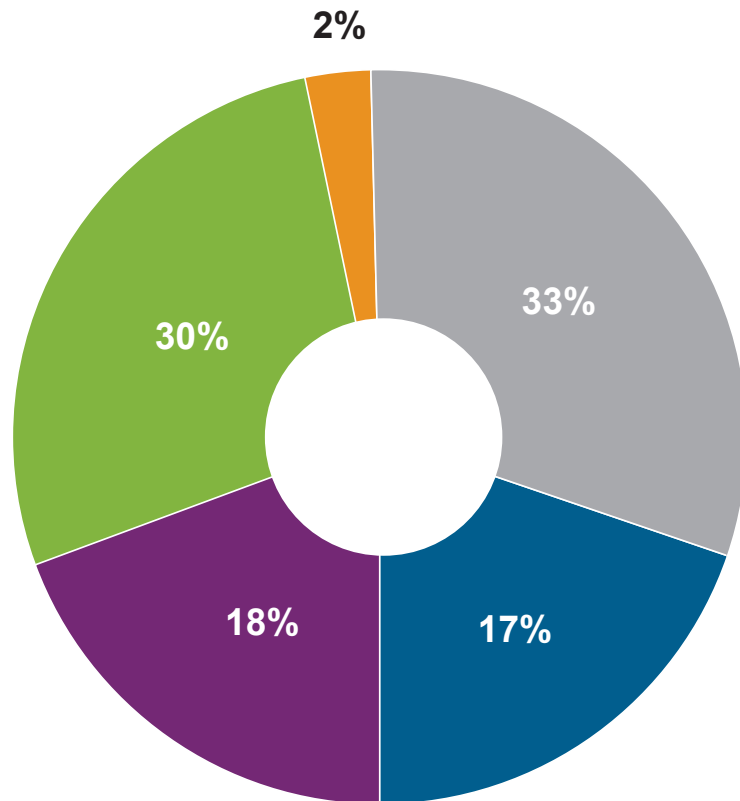
## A guide to where our funding comes from

Broadland District Council has a spending power of £17.2m and South Norfolk Council has a spending power of £31.6m. These budgets are used to deliver services to the 260,000 residents who live here and the thousands of visitors who come to our areas every year.

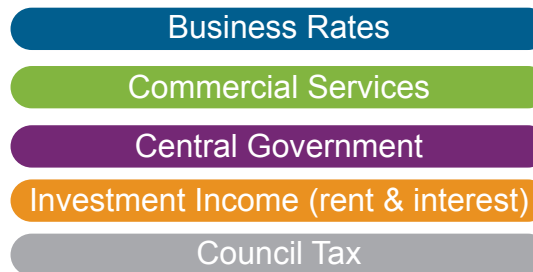
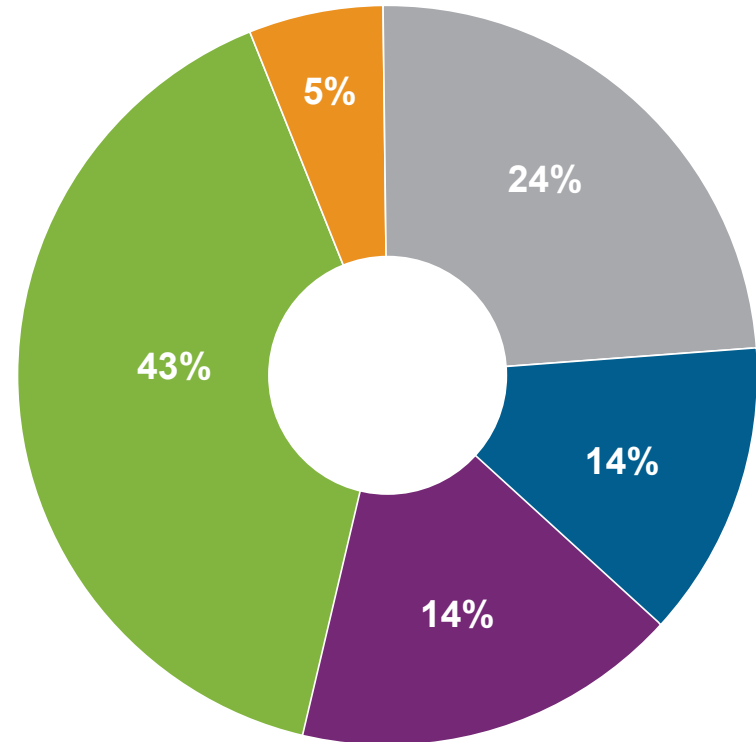
**On the next page is a breakdown of where our funding comes from.**

How we will spend our budget is decided through setting each Councils' Medium-Term Financial Plans and an overview of how we will fund our different services can be found in our Delivery Plans and Budget Books.

## Broadland District Council



## South Norfolk Council



## Broadland District Council



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# Delivery Plan

2020 – 2021

Two Councils  
One Team



# Our Delivery Plan for 2020/21

In response to the changing local government environment and the drive to provide the best services to our residents, Broadland and South Norfolk Councils agreed to move forwards with a collaboration in 2018 which has seen the Councils develop a single officer team working across the two districts. Our Strategic Plan outlines our vision to create the best place for everyone now and for future generations, alongside our key priority areas and ambitions for the next four years working as a partnership.

Local government is changing - but, the work that we're doing and our partnership approach is putting us in the best place to deal positively and proactively to those changes. To ensure that we remain relevant and up to date, we will be responsive and agile, putting the customer at the heart of everything we do and continuously improving and evolving our services to fit with future demands of both residents and businesses.

We have a target to save £8.6m over the next 5 years as a result of our collaboration together. We aim to achieve this by reimagining and transforming what local government delivers to become the best in class and exemplar at what we do. We recognise that we all have a

responsibility to do all we can to ensure that what we leave behind is better than what we found.

This document, our Delivery Plan, has been developed around these priorities and ways of working and describes our intended activities for 2020/21. This is an interim one year plan, with the ambition to move forward from 2021/22 with a 2 year plan, in line with the Budget Setting process for the Councils.

Our Strategic Plan identifies four priority areas where we focus our resources and efforts. Alongside the priority areas are our ambitions linked to each priority. These priorities and ambitions are underpinned by how we deliver our services through our people and our approach.

It is important that we are able to link our vision, priorities and ambitions, to our service delivery and team and individual objectives. This Delivery Plan is therefore focused on the three service areas the Councils are made up of, with each activity carried out being linked back to the key priority areas.



# The Vision for our Place

## THE VISION

Working together to create the best place for everyone, now and for future generations



## OUR PRIORITIES, OUR PEOPLE, OUR APPROACH



### Growing our economy

- Promote our areas as a place that businesses want to invest in and grow, attracting investment from our areas.
- Build a productive, high-performing and dynamic economy for the future.
- Create an inclusive economy which promotes skills and job opportunities for all.



### Supporting individuals and empowering communities

- Ensure that the most vulnerable feel safe and well.
- Empower people to succeed and achieve their aspirations.
- Create and support communities which are connected and are able to thrive.



### Protecting our natural and built environment, whilst maximising quality of life

- Take proactive steps to preserve the natural environment.
- Ensure we have the right homes for everyone.
- Build a place that everyone can be proud of.



### Moving with the times, working smartly and collaboratively

- Promote our areas with our clear and ambitious offer.
- Provide truly commercial, entrepreneurial and collaborative public services.
- Use the best of technology, customer insight and the right resources to deliver value for money services for our customers.

# Where our money comes from

Similar to the wider public sector, Broadland and South Norfolk are operating in a constantly changing financial environment. Instead of reducing the level of the services that we provide to our residents, we have the ambition to move with the times and generate new income streams, alongside using innovative and devolved funding mechanisms to continue to support our services. Central to our long-term financial plan to become more financially self-sustaining, is seeking to generate new income streams by using our capital funding to support the economy to grow.

This plan outlines our spend for 2020/21 by Directorate and by Council. As part of the collaboration and the new one team way of working, a system for apportioning costs and savings across the two Councils has been developed and agreed by auditors, which is based on a % split of 45% (Broadland) and 55% (South Norfolk). This is reflected in the financial tables in this plan.

## 2020/21 outlook

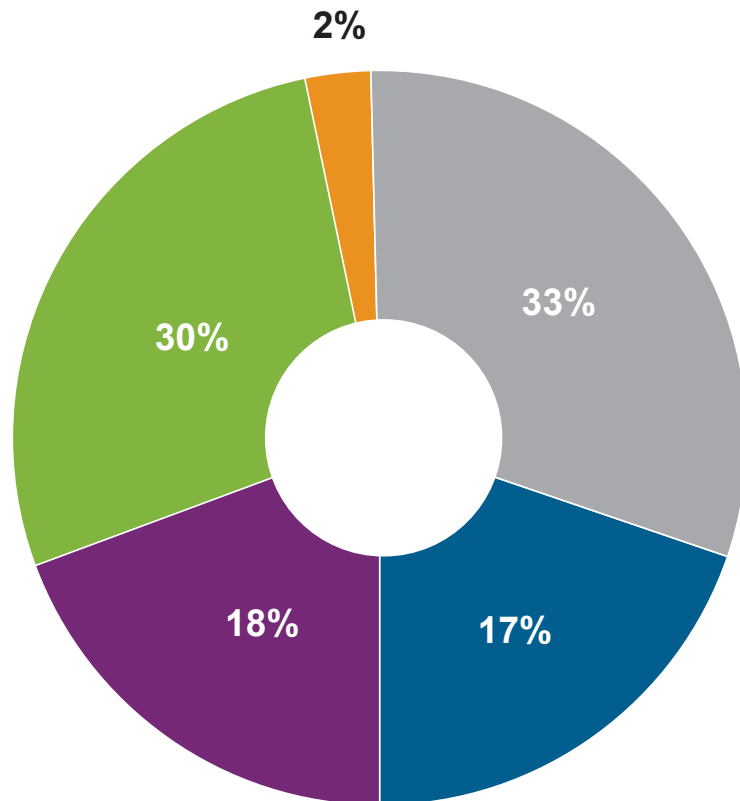
Our total controllable funding for 2020/21 is:

- £17.2m for Broadland District Council
- £31.6m for South Norfolk Council

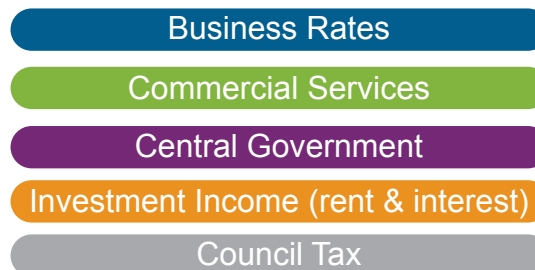
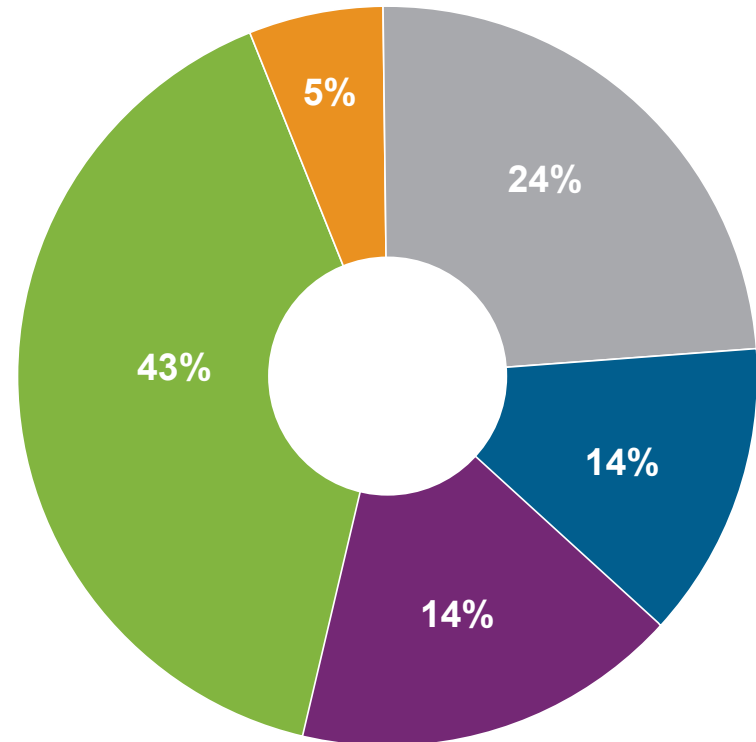
The chart on page 5 shows the breakdown of our funding sources.



## Broadland District Council



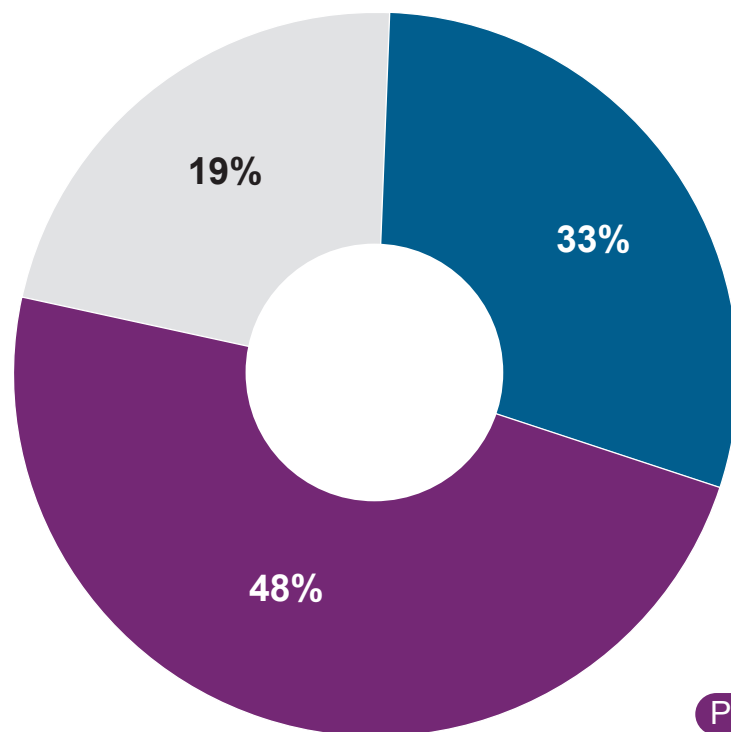
## South Norfolk Council



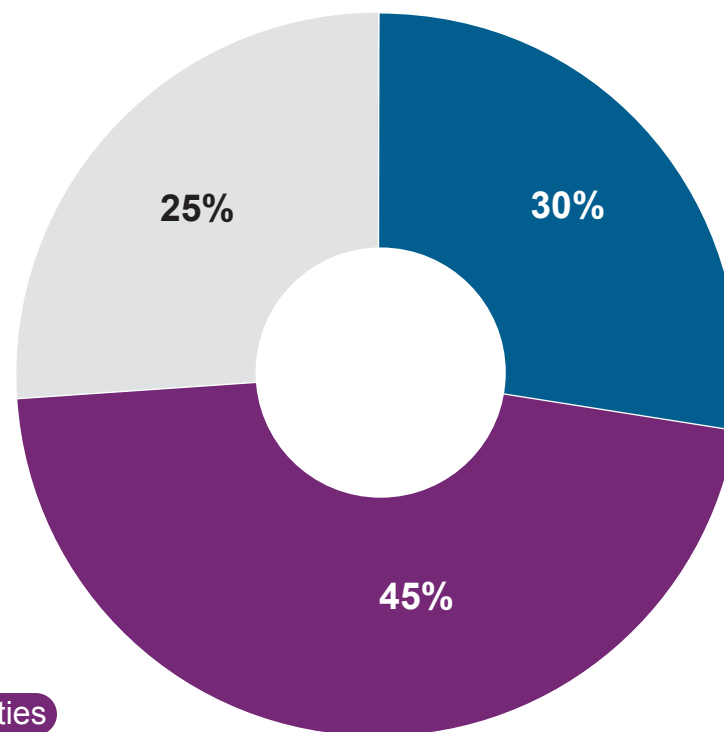
# How our budget is to be spent in 2020/21

The charts outline our predicted spend for each of our three directorates and the key activities and projects being delivered is detailed later in the plan. A detailed breakdown of how much our services cost to run can be found in the Budget Books for both Councils.

## Broadland District Council



## South Norfolk Council




People & Communities

Place



Resources

# Delivery Measures



Our delivery measures aim to track the performance of our services and how well we are achieving our key ambitions. These are reported into Cabinets on a quarterly basis.


Priority	Measure Ref	Activity Ref	Measure of success	Target/Measure of success	Reporting frequency	Service
	1	N4	Progress towards delivery of the predicted £8.6m savings through the South Norfolk/ Broadland collaboration	£8.6m savings over 5 years and on-going efficiencies. Savings target of £1.632m in 2020/21 as outlined in the Feasibility Study.	Quarterly	All teams
	2	Across a number of activities	Customer satisfaction survey (%)	The baseline measure will be ascertained in Q3 of 20/21. Success will be an increase on that baseline figure.	Quarterly (once baselined)	Innovation, Strategy & Programmes
	3	T1	Staff satisfaction	The baseline measure will be ascertained in Q4 of 19/20. Success will be an increase on that baseline figure.	Quarterly (once baselined)	OD
	4	P4	Staff absence levels	4% for short term sickness (less than 4 weeks) across the one team.	Quarterly	HR
	5	T2	Staff retention	90% retention of workforce, thus ensuring a healthy turnover rate.	Quarterly	HR/OD
	6	P1	% of the organisations workforce who are apprentices and graduate entry roles	The baseline measure will be ascertained in Q4 of 20/21. Success will be an increase on that baseline figure.	Quarterly	HR/OD
	7	L5	Collection rate of Council Tax	SNC 98.5% collection rate, BDC 98.9% collection rate.	Annual	Council Tax





Priority	Measure Ref	Activity Ref	Measure of success	Target/Measure of success	Reporting frequency	Service
	8	L6	Collection rate of Business Rates	SNC 98% collection rate, BDC 99% collection rate.	Annual	Business Rates
	9	Across a number of activities	Number of new jobs created	To meet the target for Greater Norwich as set out in the emerging Local Plan.	End of Q4 for the preceding year	Economic Development/ Planning
	10	Across a number of activities	Employment rate	Increase on employment rates for both districts.	Annual	Economic Growth/ Communities and Early Help
	11	Across a number of activities	Those in employment claiming benefits	Decrease on the number of those who are claiming benefits, in employment.	Annual	Economic Growth/ Communities and Early Help
	12	Across a number of activities	% of vacant retail space in market towns	The baseline measure will be ascertained in Q4. Success will be an decrease on that baseline figure.	Quarterly (once baselined)	Economic Growth/ Planning
	13	Across a number of activities	Business survival rates	Increase in the % of business start-ups that survive over one year.	Annual	Economic Growth
	14	F10	External funding to support growth	Significant investment to support the delivery of our key projects outlined in the Delivery Plan.	Quarterly	Economic Growth
	15	A7	Numbers of vulnerable residents supported by our discretionary prevention services	South Norfolk - 2,000 residents to be supported by Q4. Broadland - The baseline measure will be ascertained in Q4. Success will be an decrease on that baseline figure.	Quarterly	Communities and Early Help
	16	B3	Annual footfall of customers visiting SNC's leisure facilities and activities to lead healthier and more active lives	5% increase in the annual footfall at all South Norfolk leisure centres by Q4.	Quarterly	Leisure





Priority	Measure Ref	Activity Ref	Measure of success	Target/Measure of success	Reporting	Service
	17	D2	Number of residents supported to live independently	South Norfolk - 800 persons assisted to live independently by Q4. Broadland - The baseline measure will be ascertained in Q4. Success will be an increase on that baseline figure.	Quarterly	Communities and Early Help
	18	D2	Delivery of housing standards enforcements	150 proactive and reactive enforcement interventions by Q4.	Quarterly	Communities and Early Help
	19	E7	% successful intervention to prevent or relieve homelessness for customers who are homeless or at risk of becoming homeless	80% of successful interventions by Q4.	Quarterly	Communities and Early Help
	20	E8	Number of working days taken to process new claims and Change of Circumstances for Housing Benefit/ Council Tax Benefit	80% of new claims and change of circumstances to be processed within 7 days by Q4.	Quarterly	Housing and Benefits
	21	G5	Number of affordable homes delivered	Sufficient affordable housing to meet the needs of residents in accordance with the Strategic Market Assessment.	Quarterly	Planning
	22	G7	Number of new homes delivered	To achieve more than 100% in the Govt's Housing Delivery Test for Greater Norwich (meeting the Govt's definition of need) ensuring the 5-Year Housing Land Supply is maintained to deliver planned growth.	End of Q4 for the preceding year	Planning
	23	G8	% Planning decisions made within statutory timescales	<ul style="list-style-type: none"> <li>90% of minors/others in agreed time</li> <li>95% of householders in agreed time with 65% of these in 6 weeks</li> <li>95% of majors in agreed time</li> </ul>	Quarterly	Planning
	24	I3	Percentage of food businesses with food hygiene ratings of rated as 4 (Good) and 5 (Very Good)	The baseline measure will be ascertained in Q4. Success will be an increase on that baseline figure.	Quarterly (once baselined)	Food, Safety & Licensing

Priority	Measure Ref	Activity Ref	Measure of success	Target/Measure of success	Reporting frequency	Service
	25	C5	(Broadland District Council only) Household food waste recycled	Increase in overall gross tonnage collected by Q4.	Quarterly	Waste Services
	26	C5	% of household waste recycled	2% increase in recycling collected by Q4.	Quarterly	Waste Services
	27	C5	Tonnage by household of garden waste being recycled	Increase in the tonnage of garden waste being recycled by Q4.	Quarterly	Waste Services
	28	C6	Number of verified missed bins for all waste per 100,000 collections	No more than 30 bins missed per 100,000 (per Council) collected.	Quarterly	Waste Services
	29	C8	Number of litter picks/clean up initiatives supported	The baseline measure will be ascertained in Q4. Success will look like an increase on that baseline figure.	Quarterly (once baselined)	Waste Services
	30	C8	Number of confirmed incidents of flytipping	The baseline measure will be ascertained in Q4. Success will be an decrease on that baseline figure.	Quarterly (once baselined)	Environmental Protection



# People and Communities


Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
A) Communities and Early Help	<b>Communities and Early Help</b>						
	<b>Core purpose of the service:</b> To develop resilience, confidence and capacity within our individuals, families and communities to live healthy, independent and productive lives.						
	<b>Major Projects/Programme of work</b>						
	A1	<b>Redesign our early help and prevention model as part of the transformation agenda:</b> By working closely with partners, identify and have the capacity and capability to effectively manage resident issues before they become crises. This includes: <ul style="list-style-type: none"> <li>Design with partners and establish a common and accessible help hub model</li> <li>Working with the Health and Wellbeing Board to ensure the sustainability of the acute based District Direct model and integration and access of district services through local NHS primary care networks</li> <li>Develop our partnership working and community offer around health and wellbeing priorities including domestic abuse, mental wellbeing and frailty</li> </ul>	A developed and sustainable early help and prevention model of partnership working.	A new model is in place with strong partnership support that has clear ambitions and goals in place to prevent issues escalating – Q4  District Direct programme is delivering in community hospitals and acute trusts – Q3  A new community leisure model is in place to support locality working – Q4	n/a	AD Individuals and Families	  

	<b>A2</b>	<b>Increase our partnership offer around crime and antisocial behaviour:</b> to tackle issues relating to ASB, vulnerability and crime such as County Lines and modern-day slavery. This includes: <ul style="list-style-type: none"> <li>Develop our response capability through further integration of statutory tools</li> <li>Work with the police control room to understand and better navigate requests for help</li> </ul>	An enhanced partnership model is implemented which tackles crime and Anti-Social Behaviour (ASB)	Plan to be developed outlining the approach - Q2  Integrated team in place with the police - Q3	n/a	AD Individuals and Families	
	<b>A3</b>	<b>Create a district locality offer, including:</b> <ul style="list-style-type: none"> <li>Defining what our locality offer is</li> <li>Working with the County Council to define and implement the Local Service Strategy</li> <li>Working with partners on the One Public Estate Board and developers, to identify local opportunities for cohabitation and service alignment</li> </ul>	Services are delivered as close to the community as possible.	Proposed model identifies opportunities to deploy staff into local areas to improve access to services - Q1  Identified opportunities to share space among four localities – Q4	n/a	Director of People and Communities	
	<b>A4</b>	<b>Improve aspirations and skill of residents, including:</b> <ol style="list-style-type: none"> <li>Work with partners and the Economic Development Team to develop a skills and employment offer to improve public and private sector opportunities such as rolling out a comprehensive one team apprenticeships and internships programme, targeting our hard to recruit areas</li> <li>Improve careers advice in schools and post education to ensure residents are equipped to take up the careers our districts need.</li> <li>Link schools with community groups to increase 'soft skills' in young people</li> </ol>	There is an increase in: <ul style="list-style-type: none"> <li>Number of internships and work experience placements in our organisation</li> <li>Numbers of apprenticeships in hard to recruit areas</li> <li>Schools and businesses attending Norfolk Skills and Careers Festival</li> </ul>	The Councils have provided young people with information and advice about careers in local Government - Q4  Choices programme offers all residents in both districts a chance to develop skills for work – Q4	n/a	AD Individuals and Families/AD Economic Growth	




		<p>d) Engage with schools, businesses and the Norfolk Skills and Careers Festival to increase aspirations of young people and increase take-up and awareness of local opportunities</p> <p>e) Review of and developing a scalable Choices employment training programme, to be delivered for residents of both districts, with support from our Early Help offer</p>	<p>There is a decrease in:</p> <ul style="list-style-type: none"><li>School age children who are, or are at risk of being NEET in the districts</li><li>Number of benefits claimants in work</li></ul>				
A5	<p><b>Create a community offer and events brand package</b> Develop and launch a community brand which:</p> <ul style="list-style-type: none"><li>Aligns our community events,</li><li>Maximises sponsorship, community investment and Corporate Social Responsibility</li><li>Engage communities to participate in community events</li></ul>	<p>Commercial partners are engaged and invest, increasing community capacity.</p>	<p>Model developed to enable business to support the Councils in improving the environment, our communities and economy – Q3</p>	n/a	AD Individuals and Families		
A6	<p><b>Embed social value in procurement</b> (<i>looking at the additional value created in service contracts which have a benefit to the wider community</i>): Working with partners to develop and embed social value in procurement helps to develop a more inclusive economy.</p>	<p>There is an agreed policy position, alongside partners, embedded in all contracts.</p>	<p>Q2</p>	n/a	AD Individuals and Families/AD Business Support & Governance		
Operational/Service Delivery (BAU)							
A7	<p><b>Provision of non-statutory services to support vulnerable residents including:</b></p> <ul style="list-style-type: none"><li>Help Hub requests for support</li><li>Social Prescribing (SNC)</li><li>Welfare and debt advice</li><li>Emotional Wellbeing and Resilience Service (SNC)</li><li>Domestic abuse service</li><li>Handyperson service</li></ul>	<p>Residents are supported to avoid crises. Demand on the Councils and other statutory services is reduced.</p>	<p>Ongoing</p>	n/a	AD Individuals and Families		


		<ul style="list-style-type: none"> <li>Pathways (BDC)</li> </ul>					
	<b>A8</b>	<b>Safeguarding:</b> Align and then embed a new joint safeguarding protocol across the organisation and continue to raise awareness of safeguarding.	A healthy level of reported safeguarding cases which are dealt with quickly and proportionately and staff are suitable trained.	Ongoing	n/a	AD Individuals and Families	
	<b>A9</b>	<b>Develop a community outreach leisure offer:</b> Develop a holistic community outreach leisure offer which aims to improve the capacity, health, wellbeing and activity levels of our communities. Building on and developing good examples, such as: <ul style="list-style-type: none"> <li>Tots2Teens</li> <li>GP referrals scheme</li> <li>Why Weight</li> <li>10k races and development of park runs</li> </ul>	There is improvement in the capacity, health, wellbeing and activity levels of our communities.	Ongoing	n/a	AD Individuals and Families/AD Community Services	
<b>Team</b>	<b>Ref</b>	<b>Activity for 2020/21</b>	<b>What would a successful outcome be?</b>	<b>Delivery Milestones</b>	<b>Capital Budget</b>	<b>Responsible Officer</b>	<b>Priority link</b>
<b>B) Leisure</b>	<b>Leisure</b>						
	<b>Core purpose of the service:</b> Ensuring a leisure service which is appropriate to and can be accessed by all sections of the community.						
	<b>Major Projects/Programme of work</b>						
	<b>B1</b>	<b>One Public Estate:</b> In line with the One Public Estate principles, explore options for the re-provision of Diss Leisure Centre through the creation of a multi-sector service hub (SNC).	Our leisure centres are used to the best of their ability and supporting partnership working and improving outcomes for our residents.	Outline business plan setting out options for approval 2020 drafted – Q2	n/a	AD Community Services	


	<b>B2</b>	<b>Expand Leisure Facility Offer:</b> Develop and expand the offer to residents by supporting community initiatives or working in partnership in line with agreed leisure principles, including; <ul style="list-style-type: none"> <li>SNC area: adoption of Framingham Earl High School sports centre, Long Stratton High School Pool, better utilisation of Wymondham leisure centre facility</li> <li>BDC area; explore leisure facility opportunities and develop business cases where appropriate</li> <li>Develop an action plan to establish a new Country Park at Houghen Plantation</li> </ul>	There is an agreed policy position for development of community-based leisure opportunities.	Ongoing	n/a	AD Community Services/AD Economic Growth	
	<b>Operational/Service Delivery (BAU)</b>						
	<b>B3</b>	<b>Increased accessibility, reach and profitability with an enhanced centre-based leisure offer (SNC only) and improve activity levels of residents.</b>	Increase in: <ul style="list-style-type: none"> <li>Footfall</li> <li>Membership subscriptions</li> <li>Profitability</li> <li>Customer satisfaction levels at centres</li> </ul>	Ongoing	n/a	AD Community Services/AD Individuals and Families	
	<b>B4</b>	<b>Efficient and safe operational delivery of the Leisure Centres and Community Leisure offerings:</b> Continue to improve our quality and safety through obtaining accredited standards (SNC).	Quest quality accreditation is secured for all sites and there is a reduction in health and safety and RIDDOR incidents	Ongoing	n/a	AD Community Services	



Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
C) Waste Services	<b>Waste Services</b>						
	<b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>To provide a viable, cost effective and compliant service which generates income for the Councils</li> <li>To keep our customers healthy and ensure a clean and tidy environment</li> <li>To increase the recycling rate</li> </ul>						
	<b>Major Projects/Programme of work</b>						
	<b>C1</b>	<b>Options for single waste model:</b> Completion of full business case for a single operational model under the waste services review and development of a clear and full implementation plan (link to N3).	Detailed business case which allows for an informed decision to be made.	Business Plan approved – July 2020  Clear profile of efficiency savings identified, profit and loss and balance sheet agreed – Q2  Agreed project & governance in place to support effective implementation - Ongoing	n/a	AD Community Services	
	<b>C2</b>	<b>Alignment of waste customer support services:</b> Alignment of waste customer services, including co-location of teams, a single customer service experience and a single system for customer complaints and green waste.	The service is able to make efficiency savings and customer experience is improved.	The service is fully aligned - December 2020	n/a	AD Community Services	
	<b>C3</b>	<b>Explore options and develop a business case for a new single depot (link to N3).</b>	An initial business case is approved, allowing for efficiencies to be made in the longer term for the waste service.	Initial business case approved – March 2021	n/a	AD Community Services	



	<b>C4</b>	<b>Begin to work with partners to undertake options appraisal for Material Recovery Facility replacement from 2024.</b>	An options appraisal is completed.	Initial options appraisal – March 2021	n/a	AD Community Services	
<b>Operational/Service Delivery (BAU)</b>							
	<b>C5</b>	<b>Increase recycling rates and reduce contamination:</b> Improve recycling and contamination behaviour through a targeted insight project, ongoing campaigns and community initiatives, with lessons learnt being rolled out across the Councils.	Improve the environment for the area by reducing the contamination of bins and increasing the level of recycling by influencing residents' positive waste habits including waste reduction.	Complete the initial Insight Project – May 2020  Undertake full evaluation - July 2020	n/a	AD Community Services	
	<b>C6</b>	<b>Deliver an effective service, compliant vehicle operating licence and maintenance of a healthy and safe operational working environment through:</b> <ul style="list-style-type: none"> <li>Effective delivery of the in-house waste service (SNC) and contract management and monitoring (BDC)</li> <li>Implementing electronic systems, R2C WebEx, drivers' inspections and audits and achieving accredited quality assurance standard (SNC)</li> <li>Continue to develop our commercial waste service to drive income generation</li> </ul>	Introduction of in cab-technology (SNC)  Achieve operator licence accredited quality assurance standard (SNC)  Increased level of income generated through commercial waste	Ongoing	n/a	AD Community Services	
	<b>C7</b>	<b>Delivery of Government Waste Strategy:</b> Responding to and preparing for implementation of the government's waste and resources strategy.	Our services are efficient and delivered	Develop implementation plan to ensure	n/a	AD Community Services	

			in line with the Governments strategy.	compliance with new strategy - Ongoing			
	C8	<b>Sustainably manage the street scene to deliver high quality public areas and highways that are clean, meet customer needs and maximises community involvement:</b> Ensuring a clean environment through: <ul style="list-style-type: none"> <li>• Street cleaning</li> <li>• Fly-tipping removal and prevention</li> <li>• Grounds maintenance</li> <li>• Providing litter removal and dog bin services for communities</li> </ul>	Reduce time taken to clear up fly-tipping.  Reduced level of instances and complaints relating to street scene recorded.  Increase the number of community lead clean ups and litter picks	Ongoing	n/a	AD Community Services	
Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
D) Housing Standards & Independent Living	<b>Housing Standards &amp; Independent Living</b> <b>Core purpose of the service:</b> To provide a better quality of life to residents, improving their health and wellbeing, supporting them to remain independent and safe in their owns homes.						
	Major Projects/Programme of work						
	D1	<b>Align our housing standards team to create one single system, process and policy, including:</b> <ul style="list-style-type: none"> <li>• Alignment of independent living grants and handyperson scheme to meet current and emerging needs</li> <li>• Refreshing Homes of Multiple Occupancy (HMO) and empty homes procedures to create a common framework across both Councils.</li> </ul>	Consistent delivery of service residents across both districts.  Increased preventative measures developed and implemented	Initial preventative measures to be implemented – Q3	n/a	AD Individuals and Families	

	<b>Operational/Service Delivery (BAU)</b>						
	<b>D2</b>	<b>Ensuring homes in Broadland and South Norfolk are safe and healthy:</b> Continue to deliver effective and efficient core services including; <ul style="list-style-type: none"> <li>Disabled Facilities Grants</li> <li>Handyperson services</li> <li>Enforcement of Tenant Complaints, Empty Homes HMO's and Caravan site licence conditions.</li> <li>Gypsy and Traveller</li> </ul>	Vulnerable residents are supported through our core services.  Consistent delivery of a proactive and reactive housing standards enforcement service across both districts.	Ongoing  Q4	n/a	AD Individuals and Families	
	<b>D3</b>	<b>Delivery of the Warm Homes Fund for residents:</b> Deliver on our Warm Homes Fund and create a long-term plan to continue to improve vulnerable residents' homes and eradicate fuel poverty.	Sustainable plan created in cooperation with relevant partners.	Ongoing	n/a	AD Individuals and Families	
<b>Team</b>	<b>Ref</b>	<b>Activity for 2020/21</b>	<b>What would a successful outcome be?</b>	<b>Delivery Milestones</b>	<b>Capital Budget</b>	<b>Responsible Officer</b>	<b>Priority link</b>
<b>E) Housing and Benefits</b>	<b>Housing and Benefits</b>						
	<b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>To ensure that residents who need our help have a place to live that is safe, affordable and meets their basic needs.</li> <li>Providing the right home, at the right time, that is affordable, gives a platform from which to prosper, be more economically active and remain independent, as well as helping to create and sustain healthier families and communities.</li> </ul>						
	<b>Major Projects/Programme of work</b>						
	<b>E1</b>	<b>Alignment of temporary accommodation offer:</b> Align the temporary accommodation offer for both Councils, exploring opportunities with other districts to enhance our own investments.	Refreshed temporary accommodation offer is in place across both districts that is more efficient and support residents to move on to more sustainable accommodation.	Refreshed temporary accommodation offer is in place – Q3	n/a	AD Individuals and Families	

	<b>E2</b>	<b>Redesign shared social housing system:</b> create a single IT system, policy and procedures, that uses a local approach which embraces the economy of scale to deliver sustainable tenancies and reduce costs.	An improved and consistent housing system is in place across both districts that improves support and access to housing.	System to be in place – Q4	n/a	AD Individuals and Families	
	<b>E3</b>	<b>Redesign complex needs offer:</b> Working with partners, evaluate and redesign our complex needs offer, including rough sleeping project, offenders, care leavers, drug and alcohol use and mental health issues.	Reduced demand on housing system and improved tenancy sustainment.	Q4	n/a	AD Individuals and Families	
	<b>E4</b>	<b>Alignment of benefit functions:</b> Begin the process to align our two benefits functions, to create a single IT systems, policies and procedures for housing and one for benefits.	Efficiency saving through aligned policies and a common offer across both Councils; decreasing risk to overall subsidy claim.	Ongoing	n/a	AD Individuals and Families	
	<b>E5</b>	<b>Universal Credit:</b> Review the impact of Universal Credit, to understand the future required support and resource requirements.	Better utilisation of the Benefit team resource to empower residents to help themselves.	Q4	n/a	AD Individuals and Families	
	<b>E6</b>	<b>Council Tax Support Policy Options:</b> Refresh policy options for Council Tax support to bring one common framework to both districts and meets the needs of our residents to support re-entering workforce and helping the most in need.	Improved and consistent offer in place to support claimants into work.	Q3	n/a	AD Individuals and Families	
Operational/Service Delivery (BAU)							
	<b>E7</b>	<b>Deliver housing advice services:</b> Prevent residents becoming homeless where possible through: <ul style="list-style-type: none"><li>• advice or financial packages</li><li>• providing move-on plans for those residents in temporary accommodation</li><li>• eradicating rough sleeping</li></ul>	The Councils provide sustainable outcomes which meet the ongoing and changing needs of residents and prevent homelessness.	Ongoing	n/a	AD Individuals and Families	


	<b>E8</b>	<b>Deliver effective and efficient benefit services:</b> Working with partners and clients to continue to deliver effective and efficient benefits services and seeking to create the right environments to enable employment opportunities.	Time taken to process benefits requests and CICs reduced.	Ongoing	n/a	AD Individuals and Families	
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## People and Communities

## The Finances





Service Area	Revenue Budget £'000 (cost apportionment applied)		Income £'000		Capital Budget £'000	
	SNC	BDC	SNC	BDC	SNC	BDC
Communities and Early Help	1,196	572	-442	-75	63	0
Leisure	3,749	0	-3,371	0	488	0
Waste Services	6,608	5,972	-3,853	-3,421	1,276	92
Housing Standards and Independent Living	652	1,048	-485	-851	900	990
Housing and Benefits	1,359	1,620	-770	-761	0	0
<b>Totals</b>	<b>13,564</b>	<b>9,212</b>	<b>-8,922</b>	<b>-5,107</b>	<b>2,728</b>	<b>1,082</b>



# Place

Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
F) Economic Growth	<b>Economic Growth</b> <b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>To protect the best of what we have and to shape the area's future to make it the best possible place to live and work</li> <li>To provide the right environment to grow a strong, vibrant and inclusive economy</li> </ul>						
	Major Projects/Programme of work						
	F1	<b>Ongoing promotion and development of Norwich Research Park:</b> positively enable the growth of our world leading science base at the Norwich Research Park by delivering the Zone 4 building and the associated infrastructure	Construction of the Zone 4 building and related infrastructure to open up the site for future development opportunity, increasing our ability to attract inward investment and new sector and place-based investment into South Norfolk and Broadland.	Completion of Zone 4 building – Q4  Completion of Zone 4 internal road – Q4  Completion of Hethersett Lane roundabout – Q4	£5.75m	AD Economic Growth	
	F2	<b>Proactively seek to deliver commercial development at Browick Interchange:</b> continue to pursue acquiring land at Browick Road interchange to facilitate and accelerate the delivery of commercial development on this site.	Development and approval of a strategy and plan for the development of the Browick Road site, in order to kickstart further commercial development and increase our ability to attract inward investment and new sector and place-based investment into	Members approval of the preferred approach to the development of Browick Road – Q1  Implementation of the approved strategy and plan – Q2-Q4	£8.9m	AD Economic Growth	


			South Norfolk and Broadland.				
	<b>F3</b>	<b>Food Innovation Centre (FIC), in support of the Cambridge to Norwich Tech Corridor and the Local Industrial Strategy:</b> Maximise the likelihood of securing funding for and delivering the Food Innovation Centre and to work with partners to support the cluster work among high tech businesses and drive implementation of the evolving spatial strategy for the Corridor.	All required funding and financing secured, and contracts awarded for the construction of the FIC building and related infrastructure to develop a food specialist commercial location and increase our ability to attract inward investment and new sector and place-based investment into South Norfolk and Broadland.	£4.5m ERDF funding secured – Q3  Finance agreements in place with BDC, NCC & NALEP – Q3  Project delivery plan agreed – Q3	£0.89m	AD Economic Growth	
	<b>F4</b>	<b>Beeston Park scheme acceleration:</b> to progress the work associated with the scheme development, funded through Norfolk Business Rates Pool which will support the delivery of approx. 3,500 dwellings.	All plots in Phase 1 to be 'shovel ready', opening up the site for future housing development	Reserved matters application relating to strategic infrastructure approved – Q1	None at present (the outcome of the Housing Infrastructure Fund bid is awaited)	AD Economic Growth	
	<b>F5</b>	<b>Bure Valley Path and Railway</b> We will work with Norfolk County Council to deliver significant improvements and enhancements (facilitated by £1.2m of funding from Interreg Visitor Economy fund)	Improve the quality of the infrastructure and the visitor experience	Development of a detailed work plan for the 4-year period of funding – Q1  Delivery of Year 1 programme of improvement – Q4	£1.2m Interreg funding	AD Economic Growth	





F6	<b>North-West Woodland Country Park:</b> Open the site to the public, improve the existing infrastructure and encourage its wider use	Provision of a high quality informal open space which is meeting the recreational needs of residents, and fulfilling BDC's obligations under the Habitats Regulations	Appoint dedicated project officer – Q1  Improve existing pathways – Q1  Resurfacing the existing carpark – Q1  Hold a number of on-site public events to promote the Park – Q3	n/a	AD Economic Growth	 
F7	<b>Car Parking &amp; Electric Vehicle Charging Points (EVCP):</b> We will extend our network of EVCPs providing access for both residents and staff	Increase the number of Electric Vehicle Charging Points in the districts	Installation of EVCPs at The House – Q1  Installation of EVCPs at Long Stratton, Wymondham and Diss Leisure Centre and The Lodge – Q2/3  Review of BDC car parking provision incl. research and data gathering – Q1  Business/community consultation – Q2  Recommendations to Cabinet/Councils – Q4	£7,500 (25% contribution to OLEV funding)	AD Economic Growth	 


	<b>F8</b>	<b>Enable Faster Broadband</b> We will work with Better Broadband for Norfolk to encourage take up of services and seek to address access where no service exists. We will work with Norfolk County Council to establish potential links to the Local Full Fibre Network.	Increase in the proportion of residents and businesses with access to superfast broadband.	Take up of superfast fibre service increased from 60% to 62% across Broadland and South Norfolk – Q4 Decrease in % of premises with no access to superfast fibre service (currently 3% Broadland, 9% South Norfolk) through take up of Broadband voucher scheme – Q4	n/a	AD Economic Growth	
<b>Operational/Service Delivery (BAU)</b>							
	<b>F9</b>	<b>Business Engagement:</b> to proactively engage with our businesses to assess growth potential, skills/training needs (link to A4) and catalogue barriers to growth and populate a CRM system. We will instigate an Annual Business Survey to act as local business barometer and gather intelligence on wider economic issues e.g. Brexit.	Businesses and local communities are supported to grow by offering services which meet business need.  Annual Business Survey intelligence shows growth and investment in local businesses, employment opportunities and expected turnover.	10k business receive survey – Q1  Report on survey results – Q2  Develop Business Engagement & Support Plan, responding to finding of survey – Q3  Maintain support to, and grow Financial Industries Group by 10%  Maintain support to, and grow Greater	n/a	AD Economic Growth	


				<p>Norwich Manufacturing Group by 10%</p> <p>Launch of new 'Food &amp; Drink Sector' group – Q2</p> <p>Launch of invitation only business leaders' events – Q2</p> <p>Promoting our business support services at the Norfolk Enterprise Festival – Q2</p>			
	<b>F10</b>	<p><b>Inward Investment</b> (incl. commercial space) we will proactively engage with potential sector, while building a live register of available commercial property. We will also market our Investment website and work with LEP wide partners to maximise the area's potential at a national and international level</p>	<p>Develop a new joint inward investment strategy in conjunction with NALEP</p> <p>New businesses are encouraged to locate in our areas, the supply of commercial space in the districts is increased and barriers to growth are removed.</p> <p>Businesses engaged in manufacturing and financial sector/cluster groups grows 10% annually.</p>	<p>Relevant research completed, and draft inward investment produced – Q1</p>	n/a	AD Economic Growth	

			Launch of Food & Drink Sector Group to support F4.				
	F11	<b>Visitor Economy and Tourism:</b> we will work with the Destination Marketing Organisations (DMO's) to define the Tourism Sector deal and promote the wider area to visitors. We will also continue to engage with L-Tags and major attractions to develop trails, itineraries and collaborative projects.	The visitor economy within our districts grows and continues to be seen as a key sector.	Increased presence of two districts on the Visit Norfolk website – Q2	n/a	AD Economic Growth	
	F12	<b>Market Towns:</b> we will develop future vision and high street enhancement documents for future funding opportunities. We will continue to evaluate planning guidelines and use classes to accommodate the shift in retail behaviour and the experiential nature of our market town offer.	<p>We will develop a 'market town support strategy' with partners to ensure our market towns are supported to sustain their character and vitality</p> <p>Key towns/service centres identified and needs assessments in consultation with local groups/businesses undertaken.</p> <p>Package of support measures/investment requirements developed.</p>	<p>In conjunction with partners, identify the key needs of market towns – Q1/Q2</p> <p>Market town strategy approved by Members – Q3</p> <p>Market town 'support package' available for use – Q4</p>	External funding to be secured	AD Economic Growth	
	F13	<b>Business awards/breakfasts/workshops:</b> we will promote our business awards	Increase in number of businesses engaging with	Grow the number of attendees at quarterly	n/a	AD Economic Growth	



		programme to engage and showcase the work of our very best businesses. We will increase the reach of our business breakfasts to be more inclusive and develop economic workshops for a small focus group to engage with the senior team and political leaders to encourage partnership working across sectors.	promotional campaigns and awards events Launch of invitation only Business Leaders events.	business events by 10%			
	<b>F14</b>	<b>BAU:</b> we will continue to deliver a range of ongoing projects designed to meet the ambitions of the Local Industrial Strategy and Norfolk and Suffolk Economic Strategy.	Continue to stress test additional projects to justify inclusion in workstreams.	Ongoing	n/a	AD Economic Growth	
<b>Team</b>	<b>Ref</b>	<b>Activity for 2020/21</b>	<b>What would a successful outcome be?</b>	<b>Delivery Milestones</b>	<b>Capital Budget</b>	<b>Responsible Officer</b>	<b>Priority link</b>
<b>G) Planning</b>	<b>Planning</b>						
	<b>Core purpose of the service:</b> To make decisions that enable good sustainable growth and development.						
	<b>Major Projects/Programme of work</b>						
	<b>G1</b>	<b>Pre-application advice and guidance charging project across South Norfolk and Broadland:</b> Develop a pre-application planning advice service which offers a range of services to meet customer needs.	A consistent approach to delivery of pre-application advice to customers across both districts with a service that provides high quality advice and guidance and generates an income for the Councils.	Approval and implementation of service – Q1	n/a	AD Planning	
	<b>G2</b>	<b>To co-ordinate future development across the Greater Norwich area by working with partners to continuing</b>	Progress of GNLP production against the	<b>Greater Norwich Local Plan</b>	n/a	AD Planning	


	<p><b>to prepare the Greater Norwich Local Plan (strategic policies and allocations of land).</b></p> <ul style="list-style-type: none"><li>• Working with partners towards adoption of the Greater Norwich Local Plan</li><li>• Development of the SNC Cluster work</li><li>• Initiate Greater Norwich Community Infrastructure Levy review activities and progress CIL review itself</li><li>• Working with Norfolk colleagues, update the Norfolk Strategic Framework in relation to GIRAMS, Climate Change, 4G/5G provision, older people's accommodation and transport</li></ul>	adopted Local Development Scheme	<p>Publish Pre-submission Draft Plan (Regulation 19) for representations on soundness and legal compliance – Q4</p> <p><b>South Norfolk Village Clusters</b></p> <p>Publish Draft Plan (Regulation 18) for – Q1 Consultation Publish Pre-submission Draft Plan (Regulation 19) for representations on soundness and legal compliance – Q4</p> <p><b>Norfolk Strategic Planning Framework</b></p> <p>Draft of Version 3 for Norfolk Strategic Planning Member Forum – Q3 Version 3 endorsed by Local Planning Authorities – Q4</p>			
<b>G3</b>	<p><b>Infrastructure delivery programme:</b> Working as part of the Greater Norwich Growth Board, plan and help deliver</p>	Funding secured for the delivery of infrastructure	<b>Infrastructure Delivery Programme</b>	n/a	AD Planning	




		<p>high quality infrastructure that helps facilitate and support housing and employment growth, including:</p> <ul style="list-style-type: none"> <li>• Preparation of the 2021/22 Greater Norwich Infrastructure Investment Plan</li> <li>• Work with partners to successfully deliver the Transforming Cities project</li> </ul>	<p>to support growth with an agreed Greater Norwich Infrastructure Investment Plan for 2021/22 identifying the delivery of planned infrastructure projects for the area.</p>	<p>5YIIP for 2021 – 26 and AGP 2021/22 agreed by GNGB – Q3</p> <p>5YIIP for 2021 – 26 and AGP 2021/22 agreed by Cabinets – Q4</p>			
	<b>G4</b>	<b>Long Stratton Bypass:</b> We will continue to drive forward delivery of the Long Stratton Bypass infrastructure scheme.	<p>The amount of funding secure to deliver the Bypass</p> <p>Progress in determining the planning application</p>	<p>Q1 – Outline Business Case submitted to DfT</p> <p>Q2 - Determination of planning application</p> <p>Full permission for the bypass approved.</p>	n/a	AD Planning	
	<b>G5</b>	<b>Delivery of affordable housing to meet the needs of our communities</b>	Sufficient affordable housing to meet the needs of residents in accordance with the Strategic Housing Market Assessment (SHMA)	Ongoing	n/a	AD Planning	
	<b>G6</b>	<b>Review methodology for monitoring CIL/S106 receipts.</b>	New methodology in place which meets statutory requirements and improves engagement with stakeholders.	<p>Scoping exercise and engagement with members – Q1</p> <p>Design and implementation - Q2/3</p>	n/a	AD Planning	


Operational/Service Delivery (BAU)						
G7	<p><b>Adopted Local Plan delivery and implementation:</b> To increase the number of jobs and houses by promoting the development of key sites allocated in the Adopted Local Plan, monitoring their delivery and implementation including:</p> <ul style="list-style-type: none"> <li>Produce and publish an Annual Monitoring Report to include 5-year housing land supply trajectory and Housing Delivery Test results and consider fixing 5-year land supply through an annual position statement</li> <li>Analyse trends in development and monitor the effectiveness of current Local Plan policy</li> <li>Prepare bids for potential sources of funding (e.g. Local Infrastructure Fund, LEP Growth Fund, Housing Infrastructure Fund etc) to help overcome infrastructure blockages that are hindering some sites from being developed/completed</li> </ul>	<p>The delivery of needed houses and employment sites, boosting New Homes Bonus, CIL, (in some cases Business Rates) and council tax income and economic growth.</p> <p>Maintaining a 5-year land supply to put us in a strong position to determine planning applications in line with the development plan</p>	<p>AMR published, including Housing Land Supply Assessment – Q3</p> <p>Ensure 5-Year Housing Land Supply is maintained to deliver planned growth</p> <p>Ongoing - Prepare funding bids to overcome blockages to development</p>	n/a	AD Planning	







G8	<b>Statutory Development Management function:</b> Provide a modern, time-efficient, statutory Development Management service which delivers quality new homes and employment in the right places for South Norfolk and Broadland towns and villages, enabling them to grow and prosper while protecting and respecting their individual characters. <ul style="list-style-type: none"> <li>• Provide a pre-application advice service to applicants</li> <li>• Continue to monitor the pre-application enquiry service and seek feedback from service users to ensure we are meeting customer needs and providing quality advice.</li> <li>• Secure Service Level Agreements for specialist advice</li> <li>• Continue to monitor planning application processing times to inform case management and service improvements</li> <li>• Monitor and administer the CIL process and S106 agreements</li> </ul>	<p>Lawful decisions made within the statutory timescales, report on majors and others/minors as per government returns:</p> <ul style="list-style-type: none"> <li>• 90% of minors/others in agreed time</li> <li>• 95% of householders in agreed time with 65% of these in 6 weeks</li> <li>• 95% of majors in agreed time</li> </ul>	Quarterly updates.	n/a	AD Planning	
G9	<b>Undertake Conservation Area Appraisals (CAA's) across the two Councils.</b>	Heritage Assets are protected and planning decisions are informed.	Conservation Area Appraisals completed including: <ul style="list-style-type: none"> <li>• Burston,</li> <li>• Forncett,</li> <li>• Gissing,</li> <li>• Thorpe Abbotts,</li> </ul>	n/a	AD Planning	


				<ul style="list-style-type: none"> <li>Winfarthing,</li> <li>Wrampingham</li> <li>Coltishall</li> </ul>			
				Q3			
	<b>G10</b>	<b>Planning Enforcement:</b> Investigation of alleged planning breaches and ensure compliance with planning consent.	There is an effective investigation of all alleged breaches of planning.	<p>Ongoing review and monitor the Councils' enforcement plan to ensure breaches of enforcement are investigated against this plan and proportionate action taken.</p> <p>Scope work required to review both Councils' enforcement plans – Q1</p>	n/a	AD Planning	
<b>Team</b>	<b>Ref</b>	<b>Activity for 2020/21</b>	<b>What would a successful outcome be?</b>	<b>Delivery Milestones</b>	<b>Capital Budget</b>	<b>Responsible Officer</b>	<b>Priority link</b>
<b>H) Environmental Protection</b>	<b>Environmental Protection</b>						
	<b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>To protect the best of what we have and to shape the area's future to make it the best possible place to live and work.</li> </ul>						
	<b>Major Projects/Programme of work</b>						
	<b>H1</b>	<b>Pilot smarter multi-agency working</b> for early identification of community tensions, anti-social behaviours, under-the-radar offending and criminality, using intelligence-based approaches and deploying early action teams (link with A2).	The establishment of early action teams to identify community tensions, anti-social behaviour and criminality and intervention taken where appropriate	Design work completed and member approval agreed - Q1	n/a	AD Regulatory/AD Individuals and Families	

				Pilot implementation monitored Q2, Q3 and Q4			
H2	<b>Overhaul the community engagement methods of community and environmental protection regulatory services</b> , securing closer community relationship building, together with online access and social media in smart ways that meet people's needs for services.	Our communities are feeling more closely listened to supported by Environmental Protection Regulatory Services.	Consultation with communities – Q1  Design service – Q2  Member approval and pilot implementation – Q3	n/a	AD Regulatory		
Operational/Service Delivery (BAU)							
H3	<b>Deliver a full programme of community and environmental protection service regulation and interventions:</b> securing a cultural environment that strikes the right balance between enabling and regulatory intervention, that is good for our residents, businesses and visitor economy.	Our Environmental Services are making a real and measurable difference to the problems faced by residents in our communities.	Ongoing	n/a	AD Regulatory		
H4	<b>Promote and expand the reach of community emergency plans:</b> help to make our communities more self-reliant and resilient to environmental threats such as service interruption, flooding and severe weather.	Communities are, as far as possible, self-reliant and resilient to environmental threats such as service interruption, flooding and severe weather.	Ongoing	n/a	AD Regulatory		

Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
I) Food, Safety & Licensing	Food, Safety & Licensing						
	Core purpose of the service: <ul style="list-style-type: none"><li>Help to ensure that people are kept safe, healthy and protected, whilst enabling businesses to thrive within the legislative and statutory requirements.</li></ul>						
	Major Projects/Programme of work						
	I1	Develop and deliver new commercial services: providing business regulatory support to food business operators, going beyond the statutory remit to grow local businesses confidence, success and diversification.	Local food businesses are offered high quality support through our commercially focussed business regulatory advice services.	Exploratory work completed - Q1  Design work completed and member approval agreed - Q2  Pilot implementation and monitoring - Q3 and Q4	n/a	AD Regulatory	
	I2	Develop and deliver new commercial services providing business regulatory support and advice to licensing applicants.	Licensing applicants are offered high quality support through our commercially focussed business regulatory advice services.	Exploratory work completed - Q1  Design work completed and member approval agreed - Q2  Pilot implementation and monitoring - Q3 and Q4	n/a	AD Regulatory	
Operational/Service Delivery (BAU)							
I3	Deliver a full programme of Food Safety regulation and interventions: focussed on maximising compliance	Food safety compliance is maximised with a view to promoting business growth and diversification.	Ongoing	n/a	AD Regulatory		

		with a view to promoting business growth and diversification.					
	I4	<b>Deliver a full programme of Health and Safety at Work regulation and interventions:</b> focussed on maximising compliance and minimising rates of work-related injury, ill-health and risks to wellbeing.	Workplace H&S compliance is maximised, minimising rates of work-related injury, ill-health and risks to wellbeing, through an established programme of H & S at work regulation and intervention	Exploratory work completed - Q1  Design work completed and member approval agreed - Q2  Pilot implementation and monitoring - Q3 and Q4	n/a	AD Regulatory	
	I5	<b>Deliver a full programme of Licensing administration and regulation.</b>	Licensing administration and compliance is maximised with a view to promoting business growth and diversification.	Ongoing	Ongoing	AD Regulatory	
Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
J) CNC	<b>CNC</b> <b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>Deliver the statutory building control function, as directed by Central Government, and related services to ensure secure, safe, sustainable and accessible buildings that are fit for purpose.</li> </ul>						
	<b>Major Projects/Programme of work</b>						
	J1	<b>Scanning, indexing and archiving project:</b> Comprehensive exercise to review all historic paper files currently stored at a number of locations and transfer all necessary records onto the electronic system.	Introduction of effective file management and self-service leading to long term cost savings and efficiencies	Scope and review project requirements – Q1  Design work completed and	n/a	CNC Service Manager	

			member approval – Q2  Implementation – Q3/4			
J2	<b>Hackitt Report – delivery of recommendations.</b> Review and respond to recommendations emerging from the Hackitt Report and ensure compliance as a Building Control Service.	Full review of Technical Report and plan of implementation developed which will ensure compliance with required competency levels across the service.	(subject to timely publication of report) – Q2	n/a	CNC Service Manager	
Operational/Service Delivery (BAU)						
J3	<b>Create efficiencies and cost savings:</b> through increasing self-service online options and streamlining processes in line with customers' demands.	Success will be measured by realising cost savings, improved KPI's and better customer feedback.	Q3 2021	n/a	CNC Service Manager	
J4	<b>Produce and use a dashboard of measures to improve service delivery:</b> To include KPI's, customer satisfaction scores and other strategies, operational and personal measures.	The introduction of a live dashboard being used by the team and managers to improve service delivery.	Q3	n/a	CNC Service Manager	
J5	<b>Review our business requirements:</b> Develop mobile solutions and adopt "cloud" working so building control certificates can be issued on site.	CNC systems are resilient and fit for future growth.	Q3 2021	n/a	CNC Service Manager	
J6	<b>Continue to work with other departments (planning and economic development) to create opportunities that generate income and improve customer experience.</b>	Increased income and customer satisfaction with services.	Ongoing	n/a	CNC Service Manager	

		Identify efficiencies by reviewing practices.					
Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
K) Business Support	<b>Business Support</b> <b>Core purpose of the service:</b> Support the delivery of the Place directorate services in a responsive, efficient and effective way and to act as a first point of contact for customers to provide a quality responsive service across both Councils.						
	<b>Operational/Service Delivery (BAU)</b>						
	K1	<b>Customer Services and Directorate Business Support:</b> Acting as first point of contact for customers to provide a quality responsive service, promoting our Digital channels for 24x7x365 utilisation. <ul style="list-style-type: none"> <li>Manage the operation of the core customer service for the provision of Switchboard telephony, Reception, Meet and Greet and Corporate digital mailbox handling</li> <li>Work on behalf of services; Planning, CNC Building Control, Environmental Protection, Food Safety &amp; Licensing to ensure customers receive the right level of service for their needs</li> </ul>	Customers are dealt with in an efficient and effective way.	Ongoing	n/a	Business Support Manager	




## Place



## The Finances



Service Area	Revenue Budget £'000 (cost apportionment applied)		Income £'000		Capital Budget £'000	
	SNC	BDC	SNC	BDC	SNC	BDC
Economic Growth	2,261	1,098	-1,757	-216	14,753	1,128
Planning	2,439	1,324	-3,673	-981	0	15
Environmental Protection	641	454	-26	-33	0	0
Food, Safety and Licensing	280	228	-171	-165	0	0
CNC	1,265	0	-241	0	0	0
Business Support	735	533	-330	-220	0	0
<b>Totals</b>	<b>7,621</b>	<b>3,638</b>	<b>-6,200</b>	<b>-1,615</b>	<b>14,753</b>	<b>1,143</b>






# Resources


Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
L) Council Tax and NNDR	<b>Council Tax and NNDR</b> <b>Core purpose of the service:</b> Ensure the collection of Council Tax and NNDR is carried out in the most efficient and effective way to enable the Councils and other precepting bodies to provide and invest in services for residents, visitors and businesses.						
	<b>Major Projects/Programme of work</b>						
	L1	<b>Single Person Discount Review:</b> conduct a risk-based review of all current recipients of 25% Council Tax reduction, working in conjunction with the Early Help Team.	Our data is accurate and all customers who are eligible for the reduction are in receipt.	Commence review – Q2  Complete review – End of Q3	n/a	AD Finance/AD Individuals and Families	
	L2	<b>Implementation of Non-Domestic Rates Revaluation 2021</b>	The revaluation is implemented in a timely and effective way, ready for 2021 billing.	Complete review – Q4	n/a	AD Finance	
	L3	<b>Agreed approach to review of Empty Properties:</b> (incorporating Small Business Rates Reviews) across NDR properties.	Data accuracy.	Design new approach – Q1  Implementation of approach – Q2 onwards	n/a	AD Finance/AD Individuals and Families	


	L4	<b>Deliver procurement of a Non-Domestic Rates forecasting system including:</b> <ul style="list-style-type: none"> <li>Rate Finder</li> <li>Appeals Provision</li> </ul>	Successful selection and implementation of the systems.	Business case to be drafted and procurement completed – Q2  Implementation of new system – Q3 onwards	n/a	AD Finance	
	<b>Operational/Service Delivery (BAU)</b>						
	L5	<b>Collection of Council Tax (within the year)</b>	Collection rate exceeds the target set.	Ongoing	n/a	AD Finance	
	L6	<b>Collection of NDR (within the year)</b>	Collection rate exceeds the target set.	Ongoing	n/a	AD Finance	
<b>Team</b>	<b>Ref</b>	<b>Activity for 2020/21</b>	<b>What would a successful outcome be?</b>	<b>Delivery Milestones</b>	<b>Capital Budget</b>	<b>Responsible Officer</b>	<b>Priority link</b>
<b>M) Facilities</b>	<b>Facilities</b>						
	<b>Core purpose of the service:</b> To provide a safe and friendly working environment which enables the organisations to deliver effective and efficient services to all our customers.						
	<b>Major Projects/Programme of work</b>						
	M1	<b>Delivery of works to Council sites including:</b> <ol style="list-style-type: none"> <li><b>Thorpe Lodge - Delivery of the Toilet refurbishment</b> (including provision of showers)</li> <li><b>Thorpe Lodge – Delivery of Heating &amp; Cooling</b> (preliminary works – year 1 of 2-year project)</li> <li><b>Thorpe Lodge – Delivery of Electric Vehicle charging points</b> (infrastructure &amp; installation)</li> </ol>	The Councils' office space remains accessible and open to enable services to be delivered to residents and businesses.	Condition Surveys procured and completed - by the end of Q2  Business Cases for all works to commence following conditions	1) £70K - £95k 2) £50K 3) £20k	AD Business Support & Governance	



	<p>4) Thorpe Lodge – Delivery of the Passenger lift refurbishment</p> <p>5) Thorpe Lodge – Conduct Building Conditions Surveys</p> <p>6) South Norfolk House and Leisure Centres – Conduct Building Conditions Surveys</p>		<p>surveys – Q3 – Q4</p> <p>Essential projects identified in Condition surveys procured and undertaken - Q3 and Q4</p> <p>Decisions taken in conjunction with accommodation review</p>			
M2	<b>Catering review/tender:</b> complete a review and tender process for catering provisions at Council sites.	There is a cost-efficient and commercial approach taken to the catering management of Council sites.	<p>Business Case being drafted - Q1</p> <p>Further work dependent on chosen option.</p>	n/a		
<b>Operational/Service Delivery (BAU)</b>						
M3	<b>Facilities:</b> Effectively maintain the Councils' office spaces, to ensure all buildings remain accessible and open to enable services to be delivered to residents and businesses.	Zero disruption to Council services/operation due to property issues.	Ongoing	n/a	AD Business Support & Governance	
M4	<b>Opening hours review:</b> review the current opening hours of the Councils' HQ buildings, to ensure there is consistency and reflects the outcomes required for our customers.	Our office opening hours reflect the needs of customers and the business and	Ongoing	n/a		

			are consistent across sites.				
Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
N) Finance	<b>Finance</b> <b>Core purpose of the service:</b> Ensure financial resources are used in the most efficient and appropriate way to enable the organisation to provide and invest in services for residents, visitors and businesses						
	<b>Major Projects/Programme of work</b>						
	N1	<b>Alignment of Finance services:</b> review key Service Policies, Processes and Procedures and where possible align between BDC and SNC. This includes alignment of the Rules of Financial Governance (RFG).	There is a joined-up approach across the finance team which allows for consistent financial management of budgets across the organisation.	Ongoing	n/a	AD Finance	
	N2	<b>Joint finance system project:</b> Produce a Business case for a joint finance system/cash receipting system.	A business case is agreed by Members and a new system is procured which allows for efficiencies to be delivered.	Q3 2020	n/a	AD Finance	
	N3	<b>Financial support to key corporate projects such as:</b> <ul style="list-style-type: none"> <li>Waste Services Review (link to C1)</li> <li>Single waste depot (link to C3)</li> <li>Economic Growth projects such as NRP and the Food Hub (link to F1 and F4)</li> </ul>	Development of a sound financial case and support.	Ongoing	n/a	AD Finance	


Operational/Service Delivery (BAU)						
N4	<b>Collaboration Savings monitoring:</b> produce regular monitoring information on the delivery of the planned savings from collaboration.	Delivery against the Feasibility Study routemap and the indicative savings of £8.6m over a 5-year period.	Quarterly	n/a	AD Finance	
N5	<b>Delivery of budget setting, MTFS and in year monitoring and reporting:</b> This includes Business Partnering (critical friend) and business case support, including strengthening financial support for managers.	The Councils' resources are managed effectively and provide value for money.	Q4 2021	n/a		
N6	<b>Production of Statutory year end accounts:</b> produce year end accounts for companies and both Councils (including group accounts) and external audit.		Q4 2021	n/a	AD Finance	
N7	<b>Provision of debtors, creditor, requisitioning, income and payments across all services of both Councils (and companies as required).</b>	Payments of invoices and collection of customer debts in a timely fashion.	Ongoing	n/a	AD Finance	
N8	<b>Support for companies including Company Secretarial duties.</b>	Company stakeholders are supported and understand financial position of each company to enable them to take decisions.	Ongoing	n/a	AD Finance	
N9	<b>Management of both Council funds and maximising investment returns.</b> Management of borrowing position for South Norfolk Council.	Investment income achieving at least the budgeted level and in accordance with the Treasury	Ongoing	n/a	AD Finance	

			Management Strategies. Borrowing minimised and borrowings are in accordance with agreed strategy.				
	<b>N10</b>	<b>Delivery of regulatory services:</b> insurance, VAT, statutory returns, parish precepts, CIL, internal controls, maintenance of asset register.	All appropriate risks are managed and covered through insurance so that no additional liabilities are incurred. Parish precepts and CIL payments are made to the agreed timetable. Assets registered are accurately maintained and reflect current position. No serious breaches occur.	Ongoing	n/a	AD Finance	
	<b>N11</b>	<b>Maintenance and development of financial systems and support for users.</b>	Systems are functioning at optimum levels and users can fully utilise them to support their service delivery.	Ongoing	n/a	AD Finance	


Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
O) Governance	<b>Governance</b> <b>Core purpose of the service:</b> To create an effective governance framework and to deliver an effective & efficient democratic process all of which ensures compliance with our legal obligation. The work of elections ensures a framework for the delivery of registration activity in order to maintain an accurate and complete electoral register, and to plan and co-ordinate well run elections						
	<b>Major Projects/Programme of work</b>						
	O1	<b>Legal Services Review:</b> review the provision of legal advice.	The service is cost effective and accurate advice is provided in a timely manner.	Service provision in place - end Q2	n/a	AD Governance & Business Support	
	O2	<b>Review and alignment of Constitutions:</b> review of both authority's Constitutions.	Processes and delegations are aligned to assist effective governance across one officer team.	Ongoing over course of financial year with sections coming forward to Councils as completed.	n/a	AD Governance & Business Support	
	O3	<b>Independent Remuneration Panel:</b> Review of members' allowances across both authorities.	Panel report to Full Council meetings in May 2020.	To be completed – end of Q1	n/a	AD Governance & Business Support	
	O4	<b>Consideration of Review by the Committee on Standards in Public Life:</b> The Committee made a number of best practice recommendations which need to be considered and implemented as necessary. The members' Code of Conduct to be reviewed in this process, along with the process for dealing with alleged breaches, with a view to align across both authorities	Aligned members' Code of Conduct and process for dealing with alleged breach of Code.	To be completed - end Q4 (dependent on publication of guidance)	n/a	AD Governance & Business Support	




O5	<b>Implementation of iTrent for BDC members:</b> Training for Members to be provided to ensure that they can submit expenses claims electronically through iTrent.	Increased efficient working through providing members with the capability to submit expense claims electronically.	Training to be completed - end of Q2	n/a	AD Governance & Business Support	
O6	<b>Electronic System – Committee and FOI:</b> Build a business case for an electronic system to manage committees and FOI and SARs.	Electronic system in place.	Business Case drafted - Q3  Potential procurement commences - Q4	n/a	AD Governance & Business Support	
O7	<b>Internal Audit:</b> To champion the improvement of risk management processes at South Norfolk Council and Broadland District Council	High standards of governance for the two Councils and risks are managed well across the organisation.	New approach adopted Q1 then ongoing	n/a	AD Governance & Business Support	
O8	<b>Elections – Joint IT System:</b> Prepare a business case for a new joint electronic system to manage the elections process	Implementation of a new system which support the Councils in being transparent and democratic.	Business Case development - Q4 2020,  Implementation by end of Q1 2021	n/a	AD Governance & Business Support	
Operational/Service Delivery (BAU)						
O9	<b>Provision of Governance &amp; Democratic function:</b> Support effective and efficient democracy within the Councils whilst ensuring high standards of governance are maintained and the Councils are compliant with the law.	Decisions are made in accordance with legislation and the constitution.	Ongoing	n/a	AD Governance & Business Support	
O10	<b>Data Protection and Freedom of Information compliance:</b> Ensure compliance with relevant	Minimal data protection breaches,	Ongoing	n/a	AD Governance &	








	legislation across both authorities, through provision of advice and statutory duties and documentation.	with very few requiring report to Information Commissioner's Office.			Business Support	
O11	<b>Internal Audit:</b> Provision of an Internal Audit function.	Stakeholders provided the assurance that controls, risk management and corporate governance is in place and effective.	Ongoing	n/a	AD Governance & Business Support	
O12	<b>Publish an electoral register annually.</b>	Annual publication of the register.	By 1 December 2020	n/a	AD Governance & Business Support	
O13	<b>Deliver effective and efficient elections for all types of election activity:</b> Police & Crime Commissioner (PCC) Election By elections for County, District & Town and Parish Councils as applicable	Declared results which are open, transparent and robust.	PCC – May 2020  Elections as applicable	n/a	AD Governance & Business Support	
O14	<b>Deliver Elections Engagement Strategies:</b> Public engagement strategies for elections and electoral registration including the Annual electoral canvas.	Facilitation of voting, increased registration and promotion of elections.	Ongoing	n/a	AD Governance & Business Support	
Q14	<b>Deliver canvass reform:</b> by maximising the use of data matching and targeting premises or areas where data matching is more difficult (such as care homes, houses in multiple occupation)	Number of properties that are determined green (i.e. data matched).	Ongoing	n/a	AD Governance & Business Support	



Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
P) Human Resources	Human Resources						
	Core purpose of the service: Ensure the organisation and its partners are in the best place to deliver transformational services to its customers through the provision of innovative and robust advice, guidance and transactional services throughout the employee lifecycle.						
	Major Projects/Programme of work						
	P1	Implement a range of activities to improve employment opportunities such as: <ul style="list-style-type: none"><li>• Introduction of South Norfolk and Broadland Internship Programme</li><li>• Evaluating vacant posts for conversion into apprenticeships</li><li>• Engaging with graduate opportunities (locally and nationally) – in conjunction with private and public sector partnerships (such as Gateway to Growth) (links to A4)</li></ul>	Number of Interns  % of completed internships	By end of Q4	n/a	AD Governance & Business Support/AD Economic Growth/AD Individuals and Families/Chief of Staff	
	P2	Support for major strategic projects such as: Waste Services Review (Link to C1)	Successful business case, implementation plan and delivery	Input into business case completed – completed by Q1  Further work dependent on outcome of business case.	n/a	AD Governance & Business Support	
	Operational/Service Delivery (BAU)						
P3	One Team Programme delivery: Completion of implementation of One Team Structures. This includes:	HR processes are compliant, meet organisation need and generate further capacity for the HR	Itrent fully operation - Q1	n/a	AD Governance & Business Support		



		<ul style="list-style-type: none"><li>Updating of all policies ensuring legal compliance while supporting the organisation in its objectives.</li><li>Continued development of iTrent (payroll for BDC effective from 1.4.20) to further develop self-service options and ease of use for all.</li><li>Review of HR processes</li></ul>	team to proactively support the day to day business of the organisation.	HR processes reviewed on an ongoing basis			
	P4	<b>Management of employee absences:</b> Positive and proactive management of employee absence with a view to reducing both short term and long-term absence across the organisations	Short term and long-term sickness absence targets	Monitored and reported Quarterly	n/a		
	P5	<b>BAU Support:</b> Support the organisation in its business as usual and one-off activities to ensure legal compliance and best practice is maintained in respect of the working practices for both current and prospective employees.	Legally compliant organisation that attracts and retains the best in class	Ongoing	n/a		
Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
Q) ICT and Digital	ICT and Digital						
	<b>Core purpose of the service:</b> <ul style="list-style-type: none"><li>To provide a robust &amp; reliable forward-thinking service catering for the needs of the business, our customers and stakeholders. The service will provide technological solutions to meet customers needs, enabling a good customer service experience.</li></ul>						
	<b>Major Projects/Programme of work</b>						
	Q1	<b>Implement the Active Directory Trust</b> (network convergence and co-existence)	To join the existing Broadland and South Norfolk networks (utilising the above site to site link) and provide some sharing of core ICT	Implemented - by end of Q1	£10,000	AD Governance & Business Support	

			resources between sites.				
<b>Q2</b>	<b>Delivery of the single email and calendar platform (Microsoft Office 365) across the two Councils.</b>	To provide a single email and calendar platform across both organisations with the ability to adopt a single common domain name.	Implemented - by end of Q3	£30,000	AD Governance & Business Support		
<b>Q3</b>	<b>Delivery of the Infrastructure for 'One Network' across the two Councils.</b>	To provide the infrastructure to support common shared platforms, providing a location for future alignment of corporate systems and departmental business systems.	Ongoing to 2022	£770,000	AD Governance & Business Support		
<b>Q5</b>	<b>Telephony upgrade to include provision of softphones (Broadland)</b>	Short-term upgrade and licencing provide interim softphone capabilities.	Solution implemented - by end of Q1	£29,030	AD Governance & Business Support		
<b>Q6</b>	<b>Delivery of the Single intranet:</b> to provide a single external website across both organisations adopting a common platform.	To provide an effective internal communications tool for both Members and staff.	Implemented - by end of Q1	n/a	AD Governance & Business Support		
<b>Q7</b>	<b>Delivery of an effective remote access system for staff, enabling cross site working.</b>	To provide the ability for staff to work effectively between sites and from remote locations.	Fully functioning remote working in place - by end of Q3	£69,500 (Spend expected in 2019/20 subject to	AD Governance & Business Support		



					budget provision)		
	<b>Operational/Service Delivery (BAU)</b>						
	<b>Q8</b>	<b>Council-wide IT service operations:</b> Ensure the Councils' IT systems and infrastructure are operating to acceptable service levels. This includes: Service Desk, Infrastructure, Development, Architecture, Systems, Security, GIS & Digital.	Resolution of problems & incidents. Conversion of solutions into standard practices and improvements.  Easy to use Self Service capabilities within the IT arena.	Ongoing	n/a	AD Governance & Business Support	
<b>Team</b>	<b>Ref</b>	<b>Activity for 2020/21</b>	<b>What would a successful outcome be?</b>	<b>Delivery Milestones</b>	<b>Capital Budget</b>	<b>Responsible Officer</b>	<b>Priority link</b>
<b>R) Innovation, Strategy and Programmes</b>	<b>Innovation, Strategy and Programme</b>						
	<b>Core purpose of the service:</b> To be brave, bold, influential and innovative to maximise our resources, enabling the place, organisations and our people to be the best they can be.						
	<b>Major Projects/Programme of work</b>						
	<b>R1</b>	<b>Broadland District Council and South Norfolk Council Collaboration and Transformation programme management:</b> Continued implementation of the collaboration and transformation programme and programme management of critical projects and programmes such as: <ul style="list-style-type: none"> <li>Website implementation</li> <li>Accommodation Review</li> <li>Organisational Development (e.g. Peer Reviews, External Accreditations)</li> </ul>	Delivery against the savings target of £8.6m and ongoing efficiencies.	Agreed programme of work – April 2020  Each programme and project to have individual plans and milestones.	n/a	Chief of Staff	



	<b>R2</b>	<b>Implementation of Programme and Project Management Approach:</b> Development of a consistent approach to project and programme management and specialist skills to enable the Councils' priorities to be delivered effectively and to timelines/budgets set.	All projects and programmes being delivered in a consistent way across the organisation.	Agreed delivery approach – March 2020  Training of staff – Ongoing	n/a		
	<b>R3</b>	<b>Delivery of the transformation strategy &amp; programme to realise benefits and efficiencies of collaborative working to include:</b> <ul style="list-style-type: none"> <li>Develop a toolbox of methodologies to support transformation</li> <li>Develop the customer experience strategy and delivery programme.</li> </ul>	Delivery against the the savings target of £8.6m and ongoing efficiencies.  Positive progress against our MTFP.  Implementation of the toolbox of methodologies.	Initial toolkit implemented – April 2020  Training of staff – Ongoing	n/a		
	<b>Operational/Service Delivery (BAU)</b>						
	<b>R4</b>	<b>Shaping and influencing national and regional policy to promote the interests of the Councils by:</b> <ul style="list-style-type: none"> <li>Identifying national policy issues which impact the Councils and remain 'on the pulse' and proactive to influence key developments in local government</li> <li>Responding to relevant national consultations</li> <li>Through effective horizon scanning, ensure senior leaders across the organisations remain abreast of key national policy developments and are able to influence the direction of travel or implement plans to mitigate against any issues arising.</li> </ul>	Changes to regional/national policies which support the ambitions of the two Councils and our ability to re-shape the services we delivery to our residents.	Ongoing	n/a	Chief of Staff	  

	R5	<p><b>Develop and implement an effective public affairs programme, advising senior leaders and members in order to influence national policy development and promote the Councils and our area on a national stage by:</b></p> <ul style="list-style-type: none"> <li>Working with members and senior team to identify key areas of importance and policy asks in order to develop the public affairs programmes and campaigns</li> <li>Supporting Members to be effective influencers on a regional and a national stage by providing relevant information and tools, promoting the work of South Norfolk Council and Broadland District Council and sharing best practice</li> <li>Through an effective public affairs strategy and plan, work jointly to continue to promote the Councils' reputations</li> </ul>	Key projects and programmes are supported through a public affairs plan, driving success, influence and our ability to shape the national agenda.	Initial Public Affairs Programme developed – April 2020	n/a	Chief of Staff	 
	R6	<p><b>Supporting the organisation to deliver high performance whilst working efficiently and effectively through delivery planning and performance and risk management by:</b></p> <ul style="list-style-type: none"> <li>Developing a 2-year Delivery Plan for Broadland and South Norfolk which will be effective from April 2021. The Plan will allow for activities and projects being carried out to be tracked</li> <li>Monitoring and reporting on organisational risk and performance of the organisation, analysing risk and performance outcomes to ensure the councils' remain effective</li> </ul>	The Councils remain effective and efficient, appropriately planning the activities to achieve our goals and vision, whilst ensuring that risk is minimised where possible and performance is used to drive services.	<p>Project plan to be drafted for 2022 Delivery Plan – July 2020</p> <p>New approach to risk and performance – May 2020</p>	n/a	Chief of Staff	

Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
S) Marketing and Communications	<b>Marketing and Communications</b> <b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>To protect and enhance the Councils' reputations while promoting services that make a real and lasting difference to our residents lives.</li> </ul>						
	<b>Major Projects/Programme of work</b>						
	S1	<b>Deliver a single website and domain to serve both Councils which provides optimum functionality and service for our customers.</b> <b>Activities to include:</b> <ul style="list-style-type: none"> <li>Developing a platform which delivers efficient user journey and offers clear and well signposted information and services</li> <li>Phased transformation of content and transactions</li> </ul>	1) Good to high level of website hits, dwell time, interactions and transactions on new website when benchmarked against standard and best practice 2) Good to high levels of resident and local business satisfaction when surveyed to measure perception 3) Positive staff feedback	Programme implementation timeline agreed by supplier – Q1  Website design and development phase – Q3  Website content and testing – Q4  Website go live – Q1 2021/22	£68,950 (Spend expected in 2019/20 subject to budget provision)	Chief of Staff/AD Governance & Business Support	  
	S2	<b>Transform our internal communications approach to support an engaged and motivated workforce through projects including:</b> <ul style="list-style-type: none"> <li>Intranet</li> <li>Staff awards</li> <li>An ongoing organisational development</li> </ul>	1) Good to high level of interactions when benchmarked against current levels	Phase 2 development of intranet – Q1  Staff awards launch – May 2020	n/a	Chief of Staff	



		communications strategy and plan • A new toolkit for internal communications	2) Good responses to staff surveys about internal communications	Toolkit for internal comms go live – Q2			
<b>Operational/Service Delivery (BAU)</b>							
S3		<b>A proactive and modern Marketing and Communications service that promotes the interest of the Councils, builds our reputation and influence and promotes and manages the demand on our services.</b> This will include: <ul style="list-style-type: none"> <li>• Delivering a strategic marketing and communications plan for the organisation</li> <li>• Proactive public relations and media relations activity</li> <li>• Internal communications strategy and delivery plan.</li> <li>• Branding review for both Councils and one team working.</li> <li>• Delivering a consistently high standard of design output across both organisations</li> <li>• Delivering extensive social media content to drive the Councils' strategy and ambitions</li> </ul>	1) A good standard as per LGA comms measurement tools 2) Over 60% positive and neutral sentiment press clippings. Volume increase year on year of positive and proactive coverage 3) Positive feedback from half yearly staff and members surveys 4) Consistently high standard of design output across both organisations – health check 5) Full analysis and learnings applied month on month from evaluation of social media engagement,	1) Ongoing 2) Quarterly 3) Q2 & Q4 4) Q2 & Q4 5) Quarterly	n/a	Chief of Staff	  

			following and sentiment using online tracking tools.				
Team	Ref	Activity for 2020/21	What would a successful outcome be?	Delivery Milestones	Capital Budget	Responsible Officer	Priority link
T) Organisational Development	<b>Organisational Development</b>						
	<b>Core purpose of the service:</b> <ul style="list-style-type: none"> <li>Being an employer of choice to create a staff team that is fit for the future and an organisation that people want to work.</li> </ul>						
	<b>Major Projects/Programme of work</b>						
	T1	<b>Develop and implement a One Team People's Strategy and Organisational Development Plan to attract and retain high quality staff which will include:</b> <ul style="list-style-type: none"> <li>Leadership development programme</li> <li>Apprenticeship/Graduate programme</li> <li>Talent Management/Development</li> <li>Cultural Development</li> <li>Performance Scheme development</li> <li>Organisational learning and development plan</li> </ul>	Delivery of the plan to achieve: <ol style="list-style-type: none"> <li>Increased Staff Satisfaction</li> <li>Employer of choice measures</li> </ol>	Management training in place – April 2020  Talent Management & Development in place – June 2020  Performance Scheme developed – September 2020	n/a	Chief of Staff	
	<b>Operational/Service Delivery (BAU)</b>						
	T2	<b>Supporting, engaging and motivating our staff to be the best they can be</b> through supporting our staffs ongoing professional development and training through: <ul style="list-style-type: none"> <li>Individual service training and development plans to meet operational needs</li> </ul>	Staff are supported to undertake professional and skills development opportunities and staff satisfaction increases.	Staff Survey issued – February 2021	n/a	Chief of Staff	

		<ul style="list-style-type: none"> <li>• One approach to staff appraisals</li> <li>• Delivery of the Staff Survey</li> <li>• Annual programme of leadership and management development opportunities</li> <li>• Talent development programmes</li> <li>• Training to ensure the corporate regulatory requirements are met e.g. GDPR, Safeguarding, Equalities</li> <li>• Corporate training and development need to support the transformation strategy and programme to support key Council initiatives</li> </ul>					
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## Resources

## The Finances

Service area	Revenue Budget £'000 (cost apportionment applied)		Income £'000		Capital Budget £'000	
	SNC	BDC	SNC	BDC	SNC	BDC
Council Tax and NNDR	679	579	-484	-213	0	0
Facilities	590	686	-143	-66	0	167
Finance	635	616	-20	-5	18,990**	5,000**
Governance	1,840	992	-637	-6	0	0
Human Resources	613	473	0	-2	0	0
ICT and Digital	1,635	1,186	-80	0	1,107	667
Innovation and Strategy and Marketing and Communications	686	598	-23	-5	0	0
Senior Management Team and Executive Support	476	359	0	0	0	0
Corporate Costs*	1,921	978	0	0	0	0
<b>Totals</b>	<b>9,077</b>	<b>6,468</b>	<b>-1,386</b>	<b>-297</b>	<b>20,097</b>	<b>5,834</b>

\* e.g. pension costs, external audit fees, bank charges

\*\* Loans to companies

NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1 PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) BY THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information))

Pages 249 to 281 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person

**CABINET**

**11 February 2020**

**Final Papers**

Item	Details	Page No
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To receive the Minutes of the meeting held on 28 January 2020.

**DEMOCRATIC SERVICES**

**Broadland District Council**  
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Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 28 January 2020** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams  
Mr S C Beadle  
Mr N J Brennan  
Mr P E Bulman

Ms S J Catchpole  
Ms S I Holland  
Mr M L Murrell  
Mr G K Nurden

Mrs S M Prutton  
Mrs C E Ryman-Tubb  
Mr N C Shaw

Mrs J Copplestone, Mr J Emsell, Mrs L Hemsall, Mrs J Leggett, Mrs T Mancini-Boyle, Mr S Vincent and Mr F Whymark were in attendance for item 96 – Budget Questions for Cabinet.

David Allfrey, Infrastructure Delivery Manager Community & Environmental Services – Highways was in attendance for item 97 - Broadland Northway.

Also in attendance were the Director Place, Director Resources, Assistant Director Finance, Senior Governance Officer and the Committee Officer (JO).

### **94 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms Harpley and Mr Kelly.

### **95 MINUTES**

The Minutes of the meeting held on 7 January 2020 were confirmed and signed by the Chairman as a correct record.

#### *Minute No: 93 Renewal of Microsoft Licencing*

The Chairman of the Audit Committee asked Members to note that this item had been presented by an officer, which, in his opinion, had been contrary to the new process that he had proposed. He considered that reports for expenditure above £100,000 should be presented to the Overview and Scrutiny Committee by the respective Portfolio Holder, not an officer. This would demonstrate that that Portfolio Holder had ownership of the decision and would be fully accountable for it.

In response the Portfolio Holder for Finance confirmed that Portfolio Holders presented reports at Cabinet already, but if given notice in a timely manner would be willing to attend the Overview and Scrutiny Committee as well.

### 96 BUDGET QUESTIONS FOR CABINET

The responses from Cabinet to the Committee's questions were tabled at the meeting and are appended to these Minutes at Appendix 1.

The following additional comments, responses and supplementary questions and were noted by the Committee:

- (1) Is the budget adequate to support all the objectives regarding transitioning and fit in with the four-year plan?

*The Committee were satisfied with the response received.*

- (2) Are you going to make more innovative use of the Council's usable reserves (e.g. Community Land Trusts)?

*Initial discussions regarding Community Land Trusts had taken place and there was a desire to promote such schemes. Funding for this would be from existing resources, but officers would also seek to access external funding as well. If any additional resource was required it would be brought to Cabinet on a case by case basis with a business case.*

- (3) What is the size of the Council's usable and unusable reserves and what are they committed to?

*The Committee was advised that a large part of the Council's unusable reserves were due to the Council's liabilities in relation to the deficit of the Norfolk Pension Fund.*

- (4) Are you incorporating the Broadland Business Plan into the Medium-Term Financial Plan?

*The Committee were satisfied with Cabinet's response.*

- (5) Has the Greater Norwich Local Plan been incorporated into the Medium-Term Financial Plan?

*The Committee were satisfied with Cabinet's response.*

- (5a) What financial plans to deal with the infrastructure requirements of the Greater Norwich Local Plan were in place?

*There were a whole range of sources of funding for the delivery of the Local Plan, including private sector, Business Rates and even EU funding.*



*The three Greater Norwich Councils were the only local authorities in the country to pool their Community Infrastructure Levy (CIL). This money was then drawn down to fund a range of infrastructure projects set out in the Joint Five Year Investment Plan. CIL was going to be reviewed shortly and one of the matters to be considered was if it should be used to fund health facilities.*

- (6) How are different budget allocations for the same service managed across both Councils by one officer team?

*The Committee were satisfied with Cabinet's response.*

- (6a) Has account been taken of the cost of Planning Officer time to support the additional Local Plan work that South Norfolk Council was undertaking on 'Village Clusters'?

*Yes, all funding for this additional work on the Local Plan is to be paid for by South Norfolk Council. Both Councils were sovereign authorities and would each fund separately any activities that were not aligned.*

- (6b) Where was the evidence that the 45/55 split had been revisited and agreed by External Audit as sound?

*This had been reviewed by the Joint Lead Members Group. The ambition was to move to a 50/50 split eventually, but if this was done now it would lead to a significant increase in Council Tax in Broadland. Confirmation of the opinion of External Audit regarding this would be forwarded to Members following the meeting.*

- (7) Is there a sufficient budget for IT and phones to ensure that the Council can deliver what is required?

*Members were also advised the Council had paid its £560,000 commitment to the Better Broadband for Norfolk project in July 2019.*

- (8) Is there sufficient budget available for advertising posts etc. and ensuring that we recruit the best staff to enable the Council to progress?

*The Committee was informed that an additional provision to pay relocation expenses if required to attract the best staff had been made available.*

- (9) Is there budget available for providing Councillors with the equipment that enables better functionality and allows Councillors to do their job in the best way?

*It was acknowledged that there were some mobile phone connectivity issues in some parts of Thorpe Lodge for some networks and although the Council would not be investing directly to improve coverage at Thorpe Lodge. Broadland might consider investing in mobile phone infrastructure as part of its income generation strategy in the future.*

*The Council also had Public Sector Network Accreditation and had a comprehensive disaster recovery strategy in place for IT security.*

*A Working Group was also going to be convened to review Member IT and further training that would meet all levels of IT competency was to be provided.*

- (10) Is there sufficient budget available to provide training for Members to enable them to undertake their role in the best way and ensure sufficient skills are in place?

*It was noted that Members had recently been sent a questionnaire on their training requirements and it was confirmed that the budget for training was flexible enough to meet the needs of both Members and staff.*

- (11) What is the plan for the Member Ward Grant? and is there a plan to (a) review the level and (b) look at providing a wider pot of money to allocate to a community grant scheme?

*There were no plans to increase this sum, as take up had been low. It was also noted that only six members attended a training session that had been held for the Member Grants programme. The 2019/20 scheme ended on 1 March 2020 and Members were encouraged to contact the Assistant Director of Individuals and Families, if they wanted to assistance with the grant process. It was confirmed that smaller bodies also could access CIL funding by applying to their local parish or town council.*

- (12) In order for Overview & Scrutiny to be able to appropriately research topics, it is necessary for the Committee to be given appropriate officer support. Will Cabinet ensure that there is Budget provision to continue to employ a dedicated research officer; maintained on a part time basis of 15 hours per week, specified in the Members' Overview and Scrutiny hand book and previously supported with in the budget?

*The Chairman advised the meeting that the Committee would be better served by a dedicated Scrutiny Research Officer, than a Senior Governance Officer.*

*However, the Leader confirmed that the draft 2020/21 budget retains provision for flexible support to the Overview and Scrutiny Committee according to its Work Programme and it was for the Committee to direct the Senior Governance Officer to coordinate projects that it wished to investigate.*

### 97 BROADLAND NORTHWAY

David Allfrey, Infrastructure Delivery Manager Community & Environmental Services – Highways gave a monitoring and evaluation presentation on Broadland Northway, as well as a brief look at other major projects that would be coming forward in Norfolk over the next few years (attached at Appendix 1 to the signed copy of these Minutes).

Following the presentation Members raised the following issues regarding Broadland Northway:

- The roundabouts on the road were dangerous and needed more signage/lighting/speed awareness signs.
- Side road approaches to roundabouts were not wide enough to allow left turning traffic to filter through, causing long tailbacks.
- A lot of trees had been lost on the embankments due to unfavourable weather conditions.
- The signage at the Postwick Interchange was very confusing.
- The access roads at Honingham were over-engineered and should be reduced in size.

In response the Committee was advised that work was to be undertaken to make the roundabouts safer and more accessible. However, although the accident rate was high it was on a downward trend and most accidents were low speed collisions. There was no identified trend for a greater number of accidents at night and, as additional lighting could have an adverse effect on bats, it was not intended to install more. The trees that had been lost along Broadland Northway were to be replaced

The Committee also raised the following issues regarding forthcoming projects:

- The proposed viaduct for the Western Link was in an area of outstanding natural beauty and should be as attractive as possible to complement this. It should also have a cycle/footpath if possible.

- Were the costs of the projects likely to rise considerable, as had been seen with HS2?
- Had the lessons learnt been shared with other authorities?
- Did Transport for Norwich focus solely on urban areas?
- Would the Long Stratton bypass be a single or dual carriageway?

In response to these questions it was confirmed that work was ongoing on with the Planning Team regarding the viaduct, although a cycle path/walkway along it was likely to be financially unviable given their likely level of use.

Costs for the projects were well focused and managed, so should be on target. Lessons learnt had been shared with Suffolk County Council in respect of the third river crossing at Lowestoft and the DfT was to be contacted regarding identifying other authorities carrying out similar schemes.

Transport for Norwich focused on rural, as well as urban areas, and the Long Stratton bypass would be single carriageway.

The Chairman thanked David Allfrey for his comprehensive presentation.

### **98 LOCAL AUTHORITY COMMERCIALISATION**

This item was deferred to the 17 March 2020 meeting.

### **99 RECOMMENDATION TRACKER**

The Committee went through the items on the Recommendation Tracker.

The Member representative on the Norfolk Health Overview and Scrutiny Committee confirmed that she would discuss gaps in mental health support with the Democratic Support and Scrutiny Team Manager at Norfolk County Council in due course.

It was confirmed that the query regarding the NEWS JVC's payments of Directors' fees, which were contrary to the Articles of Association, would need to be raised through Broadland's representative on the Board.

It was confirmed that the EcoCube recommendations had been agreed by Cabinet and were being implemented.

### 100 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Work Programme was amended to reflect the role of the Senior Governance Officer in supporting, coordinating and enabling the Work Programme. Minor amendments were also made to confirm who were the responsible officer for a number of topics on the Work Programme.

It was:

#### **AGREED**

that the following items would go to the 17 March 2020 meeting

- Local Authority Commercialisation
- Annual Overview and Scrutiny Letter to Parish and Town Councils

The reconvening of the EcoCube Time and Task Limited Panel would also be added to the list of Time and Task Panel reviews.

It was confirmed that a meeting with the Chairman and the Chairman of the Scrutiny Committee at South Norfolk would be arranged to consider a joint scrutiny of Housing Allocations Policies and Affordable Housing Provision at both Councils.

*The meeting closed at 2.00 pm*

## BDC O&S Scrutiny of Budget Workshop

### Questions for Cabinet

- (1) Is the budget adequate to support all the objectives regarding transitioning and fit in with the four-year plan?

The Broadland and South Norfolk Plan has been developed in conjunction with the Budgets. It is also being approved at the same time as the Budgets. This helps ensure that the Plan and the Budgets are aligned, and that all the Plan objectives are funded.

With regard to our One Team programme. The budgets for 2020/21 are set based on the one team structure, that was implemented on 1<sup>st</sup> January 2020. This includes funding for 4 full time generic Internal Consultancy posts and several service specific consultancy posts to help drive our programme of alignment of Practice, Process and Procedures, which will not only deliver a better service for the customer who will be at the centre of any review but also savings.

There is also a budget of c£60,000 across the two councils to fund additional external support if this is needed.

Major specific transformation projects will have their own business cases and budgets as appropriate.

- (2) Are you going to make more innovative use of the Council's usable reserves (e.g. Community Land Trusts)?

Cabinet will be proposing setting aside monies in the capital programme to support Broadland Growth Limited. Other innovative use of reserves, such as the Food Innovation Centre on the Food Enterprise Zone, will also be included within the capital programme. However, in both cases business cases will need to be produced prior to significant sums being invested.

- (3) What is the size of the Council's usable and unusable reserves and what are they committed to?

The usable reserves will be detailed in an appendix to the main Budget Report that will be presented to Cabinet on 11 February and O&S on 4 February as at 31 March 2019 they totalled £25,401K; split between the General Fund £14,299, Earmarked reserves of £8,248K, Capital Grants unapplied reserves £133K and Capital receipts reserve £2,721K.

The Final Accounts for the Council for 2018/19 provides a breakdown of the Council's unusable reserves which at the 31 March 2019 totalled a negative £23,174K.

<b>Reserve</b>	<b>31 March 2019 £000</b>
Pensions Reserve	31,121
Capital Adjustment Account	(6,950)
Revaluation Reserve	(2,217)
Collection Fund Adjustment Account	1,137
Deferred Capital Receipts	(60)
Financial Instruments Adjustments Account	143
<b>Total</b>	<b>23,174</b>

These reserves cannot be used to fund expenditure or reduce Council Tax. Please see the final accounts for further detail on each reserve.

- (4) Are you incorporating the Broadland Business Plan into the Medium-Term Financial Plan?

Please see the answer to question 1.

- (5) Has the Greater Norwich Local Plan been incorporated into the Medium-Term Financial Plan?

The Council has a Spend Equalisation Reserve to smooth out fluctuations in revenue expenditure, incurred in irregular annual patterns. Funds are set aside into this reserve each year, and one of the main items funded from this reserve is the Greater Norwich Local Plan. As at 31 March 2019 the balance on this reserve was £560,000.

- (6) How are different budget allocations for the same service managed across both Councils by one officer team?

Although many costs are shared with South Norfolk, there remain separate budgets at each Authority for any activities that are specific to each Authority. For instance, leisure facility budgets only exist for South Norfolk. Where the one team delivers a common service for both Councils then the costs will be split 45% to Broadland and 55% to South Norfolk as per the Feasibility Study. This ratio has been revisited to ensure it remains valid and agreed with External Audit as a reasonable methodology to split the costs.

- (7) Is there a sufficient budget for IT and phones to ensure that the Council can deliver what is required?

The 2020/21 budget will be increasing both the revenue and capital budgets for IT.

Further details of the proposed IT budgets will be detailed in an appendix to the main Capital Budget Report that will be presented to Cabinet on 11 February and O&S on 4 February.

- (8) Is there sufficient budget available for advertising posts etc. and ensuring that we recruit the best staff to enable the council to progress?

The 2020/21 Broadland budget will include an allowance of £45,000 for advertising / recruitment costs.

The new Terms and Conditions, that were recently approved, also include provision to pay relocation expenses if required to attract the best staff.

- (9) Is there budget available for providing Councillors with the equipment that enables better functionality and allows Councillors to do their job in the best way?

All Councillor are provided with i-pads to facilitate their work in an efficient way. Councillors also have access to the Democratic Services and the IT teams to provide support.

We are always looking to improve the IT offering, provided this demonstrates value for money. The purchase of Office 365 will provide Councillors with the ability to access their Broadland emails on other devices.

- (10) Is there sufficient budget available to provide training for Members to enable them to undertake their role in the best way and ensure sufficient skills are in place?

An induction programme is provided to new members to help them when they start and updates / training sessions are carried out as required – For instance we have provided training on Local Government Finances, Overview and Scrutiny training and will be offering training later this year on Local Government Treasury Management.

Recognising that it's important to upskill Members as well as officers there is provision in the budget for training. Training requests will be assessed on a needs basis to ensure the right level of knowledge and skills to meet the terms of reference of the committees.

- (11) What is the plan for the Member Ward Grant? and is there a plan to (a) review the level and (b) look at providing a wider pot of money to allocate to a community grant scheme?

The draft 2020/21 Broadland budget retains provision for £500-member ward grants. Cabinet have requested that officers bring forward a paper on options during 2020/21. One of the options to be considered is setting up a local lottery in order to provide funding to local good causes. There remains the Community Infrastructure



Fund for those areas where development will result in future CIL receipts, to borrow in advance of receiving this funding.

- (12) In order for Overview & Scrutiny to be able to appropriately research topics, it is necessary for the Committee to be given appropriate officer support. Will Cabinet ensure that there is Budget provision to continue to employ a dedicated research officer; maintained on a part time basis of 15 hours per week, specified in the Members' Overview and Scrutiny hand book and previously supported with in the budget?

The draft 2020/21 budget retains provision for a Senior Governance Officer to provide support to the Overview & Scrutiny Committee. As the work requested by the Committee will change according to its work programme, this will be a flexible resource.

The Members' Overview and Scrutiny hand book referred to is not a statutory document having been internally generated some years ago. As Norfolk is a two-tier County, it is Norfolk County Council who are designated as the Principle Authority which is recognised in legislation as requiring a Scrutiny Support Officer. As Broadland is a District Council this is not a statutory requirement.

In devising the work programme, the Committee need to utilise the experts within the One Team, and the Senior Governance Officer's role is therefore to support, co-ordinate and enable the work programme.