



Policy and Resources Committee

Date: Tuesday, 08 November 2022

Time: 18:00

Venue: Council Chamber

Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

3	<u>MINUTES</u>	4 - 13
	To confirm the minutes of the meeting held on the 27 September 2022.	
4	<u>FORWARD PLAN</u>	14 - 14
	Report attached.	
5	<u>FINAL DRAFT OPEN SPACE SPD</u>	15 - 64
	Report attached.	
6	<u>COUNCIL TAX SUPPORT SCHEME 2023/24</u>	65 - 72
	Report attached.	
7	<u>COUNCIL TAX BASE 2023/24</u>	73 - 76
	Report attached.	
8	<u>COUNCIL TAX DISCOUNTS 2023/24</u>	77 - 86
	Report attached.	
9	<u>REVENUES WRITE OFF REPORT</u>	87 - 96
	Report attached.	
10	<u>QUARTER 2 PERFORMANCE REPORT</u>	97 - 146
	Report attached.	
11	<u>2022-23 PERIOD 6 BUDGET MONITORING REPORT</u>	147 - 191
	Report attached.	

- 12 MEDIUM TERM FINANCIAL STRATEGY 2023-24 TO 2025-26** **192 -
213**
- Report attached.
- 13 GREEN FLEET STRATEGY (2022-2032)** **214 -
234**
- Report attached.
- 14 GREAT YARMOUTH NORSE (GYN) REPORT**
- Report to follow.
- 15 ANY OTHER BUSINESS**
- To consider any other business as may be determined by the
Chairman of the meeting as being of sufficient urgency to warrant
consideration.
- 16 EXCLUSION OF PUBLIC**
- In the event of the Committee wishing to exclude the public from the
meeting, the following resolution will be moved:-
- "That under Section 100(A)(4) of the Local Government Act 1972,
the public be excluded from the meeting for the following item of
business on the grounds that it involved the likely disclosure of
exempt information as defined in paragraph 1 of Part I of Schedule
12(A) of the said Act."
- 17 CONFIDENTIAL MINUTES**
- Details



GREAT YARMOUTH
BOROUGH COUNCIL

Policy and Resources Committee

Minutes

Tuesday, 27 September 2022 at 18:00

PRESENT:-

Councillor Smith (in the Chair); Councillors Candon, P Carpenter, Flaxman-Taylor, Grant, P Hammond, Jeal, Myers, Wainwright, Wells, Williamson, A Wright.

Ms S Oxtoby (Chief Executive Officer), Ms C Whatling (Monitoring Officer), Mrs S Wintle (Corporate Services Manager), Ms K Sly (Finance Director), Mr J Wedon (Senior Information & Data Protection Officer), Mr D Barker (Conservation Manager), Mr S Best (Inward Investment Manager), Mr S Hubbard (Strategic Planning Manager), Ms L Snow (Finance Manager), Mr M Mann (Leisure, Strategy & Contract Manager), Mr J Goffin (Media & Communications Manager), Mr D Zimmerling (IT Support) & Mrs C Webb (Democratic Services Manager).

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Myers & B Walker.

02 DECLARATIONS OF INTEREST

Councillors P Hammond & P Carpenter declared a personal interest in item 8, Levelling-Up Parks & Open Spaces as there were Parish Councillor & Ward Councillor for Caister.

Councillor Wells declared a personal interest in item 9, Refurbishment of Gorleston Cliff Top Tennis Courts, as a family member was a former employee of the LTA.

However, in accordance with the Council's Constitution, they were allowed to both speak and vote on the items.

03 MINUTES

The minutes of the meeting held on 12 July 2022 were confirmed.

04 FORWARD PLAN

The Committee received and considered the Forward Plan.

RESOLVED:-

That the Forward Plan be noted.

05 ADOPTION OF THE SOUTH DENES LOCAL DEVELOPMENT ORDER

The Committee received and considered the report from the Strategic Planning Manager.

The Strategic Planning Manager reported that drafts of the LDO's were considered by the Local Plan WP in September 2021 and were approved for consultation by P & R on 2 November 2021. Consultation took place for 28 days from 15 November 2021. This report recommends the adoption of the South Denes Revised LDO.

The Strategic Planning Manager informed the Committee that the South Denes Local Development Order is a short document which sets out what development is permitted within area covered by the order. It is accompanied by a Design Code setting out the design requirements which development proposals must also accord with.

The South Denes Local Development Order permits the following uses:

- Development associated with port and energy industries
- Electronic communications
- Security Cameras
- Fences
- Temporary uses of land for exhibitions and trade fairs for 56 days in any calendar year.

The permissions granted by the order are subject to several conditions to ensure well-planned development, including compliance with the Design Code. The Design Code sets out specific design parameters which developments being undertaken under the

Local Development Order need to adhere to. The South Denes Local Development Order as proposed to be adopted is appended in Appendix 1 to this report. The Design Code is appended in Appendix 2.

Councillor Candon thanked officers and reported that he supported this important document which would assist the formation of the Energy Park.

Councillor Williamson also thanked the Strategic Planning Team for their excellent work.

RESOLVED:-

That the Policy & Resources Committee adopt the South Denes Local Development Order.

06 2022-23 QUARTER 1 PERFORMANCE REPORT

The Committee received and considered the report from the Information Governance Lead & Data Protection Officer.

The Information Governance Lead & Data Protection Officer presented an update on performance for the first quarter of 2022/23 (Apr to Jun) where progress is assessed against Targets which are set at the start of the financial year. The report also provides an update on the position of key projects that are linked to the corporate priorities from 'The Plan 2020-2025'. A summary of progress for the suite of key projects and individual highlight reports for each of these key projects are presented in Appendix 1 of this report. The performance measures, see Appendix 2, give a comprehensive overview of how the authority as a whole is performing and cover most Council functions.

Councillor Wainwright referred to page 155 of the agenda and complimented the Council in delivering the new Marina Centre under budget which had been overseen by a strong Member Working Group.

Councillor Wainwright referred to page 157 of the agenda and questioned why the Wintergardens project status was green when there had not been a Member Working Group meeting for several months. The Chairman informed Members that the next MWG meeting was scheduled to take place on Friday, 7 October 2022 via Teams.

Councillor Williamson referred to page 165 of the agenda and asked for clarification as to why the North Quay status was green as this project was heavily reliant on a successful bid for levelling-up funding and therefore, at best, should be designated as amber.

Councillor Wainwright referred to page 180 of the agenda, Contact Centre Telephone Calls, which noted that the wait call time was 5.12 mins which was unacceptable and he was concerned that the caller would be charged for this call waiting time. The Chairman confirmed that the calls would be charged the local call rate.

Councillor Wainwright referred to page 186 of the agenda and highlighted the waiting times for social housing applications which was unacceptable.

Councillor Wainwright referred to page 187 of the agenda, Average Cost for Void Repair, which was £2225 and had reduced dramatically and he asked what was the driving force behind this reduction.

The Chief Executive Officer informed the Committee that she would compare the current status of all major projects against the Corporate Project Plan and assured Members that all risks were proactively managed.

The Chief Executive Officer confirmed that the North Quay project was reliant of a successful LUF bid. The latest statistics provided by the Head of Customer Services indicated that the wait time for telephone calls was 1.13 mins in August which was in line with the service performance level requirements and on-target. The excess wait time had been a result of a high level of staff sickness which was being pro-actively managed and enquires regarding the energy rebate.

Councillor Wainwright reiterated the need for regular member involvement in all big projects going forward. The Chairman assured members that all current projects would be delivered on time and on budget. The Chairman assured Members that regular project meetings via Teams or face-to-face meetings, if there was time, were beneficial to both officers and Members.

Councillor Jeal referred to page 50 of the agenda and that the Middlegate project status should be red as there had been no MWG meeting for over 3 years. The Chief Executive Officer reported that there been delays in finalising the business case and that there was no identified funding stream at the moment to deliver the project but it was hoped that Homes England would take a different view in the future. The CEO would look at the status for the next quarter's report to Committee.

Councillor Williamson highlighted the success of the Marina Centre project which had been driven by a successful cross-party MWG.

A Member highlighted EM05 which stated that the Council had achieved a 99% score which was difficult to believe as the gateways to the town were dirty and unkempt. The Chairman reported that these areas came under the remit of NCC and involved H & S issues to protect operatives whilst cleansing the roads. Councillor Wells, Chairman of Environment Committee, reported that the gateways in to the town were kept to a good standard which involved multiple tiers of responsibility.

The Chairman informed Members that the Corporate Services Manager had confirmed that the last Wintergardens MWG was held on 29/03/2022 and that she would forward the minutes to Councillor Wainwright. The next Middlegate MWG meeting was scheduled to take place on 02/11/2022.

RESOLVED:-

That the Committee agree:-

- (i) All measures to be monitored during the next quarter; and
- (ii) All key projects will continue to be monitored over the next quarter with the aim of maintaining a green status and where possible attaining a green status for those key projects which are currently amber.

07 COMPLAINTS AND COMPLIMENTS POLICY

The Committee received and considered the report from the Information Governance

Lead and Data Protection Officer.

The Information Governance Lead & Data Protection Officer gave an update on the Council's Corporate Complaints & Compliments Policy. The policy had been revised to incorporate the requirements of the Housing Ombudsman as set out in the recently published Housing Ombudsman Complaint Handling Code. Changes had been made to complaint response timescales to allow for a more thorough investigation and response, enabling complaints to be handled more efficiently and further improving customer service.

RESOLVED:-

That the Committee review and approve the policy.

08 LEVELLING UP - PARKS AND OPEN SPACES

The Committee received and considered the report from the Strategic Director.

The Head of Inward Investment informed the Committee of the proposals for the refurbishment of Diana Way Park in Caister, in response to the Government's recent allocation of funding in relation to its Parks & Green Spaces Levelling Up Fund.

Councillor Wainwright reported that he was pleased with the planned investment in Caister but the Magdalen, Shrublands & Nelson wards were in desperate need of play equipment but did not qualify for s106 spending as they were urban areas.

Councillor Grant declared a personal interest in this item as he was a Parish Councillor for Ormesby St Margaret with Scratby. Councillor Grant asked for confirmation that the s106 monies totalling £75k from the Pointers East development earmarked for play equipment in Ormesby & Scratby Ward had been ringfenced. The Head of Inward Investment agreed to take this matter away and make further enquiries. Councillor Grant suggested that the access to s106 funds should be simplified for communities to be able to access their own funding pot.

Councillor A Wright asked for confirmation of the funding formulae in regard to the awarding of s106 monies as the award of £40k to improve pathways at Caister seemed to be an imbalance as Blackfriars Road playground had only been awarded £37k including maintenance to upgrade the condemned play equipment.

The Chairman informed the Committee that a report on play areas and equipment would be presented at the next Housing & Neighbourhoods Committee. Councillor Wells reported that this had been discussed at the recent Environment Committee meeting.

Councillor Jeal reiterated the need for the provision of new play equipment at Blackfriars and St Georges Park which were in the most deprived ward in the borough. He complimented the Council for the marvellous work undertaken in the Middlegate play areas.

Councillor P Hammond informed the committee that Caister PC had fundraised to fund the provision of new play equipment in Caister.

Councillor P Carpenter reported that as a ward councillor, she was delighted that Diana Way would be refurbished which was a little gem in Caister and she thanked all the officers concerned.

RESOLVED:-

That the Committee:

- (i) Note the content of this report,
- (ii) Agree to allocating £75,000 from the Council's section 106 monies from the Pointers East development (06/15/0309/F) to be spent on this Diana Way Park, Caister, as part of this project; and
- (iii) Subject to the agreement of 2 above, approve the inclusion of £160,000 in the Council's capital programme to be funded from the Parks and Green Spaces Levelling Up Fund (£85,000) and allocated section 106 monies (£75,000).

09 REFURBISHMENT OF GORLESTON CLIFFTOP TENNIS COURTS

The Committee received and considered the report from the Leisure Strategy & Contract Manager.

The Chief Executive Officer reported that in October 2021, the Government announced investment of £22m into public tennis courts across Britain. This fund, together with a further £8.5m investment from the Lawn Tennis Association (LTA), aims to bring public park tennis courts in very poor or unplayable condition back to life for the benefit of their local communities, the LTA have identified Gorleston Cliffs tennis courts as a suitable site for this investment, valued at £116,050. This report provides Members with an overview with regards to this project and asks Members to formally agree to the investment & the subsequent redevelopment of the six tennis courts on Gorleston Cliffs.

Councillor Williamson reported that he welcomed this investment.

Councillor Flaxman-Taylor reported that this investment was much needed and she thanked the LTA and officers for securing this funding and hoped that local schools would be encouraged to use the updated facility. Councillor Wells echoed these sentiments.

RESOLVED:-

That the Committee recommend to Full Council:

- (i) Agree to working with the Lawn Tennis Association to secure an investment valued at £116,050 and for works to take place on Gorleston Cliffs to fully refurbish the six courts, subject to this investment being formally agreed,
- (ii) Add to the Council's capital programme an allocation of £116,050, to be funded by external funding; and
- (iii) Procure an Operator to manage the refurbished courts, to include making the courts available for public usage alongside seeking to increase participation on the courts through offering coaching sessions and the like, ensuring the key criteria for

the funding (set by the LTA) is adhered to.

10 2021/22 TREASURY MANAGEMENT OUTTURN REPORT

The Committee received and considered the report from the Finance Director.

The Finance Director's report presents the treasury management activity for the 2021/22 financial year and includes for the year:

1. The overall treasury position
2. The borrowing requirement and debt
3. The borrowing outturn

The Finance Director reported that the treasury management strategy for 2021/22 was approved at a meeting of the Council in February 2021 and this report provides the final treasury activity for the 21/22 financial year and performance against the indicators set within the treasury management strategy.

As at 31 March 2022, the Authority had net borrowing of just over £85m arising from its revenue and capital income and expenditure. This was made up of £135m of loans, which was only slightly increased from the 31 March 2021, investments stood at just under £50m at the end of 2022 up the previous financial year due to the timing of cash received.

The report also includes the performance compared to the indicators set within the Treasury Management strategy set out in section 7 for which one of the limits were exceeded in the year.

The Council exceeded the investment limits in table 7 on page 235 of the agenda when during December 2021 maximum limit per fund of £4m was breached in that the Council had invested at the highest point £4.830m. This was due to the Council having higher retained cash balances than anticipated due the timing of receipt of grant monies ahead of monies being paid out and due to the Debt Management Office investment rate being negative at the time therefore it was considered that the use of the Money Market Funds as the most appropriate course of action. It is recommended that Policy and Resources Committee recommend to Council the Treasury Management outturn report and indicators for 2021/22.

Councillor A Wright asked for clarification as to whether the Government's mini-budget and rising inflation rates would have repercussions on the Council's future borrowing position.

RESOLVED:-

That the Committee recommend to Full Council to approve the Treasury Management outturn report and indicators for 2021/22.

11 2022/23 PERIOD 4 BUDGET MONITORING REPORT

The Committee received and considered the report from the Financial Services

Manager.

The Financial Services Manager reported that the original base budget for 2022/23 was approved by Council in February 2022 and assumed a transfer from the general reserves of £208,205. This report provides an updated forecast for the year compared to this position.

The General Fund Summary at appendix A shows the high level forecast position at 31 July 2022 of a deficit position of £421k (a deficit of £213k against the budget of £208k).

However there are further in-year budget pressures that have not yet been allocated at a service level, namely the outstanding agreement of the 2022/23 pay award which is estimated currently at £140k and the impact of increases to energy and transport costs estimated at £90k. Based on the latest information received following the production of the report, these are likely to be under estimated, however we are awaiting further information on whether the Council is eligible for the recently announced energy cap.

The report as written estimated the impact in the current year to be £605,000 deficit, options to mitigate the impact in the current year are being considered, including review of vacant posts and one offs from reserves.

The current capital budget is £70.5m with actual spend until the end of July 2022 of £4.7m. The forecast spend for 2022/23 on capital projects is estimated at £60.2m at the end of period 4, recognising that a number of the large projects will span financial years so that the balance will be rolled forward.

The Council is currently experiencing increased construction & materials costs across its capital projects, mainly due to inflationary pressures. Whilst committed capital projects are potentially at less risk (depending on the contract), those projects at the planning development stage are at greater risk of not being delivered within their approved budgets.

To partially mitigate this risk a £2.5m centralised major capital projects contingency has been approved. However, the Capital Programme will need to be constantly reviewed during the year and projects may need to be reconsidered and/or reprioritised according to funding available.

The overall position for 2022/23 will continue to be monitored during the year and will be reported to Management team and Members accordingly. This is also the basis of the work to inform the medium term financial strategy.

Councillor Wainwright reported that the forecast budget gap was concerning as were the inflation pressures with the economy crashing and it was a worrying time for all local authorities. Councillor Wainwright asked for assurance that all up-to-date information in regard to the increased cost of living expenses had been accounted for. The Finance Director reported that work on the MTFS was constantly revisited and was ongoing at a high level.

Councillor A Wright referred to page 265 of the agenda report and asked for clarification in regard to the future of Maritime House, which was the former Tourism Centre, and was now closed but had a forecast of £42K for upkeep/running/maintenance included in the report. The Chairman reported that the future of this building would be crucial moving forwards and it might involve disposal of this asset.

RESOLVED:-

(i) That the Committee note the contents of the report and revised forecast for the General Fund for 2022/23; and

(ii) Recommend to Full Council to approve the updated capital Programme as outlined in the report at paragraphs 4.4 to 4.6 in relation to the Market and Operations and Maintenance project contributions.

12 TOWN DEAL INTERVENTION 8 - WAYFINDING SUSTAINABLE CONNECTIVITY

The Committee received and considered the report from the Heritage, Culture and Design Manager.

The Heritage, Culture & Design Manager reported that at the Town Deal Board on the 16 March 2022, nine Investment Priorities were agreed for submission to Government constituting a Town Investment Plan totalling £20.1 million including Intervention 5: Restoration and sustainable repurposing of three vacant historic buildings. This report sets out intervention No 8 Public Wayfinding and Sustainable Connectivity, members are asked to review and comment on the updates to the Wayfinding Project, the schedule and milestones.

Councillor Jeal requested that a statue in remembrance of Ernie Childs be erected as part of this initiative. Councillor A Wright seconded this request and asked for clarification regarding timescales. The Heritage, Culture and Design Manager reported that a call for art would begin early next year.

Councillor Wells reported that the choice of sculptures for an Arts Sculpture Trail was subjective and requested that Members had a say in the final decision to ensure that the pieces were tasteful and fitted in with the ethos of the borough and their setting. The Heritage, Culture & Design Manager assured Members that the chosen works would not be controversial, they would be contemporary, permanent and robust and not detrimental to the townscape and would be selected by a Member & Stakeholder Panel. A briefing report would be prepared for ELT. The CEO assured Members that P & R Committee would decide the Panel membership.

RESOLVED:-

That the Committee recommend to Full Council the release of £594,953 Town Deal funding subject to compliance with funding conditions and the parameters set out in this report.

13 ANY OTHER BUSINESS

The Chairman reported that there was no other business being of sufficient urgency to warrant consideration at the meeting.

14 EXCLUSION OF PUBLIC

RESOLVED:-

That under Section 100(A)(4) of the Local Government Act 1972, the public be

excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act.

15 CONFIDENTIAL APPENDIX 1 - TOWN DEAL INTERVENTION 8 BUSINESS CASE - WAYFINDING

(Confidential Minute on this Item)

16 CONFIDENTIAL MINUTES

(Confidential Minute on this Item)

17 CONFIDENTIAL ITEM - UPDATE FROM MONITORING OFFICER

(Confidential Minute on this Item)

18 CONFIDENTIAL ITEM - DELEGATION TO OFFICERS (MARKET PLACE)

(Confidential Minute on this Item)

19 CONFIDENTIAL ITEM - UPDATE FROM CHIEF EXECUTIVE OFFICER

(Confidential Minute on this Item)

The meeting ended at: TBC

				ELT Date	Pre Meet Date	Agenda Published	Committee Date
	Policy and Resources Committee						
	22-033	Council Tax Support Scheme 2023/24	Head of Customer Services	19/10/22	31/10/22	1/11/2022	9/11/2022
	22-034	Council Tax Base 2023/24	Head of Customer Services	19/10/22	31/10/22	1/11/2022	9/11/2022
	22-035	Council Tax Discounts 2023/24	Head of Customer Services	19/10/22	31/10/22	1/11/2022	9/11/2022
	22-032	Revenues Write off Report	Head of Customer Services	21/09/22	31/10/22	1/11/2022	9/11/2022
	22-110	Open Space SPD – Formal Consultation	Strategic Planning Manager	19/10/22	31/10/22	1/11/2022	9/11/2022
	22-226	Medium term Financial Strategy 2022/23 to 2024/25	Finance Director	19/10/22	31/10/22	1/11/2022	9/11/2022
	22-227	Period 6 Budget Monitoring Report - GF	Finance Director	19/10/22	31/10/22	1/11/2022	9/11/2022
	22-254	GYN Report	Director of Housing Assets	02/11/22	31/10/22	1/11/2022	9/11/2022
	22-257	Green Fleet Strategy	Strategic Director	02/11/22	31/10/22	1/11/2022	9/11/2022
	22-229	Q2 Performance Report	Information Governance Lead and Data Protection Officer	02/11/22	21/10/22	1/11/2022	9/11/2022
	22-218	Gorleston Clock	Head of Property and Asset Management	23/11/22	25/11/22	29/11/22	6/12/2022
	22-247	EE Risk Register	Equinox Executive Officer	23/11/22	25/11/22	29/11/22	6/12/2022
	22-228	Treasury Management Strategy - Half Yearly review	Finance Director	23/11/22	25/11/22	29/11/22	6/12/2022
	22-191	PSPO No. 2 – Car Enthusiasts	Head of Environment and Sustainability	23/11/22	25/11/22	29/11/22	6/12/2022
	22-107	Coastal Management SPD – Formal Consultation	Strategic Planning Manager	23/11/22	25/11/22	29/11/22	6/12/2022
	22-256	NPLAW Review report	Monitoring Officer	23/11/22	25/11/22	29/11/22	6/12/2022
	22-222	Business Plan GYS	Director of Operational Services	23/11/22	25/11/22	29/11/22	6/12/2022
	22-219	Compulsory Purchase Order	Housing Director	23/11/22	25/11/22	29/11/22	6/12/2022
	22-036	Revenues Write off Report	Head of Customer Services	04/01/23	06/01/23	10/01/23	17/01/23
	22-230	Budget Report 2023/24 - GF	Finance Director	25-01-23	30/01/23	31/01/23	07/02/23
	22-231	Fees and Charges 2023/24 onwards	Finance Director	25-01-23	30/01/23	31/01/23	07/02/23
	22-232	Capital Strategy 2023/24	Finance Director	25-01-23	30/01/23	31/01/23	07/02/23
	22-233	Investment Strategy 2023/24	Finance Director	25-01-23	30/01/23	31/01/23	07/02/23
	22-234	Treasury Management Strategy - 2022/23	Finance Director	25-01-23	30/01/23	31/01/23	07/02/23
	22-235	Council Tax Setting 2023/24	Finance Director	25-01-23	30/01/23	31/01/23	07/02/23
	22-192	PSPO No. 3 - Dogs	Head of Environment and Sustainability	15/2/23	06/03/23	07/03/23	14/03/23
	22-239	Period 10 Budget Monitoring Report - GF	Finance Director	01/03/23	06/03/23	07/03/23	14/03/23

URN: 22-110

Subject: Final Draft Open Space SPD

Report to: Policy & Resources Committee – 8 November 2022

Report by: Nick Fountain, Principal Strategic Planner

SUBJECT MATTER

Open Space SPD

RECOMMENDATION

That Committee

Endorse the Final Draft Open Space SPD for consultation

1. Introduction

- 1.1. Following endorsement of the draft documents from Local Plan Working Party an initial consultation on the draft Open Space Supplementary Planning Document (SPD) took place over a period of eight weeks between 2 August 2022 and 26 September 2022. The consultation responses have been reviewed, and necessary changes have been made to the document.
- 1.2. The Open Space SPD will provide guidance for developers to meet the open space requirements set out in Policy H4 of the Local Plan Part 2. The document includes guidance to explain when on and off-site provision of open space will be required and how much off-site provision and maintenance will cost. This initial consultation has provided a basis to prepare the final draft document which must also be consulted upon. The document will also need to be screened and consulted for Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA).
- 1.3. The document has been supported by evidence from the emerging Open Space Needs Assessment and Playing Pitch and Outdoor Sports Strategy, each of which have identified where surpluses and deficits in existing open spaces may exist within the Borough. Both of those documents are in final draft and will be subject to consideration by the Housing & Neighbourhoods Committee on 10 November 2022 for adoption.

2. Open Space SPD

- 2.1. The Open Space SPD had responses from 11 individuals/organisations, most of which contained multiple representations to be considered. A Consultation Statement is attached to this report setting out what comments were made and how they have been addressed. The following changes have been made to the SPD:

- The clawback for S106 payments has been set at 5 years (rather than the 10 years previously states) to address comments made by Badger Building, but also reflective of current practices
- Further explanation has been provided on the guidance for circular dog walking routes to be provided on accessible natural greenspaces in accordance with Natural England's guidance
- Reference to the whole Borough including the Broads Area
- Clarification that the threshold per 6 bed spaces (except C3 dwellings which are an individual unit) will be applied to all other applicable forms of accommodation under the open space requirement
- The ward tables have been split so that there is only one per page within the document
- The term 'trigger points' has been defined
- Typographical errors have been corrected
- Reference is made to monitor surpluses and deficits, reviewing the outcomes 3-5 years
- Reference to the role of open spaces to improve the historic environment
- Reference made to other published guidance and best practice such as Natural England or the TCPA
- Reference to the Norfolk GIRAMS in relation to mitigation

2.2. Overall, the proposed amendments to the document are relatively minor. Subject to endorsement, the SPD will need to be consulted as a final draft (with the SEA and HRA screening) over a period of at least 4 weeks. Comments received will need to be considered with any final changes made to the document prior to its adoption.

3. Local Plan Working Party

3.1. The proposed SPD, along with the consultation statement setting out responses and subsequent actions were considered and endorsed by the Local Plan Working Party on 18 October 2022.

4. Legal and Risk Implications

4.1. The SPD has been prepared to provide further detailed guidance to assist developers in meeting the open space requirements of the Local Plan Part 2. There is a risk that without the document in place, developers may fail to understand the requirements to provide open space which in turn may lead to a failure to deliver open space that meets the Borough's needs.

5. Conclusion

5.1. The recommendation is that the Policy & Resources Committee endorses the Final Draft Open Space SPD for consultation.

6. Appendices

A. Open Space SPD Consultation Statement

B. Draft Open Space SPD

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	n/a
Section 151 Officer Consultation:	n/a
Existing Council Policies:	Local Plan Part 1: Core Strategy, Local Plan Part 2
Financial Implications (including VAT and tax):	n/a
Legal Implications (including human rights):	n/a
Risk Implications:	See Section 4
Equality Issues/EQIA assessment:	n/a
Crime & Disorder:	n/a
Every Child Matters:	n/a

Consultation Statement

Open Space

Supplementary Planning

Document

October 2022



Contents

1. Introduction	2
2. Summary of main issues raised and how they have been addressed	3
Respondent: Badger Building.....	3
Respondent: Bradwell Parish Council	3
Respondent: Broads Authority.....	4
Respondent: Historic England	5
Respondent: Hopton Parish Council	5
Respondent: Miss Katherine Newnham	6
Respondent: Natural England	6
Respondent: Norfolk County Council – Natural Environment Team	7
Appendix 1 – Original Representations	8
Respondent: Badger Building.....	8
Respondent: Bradwell Parish Council	8
Respondent: Broads Authority.....	9
Respondent: Historic England	10
Respondent: Hopton Parish Council	10
Respondent: Miss Katherine Newnham (summarised response)	11
Respondent: Natural England	11
Respondent: Norfolk County Council – Natural Environment Team	13
Respondent: Norfolk County Council – Public Health	13
Respondent: Sport England	13
Respondent: Water Management Alliance.....	13

1. Introduction

This document provides a summary of the consultation undertaken on the Open Space Supplementary Planning Document (SPD) under Regulation 12 of the Town and County Planning (Local Planning) Regulations 2012 (as amended). It provides the information required under Regulation 12 and 13 of the above mentioned regulations. The document sets out:

- Which bodies and persons the local planning authority invited to make representations under regulation 12,
- How those bodies and persons were invited to make representations under regulation 12,
- A summary of the main issues raised by the representations made pursuant to regulation 12,
- How these representations have been taken into account in the production of the Final Draft SPD

The consultation took place between 2nd August 2022 and 26th September 2022. The consultation ran parallel with that of the draft 'Open Space Needs Assessment' which set out how surpluses and deficits of open space have been identified.

In accordance with the Councils adopted Statement of Community Involvement (SCI), direct notification of the consultation was sent to:

- All Local Members
- Statutory and General Consultees on our Local Plan consultation database

The consultation itself was in the form of a first draft of the SPD. The document was available online and hard copies were available for inspection at the Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

Comments to the consultation were accepted via post to Great Yarmouth Town Hall or email to localplan@great-yarmouth.gov.uk.

The consultation attracted responses from 10 individuals or organisations. These responses are reproduced in Appendix 1. The main issues raised in the response together with how they have been addressed in the production of the Final Draft SPD is set out below.

2. Summary of main issues raised and how they have been addressed

This section sets out the main issues raised by each respondent and how they have been taken into account in the Final Draft SPD.

Respondent: Badger Building

Summary of Main Issues Raised

Badger Building raised the following issues:

- Is concerned that the open space has been split down further into categories
- Would expect to see accurate published record of spending and to expect funds to be spent after 5 years
- Is concerned over the 20 year requirement for commuted sums, citing an appeal decision at Blofield. Suggest a 10 year period is more reasonable.
- In Appendix 2, the circular dog walking routes (of at least 3.3km) would not be suitable on all development sites, particularly those just over the 50 dwellings threshold.

How issues have been addressed

- The open space categories have been established in the adopted Local Plan Part 2 (LPP2), reflecting best practice but also to be more representative of the detailed open space needs. No change required.
- The Government has clearly set out its expectations in monitoring financial contributions. Paragraph 5.9 of the SPD sets out a period of 10 years over which the off-site contributions must be spent, after which they can be clawed back. This has been changed to 5 years.
- The 20 year maintenance cost was established by the Inspector as part of the LPP2, with the matter being discussed at local plan examination. No change required.
- The distance of circular dog walking routes has been updated to explain where this is appropriate to the scale of site provided. Smaller sites should still seek to provide a route through connection to existing routes.

Respondent: Bradwell Parish Council

Summary of Main Issues Raised

Bradwell Parish Council raised the following issues:

- Is concerned at the threshold that needs to be met before requiring green spaces and recommend that the threshold is lower.
- It is recommended that the Borough Council specify the percentage of trees required on green spaces

How issues have been addressed

- It is worth noting that every single dwelling will be required to contribute (on or off-site) to open spaces where there is an identified deficit. The only exception to this is accessible natural greenspace, where a threshold for on-site provision has been set at 50 dwellings as this is considered to be an appropriate scale at which to create a meaningful site, and this could not be achieved through smaller scale development. The Borough Council does not own land to provide new off-site accessible natural greenspace, therefore there is no realistic way to deliver off-site at a smaller scale. Other types of open space can be provided off-site and will be required to make contributions for such provision. It is important to note

that this does not prevent natural features being provided on other forms of open space such as informal amenity space. No change required.

- The Borough Council must be content that the open space that is delivered meets the necessary qualities associated with that space. It is not considered that specifying the percentage tree cover will achieve this as there are other forms of vegetation and types of tree that may require certain densities or coverage. The Borough Council is, however, preparing a Design Code that will pick up tree planting as a design requirement for new development. No change required.

Respondent: Broads Authority

Summary of Main Issues Raised

The Broads Authority raised the following issues:

- The SPD needs to acknowledge that the Broads Authority will also have regard to the SPD
- Refer to the Local Plan for the Broads
- In paragraph 1.3, how will the standards apply to HMOs
- Suggest amending paragraph 1.4: Policy H4 'requires' all new residential development 'will be required' [remove text] to contribute to open space provision where there is an identified deficit in provision
- Suggest a footnote to table 1 to explain that the entire ward has been assessed
- Paragraph 3.3 typo – missing 'a'
- Paragraph 3.4 – what is an applicant wants to provide it?
- Section 4 suggest not splitting the tables
- Paragraph 5.3 refer to the Broads free pre-app service
- Paragraph 5.6 'trigger points'
- Paragraph 5.8 typo – missing 's' off specification
- Paragraph 7.3 refer to Broads Authority
- How will the policy work if a development brings a Ward are into a surplus? How will this work with contributions? Will this be reviewed at a point in time?

How issues have been addressed

- The SPD cannot set policy for the Broads Authority and frequent reference is considered unnecessary throughout the document (see below in relation to paragraph 1.4 though).
- HMOs should be treated consistently with GIRAMS contributions, which is to apply a charge per six bedspaces. The SPD already sets this out in paragraph 1.3. The paragraph has, however, been amended to clarify that the same threshold will apply to other relevant forms of accommodation.
- Paragraph 1.4 has been amended to read: In accordance with policy H4, all new residential development will be required to...'. The paragraph has also been amended to refer to the entire Borough's Wards (including those parts within the designated Broads Area).
- Paragraph 3.3 – typo has been amended
- Paragraph 3.4 - If a developer wants to provide such spaces then these can be done so over and above the policy requirements, they should, however, not be used to deduct from other open space provision/contributions where there is an identified deficit unless there is some overriding consideration. No change required as this is likely to confuse applicants.
- Section 4 – agree for clarity that the tables should not split over the page
- Paragraph 5.3 – This is not relevant to the Borough Council's SPD and can be clarified by the Broads Authority on their own website if necessary. No change required.

- ‘Trigger points’ – have been identified in that way as these can differ from one application to another. Further text has been provided to explain the term.
- Paragraph 5.8 – typo has been amended
- It is intended that the SPD will be monitored, including open space surplus and deficits. The exact timing will need to be determined, but it is likely that this will need to be given time to assess (for example, population figures are published annually, and open space provision and spending will take time to be delivered) therefore a period of 3-5 years could be specified within the SPD. Such monitoring can have regard to contributions; however, it is delivery that must be the focus of monitoring.

Respondent: Historic England

Summary of Main Issues Raised

- The role of heritage should be further considered within the SPD
- Note the synergy between the natural environment and the historic environment, the multi-functional use of open spaces and potential to improve the character and setting of historic assets and environments

How issues have been addressed

- The SPD has been amended to make specific reference to the potential of open spaces to work with and improve historic environments/assets.

Respondent: Hopton Parish Council

Summary of Main Issues Raised

- Why has Bradwell south been put together with Hopton? The facilities are not well linked.
- When do developers consult parish councils?
- Do GYBC automatically have right to 106 money without consulting Parish Council?
- How will the spending catchment between Bradwell South and Hopton work?
- There is confusion between paragraph 7.6 and the accessibility requirements set out in the Open Space Needs Assessment, i.e. 900m, should be a 15 minute walk, what about people without access to a car?
- Concern that there are no areas that meet the Natural Green Space guide in Appendix 2 to provide at least 3.3km of circular dog walking routes including secure fenced off areas.

How issues have been addressed

- The surplus/deficit of open spaces has been assessed by Wards in order to consider population and provision. The distance issue has been picked up as part of the accessibility assessment of open spaces within each Ward. No change required.
- The SPD recommends that developers consult with parish councils prior to submitting a planning application to the Borough Council. This is, however, not a requirement. Some developers do engage in early consultation. No change required.
- A Section 106 contribution is ultimately paid to the Borough Council to provide open space in accordance with policy and any requirements within the legal agreement. Detail is provided in para 5.6 in the SPD. No change required.
- As set out within paragraphs 7.4-7.7, spending catchments vary depending on the type of open space as some facilities will not be available or possible to provide within a Ward. It is anticipated that play spaces and informal amenity spaces, in particular, will be delivered within the same settlement to serve the identified deficit. Spending contributions must also

comply with the requirements within the legal agreement and the obligations test set out in national policy. No change required.

- There has to be some acknowledgement that not all Wards are going to meet accessibility standards, particularly in rural Wards where facilities are spread out over vast areas. Paragraph 7.6 recognises that it is considered to be acceptable that in such circumstances there will be a need to travel further to access facilities such as allotments and sports facilities. It is worth noting that the Open Space Needs Assessment specifically identifies a need for allotments in Hopton. No change required.
- Further clarification has been added to Appendix 2 to explain that this is guidance for new accessible natural green spaces in accordance with Natural England's recommended guidelines for providing 'Suitable Alternative Natural Greenspaces' (SANGs).

Respondent: Miss Katherine Newnham

Summary of Main Issues Raised

- Concern at the loss of open spaces & countryside
- Suggests working in partnership with organisations such as Norfolk Wildlife Trust

How issues have been addressed

- The Open Space SPD is primarily aimed at addressing new provision of open space to address deficits. Local Plan Part 2 Policy E3 and national policy already addresses the protection of existing open spaces. No change required.
- The Borough Council is and will work with partnership organisations to secure open spaces that meet the Borough's needs. Consultation has also offered such organisations the opportunity to feedback. No change required.

Respondent: Natural England

Summary of Main Issues Raised

- Suggest incorporating overarching design principles
- Suggest providing greater emphasis multi-functionality and connectedness of open and green space ([noting Natural England's Green Infrastructure Principles and Standards for England](#))
- Suggest also having regard to the [guidance](#) published Town and Country Planning Association (TCPA)
- Suggest linkage to the Norfolk Green Infrastructure Recreational Impact Avoidance and Mitigation Strategy (GIRAMS)
- Suggest options for greater community engagement is integrated into the SPD with considerations for local stewardship where appropriate (providing reference to Natural England guidance).

How issues have been addressed

- Reference has been made within the document to having regard to best practice, overarching design principles including Natural England's GI Standards and the TCPA
- The SPD has been amended to make better reference of the multi-functionality and connectedness of open spaces
- Reference has been made to the adopted Norfolk GIRAMS

Respondent: Norfolk County Council – Natural Environment Team*Summary of Main Issues Raised*

- Existing trees should be considered when identifying proposed open spaces and should be retained within the design
- Arboricultural reports will be required, and the necessary standards applied
- Paragraphs 2.2 and 2.3 are contradictory to paragraph 4.1 which states that no off-site contributions will be required for accessible natural greenspace, with paragraph 3.1 explaining how small contributions can be pooled to provide a larger space
- It has recommended that the Council seeks to maximise join-up between off-site provision of natural greenspace and the delivery of the Local Nature Recovery Strategy (LNRS)

How issues have been addressed

- The Open Space SPD is primarily aimed at addressing new provision of open space to address deficits. Policy E4 of the Local Plan Part 2 (in addition to national policies and other considerations) protect existing trees. The emerging Design Code will consider further the design of sites and location of trees. No change required.
- Potential impacts upon trees will be considered by the appropriate standards in accordance with Policy E4 of the Local Plan Part 2. No change required.
- Paragraph 2.4 clearly sets out that off-site accessible natural greenspace will not be required. No change required.
- Reference has been made to the LNRS in Appendix 2 which provide more detail on the function of accessible natural green space. It is worth noting that the LNRS is in preparation, therefore no requirements have yet arisen from that document and that adopted Local Plan Policy GSP5 and the Norfolk GIRAMS do not specifically require SANGs as mitigation. There is currently a lack of justification to provide off-site accessible natural greenspace.

Appendix 1 – Original Representations

Respondent: Badger Building

Firstly I would commend you for the preparation of a clear guide to your open space policy. The document is well laid out, showing both deficit and surplus in open space provision throughout the Borough. Breaking down the information ward by ward is helpful both for developers and landowners, and the extensive tables at section 4 provide an easy way for them to identify the costs of meeting your policy requirements.

We are less keen to note that the headings under which money is to be collected has now extended to five! Given the increase in fees to be collected, it is even more important for an accurate public record to be kept of money received, projects to be funded with a defined time scale and showing any refunds due to developers for non-delivery. We would expect such payments to be made after 5 years, or we consider the test attached to the Section 106 Agreement of “necessary to allow the development to proceed”, not to have been met.

The document contains no clear reference to this in section 7.

We would expect such a spread sheet to be publicly available on the Council’s website. A good example of this can be found on the East Suffolk Council’s web site.

We have concerns over the 20 year requirement for commuted sums and would refer you to an appeal decision in Blofield which covered this point, where the Inspector concluded that the Council would have been in receipt of Council Tax payments from the properties throughout that time and that these should be sufficient to cover ongoing maintenance. If not then the facilities are not viable as a public sector provision. We feel that the more usual ten year period is reasonable.

Appendix 2 includes a section on Accessible open space and includes the following statement in the section on Accessible Natural Green Space, with no caveat as to site size :- *“A key aspect of mitigating recreational pressures on nearby National Site Network designated habitat sites is to ensure that the accessible natural green space has sufficient circular dog walking routes (of at least 3.3km), including dog waste bins, and the potential for secure fenced areas to allow dogs to run off leads.”*

We find this misleading. If you look at the requirement provision for such open space for a site of 51 dwellings it is 45.58 sq. m per dwelling so a 51 dwelling site would create a requirement for 2120.58 sq. m. For ease of explanation I characterise this as an area of land measuring 53m x 40 m. This piece of land therefore has a total boundary length of 186m. To achieve the 3.3 km dog walk and assuming a walk around the boundary of the site, you would need to circumnavigate it 17 times. Looking at this I have to conclude that either I have misunderstood the policy, in which case the text needs to be clearer, or the 3.3 km requirement only applies to sites where a suitably sized area of land is required, in which case a suitable rider should be added to the text in italics above.

Respondent: Bradwell Parish Council

Last night the Parish Council resolved to be in agreeance with the majority of details enclosed in Draft Open Space Supplementary Planning Document, but there are concerns regarding the threshold numbers in Section 2.2 that developers need to hit before providing green spaces and this Council feels these thresholds should be a lower number. This Council would also like it written into the document that a percentage of trees must be planted in green spaces by developers.

Respondent: Broads Authority

They are both relevant to the Broads as our open space policy has regard to/defers to your (and the other districts') policies on open space.

I would therefore suggest that the SPD needs to acknowledge that and also I would suggest we endorse it as well. We have done the same for the East Suffolk Affordable Housing SPD and will do the same for their walking and cycling study.

After 1.29, in the Local Policy section, it might be useful to say that the study area is the entire Borough and that the Local Plan for the Broads has regard to/defers to the open space policies and standard of its constituent districts.

Bar chart above 1.57 and 1.79 and 1.271 and 1.314 and 1.330 – you might want to round to two decimal places?

After 1.2, talk about the Local Plan for the Broads and how that defers to/has regard to the open space policy of GYBC and therefore this SPD is of relevance to relevant schemes in the Broads part of GYBC.

1.3 – what about HMOs of bed space 1-5?

1.4 – is this better? Policy H4 'requires' all new residential development 'will be required' [remove text] to contribute to open space provision where there is an identified deficit in provision

A footnote to table 1 to say that the entire ward has been assessed? I.e. that the Broads part is included...

3.3 - where they are a recognised attraction

3.4 – what if an applicant *wants* to provide it?

Section 4 – you might want to split tables so they fit per page rather than going over a couple of pages – might be easier to read.

5.3 – mention the BA free pre-app service as well?

5.6 - 'trigger points'

5.8 - will contain plans and specifications for the open space to

7.3 – and the Broads Authority?

Queries about how this works

1.10 – what if a developer sees there is surplus in a ward and seeks to develop an open space which could bring the amount to the right amount or to a deficit? Or is the policy stance – open space is protected regardless?

So schemes contribute per dwelling if in a ward that is in deficit for that open space need – will there be a time when there will be enough contributions to put something in place so that area is not in deficit? Is that something that will become obvious when you review in a few years? Will you review the evidence in a few years?

Respondent: Historic England

As the Government's adviser on the historic environment, Historic England is keen to ensure that the protection of the historic environment is fully considered at all stages and levels of the local planning process.

Historic England would highlight that Open Space should not only be considered in terms of the natural environment, health and recreation but also the role it can play in conserving and enhancing the historic environment. It can be used to:

- conserve and enhance heritage assets
- improve setting of heritage assets
- improve access to heritage assets
- create a sense of place and tangible link with local history
- create linkages between heritage assets and other green infrastructure

Conservation and enhancement of the natural environment is an important facet of sustainable development. There is an important synergy between the historic and natural environment. Open spaces in our cities, towns and villages often have heritage interest, and it would be helpful to highlight this. It is important not to consider 'multi-functional' spaces only in terms of the natural environment, health and recreation. It may be helpful to make reference in the text to the role open space can have to play in enhancing and conserving the historic environment. It can be used to improve the condition and setting of heritage assets and to improve access to them. Likewise the historic environment can help contribute to the quality, character and distinctiveness of open spaces by helping to create a sense of place and a tangible link with local history. Opportunities can be taken to link new GI networks into already existing green spaces in town or existing historic spaces such as church yards to improve the setting of historic buildings or historic townscape.

Conclusions

I hope that you find the above comments helpful. We'd like to stress that this response is based on the information provided by the Council in its consultation. To avoid any doubt, this does not affect our obligation to provide further advice and, potentially, object to specific proposals, which may subsequently arise as a result of this plan, where we consider that these would have an adverse effect upon the historic environment. If you have any questions with regards to the comments made, then please do get back to me. I would be very happy to meet to discuss these comments further.

Respondent: Hopton Parish Council

4 Bradwell South and Hopton. Why are we lumped together? It is not so easy to reach and most of the amenities are there i.e. large recreation areas and an abundant amount of allotments.

5.4 When have developers consulted us?

5.6 As above

5.8 Do GYBC automatically have right to 106 money without consulting Parish Council?

7 If we are in a catchment area with Bradford South will there be any way in which 106 monies for projects in Hopton can be "ring- fenced" for Hopton?

7.5 Suggests that people will travel further to tend their allotment but many allotment holders do not drive and why have they stated in 1.48 that the distance should be a 15 minute walk?...who can walk to Bradwell in 15 minutes?

Appendix 2 Accessible natural green space ...circular dog walking areas of a minimum 3.3 km and potential for secure fenced areas where dogs may run off-leadhave a missed somewhere???? There is nowhere here. I think there is one in Gorleston.

Respondent: Miss Katherine Newnham (summarised response)

People need green space, nature habitat, it is good for nature and the human race.

I know of other Filby residents who like me, despair, because the developers have been 'let loose' and given the totally ruin the countryside and villages of the Great Yarmouth area. Like me they moved into the older homes no 'new builds' and wanted a countryside view and lifestyle. They know the consequences of over-development and ruining a beautiful area. People come on holiday to see the sea, beaches, Norfolk Broads, windmills and countryside. As a holiday maker say how Great Yarmouth area has changed; so built up and other parts allowed to become more like slum areas. You as a Council have something special, to look after and maintain the beauty.

Here in Filby we have a lands trust which with the help of the Norfolk Wildlife Trust, residents are planting trees, planting meadows, maintaining the orchard they planted, keeping space for wildlife, all things you as a Council should be doing. Give us more land, and we will help our wildlife to survive with the knowledge and instruction from our area Norfolk Wildlife Trust personnel.

Respondent: Natural England

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.

We welcome this opportunity to give our views on this Supplementary Planning Document. Natural England offers the following bespoke advice in addition to some more general information within Annex A regarding topics within our remit which may influence the plan.

Natural England recognises that the primary objective of this SPD is to assess the borough's open space needs and the mechanisms for which they will be delivered to support policy H4 of the Local Plan. While the objective of this SPD is focused on delivery and guidance for developers it is Natural England's advice that consideration and integration of language supporting overarching design principles would be beneficial to delivering high quality open space and green infrastructure across the borough.

Multifunctionality and Connectedness

Natural England would encourage a greater emphasis on multi-functionality and connectedness of open and green space within the SPD. By encouraging the delivery of multiple functions from the same area of space the benefits for people and nature can be enhanced especially where provision is poor, or space is limited.

Similarly, by emphasising the importance of connectedness of open and green space within the SPD your authority can benefit from improved ecosystem functions and garner a range of improved ecosystem services provision which are vital for human health and wellbeing.

These two principles are discussed at greater length within [Natural England's Green Infrastructure Principles and Standards for England](#).

Suitable Alternative Natural Green Space

In the Open Space Needs Assessment point 1.332 refers to Suitable Alternative Natural Greenspace (SANG) and a lack of quality standards available to refer to. Natural England has [published quality standards and a useful checklist](#) which originated from the Thames Basin Heath Planning Zone. These guidelines provide a helpful starting point for designing SANG.

Your authority might also consider [guidance](#) published Town and Country Planning Association (TCPA) which outline best practice benchmarks for standards of green infrastructure.

Natural England advises that further detail should be incorporated into the SPD to provide developers with best practice standards so they can deliver green infrastructure that benefits both people and nature.

It is noted that neither the Needs Assessment or the SPD links open space needs to the Norfolk Green Infrastructure Recreational Impact Avoidance and Mitigation Strategy (GIRAMS) evidence base for which Great Yarmouth Borough Council have adopted. In particular SANGs principles which should be aligned with page 135 (page 142 in the on the [electronic version](#)) for developments of over 50 houses as advised by Natural England in August 2019. We would encourage both documents to align their 'quality standards' with the Norfolk GIRAMS evidence and principles.

Access and connection to open spaces

Natural England notes the commitment within the Open Space Assessment document to improve access for people with disabilities and the formation of a Disability Awareness Group. Natural England strongly supports this initiative and encourages this to be taken forward.

The Green Infrastructure Principles outlined in [Natural England's Principles and Standards for England](#) outlines the importance of good governance and long-term management with a particular emphasis on local stewardship and community involvement. The aim of this is to engage with communities so that they make a connection with open and natural spaces resulting in highly valued spaces which are sustainably managed and protected. We suggest options for greater community engagement is integrated into the SPD with considerations for local stewardship where appropriate. Further information is available on the Natural England [website](#) and in [Guide 9: Long-Term Stewardship](#) from the Guides and Principles for Garden Communities.

Natural England welcomes the use of ANGSt benchmark standards for access to greenspace used within the needs Assessment.

Other notes

There is reference in the Open Space Assessment to recommendations that apply to the whole borough, but this section of the document appears to be missing.

Natural England supports the production of the Open Space Needs SPD and is happy to provide further advice on the plan as it evolves. Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.

Respondent: Norfolk County Council – Natural Environment Team**Arboriculture:**

Existing trees should be considered when identifying proposed open spaces and should be retained within the design.

Arboricultural Impact Assessments, Arboricultural Method Statements and Tree Protection Plans in accordance with British Standard BS53 :2012 *Trees in relation to design, demolition and construction* should be referenced to inform the layout of proposed open spaces.

Should you have any queries with the above comments please contact Anne Crotty (Senior Arboriculture and Woodland Officer).

Ecology:

I am pleased to note that section 1.6 recognises that for developments close to National Site Network designated habitat sites, enhanced green infrastructure may be required. In addition, section 1.9 recognises exemptions for publicly accessible natural greenspaces including gardens, beaches and waterbodies; this is an important factor when assessing open space requirements.

Section 2.2 sets out the proposed threshold for on-site accessible natural greenspace (i.e. all developments of 50 dwellings and above to provide on-site ANGSS), with section 2.3 explaining that below these thresholds, an off-site contribution will be required to be made to the Council. However, this appears to be contrary to the details set out in section 4.1 where no off-site contribution is proposed in relation to accessible natural greenspace for developments under 50 dwellings. It would therefore be helpful if this matter was clarified further.

The proposed pooling of contributions to provide larger-scale areas of accessible natural greenspace as set out in section 3.1 is supported.

The proposed annual increase in costings in accordance with the RPI as set out in section 3.8 is supported, particularly given the current and forecast levels of inflation (and associated maintenance costs to the Council).

The reference to biodiversity net gain and local nature recovery strategies in section 1.31 of the OS Needs Assessment is noted; it is recommended that the Council seeks to maximise join-up between off-site provision of natural greenspace and the delivery of the LNRS which has the potential, if well designed, to deliver more than the sum of its parts.

Respondent: Norfolk County Council – Public Health

The documents are comprehensive and valuable in terms of open space improvement and the wide ranging benefits this brings.

Respondent: Sport England

Sport England supports this draft document.

Respondent: Water Management Alliance

Thank you for consulting the WMA on the Draft Open Space SPD. Having reviewed the details, we have no comments to make.

Final Draft Open Space Supplementary Planning Document (SPD)

(October 2022)



Table of Contents

1.Introduction	3
Open space surpluses and deficits	4
2.Open Space Thresholds	6
3.Off-site provision	6
4.Open Space Requirements	9
5.Planning Obligations	26
Section 106 Agreements	26
Unilateral Undertakings	27
Section 111 Agreements	27
6.Management & maintenance	27
Borough Council adoption of open space	28
Alternative management arrangements	28
7.Spending off-site open space contributions	29
Appendix 1: Open Space Policy	30
Appendix 2: Description & Design of open space	32
Outdoor sports	32
Formal play space	32
Informal amenity green space	32
Parks & gardens	33
Accessible Natural Green Space	33
Allotments	33
SuDS	33

1. Introduction

- 1.1. The purpose of this guidance document is to provide further detail to support Policy H4 - Open space provision for new housing development, of the Local Plan Part 2, in the form of a Supplementary Planning Document (SPD). This document therefore sets out how open space requirements will be met in respect of the:
 - open space surpluses and deficits across the Borough
 - thresholds at which open space will apply on or off-site
 - contribution requirements
 - method of collection
 - spending of off-site contributions
 - design/form of open spaces
- 1.2. The Local Plan Part 2, Policy H4 sets out the requirements for open space provision on new housing development. The policy is flexible in allowing on and off-site provision for open space, as well as the potential for variation from the standard requirements where this is justified. This policy is set out in Appendix 1.
- 1.3. Net new residential development, for the purpose of the policy comprises housing which includes Use Class C2 (residential institutions), Use Class C4 (Houses in Multiple Occupation (HMO)), park homes/caravans and Sui Generis residential accommodation (including large HMOs) in addition to the standard C3 Use Class 'dwelling house'. Other than standard C3 Use dwellings, the exact need will be calculated per 6 bedspaces, which is considered to be equivalent of a single dwelling. For the purposes of this document, holiday lets, and holiday accommodation are not considered to be a residential use as they do not cater for permanent occupancy.
- 1.4. In accordance with policy H4, all new residential development will be required to contribute to open space provision where there is an identified deficit in provision. The needs for each type of open space will vary across the Borough according to the location of development. A full '**Open Space Needs Assessment**' has been undertaken to identify the level of provision across the entire Borough's Wards (including those parts within the designated Broads Area) and any deficits or surpluses against the standards set out in Policy H4. The Assessment will therefore be used to determine where open space provision is required, including enhancements to existing sites.
- 1.5. In accordance with Policy H4, the Open Space Needs Assessment includes assessment of the following categories of open space:
 - Formal play space
 - Informal amenity green space
 - Allotments
 - Parks & gardens
 - Accessible natural green space
- 1.6. On some developments, particularly those that are large (such as 250+ dwellings) or close to National Site Network designated habitat sites, enhanced Green Infrastructure (GI) may be required as part of the mitigation package in accordance with Policies GSP5 and GSP6 of

the Local Plan Part 2. Such space will usually form part of the accessible natural green space provision or informal amenity green space.

- 1.7. Appropriate consideration must also be given to creating inclusive areas of recreational open space, including children's play spaces, that can accommodate those with disabilities. Simple design solutions can positively contribute to meeting this need for example, wheelchair accessible gates, wide pathways, benches to rest, inclusive play equipment, sensory areas and/or quiet breakaway areas. Further guidance may be obtained online (www.inclusiveplay.com or www.kids.org.uk).
- 1.8. Outdoor sports provision is assessed in the emerging Playing Pitch and Outdoor Sports Strategy which sits alongside the Open Space Needs Assessment.
- 1.9. It is worth noting the clear exemptions from publicly accessible open space such as private gardens, beaches, churches/graveyards, waterbodies, schools (except where playing fields are in use for wider-community sports activities).

Open space surpluses and deficits

- 1.10. The below table has been informed by the Open Space Needs Assessment which has assessed the quantity (provision), quality and accessibility of each type of open space. Where a deficit is identified within a Ward, there is a requirement in line with Policy H4 to provide new space or enhance an existing space. Where a surplus is identified, there is no requirement to provide or contribute to new spaces (or enhance existing spaces). The table can therefore be used to work out which types of open space will be required as part of new residential development by Ward.
- 1.11. Flexibility will be required when assessing planning applications where a development site is close to or adjacent to another ward, parish or settlement.

Table 1 - Open Space Needs by Ward

Ward	Outdoor Sport	Formal Play Space	Informal Amenity Green space	Allotments	Parks & Gardens	Accessible Natural Green space
Bradwell North	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
Bradwell South & Hopton	Deficit	Deficit	Deficit	Deficit	Deficit	Surplus
Caister North	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
Caister South	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
Central & Northgate	Deficit	Deficit	Deficit	Surplus	Deficit	Deficit
Claydon	Deficit	Deficit	Deficit	Surplus	Deficit	Deficit
East Flegg	Deficit	Deficit	Deficit	Surplus	Deficit	Surplus
Fleggburgh	Deficit	Deficit	Deficit	Deficit	Deficit	Surplus
Gorleston	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
Lothingland	Deficit	Surplus	Deficit	Deficit	Deficit	Surplus
Magdalen	Deficit	Deficit	Deficit	Surplus	Deficit	Deficit
Nelson	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
Ormesby	Deficit	Deficit	Deficit	Deficit	Deficit	Surplus
Southtown & Cobholm	Deficit	Deficit	Deficit	Surplus	Deficit	Surplus
St Andrews	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
West Flegg	Deficit	Deficit	Deficit	Deficit	Deficit	Deficit
Yarmouth North	Deficit	Deficit	Deficit	Surplus	Surplus	Deficit

- 1.12. Outdoor sport is based on an assessment of the Sport, Play & Leisure Strategy (2015) findings which will be superseded by the Playing Pitch Strategy which is currently being prepared. It is anticipated that the findings will be similar, but they could be subject to change.

- 1.13. The surplus in formal play space within Lothingland should be treated with caution. The margin of need is such that the planned new housing allocation (Site Policy BN1) will take the Ward into a deficit if play space is not delivered as part of that development.
- 1.14. The Borough Council will need to monitor open space to the required standards to update the surpluses and deficits of each Ward to reflect the most up to date condition. Clearly, this cannot be achieved in real time as such changes and the delivery of new space is likely to change gradually. Accordingly, the Open Space Needs Assessment should be refreshed over 3-5 years.

2. Open Space Thresholds

- 2.1. Open space provision required by Policy H4 will be delivered through a combination of on and off-site provision. The policy does not set a specific threshold for on-site provision versus off-site provision but indicates that for developments of 20 dwellings and above, the children's play space element should be provided on-site. This acknowledges that in most cases it will not be appropriate to deliver on-site public open space on smaller developments of less than 20 dwellings as the open spaces would have little value at such a small scale. This does not, however, preclude developers from providing private/shared gardens, natural features and other green spaces as part of a development. Such features are encouraged; but will not count towards the provision of public open space in accordance with Policy H4.
- 2.2. The table below identifies indicative thresholds for the provision of on-site open space to aid the implementation of the policy. Flexibility may be applied, subject to negotiation on individual planning applications, where there may be specific local needs for a type of open space, accessibility issue, or site other constraints. On-site provision of open space will generally be expected at the following residential development scale thresholds (i.e., the number of dwellings by the type of open space):

Table 2- Indicative Open Space Thresholds

Open Space type	Threshold (number of dwellings)
Outdoor Sport	300
Formal Play Space	20
Informal Amenity Green Space	20
Parks and Gardens	500
Accessible Natural Green Space	50
Allotments	500

- 2.3. Below these development site thresholds, such open spaces will need to be provided off-site. The most effective way to do this is through an off-site contribution paid to the Council. This is discussed in further detail below.
- 2.4. Where there is a deficit in accessible natural green space, unlike the other types of open space, it will only be provided on-site on developments of 50 or more dwellings. It is necessary to have the appropriate scale of site to provide meaningful spaces that will meet the associated recreational needs of that open space type.

3. Off-site provision

- 3.1. Off-site provision must be tailored to the identified open space needs and costed out according to the appropriate provision and maintenance of open space arising from the

development. Off-site provision would normally involve making a financial contribution and could take the form of the provision of a new open space or could involve improvements to existing facilities which serve the development. Contributions can be pooled from several developments in a given area to provide a more meaningful or larger scale site or improvement. Further detail on the costs and mechanisms for securing contributions are included in the following chapters.

- 3.2. As can be seen from Table 1, most types of open space have a deficit in provision whether identified by quantity, quality, or accessibility. In many cases, deficits have arisen as a result of a lack of quality indicating that existing sites need enhancement (and not necessarily that new sites need to be created).
- 3.3. It is worth noting that parks and gardens have Borough-wide catchments in circumstances where they are a recognised attraction. 'The Venetian Waterways' is a typical example of this.
- 3.4. Some Wards have good provision of allotments and accessible natural green space; hence a surplus has been identified and in such circumstances further provision/enhancements will not be required.
- 3.5. A breakdown of the total costs for the provision and the maintenance of open space per new dwelling is set out below. This forms the basis of the maximum off-site contribution cost per dwelling. The maintenance cost has been calculated by applying the 20 years' worth of cost, as required by Policy H4.
- 3.6. Clearly, the cost per dwelling will vary from one development proposal to another depending on the required open space needs associated with the relevant Ward area (i.e., as identified by deficits in the 'Open Space Needs by Ward' table above). This is covered in more detail in Section 4.

Table 3- Total Off-site Contribution

Type of Open Space	Cost per dwelling (£)
Outdoor Sport	£547.13
Formal Play Space	£292.72
Informal Amenity Green space	£248.46
Parks and Gardens	£124.23
Allotments	£41.75
Total	£1,254.29

- 3.7. Based on the full provision of open space as set out in the above policy requirement, a full off-site contribution for open space to the Borough Council would cost approximately £1,250 per dwelling. It is worth noting that this is lower than originally set out in the LPP2 as the SPD has determined that accessible natural green space can only be realistically provided on-site on larger developments. If a site above 50 units cannot provide accessible natural green space on-site due to site constraints it will be necessary for the developer to identify specific off-site provision of natural green space or specific enhancements to existing natural green space in the locality. In these circumstances if it is agreed that the Council will deliver the provision a financial contribution of £600.41 per dwelling would be required.

- 3.8. Costings included within this SPD will be monitored and increased annually in accordance with the Retail Price Index (RPI). Applicants are advised to make these adjustments when

4. Open Space Requirements

- 4.1. By applying the identified surpluses and deficits from Table 1, the provision requirements/costs per dwelling can be summarised for each Ward as follows (**Note: Variations may need to be applied depending on the maintenance arrangements as the tables below assume maintenance is charged through off-site provision only, and in any circumstances where the open space provision on a development scheme is different to the thresholds set out below. In circumstances where a site is located across a Ward boundary, it may be that requirements are blended according to the needs identified.**):

Bradwell North														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

Bradwell South & Hopton														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	0	0	47.75	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	0	4.16	61.15	£0	£0	£0	£0	£0	£0	£0

Caister North														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

Caister South														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

Central & Northgate														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£0	£1,212.54
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£0	£671.36
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£0	£671.36
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£0	£124.23
500+ dwellings	24.65	4.62	18.48	9.24	41.58	0	98.57	£0	£0	£0	£0	£0	£0	£0

Claydon														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£0	£1,212.54
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£0	£671.36
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£0	£671.36
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£0	£124.23
500+ dwellings	24.65	4.62	18.48	9.24	41.58	0	98.57	£0	£0	£0	£0	£0	£0	£0

East Flegg														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£0	£1,212.54
20-49 Dwellings	0	4.62	18.48	0	0	0	23.1	£547.13	£0	£0	£124.23	£0	£0	£671.36
50-299 dwellings	0	4.62	18.48	0	0	0	23.1	£547.13	£0	£0	£124.23	£0	£0	£671.36
300-499 dwellings	24.65	4.62	18.48	0	0	0	47.75	£0	£0	£0	£124.23	£0	£0	£124.23
500+ dwellings	24.65	4.62	18.48	9.24	0	0	56.99	£0	£0	£0	£0	£0	£0	£0

Fleggburgh														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	0	0	47.75	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	0	4.16	61.15	£0	£0	£0	£0	£0	£0	£0

Gorleston														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

Lothingland														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£0	£248.46	£124.23	£0	£41.75	£961.57
20-49 Dwellings	0	0	18.48	0	0	0	18.48	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	0	18.48	0	0	0	18.48	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	0	18.48	0	0	0	43.13	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	0	18.48	9.24	0	4.16	56.53	£0	£0	£0	£0	£0	£0	£0

Magdalen														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£0	£1,212.54
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£0	£671.36
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£0	£671.36
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£0	£124.23
500+ dwellings	24.65	4.62	18.48	9.24	41.58	0	98.57	£0	£0	£0	£0	£0	£0	£0

Nelson														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

Ormesby														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	0	0	47.75	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	0	4.16	61.15	£0	£0	£0	£0	£0	£0	£0

Southtown & Cobholm														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£0	£1,212.54
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£0	£671.36
50-299 dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£0	£671.36
300-499 dwellings	24.65	4.62	18.48	0	0	0	47.75	£0	£0	£0	£124.23	£0	£0	£124.23
500+ dwellings	24.65	4.62	18.48	9.24	0	0	56.99	£0	£0	£0	£0	£0	£0	£0

St Andrews														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

West Flegg														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£124.23	£0	£41.75	£1,254.29
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£124.23	£0	£41.75	£713.11
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£124.23	£0	£41.75	£165.98
500+ dwellings	24.65	4.62	18.48	9.24	41.58	4.16	102.73	£0	£0	£0	£0	£0	£0	£0

Yarmouth North														
Scale of Development	On-site Provision per dwelling (m2)							Off-site Provision per dwelling (£)						
	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total On-site (m2)	Outdoor Sport	Play Space	Informal Amenity	Parks & Gardens	Accessible Natural Greenspace	Allotments	Total Off-site (£)
1-19 Dwellings	0	0	0	0	0	0	0	£547.13	£292.72	£248.46	£0	£0	£0	£1,088.31
20-49 Dwellings	0	4.62	18.48	0	0	0	23.10	£547.13	£0	£0	£0	£0	£0	£547.13
50-299 dwellings	0	4.62	18.48	0	41.58	0	64.68	£547.13	£0	£0	£0	£0	£0	£547.13
300-499 dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£0	£0	£0	£0
500+ dwellings	24.65	4.62	18.48	0	41.58	0	89.33	£0	£0	£0	£0	£0	£0	£0

5. Planning Obligations

- 5.1. Planning obligations (or contributions) will be used to secure open space provision on-site and contributions for funding provision off-site. In accordance with Regulation 122 of The Community Infrastructure Levy Regulations 2010, such planning obligations should only be sought where they meet the following tests:
- necessary to make the development acceptable in planning terms;
 - directly related to the development; and
 - fairly and reasonably related in scale and kind to the development.
- 5.2. They will be required at smaller and larger scales of development to meet open space needs. A Section 106 Agreement will not be appropriate for smaller scale developments. Therefore, Section 111 Agreements or Unilateral Undertakings will be used for developments of 9 and less dwellings.

Table 4 - Thresholds for Section 106 Planning Obligations

Planning Obligation	Threshold (number of dwellings)
Section 111	<10
Unilateral Undertaking	<10
Section 106	10+

- 5.3. For major developments where on-site open space will be required, agents, developers and applicants are encouraged to make use of the [Borough Council's pre-application advice service](#) to discuss options for providing for the open space and recreational needs of their development (alongside other relevant matters such as highways or flood risk) at an early stage. This will help to determine how the open space requirements will be met (on/off-site), the potential management and maintenance arrangements for it and what level of detail is submitted as part of the application.
- 5.4. Developers are also encouraged to initiate discussions with the relevant Parish/ Town Council at an early opportunity, within the context of this SPD, to identify the Parish Council's potential role in the future management of the recreational open space to be delivered.
- 5.5. Where outline planning applications show an illustrative layout of the houses, they will also need to show (indicatively) where the open space will be located on the site and how this relates to the housing. Full and reserved matters planning applications will need to show the precise details of on-site open space provision. In either case, it is likely that such space will be secured by legal agreement.

Section 106 Agreements

- 5.6. Planning obligations made under Section 106 of the Town and Country Planning Act 1990 (as amended) – commonly known as Section 106 obligations – are legally binding promises made by developers to local planning authorities (and other signatories, for example Parish/ Town Councils) which make a development acceptable (that would otherwise not be acceptable in planning terms). S106 obligations focus on site specific measures to mitigate the impact of individual developments. Open spaces are therefore commonly secured by such obligations with specified 'trigger points' (the specified point during construction/completion of the development at which contributions must be paid) to deliver as part of a development. If the S106 obligation is not complied with it is legally

enforceable against the person that entered into the obligation and any subsequent landowner. The Section 106 can be enforced by injunction.

On-site Open Space in Section 106 agreements

- 5.7. Provision of on-site open space will typically be required prior to 50% occupation of the relevant phase. However, this may need to be negotiated on a site-by-site basis depending on the nature of the site.
- 5.8. Unless full details of open space provision are included within the planning application, a section 106 will include a requirement for an Open Space Scheme to be submitted to the Council and approved prior to the commencement of development. An open space scheme will contain plans and specifications for the open space to be provided including details of landscaping, paths, street furniture, fencing and management. The section 106 will then require provision of open space in accordance with the scheme. If the Council is to adopt the open space, the section 106 will require payment of the maintenance contribution on the date that the transfer of the space takes place. Where open space is to be transferred to a management company or a Parish or Town Council, the section 106 will require confirmation the transfer has taken place in line with provisions of the agreement and/or the open space scheme.

Off-site Open Space in Section 106 agreements

- 5.9. The section 106 will typically require payment of the relevant financial contribution towards off-site open space prior to 50% occupation of the relevant phase. The Council will typically covenant to spend the contribution on open space which serves the development. Given that contributions will often be pooled, and it can take time to build up sufficient funds to deliver new and improved open space the Council will typically negotiate to return the contribution on request to the owner only if the contribution is not spent within 5 years of receipt.

Unilateral Undertakings

- 5.10. Unilateral undertakings are a form of planning obligation made by landowner and any other party interested in the land but which the Council are not signatories to. The undertaking is a legal deed whereby the signatories make covenants to the Council and is linked to the grant of planning permission. It can be a simpler way to secure a financial contribution towards open spaces under Policy H4. The Council will produce a template unilateral undertaking for developers to use for small scale development. The unilateral undertaking should include covenants to pay the relevant contribution prior to occupation of the development.

Section 111 Agreements

- 5.11. These take the form of a template agreement between the Council and the applicant under Section 111 of the Local Government Act 1972. Essentially this involves making an upfront payment of the contribution prior to the grant of planning permission in order to avoid the need for a unilateral undertaking or section 106 agreement and the time, legal fees and monitoring associated with them. If planning permission is subsequently refused and not appealed, or if the permission lapses a refund can be requested.

6. Management & maintenance

- 6.1. To ensure that new open space provision remains valuable in the long term and that its contribution to amenity and recreation is secured in perpetuity, it is essential there are robust arrangements in place for the management and maintenance of the space.

Borough Council adoption of open space

- 6.2. The Borough Council will carefully consider the desirability of adopting such open space but is under no obligation to do so. Where the Council does agree to adopt open space, it will require a minimum of 20 years maintenance costs paid through a contribution to ensure the costs do not place additional burdens on the finances of the local authority. Maintenance costs are set out below and are expressed per dwelling:

Table 5 - Maintenance Costs

Type of Open Space	Cost per dwelling (£)
Outdoor sport	£142.46
Formal play space	£71.24
Informal Amenity Greenspace/ Parks and Gardens / Accessible Natural Greenspace	£558.07

- 6.3. Until adoption of the recreational open space, (including the children's play space), the Council expects maintenance of the equipment and general tidiness of the area to remain the legal responsibility of the developers/ appointed maintenance contractors, unless otherwise agreed.

Alternative management arrangements

- 6.4. Where the Borough Council does not agree to adopt open space, a suitable alternative arrangement must be secured such as by agreement with a parish or town council to adopt the open space, or a private management company. There may also be opportunities for local communities such as through local stewardship (such as explained through the Town & Country Planning Association's [guide](#)).
- 6.5. It is important that robust arrangements are in place for any private management company to ensure that the maintenance responsibilities are met in full by that company. Normal practice is for the company to then recharge its costs to residents of the development which has generated the need for the additional facilities. Initial and subsequent purchasers of such properties would normally be required to enter into an obligation to meet these charges as part of the conveyancing process and should therefore ask their conveyancer to investigate the details of how any arrangement will operate. A draft 'Management Plan' should be provided, setting out such details.
- 6.6. In either case, the Borough Council will need to be satisfied through submitted evidence that such management arrangements ensure that the open space policy will be met in full.

7. Spending off-site open space contributions

- 7.1. Financial contributions collected from developments towards off-site open space will most likely be pooled with contributions from other developments within the same catchments in order to build-up sufficient funds to deliver improvements to open space provision.
- 7.2. The Open Space Needs Assessment (2022) and the Playing Pitch Strategy (2022) identify a number of recommendations on how open space provision can be improved to address existing deficiencies and meet needs arising from new developments. Spending of pooled funds will therefore be prioritised to deliver those recommendations. The Council will also prepare a more detailed action plan for play space improvements over a five year period. Improvement proposals within these action plans will also be prioritised.
- 7.3. Projects making use of funds raised through off-site contributions will likely be identified by Parish Councils, community groups, Ward Councillors in consultations with their community, as well as the Borough Council itself. The Council will develop processes for managing the spend of off-site contributions and keep these under review to ensure spend happens through a timely and efficient process.

Spending Catchments

- 7.4. When spending off-site contributions, it is important to determine whether the new provision is reasonably related to the sites from which the contributions originated. This consideration varies across the types of open space as some catchment areas clearly function wider than others.
- 7.5. Formal play space and informal amenity green space should generally be provided as close to the development site as possible to minimise travel distances, therefore these should be spent within 1km to the site, or where this cannot be achieved within the relevant parish or within the ward (though flexibility will be afforded where sites are located adjacent or close to a parish or ward boundary). The same parameters are considered appropriate for informal amenity green spaces.
- 7.6. People will generally travel further to participate in outdoor sports or to tend to their allotment, however, local provision is still an important consideration. Where possible, these should be provided within the parish, however, where this is not possible adjacent parishes or wards will be considered. It is worth noting that there are clearly different catchments within outdoor sports depending on the type of sport. Therefore, some sports will have wider catchments owing to their limited availability and use/demand (such as tennis and golf).
- 7.7. Parks and gardens and larger accessible natural greenspaces tend to be more strategic spaces located within the urban area; such facilities can generally support residents' needs across all parts of the Borough.

Appendix 1: Open Space Policy

Policy H4: Open space provision for new housing development

New residential developments will be expected to make provision for publicly accessible recreational open space based upon the following Borough-wide standards unless it can be demonstrated through the Council's published evidence, or the submission of a more up-to-date

open space assessment, that there is a sufficient local surplus of provision in the listed types of open space to meet the needs of existing residents and those arising from future occupiers of the proposal.

- a. 103 square metres per dwelling, comprising approximately:
 - 24% for outdoor sport;
 - 18% for informal amenity green space;
 - 6% for suitably equipped children's play space;
 - 2% for allotments;
 - 10% for parks and gardens; and
 - 40% for accessible natural green space.
- b. Any new provision will generally be expected to be provided on site, except to the extent that the size, circumstances and surroundings render this impractical or undesirable, in which case, where possible, an equivalent financial contribution will be required for the improvement or enhancement of the quality and/or accessibility of public open space provision in the locality that would otherwise be capable of meeting the needs of the development.
- c. Flexibility may be provided in the balance between on and off-site provision, and between the types of open space, in the light of the nature of the development and the availability of open space in the vicinity. Developments of 20 dwellings and above, however, will generally be expected to meet the requirement for children's play space on or adjacent to the site where local deficits exist (i.e., other requirements may, subject to the foregoing criteria, be provided elsewhere).
- d. Robust arrangements for the management and maintenance of the on-site provision in perpetuity will be required to be demonstrated. (This will not be relevant where a financial contribution is accepted in lieu of the whole of normal on-site provision.) This requirement may be met by:
 - the Borough Council's agreement to adopt recreation space, which will require a minimum of 20 years financial contribution paid to it for by the developer in advance of adoption; or
 - an agreement with the relevant Parish or Town Council for it to adopt the space and commit to (for which it may require an appropriate financial contribution from the developer); or
 - the establishment of an adequately funded private management entity with responsibility for its maintenance and management in perpetuity.
- e. Acceptability of a financial contribution in lieu of on-site provision will be dependent on meeting the following additional requirements:
 - a development that contains sufficient space to ensure a high standard of layout and amenity to the residents and neighbours of the proposed development and to ensure it integrates well into the wider landscape or townscape setting; and
 - a reasonable prospect of delivery of appropriate off-site provision in the locality in the near future, having regard to the amount of the financial contribution, the

existence of administrative arrangements for delivery, and (where relevant) the availability of suitable land.

- f. All types of outdoor open space should seek to enhance biodiversity by improving the potential for habitat connectivity.

A Supplementary Planning Document will be produced by the Borough Council to provide further detail and guidance on providing open space in new residential development.

Appendix 2: Description & Design of open space

It is important to note that open spaces can be multi-functional, particularly in terms of supporting habitat connectivity, well-designed residential and commercial development schemes, mitigating flood risk through the use of Sustainable urban Drainage Schemes (SuDS), and improving the setting of historic assets and environments.

Developers will need to consider the Borough Council's design policies and standards when designing in open space to development schemes. The National Model Design Code includes clear principles to integrate public spaces as part of a wider design scheme, including the potential to improve nature, support movement and provide local context.

Developers may also want to have regard to other guidance and forms of best practice such as [Natural England's Green Infrastructure \(GI\) Principles and Standards](#) and the Town and Country Planning Association's (TCPA's) [guidance](#) using 'Garden City' principles.

Outdoor sports

The Borough Council will consider the specific needs of each sport identified in the **'Playing Pitch Strategy'** to determine what will be provided on-site. In some cases, further information may be sought from specialist bodies including Sport England and Active Norfolk.

Sport pitches, equipment and facilities will need to be designed to the standards set out by Sport England and the relevant sporting body/affiliation.

Formal play space

The Open Space Needs Assessment has identified four age categories which cover formal play space. These include:

- Junior ages (0-8 years), spaces accessible up to 100m distance
- Intermediate ages (6-12 years), spaces accessible up to 300m distance
- Senior ages (8-14 years), spaces accessible up to 600m distance
- Teen ages, spaces accessible up to 1km distance

The above categories broadly align with the Fields in Trust (FiT) categories of equipped play. The [FiT guide](#) suggests potential play area sizes. Clearly, some play spaces will have the ability to span more than one age category. The Borough Council will consider the needs of each category (relevant to the application location) as identified in the Open Space Needs Assessment.

It is important that the design of play space is inclusive and considers the needs of children with disabilities. The Borough Council welcomes equipment that has been through an 'Inclusive Play and Play Value Access Assessment' to demonstrate the inclusivity of its access.

Play spaces are encouraged to include natural features as part of a boundary or landscaping feature. The site itself should be well over-looked by surrounding residential properties. The need for enclosure/fencing will depend on the use of surrounding space, for example, a junior play area with a wider informal amenity green space may require clear separation particularly if there is a nearby road.

Informal amenity green space

Informal amenity green space provides opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas which are publicly accessible. Such spaces will be grass covered and will be expected to include tree and hedge planting to landscape the area and enhance biodiversity (this could assist with meeting the requirements of Biodiversity Net Gain). Informal amenity should be aesthetically pleasing as it contributes to the public realm.

The site itself should be well over-looked by surrounding residential properties. Developers are encouraged to consider the routing of existing and proposed footpaths, trails and green infrastructure corridors and take opportunities to maximise connectivity with the open space being provided. In addition, supporting infrastructure such as bins and benches help to maintain the space and maximise the enjoyment associated with its use.

Parks & gardens

Parks and gardens are accessible, of high quality, tend to be formally planned out, and provide opportunities for informal recreation and community events. They are usually located within urban areas. Most of the Borough's existing spaces are historic and contribute to the historic and cultural character of Great Yarmouth and Gorleston-on-Sea as coastal attractions. In most cases, the needs for such space will be met by off-site contributions to enhance existing sites.

Accessible Natural Green Space

Such spaces are areas with a predominant feeling of 'naturalness', which can be important for wildlife conservation, biodiversity, and environmental education and awareness, which are accessible to the public. It is important that these spaces are of a sufficient size to justify their use, and as such will only be required on larger developments (of over 50 dwellings).

In accordance with guidance set out by Natural England, natural green spaces can provide Suitable Alternative Natural Greenspaces (SANGs) to more sensitive natural habitat sites. A key aspect of mitigating recreational pressures on nearby National Site Network designated habitat sites is to ensure that such accessible natural green space has sufficient circular dog walking routes of at least 2.9km (on-site or through connection to existing public rights of way where this is possible, or shorter routes commensurate with the size of the site), including dog waste bins, and the potential for secure fenced areas to allow dogs to run off leads. Such spaces may provide the opportunities to meet mutually beneficial outcomes from the adopted Norfolk Green Infrastructure, Impact Avoidance & Mitigation Strategy (GIRAMS) and the emerging Norfolk Local Nature Recovery Strategy (LNRS) to protect and enhance biodiversity.

Allotments

Provide opportunities for those people who wish to do so to grow their own produce as part of the long term promotion of sustainability, health and social inclusion. Within the Borough existing sites tend to be managed by parish councils, associations and trusts. Such sites should have access to water, facilities for disposal and a defined boundary (as appropriate).

SuDS

The use of SuDS as part of on-site open space will be supported where there is a clear recreational and amenity function such as providing a walkway/path, benches, trees and bins. SuDS areas that are fenced off, with no path or bench will not be accepted as open space. Basins, ponds and lagoons will be expected to be shallow and may offer the potential to plant reedbeds and other types of wetland habitat.

URN: 22-033

Subject: Council Tax Support Scheme 2023/24

Report to: Policy & Resources Committee 1st November 2022
Council 15th December 2022

Report by: Miranda Lee, Head of Customer Services

SUBJECT MATTER

This report seeks Council approval of the Local Council Tax Support Scheme for 2023/24

RECOMMENDATION

That the Committee endorse the recommendation:

- 1) To continue with the existing scheme for 2023/24 which is subject to Council approval - a maximum award of 91.5% of the Council Tax Liability for Working Age

1. Introduction

- 1.1 The Committee Report of the 12th July 2022 requested permission to commence consultation in relation to the 2023/24 Local Council Tax Support Scheme.
- 1.2 In April 2013 Council Tax Benefit was replaced with a new Local Council Tax Support Scheme. This followed the Government announcement in the Spending Review 2010 that financial support for council tax would be localised.
- 1.3 Initially the amount of funding provided to local authorities to run the scheme was approximately 10% less than what was previously spent on the council tax benefit scheme. For the first 2 years funding had been specifically ring-fenced for allocation towards the scheme.
- 1.4 In 2014, the Government announced that future funding towards the Council Tax Support Scheme would be included within the overall Revenue Support Grant and would not be separately identified or ring-fenced from within the grant.
- 1.5 In designing a local scheme for 2023/24 the council must consider:
 - The amount of funding the Council decides to allocate towards the scheme
 - Support for pensioners must be protected and would not be affected by the local scheme meaning that the rules around a localised scheme would only apply to those of working age

2. Current Position

- 2.1. Consultation in relation to the 2023 scheme has now closed with only 9 individual responders taking part in the survey.
- 2.2. As in previous years the consultation was available through the council's website. Consultation was based on retaining the existing scheme for 2023/24 for all working age with pensioners being protected.
- 2.3. The consultation ran for a 12-week period. Due to the lack of response the results of the consultation are negligible in helping to determine the scheme, however, out of the responses received most favoured retaining the existing scheme for a further year. The results of the consultation are contained within Appendix 1.

Options Considered for the 2023/24 Scheme

- 3.1 This proposal is to continue with the existing overall scheme subject to including any relevant minor adjustments to the scheme to keep the scheme up to date and aligned to other welfare benefits/financial assistance should changes in legislation come into force.
- 3.2 Appendix 2 provides a summary of current Council Tax Support Schemes for local authorities across Norfolk.

4. Requirement for Change

- 4.1 Schedule 1A of the Local Government Finance Act 1992 states:
 1. For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme: and
 2. the authority must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect.
- 4.2 As each Local Authority decides their local scheme it is possible that other nearby Local Authorities can have different types of schemes with varying financial implications for customers.

5. Financial Implications

- 5.1. Initially an element of Government funding for Local Authorities to administer their local schemes was funded from within the Revenue Support Grant (RSG). Since 2015, this amount has not been separately identifiable from overall grants received. Following the Autumn Budget and Spending Review summary in October 21, there is still a significant degree of uncertainty around Local Government finances and funding arrangements for 2023/24.
- 5.2. As Council Tax Support is a discount it reduces the Councils tax base, along with a reduction in the tax base for Norfolk County Council and the Norfolk Police & Crime Commissioner.
- 5.3. For illustrative purposes the following gives the financial breakdown of the cost for the recommended scheme.

Table 1

Estimated cost of scheme	£9,941,341
Precept Split	
Norfolk County Council	£7,533,704.29
Police	£1,430,308.74
GYBC	£876,461.41
Parish	£100,866.56

6. Risk Implications

The cost of the scheme

- 6.1 Whilst we can predict anticipated costs of the scheme for 2023/24 based on continuing with the existing scheme for 2022/23, any increases in demand, changes in composition of current caseload or unforeseen changes to other welfare benefits during the year could represent a financial risk by increasing the cost of the overall scheme. Ongoing uncertainty of financial effects on residents through the current cost of living issues could also increase the demand on this scheme.

Council Tax Collection

- 6.2 Collection rates of council tax have been impacted with the introduction of the localised scheme but not as much as first anticipated. The tax base has been calculated to take into consideration the costs of the Council Tax Support Scheme with some provision for impact on collection rates. Ongoing uncertainty of financial effects on residents through the current cost of living issues could continue to impact collection.

7. Recommendation

- 7.1. To continue with the existing scheme for 2023/24 - a maximum award of 91.5% of the Council Tax Liability for Working Age.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes as part of ELT
Section 151 Officer Consultation:	Yes as part of ELT
Existing Council Policies:	S13a Council Tax Support Scheme
Financial Implications (including VAT and tax):	Yes, as outlined
Legal Implications (including human rights):	Schedule 1A and 2 Local Government Finance Act 1992

Risk Implications:	Yes, as outlined
Equality Issues/EQIA assessment:	Yes
Crime & Disorder:	
Every Child Matters:	

Council Tax Support 2023/24

1. Council Tax Support Consultation Introduction



1. Have you read the background information about the Council Tax Reduction Scheme?				
Answer Choices			Response Percent	Response Total
1	Yes	<div></div>	77.78%	7
2	No	<div></div>	22.22%	2
			answered	9
			skipped	0

2. Page 2



2. We are considering retaining the current Council Tax Support Scheme for next year. The current scheme limits the maximum amount of Council Tax Support to 91.5% of the Council Tax liability for working age customers. The benefit of this is: There would be no major changes to the level of Council Tax Support a customer would receive. Do you think the Council should retain the current scheme for 2023?				
Answer Choices			Response Percent	Response Total
1	Yes	<div></div>	44.44%	4
2	No	<div></div>	11.11%	1
3	Don't know	<div></div>	44.44%	4
			answered	9
			skipped	0

3. We are considering an income tolerance of the net income received from a Universal Credit Award. The benefit of this is: This will reduce the number of monthly changes to Council Tax instalments therefore providing consistent payment plans and help to prevent residents falling in arrears. Do you think the council should adopt this change?				
Answer Choices			Response Percent	Response Total
1	Yes	<div></div>	77.78%	7
2	No	<div></div>	11.11%	1
3	Don't know	<div></div>	11.11%	1
			answered	9
			skipped	0





4. Are there any further changes to the scheme you think that we should consider?

Answer Choices			Response Percent	Response Total
1	Yes		33.33%	3
2	No		66.67%	6
			answered	9
			skipped	0
Comments: (4)				
1	11/08/2022 03:02 AM ID: 197369666	Include working families on the scheme, people on benefits receive more help than those working to pay their council tax bills!		
2	15/08/2022 12:31 PM ID: 197580069	this is very complicated for the public to make an informed decision on, there is not enough background info.		
3	20/09/2022 19:39 PM ID: 199729101	For people who do past time, should be considered.		
4	21/09/2022 11:57 AM ID: 199789360	Consider council tax benefit reduction for those under occupying homes at pension or working age.		

5. Are you, or someone in your household, getting Council Tax Support at this time?

Answer Choices			Response Percent	Response Total
1	Yes		0.00%	0
2	No		88.89%	8
3	Don't know		11.11%	1
			answered	9
			skipped	0

6. What is your age group?

Answer Choices			Response Percent	Response Total
1	under 18		0.00%	0
2	18-24		11.11%	1
3	25-34		22.22%	2
4	35-54		55.56%	5
5	55+		11.11%	1
			answered	9

6. What is your age group?

skipped

0

Appendix 2 – Norfolk LA Schemes

LA	Max Award of Liability	Savings Limit	Non- dependant deductions	Support restricted to Council Tax band limit?	Changes to backdating rules?	Changes to conditions around starting work?
Great Yarmouth	91.5%	£16,000	£5 flat rate reduction (exemptions apply)	No	No – Scheme has discretion	No
ARP (Breckland)	91.5%	£10,000	Various rates based on income	No	No	No
Broadland	84% (100% if in receipt of war pension)	£16,000	£5 flat rate reduction (exemptions apply)	No	1 month	No
North Norfolk	91.5%	£16,000	Various rates based on income	No	1 month	No
Norwich	00%,	£16,000	Various rates based on income	No	2 months	No
South Norfolk	84% (100% if in receipt of war pension)	£16,000	£5 flat rate reduction (exemptions apply)	No	1 month	No
Kings Lynn	85%	£6,000	£10 flat rate reduction	No	1 month	No

URN: 22-034

Subject: Council Tax Base 2023/24

Report to: Policy & Resources Committee 1 November 2022
Council 15th December 2022

Report by: Stuart Brabben, Revenue and Benefits Manager

SUBJECT MATTER

This report asks the Committee to endorse the calculation of the 2023/24 tax base totalling 29,851. This is the total number of domestic properties in the Borough using band D as the average property band which is to be approved by Council.

RECOMMENDATION

That Committee is asked to endorse:

- 1) The calculation of the 2023/24 tax base totaling 29,851 and the estimated tax bases for the Borough and for each parish, as shown in Appendix A

1. Introduction

- 1.1 The Council Tax base is a technical calculation that must be formally set each year. It is the first stage of the Council Tax setting process that will be finalised once the budgets have been agreed.

2. Tax Base Calculation

- 2.1 Dwellings have been valued in accordance with the following valuation bands:

Valuation	Range of Values	Proportion of 'Band D charge'
A	Up to £40,000	6/9=2/3
B	Over £40,000 up to £52,000	7/9
C	Over £52,000 up to £68,000	8/9
D	Over £68,000 up to £88,000	9/9=1
E	Over £88,000 up to £120,000	11/9
F	Over £120,000 up to £160,000	13/9
G	Over £160,000 up to £320,000	15/9
H	Over £320,000	18/9=2

The tax bill for each band is calculated in proportion to band D, which is deemed to be the average for these purposes. Accordingly, a taxpayer whose home is in band A will pay two-thirds of what someone whose home is in band D will pay; a taxpayer whose home is in band H will pay twice what someone whose home is in band D will pay.

- 2.2 A tax base calculation must be done in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 1992 and Local Authority (Calculation of Council Tax Base) Regulations 2012 as amended, for each parish based on the number of taxable dwellings calculation in terms of band D equivalent.
- 2.3 The calculation involves the following:
 - (a) The number of current chargeable dwellings for each band shown in the valuation list;
 - (b) The number of discounts and disabled reductions which apply to those dwellings;
 - (c) The estimated changes during the coming year, for example, for new properties, discounts and appeals;
 - (d) The proportion which dwellings in a band bear to dwellings in band D (as shown in paragraph 2.1); and
 - (e) The estimated collection rate 97.9%
- 2.4 For the purposes of this report the Local Council Tax Support Scheme has been estimated for maximum award of 91.5% for working age claimants.
- 2.5 The normal non-collection rate used is 1.75%. However, for this year the non-collection rate has been estimated as higher than normal due to the national cost of living issues at 2.1%.
- 2.6 The calculation of the 2023/24 tax base totalling 29,851 shows a positive growth on prior year of 507.

3. FINANCIAL IMPLICATIONS

- 3.1 To comply with a statutory requirement as the first stage of the Council Tax setting process.

4. RECOMMENDATIONS

- 4.1 To endorse the calculation of the 2023/24 tax base totalling 29,851 and the estimated tax bases for the Borough and for each parish, as shown in Appendix A which is to be approved by Council.

5. BACKGROUND PAPERS

- 5.1 Local Authority (Calculation of Tax Base) Regulations 1992 and 2012 & The Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes as part of ELT
Section 151 Officer Consultation:	Yes
Existing Council Policies:	

Financial Implications (including VAT and tax):	To comply with a statutory requirement as the first stage of the Council Tax setting process
Legal Implications (including human rights):	Yes, as outlined
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

TAX BASE -EQUIVALENT BAND'D' for 2023-24 -OVERALL TAXBASE

Appendix A

	Current Data base after discounts	Adjustments for Assumptions				Adjusted total	Non- collection 2.10%	TAX BASE	Current % in parish
		+ New Props	Less Appeals	Less Seasonal	Discount Changes				
PARISH:									
Gt Yarmouth/Gorleston	13,345	68	0	0	-19	13,394	-281	13,113	43.78%
Ashby with Oby	22	0	0	0	0	22	0	22	0.07%
Belton with Browston	1,161	0	0	0	0	1,161	-24	1,137	3.81%
Bradwell	3,989	78	0	0	0	4,067	-85	3,982	13.09%
Burgh Castle	473	32	0	-11	0	494	-10	484	1.55%
Caister on Sea	2,881	3	0	0	0	2,884	-61	2,823	9.45%
Filby	351	4	0	0	0	355	-7	348	1.15%
Fleggburgh	417	7	0	0	0	424	-9	415	1.37%
Fritton with St Olaves	270	1	0	0	0	271	-6	265	0.89%
Hemsby	1,588	-3	0	-114	0	1,471	-31	1,440	5.21%
Hopton	1,068	35	0	0	0	1,103	-23	1,080	3.50%
Martham	1,261	36	0	0	0	1,297	-27	1,270	4.14%
Mautby	146	1	0	0	0	147	-3	144	0.48%
Ormesby St Margaret	1,861	9	0	-80	0	1,790	-38	1,752	6.11%
Ormesby St Michael	119	0	0	0	0	119	-2	117	0.39%
Repps with Bastwick	158	0	0	0	0	158	-3	155	0.52%
Rollesby	361	7	0	0	0	368	-8	360	1.18%
Somerton	119	0	0	0	0	119	-2	117	0.39%
Stokesby	120	0	0	0	0	120	-3	117	0.39%
Thurne	53	0	0	0	0	53	-1	52	0.17%
West Caister	78	1	0	0	0	79	-2	77	0.26%
Winterton	638	2	0	-47	0	593	-12	581	2.09%
TOTAL	30,479	281	0	-252	-19	30,489	-638	29,851	100%

STUART\TAXBASE2023/2024\tbac01 for23 (sheet 'C')



URN: 22-035

Subject: Council Tax Discounts 2023/24

Report to: Policy & Resources Committee 1 November 2022
Council 15 December 2022

Report by: Stuart Brabben, Revenue and Benefits Services Manager

SUBJECT MATTER

This report seeks approval of the levels of council tax discount that shall apply for 2023/24 as set out in this paper.

RECOMMENDATION

That Committee is asked to endorse:

- 1) The council tax discounts as shown in Section 3.1 which will apply for 2023/24
- 2) The committee the Levelling Up and Regeneration Bill receiving Royal Assent to approve the changes with effect from 1 April 2024 that;
 - i) The Empty Property premium of 100% for properties that have been empty for one year or more commences from 1 April 2024
 - ii) That the Second Homes Premium of 100% for Class B properties (that we currently charge 100% council tax) commences from 1 April 2024.
- 3) The 100% discount for empty properties that are empty for one day and up to one month is removed and so that 0% discount is applied with effect from 1 April 2024

1. Council Tax Discounts

1.1 Under Section 11A of the Local Government Finance Act 1992 as enacted by Section 75 of the Local Government Act 2003, Section 11B of the Local Government Finance Act 1992, as enacted by Section 11 and Section 12 of the Local Government Finance Act 2012 and in accordance with the provisions of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 the mechanism for levying council tax discount on unoccupied and empty domestic properties is set out. The regulations allow Councils some discretion in setting the level of council tax charged in respect of these unoccupied properties and second homes.

1.2 For the financial year 2023/24 it is proposed that there is no change to these discounts.

Information on the Long-Term Empty Property Premium

- 1.3 The Council has discretion to be able to add a premium charge to properties that have been empty over more than two years. This premium was introduced in 2013 as part of the Government's range of measures to bring empty homes into use. Empty homes are wasted assets and are often a blight on the local community, harming the local amenity of neighbouring properties. Therefore, putting empty homes more quickly back into productive use will increase housing supply.
- 1.4 Currently this premium can be up to 100% for those properties that have been empty between 2 years and less than five years, 200% for those properties empty for between 5 years and less than 10 years and 300% for properties that have been empty for more than 10 years.
- 1.5 The table below shows the empty property charges for 2023/24

Table1

Financial Year	Premiums for Long-Term Empty Property (Discount Class C)	Premium Value
2023/24	Properties empty for two years and less than 5 years	100%
	Properties empty for 5 years but less than 10 years	200%
	Properties empty for 10 years or more	300%

- 1.6 Appendix 1 provides a summary analysis of the impact of the introduction of the empty property premiums on the number of empty properties within the time periods which demonstrates a reduction in the number of empty properties defined as 'long term'.

2. Recommended Council Tax Discounts to be applied for 2023/24

- 3.1 The table below shows the full recommended Council Tax discounts to be applied in 2023/24.

Table 2

Discount Class	Equivalent in 2022/23	2023/24
Class C: Properties vacant (unoccupied and unfurnished) for one month or less	100% discount	100% discount
Class C: Properties vacant (unoccupied and unfurnished) for one month and one day and less than 2 years	0% discount (full 100% charge)	0% discount (full 100% charge)
Class C: Properties vacant (unoccupied and unfurnished) for 2 years and less than 5 years	200% charge (100% Empty Property Premium)	200% charge (100% Empty Property Premium)

Class C: Properties vacant (unoccupied and unfurnished) for 5 years but less than 10 years	300% charge (200% Empty Property Premium)	300% charge (200% Empty Property Premium)
Class C: Properties vacant (unoccupied and unfurnished) for 10 years or more	400% charge (300% Empty Property Premium)	400% charge (300% Empty Property Premium)
Class B: Furnished properties and second homes that are no one's main residence (and not excluded by geographical area)	0% discount (Full 100% charge)	0% discount (Full 100% charge)
Class D: Property that is vacant (unoccupied and unfurnished) and (a) it requires or is undergoing major repair work to render it habitable, (b) It is undergoing structural alteration or (c) it has undergone major repair works to render it habitable or structural alteration and less than six months have elapsed since the date on which the work was substantially completed, and the dwelling has remained vacant since that date.	0% discount (full 100% charge)	0% discount (full 100% charge)
Class A: Properties that fall into Class A of Section 11A of the Local Government Finance Act 1992 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 <ul style="list-style-type: none"> - A property that is not the sole or main residence of an individual, - which is furnished, and - the occupation of which is restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in a relevant year 	10% discount	10% discount
Care Leavers Discount	100% Discount	100% Discount

A care leaver is defined as a person aged 25 or under, who has been looked after by a local authority for at least 13 weeks since the age of 14; and who was looked after by the local authority at school-leaving age or after that date.		
--	--	--

3. Financial Implications

- 3.1 Extra revenue could be generated by the impact of the Long-Term Empty Property Premiums.

4 Future Changes to Long-term Empty Premiums and Second Home Charges from 1 April 2024

- 4.1 The Levelling Up and Regeneration Bill legislation currently going through Parliament is proposing a change to the Empty Property Premiums and is also introducing a new premium for second homes.
- 4.2 With effect from 1 April 2024 through Clause 72 of the Bill, Councils have a discretion to apply an Empty Property Premium of 100% after one year of the property being empty, instead of the current two years. The Premiums for the 200% and 300% will remain as currently of 5 years and 10 years respectively (see Appendix 4 for the increased revenue that could be generated by this change).
- 4.3 Also, with effect from 1 April 2024 through Clause 73 of the Bill Councils have a discretion to apply a premium of up to 100% for properties that are substantially furnished and unoccupied (second homes). It is intended that for councils to exercise their own judgment as to whether to apply a premium and at what level (up to 100%).
- 4.4 The change in 4.3 above is being highlighted in this report, because if the Council wishes to implement this change from 1 April 2024 it must make the determination at least one year before the beginning of the financial year to which it relates. This is contained within the legislation and the government is clear that second homeowners should be given sufficient notice of the introduction of a premium. This period between this report and 1 April 2024 should therefore give second homeowners plenty of time to make plans for how to respond to the forthcoming premium.
- 4.5 Clause 73 of the Bill recognises the impact that high levels of second home ownership can have in some areas. The aim of both clause 72 and 73 is to encourage more empty homes into productive use, while enabling councils to raise and retain additional revenue to support local services and keep council tax down for local residents.
- 4.6 Second Homes can provide flexibility to enable people to work in and contribute to the local community, while being able to return to a family home in another part of the country on a regular basis and can benefit local economies and the tourism sector. However, the Government has stated that it understands the concerns that large numbers of second homes, particularly where they are concentrated in a small area, can have a negative effect on the vitality and viability of local communities. A large number of second homes impacts on the size of the permanent population who help to generate the demand needed for their local services the year round. This situation can create a hollowing-out effect. It can lead to local schools having insufficient pupils to remain open, local buses not having enough passengers to

maintain the service and the village pubs and post offices not having the customers to sustain them through the year. In some circumstances, without action, some communities will become increasingly unviable as local services close due to a lack of a permanent year-round population.

4.7 For the Borough of Great Yarmouth this may not be of such a major issue as some other Council areas in Norfolk, but the number of second homes has been increasing over the last six years (see Appendix 2).

4.8 When the draft legislation becomes law there may be circumstances where it is not appropriate to apply a premium. As the bill has passed various stages there has been a proposal for a power for the Secretary of State to make regulations prescribing categories of dwelling in relation to which the council tax premium on second homes cannot be charged. The government will now be consulting on these categories. This is to maintain a degree of flexibility for the future.

4.9 There are two classes of second homes under Council Tax legislation.

4.9.1 **Class A Properties**

These are properties that are not the sole or main residence of an individual, which are furnished, and the occupation of which is restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in a relevant year.

The new legislation covering second homes is probably not designed for these types of property, as they are for 'holiday chalet' type properties that have restricted times when they can be occupied and therefore cannot be used as a main residence all year round.

4.9.2 **Class B Properties** (where we already charge 100% Council Tax)

These are furnished properties and that are no one's main residence (second homes).

If this class was included, it would also encompass furnished lets that are temporarily unoccupied.

4.10 There is a risk that the second homes premium will push owners to try to have the properties classified as a business holiday let by the Valuation Office and the property would be moved into business rates and possibly attract 100% small business rates relief. However, the government is in the process of tightening up the legislation and the process to mitigate the above.

4.11 The premium will provide councils with the flexibility to access additional revenue. (See Appendix 3 for the increased revenue that could be generated by this change). It will be for councils to decide how best to use this funding. For example, it could be used to invest it in new affordable housing for local families so they can help maintain the lifeblood of their community.

4.12 Therefore, it is recommended that pending the Levelling Up and Regeneration Bill receiving Royal Assent and becoming law, that a determination to is made to approve the applying of a premium to Class B properties (where we currently charge 100% Council Tax) and to commence the changes from 1 April 2024 and the percentage of 100% to be applied.

- 4.13 A further consideration of empty property discount change to take effect from 1 April 2024 could be to remove the 100% discount for properties that are empty between one day and one month. Many local councils no longer give a discount for this period and Great Yarmouth would be merely coming into line with those councils. (See Appendix 5 for the increased revenue that could be generated by this change).

5 Financial Implications

- 5.1 The additional Revenue for the premium changes and discount changes above will be shared between the major preceptors in the same proportion as the share of council tax raised.

6 Recommendations

- 6.1 The committee is asked to endorse the council tax discounts as shown in Table 2 that will apply for 2023/24.
- 6.2 The committee is also asked, pending the Levelling Up and Regeneration Bill receiving Royal Assent, to approve the changes with effect from 1 April 2024 that:
- i) The Empty Property premium of 100% for properties that have been empty for one year or more commences from 1 April 2024.
 - ii) The Second Homes Premium of 100% for Class B properties (that we currently charge 100% Council Tax) commences from 1 April 2024.
- 6.3 The 100% discount for empty properties that are empty for one day and up to one month is removed and therefore a 0% discount is applied with effect from 1 April 2023.

Areas of consideration: e.g.. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes as part of LET
Section 151 Officer Consultation:	Yes
Existing Council Policies:	N/A
Financial Implications (including VAT and tax):	Yes, as outlined
Legal Implications (including human rights):	Yes, as outlined
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

Appendix 1

Empty Property Premium Analysis across the Borough each year from 1/10/2017 to 1/10/2022

Levy Charge Type	As at 1/10/2022	As at 1/4/2022	As at 1/4/2021	As at 1/4/2020	As at 1/4/2019	Commentary
Levy 2 (Empty Property over 2 years)	96	106	121	103	177	Reduced from 177 in April 2019 to 145 in October 2022
Levy 5 (Empty Property 5 or more years but under 10 years)	36	32	43	57	N/A	Reduced from 43 in April 2021 to 36 in October 2022
Levy 10 (Empty Property 10 years and over)	13	14	16	N/A	N/A	Reduced from 16 in April 2021 to 13 October 2022
Total long-term empty properties	145	152	180	160	177	

Appendix 2

Overall number of second homes across the Borough each year from 1/10/2017 to 1/10/2022

	As at 1/10/2022	As at 1/10/2021	As at 1/10/2020	As at 1/10/2019	As at 1/10/2018	As at 1/10/2017
Number of Second Homes	972	849	772	683	639	584

Overall % growth of second homes is 66% since 2017

Change in the number of second homes between 1/10/2017 and 1/10/2022 by parish area

Parish	As at 1/10/2022	As at 1/10/2017	Number of increase/ decrease	% increase/ decrease
Ashby	0	0	0	0%
Caister	69	58	11	19%
West Caister	1	3	-2	-66%
Filby	6	6	0	0
Fleggburgh	15	7	8	114%
Hemsby	45	34	11	32.4%
Martham	43	25	18	72%
Mautby	5	3	2	67%
Ormesby St Margaret	80	59	21	36%
Ormesby St Michael	4	2	2	100%
Repps with Bastwick	8	2	6	300%
Rollesby	4	2	2	100%
Somerton	5	5	0	0%
Stokesby	8	7	1	14.3%
Thurne	5	4	1	25%
Winterton	84	71	13	18%
Belton	16	13	3	23%
Bradwell	43	19	24	126%
Burgh Castle	19	7	12	171.4%
Fritton and St Olaves	23	22	1	4.5%
Hopton	21	17	4	23.5%

Great Yarmouth and Gorleston	468	218	250	115%
Total	972	584	388	

Appendix 3

<u>1) second home analysis</u>			
Number of second homes snapshot at 12/9/2022	band	charge for band	100% premium value
353	A	1320.95	466,296.53
196	B	1541.11	302,058.00
221	C	1761.27	389,240.92
89	D	1981.43	176,347.27
26	E	2421.75	62,965.44
17	F	2862.07	48,655.11
0	G	3302.38	0.00
2	H	3962.86	7,925.72
		Total increase if second home premium of 100% charged at snapshot	£1,453,488.98
		GYBC share	£129,457.9

Appendix 4

Value of 100% long term empty premium if reduced to one year from 1 April 2024	
estimated value if period of 2 years for empty levy is changed to 1 year at snapshot	£277,399
GYBC Share	£24,707.09

Appendix 5

C- Empty for less than one month	
Estimated Value of total discount for 2021/22 at snapshot	217,000
GYBC share	£19,327.5

URN:

Subject: Revenues Write Off Report

**Report to: Executive Leadership Team – 21st September 2022
Policy and Resources Committee – 1 November 2022**

Report by: Stuart Brabben, Revenue & Benefits Service Manager

SUBJECT MATTER

This report seeks the approval and authorisation of a schedule of individual Business Rate and Sundry Debt accounts where the debt is recommended for write off.

RECOMMENDATIONS

That Committee:

- 1) Approve and authorise individual write offs as detailed within the Schedule 1 (Business Rates) and Schedule 2 (Sundry Debt)

1. INTRODUCTION

- 1.1 Members of the Committee are asked to note that the committee last considered the Revenues Write off report and schedules of debt in September 2021.
- 1.2 Consideration for writing off a debt is given where it is held to be uneconomical to recover, is time barred or is legally unenforceable.
- 1.3 All debts to be written off will be processed in accordance with the Council's Financial Procedure Rules.
- 1.4 The Council will always be flexible in its approach to recovery of arrears. Each case will be considered on its own merits.
- 1.4 The Council has a duty to minimise any loss to public funds. In seeking to recover arrears it will have regard to:
 - the period of time that the debt may take to be recovered;
 - the effect of recovery on the affected person from whom recovery is sought.
 - the ability to repay of the affected person from whom recovery is sought; and
 - the practicality of recovery of the debt and the cost of doing so.
- 1.5 Under the law, there is an obligation to take reasonable steps to collect debts. There are

however many situations where there is justification for writing off debts, provided reasonable steps have been taken regarding each individual case.

1.6 The scheme of delegation for the write off of uncollectable debt is as follows;

- (i) Council Tax and Benefits Manager and the Business Rates and Recovery Manager- up to £500
- (ii) Revenue & Benefits Service Manager - £501 to £5,000
- (iii) Revenues & Benefits Service Manager and Head of Customer Services - £5,001 to £7,500
- (iv) Head of Customer Services and Section 151 Officer - £7,501 to £10,000
- (v) Policy and Resources Committee - £10,001 and above

Only account numbers with debts over £10,000 are referred for member approval, some debtors can have more than one account in arrears where the scheme of delegation for debts up to £10,000 will apply.

1.7 The main circumstances where an unrecoverable debt will be considered for write off and their applicable codes are listed below:

Table 1

Write Off Code	Reason for Write Off
WO1	Where the person is made insolvent (bankruptcies, Liquidations, insolvencies and administration orders).
WO2	The person dies and there are no funds within the estate to pay the debt.
WO3	We are unable to trace the person's whereabouts.
WO4	Where the cost of collection will be greater than the amount of the debt (e.g. recommendations from our Legal representatives).
WO5	Hardship cases where the individual circumstances of the debtor may lead to a decision to write off a debt.
WO6	Company ceased trading/dissolved and has no assets
WO7	Company is registered abroad. No recourse to any recovery actions within UK.
WO8	We are not able to make a legal claim for debt older than six years. This is laid down in the Limitation Act 1980 section 19 which states that "no action shall be brought to first recover arrears after the expiration of six years from the date on which the arrears became due."
WO9	After negotiations with the debtor and as part of an agreed revised payment plan to ensure that the revised outstanding debt is able to be paid.

2. RECOVERY PROCEDURES

2.1 Business Rates

- 2.1.1 The National Non-Domestic Rates recovery procedures are laid down by statute in the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 and subsequent amendments.
- 2.1.2 If after a reminder or final notice has been issued payment is not made in full or an appropriate arrangement has not been set up, enforcement action is taken. A summons will be issued giving the date that the case will be heard at the magistrate's court.
- 2.1.3 After the court hearing a liability order will be issued. If the ratepayer then contacts the council and discusses the reasons why their account is in arrears, the council will if appropriate set up an arrangement to clear the arrears. This will be at the discretion of the council.
- 2.1.4 Where appropriate, the council will provide support or provide information to the ratepayer.
- 2.1.5 If an arrangement cannot be set up the authority may look to recovery by enforcement agents.
- 2.1.6 If the authority is unable to recover the debt by any of the above methods it may look to use other methods of recovery which may include charging orders, bankruptcy or winding up of the business. However, before any further action is taken checks will be carried out.
- 2.1.7 During the recovery process, if appropriate the council will consider entitlement to the different forms of rate relief to reduce the debt.
- 2.1.8 Reminder Notices are normally issued within 14 days of a missed instalment and if the instalment continued to be unpaid a court summons would normally be issued within a further 28 days in order to obtain a Liability Order.

2.2 Sundry Debts

- 2.2.1 If after a reminder and a final notice has been issued and payment is not made in full or an appropriate arrangement has not been set up, recovery action is taken.
- 2.2.2 A decision is then taken on the form of enforcement to recover the debt outstanding. This could be the use of collection agents or passed to NPLaw to enforce the debt through the County Court. If the ratepayer then contacts the council and discusses the reasons why their account is in arrears, the council will if appropriate set up an arrangement to clear the arrears. This will be at the discretion of the council.
- 2.2.3 Where appropriate, the council will provide support or provide information to the ratepayer.
- 2.2.4 Ultimately, If the authority is unable to recover the debt by any of the above methods it may look to use other methods of recovery which may include, bankruptcy or winding up of a business. However, before any further action is taken appropriate checks will be carried out.
- 2.2.5 Reminder Notices are normally issued within 28 days of the initial invoice and if the invoice continues to be unpaid a Final Notice would normally be issued within a further 14 days.

3. FURTHER INFORMATION

- 3.1 The table below shows by each financial year the total value of Business Rates write offs that are in Schedule 1 of this write off report. It also shows the current collection rate for these financial years, the amount still to be collected and the potential eventual collection rate.

Table 2 - Value by Year

Year	Total Amount Written Off by year to 31 August 2022 (£)	% collected for that year as at 31 August 2022	Still to be collected after these write offs (£)	% still outstanding after these write offs	Potential overall Collection rate
2015	281,653	98.9%	47,830	0.1%	99%
2016	288,209	98.9%	61,897	0.2%	99.1%
2017	238,745	98.7%	145,867	0.5%	99.2%
2018	153,502	98.6%	285,522	0.9%	99.5%
2019	69,060	98.4%	444,924	1.4%	99.8%
2020	2,332	97.1%	418,865	2.8%	99.9%
2021	1,231	98%	473,061	2%	100%

- 3.2 The table shows all the above years have a potential to reach over 99%, as we continue to pursue the debts outstanding.

4. FINANCIAL IMPLICATIONS

- 4.1 Where a debt is irrecoverable, prompt and regular write off of such debts is important, so that the Council can budget for bad debts. An integral part of debt recovery is the effective management of bad debts, to ensure resources are applied efficiently to the collection of monies outstanding which can reasonably be expected to be collected.
- 4.2 The Council has a bad debt provision within its financial accounts as part of its monitoring process and the amount of this provision is reviewed annually.
- 4.3 Where the Council writes off a debt and then later finds there has been a change in the customer's circumstances, it will reinstate and pursue recovery of the monies owed.

5. RECOMMENDATIONS

- 5.1 Approve and authorise the individual write offs as detailed within the Schedule 1 (Business Rates) and Schedule 2 (Sundry Debt).

Area for consideration	Comment
Monitoring Officer Consultation:	As part of ELT
Section 151 Officer Consultation:	As part of ELT
Existing Council Policies:	Debt Recovery Guidelines
Financial Implications:	As outlined in report, Bad Debt Provision

Legal Implications (including human rights):	No
Risk Implications:	No
Equality Issues/EQIA assessment:	No
Crime & Disorder:	No
Every Child Matters:	No

Schedule 1

Business Rates Committee Write Offs – Batch 352

Case No	Debtors name and Business Address in Great Yarmouth	Type of Business and VOA Property Description	Period of Debt	Amount to be Written Off	Reason for Write Off
1 77xxxxx52x	Pound Stretcher Ltd North Quay, Great Yarmouth	Shop & Premises	2019/20	£5,166.00	WO1 - Poundstretcher Limited occupied two shops in the borough – 115 Regent Road which is the premises that was occupied by BHS and the property at North Quay which has been previously occupied by Comet and more recently Staples.
77xxxxx76x	Pound Stretcher Ltd 115 Regent Road, Great Yarmouth	Shop & Premises	2019/20	£7,634.00 Combined Total: £12,800.00 Dividend: -£1,536.00 Balance Total: £11,264.00	<p>In order to avoid liquidation or administration the company entered into a voluntary arrangement on the 3 July 2020.</p> <p>Prior to this date the only arrears in respect of the business rates on either property was the 12th and final instalment of the 2019/20 liability which was due in March 2020. The instalment being £5,166 and £7,634 for the North Quay and Regent Road properties respectively.</p> <p>Recovery action on those arrears was delayed due to the suspension on recovery during COVID-19. The failure of the supervisors of the CVA to notify us as creditors of the voluntary arrangement meant that a proof of debt was not made until the 24 February 2021.</p> <p>The annual report dated 2 July 2021 advised that the adjudication of claims was likely to take at least a further 12 months with a maximum dividend set at 12%. The major creditors that were able to vote agreed to the dividend.</p> <p>On the 30 March 2022 the supervisors agreed our claim of £12,800. Meaning the expected dividend is £1,536.00 leaving a balance of £11,264.00. It is</p>

					<p>recommended the Committee agrees to the write off of £11,264.00.</p> <p>The company has paid the business rates due on the properties for subsequent periods.</p>
2 77xxxxx83x	KSD Fabrications Ltd Gapton Hall Road, Bradwell	Workshop & Premises	2019/20 2020/21	<p>£16,429.00</p> <p><u>£5,630.21</u></p> <p>Combined Total: £22,059.21</p>	<p>WO1 – Company occupied workshop and premises at Gapton Hall from the 1 December 2019. They subsequently paid their 2019/20 Business Rates liability of £9,240 as well as the monthly instalments for 2020/21 until September 2020. The 2020/21 payments totalled £11,731.00.</p> <p>Due to suspended recovery action the company was not contacted until 4 December 2020.</p> <p>No further payments were made. Payment terms and remedy were discussed with the company in May 2021. The company advised at that time that had been and were in financial difficulty.</p> <p>The company went into administration on the 12 July 2021 and the administrators report at the time advised that creditors exceeded assets by £371k with no prospect of a dividend for non-preferential creditors.</p> <p>The administrators latest report dated 5 January 2022 confirms that the administration is continuing but as some categories of preferential creditors are unlikely to get a dividend it is not anticipated that non-preferential creditors will have a dividend paid.</p> <p>This remains the situation, therefore, it is recommended the Committee agree to the write off of the amount £22,059.21.</p>

3					
77xxxx07x	Harwood Holdings LLP	Landlords	2016/17 to	£9,291.70	WO6 - Harwood Holdings LLP were the owners of
77xxxx08x	Chapman Avenue	Units Main Cross	2019/20	£6,739.05	a set of small industrial units/offices in a block
77xxxx05x	Caister, Great Yarmouth	Road, Great		£5,916.94	based at a building known as North Side of Main
		Yarmouth		Combined	Cross Road, Great Yarmouth.
				Total:	The units/offices became empty in June 2016 but
				£21,947.69	the Business Rates Team were not made aware of
					this until September 2019. We had been billing
					different ratepayers at all three properties prior to
					the period of billing Harwood Holdings. Each of
					these ratepayers were in receipt of 100% Small
					Business Rates Relief. As neither the owners of the
					properties or the rate payers notified us of a
					change of occupier, together with the fact that no
					rates were payable because of the rate relief and
					therefore not picked up by our recovery actions
					for non-payment of business rates, there was a
					delay in billing the owners (Harwood Holdings) for
					empty property rate.
					As owners, Harwood Holdings LLP became liable
					to empty business rates on the vacation of the
					units/offices. They remained empty throughout
					the remainder of Harwood Holdings LLP's
					ownership of them.
					Harwood Holdings LLP failed to pay the empty
					business rates billed and on the 30 January 2020
					the Council obtained Liability Orders for all years
					up to and including the year 2019/20.
					On further investigation Harwood Holdings LLP
					was clearly in financial difficulty with identification
					of appointment of a Law of Property Act as
					Receiver on the 8 December 2017. The
					units/offices were listed for auction on the 28
					October 2019 but did not sell at that time (guide
					price of £140k to £150k).

					<p>During contact with the LPA Receiver the Business Rates Team were advised at the time that an offer in excess of the guide price would be needed to secure any equity in the property for the LLP.</p> <p>The eventual sale price of the units/offices in January 2020 was for £81,000 – significantly lower than the previous guide price.</p> <p>The LLP was dissolved via a compulsory strike off on the 30 March 2021. To date, no payments of business rates have been made. It is therefore recommended the Committee agree to the write off of the amount £21,947.69.</p>
--	--	--	--	--	---

Schedule 2

Sundry Debts Committee Write Offs – Batch 271

Case No	Debtors	Nature of Debt	Period of Debt	Amount to be Written Off	Reason for Write Off
1	Debtor	Overpayment of Housing Benefit	Various periods arising over 04.04.2011 to 27.10.2019 £13,594.88	£13,247.84	<p>Write Off Code: WO2</p> <p>The debtor had an overpayment of Housing Benefit which was created through their failure to make DWP aware of all income. The amount overpaid was established as £16,154.76. This was initially being recovered by deduction from an ongoing claim to housing benefit.</p> <p>Customer passed away in November 2021 aged 85. As no Housing Benefit being paid from the date of death an invoice was raised on the executors for the amount of the overpayment that had yet to be recovered - £13,594.88.</p> <p>Contact was made with granddaughter and stepdaughter of the deceased. They advised that deceased lived in a council property and left no will or savings/assets. GYBC Rent department confirmed tenant was in arrears.</p> <p>Recommended write off is £13,247.84 which represents the amount invoiced on the 19 November 2021 less a credit of £347.00 which was on the customer's council tax account.</p>

URN: 22-229

Subject: Quarter 2 Key Project and Performance Report

Report to: Policy & Resources Committee – 8 November 2022

Report by: Information Governance Lead and Data Protection Officer

SUBJECT MATTER

The following presents an update on performance for the second quarter of 2022/23 (Jul – Sep) where progress is assessed against Targets which are set at the start of the financial year.

The report also provides an update on the position of key projects that are linked to the corporate priorities from 'The Plan 2020-2025'. A summary of progress for the suite of key projects and individual highlight reports for each of these key projects are presented in Appendix 1 of this report.

The performance measures, see Appendix 2, give a comprehensive overview of how the authority as a whole is performing and cover most Council functions.

RECOMMENDATION

That Committee agree:

- All measures to be monitored during the next quarter.
- All key projects will continue to be monitored over the next quarter with the aim of maintaining a green status and where possible attaining a green status for those key projects which are currently amber.

1. Introduction

This report is written to enable consideration of all performance measures and key projects within the report and to allow the continual monitoring of these throughout the year, reporting quarterly to Executive Leadership Team (ELT) / Management Team (MT). Performance measures will be presented to the relevant service Committees on a quarterly basis with the complete suite going to Policy & Resources Committee. The suite of ten Key Projects will be reported to Policy & Resources Committee quarterly.

2. Work to Date

A review of all projects was conducted at the end of the 2021/22 financial year and a new list of key projects was established and included in the Council's Annual Action Plan 2022/23, this was approved by Policy & Resources Committee on 22nd March 2022.

The project highlight reports that follow provide a summary of the project, milestones and achievements, alongside open issues, mitigation and a financial summary.

Each report has a current status, which can be green, amber or red. Out of the fourteen reports, 10 have a current green status defined as no problems or minor issues, 2 have an amber status defined as having problems which have been identified but with a contingency plan in place and 2 have a red status defined as out of tolerance with serious problems.

Key Project Current Status		Total
	Green – no problems or minor issues	10
	Amber – problems identified but contingency plan in place	2
	Red – out of tolerance serious problems	2

KP03 - Middlegate Estate: The potential lack of funding for redevelopment remains an issue. Current work will identify the required funding which will allow informed discussions with DLUHC and Homes England. If only partial funding is available we will need to redefine this project. Timescales for phase 2 master planning and viability continue to be elongated, these are being monitored although consultant availability has had some impact on this to date.

KP08 - Improving the Markets and the Marketplace: There is a high degree of uncertainty over future construction costs as well as some utility issues, both of these continue to be closely monitored and managed.




3. Performance Measures

Performance measures cover the full range of services delivered by the Council. The details in this summary report provide quantitative information about the performance of these services and provide useful trend data. A traffic light status easily identifies if improvement is required.

There are some areas across the Council where performance is below the target level set (RAG rating) or where no target has been set performance is moving in the wrong directions (Direction of Travel). These measures are highlighted in the appropriate service committee section of the report.

In total there are 44 targeted and 7 monitored measures reported in the second quarter performance report. The monitored measures are reported for contextual information, this data is important information for the Council as the actions of the Council may make improvements however there is not sufficient control over the outcome to set a target.

Information relating to 2 of the targeted measures was not available at the time of this report was produced. A breakdown of the 42 targeted measures is shown below.

Performance Measures against Targets		Totals
	Green – Performance has met or exceeded target	28
	Amber – Performance is below target but within tolerance	8
	Red – Performance is below target and tolerance	6

There are 6 measures that are within the Red status which are not achieving the target and are below the tolerance level set, an explanation of the performance in these areas is provided below each measure in the report.

The red status measures are:

- PR07: Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly Cumulative)
- PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)
- PR15b: Corporate Property Portfolio - Total Areas amount in £'s
- ED07: Building Control: The percentage of building regulation applications where a decision notice is issued within the eight-week statutory period
- EN01(b): Food Hygiene - Number of food premises inspected (Quarterly)
- HN02(b) - Social housing new applicants awaiting assessment (Snapshot at last day of quarter)

4. Financial Implications

None

5. Risk Implications

None

6. Legal Implications

None

7. Conclusion

None

8. Background Papers

None

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	None
Financial Implications (including VAT and tax):	None
Legal Implications (including human rights):	None
Risk Implications:	None
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

KEY PROJECTS – SUMMARY REPORT QUARTER 2 2022/23 (JUL - SEP)

Key projects that impact on the corporate priorities in ‘The Plan 2020 – 2025’.

Detailed commentary from each project lead is provided in the next section.

Project	Project Lead	SRO Officer	Current Position
KP01 – Energy Park, Business Incubator and related offshore activities	Stuart Dawson	David Glason	
KP03 – Middlegate Estate Regeneration	Nicola Turner	Kate Blakemore	
KP04 – Wellesley Recreation Ground	Adri Van der Colff	Kate Blakemore	
KP06 – Winter Gardens	David Ramsey & Rachel Daniel	Iain Robertson & Kate Blakemore	
KP08 – Improving the Markets and the Marketplace	Jane Beck	Iain Robertson	
KP11 – The Conge Redevelopment	Claire Wilkins	Nicola Turner	
KP12 – North Quay Redevelopment	Tracey Read	David Glason	
KP13 – Operations and Maintenance Base	Tracey Read	David Glason	
KP14 – Construction of 18 one bed houses (Jubilee Court)	Claire Wilkins	Kate Blakemore & Iain Robertson	
KP15 – Library relocation & University Campus	Adri Van der Colff	Kate Blakemore	
KP16 – Town Wall restoration & walking trail	Darren Barker	Paula Boyce	
KP17 – Creation of a Sculpture trail	Darren Barker	Paula Boyce	
KP18 – Formation of a new local authority trading company (LATCo)	Joe Goldie	Kate Blakemore	
KP19 – Transitional Housing Scheme	Claire Wilkins	Nicola Turner	

Key	
	No problems or minor issues
	Problems identified but contingency plan in place
	Out of tolerance serious problems

Project Highlight Report



Project Name	Great Yarmouth Energy Park & Business Incubation Units	Project Manager	Stuart Dawson / Steve Logan
Date of Report	21 st October 2022	Project Sponsor	David Glason
Reporting Period (Quarter months)	July – September 2022	Finance Officer	Helena Craske

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
<p>Business Incubation units Phase 1</p> <p>Part of Town Deal bid, creation of business incubator units within the north east quadrant of the GYEP which is within the ownership of Great Yarmouth Borough Council, unlocking and enabling further inward investment by the energy sector and providing a low-risk local base for energy sector start-ups, relocations and growing businesses.</p> <p>The Great Yarmouth Energy Park</p> <p>The ambition is to secure inward investment and regenerate the project area to generate economic growth and improve the environment through redevelopment. The strategy is a reflection of the demand on the port area, with targeted redevelopment and re-use of sites by the private and public sector. Part funding for the project has been put in place by Norfolk County Council from the Norfolk Infrastructure Fund, this is recorded by the NIF Annual report dated 3 March 2014 where it is decided to support the project to £2.75m. The remaining funding, £250,000, will come from Great Yarmouth Borough Council from its capital reserves.</p>	
Key activities achieved this reporting period	Areas of work for next reporting period
Business Incubation Units Phase 1	
<p>Architect procurement completed and LSI Architects have been appointed.</p> <p>Sequence of Sub-consultant tenders completed and appointments made.</p> <p>OWG established and meeting monthly.</p> <p>Design Team sessions underway at RIBA stage 1.</p>	<p>Architects have started initial design process – developing high level options for different levels of Incubator facilities.</p> <p>Sub-consultants design team now appointed supporting architects with high level design.</p>
Great Yarmouth Energy Park	
<p>The South Denes Local Development Order was reviewed & successfully adopted at P&R Committee in September '22 – a significant boost to developers/inward investment enquiries.</p> <p>Ongoing interest received for sites within Great Yarmouth Energy Park.</p>	<p>Agents following up enquires from SNS 2022; Wind Europe & Wind Week.</p>

<p>Promotional opportunities through GENERATE events e.g. Wind Europe & Wind Week in October 2022. Note: Investment Zone EOI submitted early October '22, including areas in the South Denes peninsular. Third River Crossing due to open in June '22 – landing directly adjacent to the Energy Park.</p> <p>Site 4b (freehold sale) terms being finalized. Awaiting evidence of funding for the proposed biodiesel facility. Planning application for the scheme has been submitted.</p> <p>Albies Taxies – renewed interest in expansion seeking a site either in South Denes or wider Borough and proposing new workshops to share with other businesses. Proposing to seek planning advice around the LDO and whether elements of their business can align within the LDO.</p>	<p>Planning granted & transaction progressed to completion.</p> <p>Officers reviewing current options with Albies. Outcome of LDO advice provided.</p>
<p>Project stage tolerance status.</p> <p><i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i></p> <p>The project remains within agreed tolerances, risks and mitigations all of which are being monitored very closely.</p>	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	COVID 19	The impact of COVID 19 on the projects will continue to be monitored	
2	Incubator Units	Slight delay but manageable and within the programme	

Financial Summary 1 – Actuals - Great Yarmouth Energy Park			
	Revenue	Capital	Notes on Background
Total Budget Approved	£	£3,000k	
Budget	£	£	
Funded by:			
GYBC	£	£3,000k	
External Grant e.g. HLF	£	£	
Other	£	£	
Total Funding	£	£3,000k	

Actual Spend to date	£2.2k	£1,155k	Capital spend is cumulative for project. Revenue expenditure is for 21-22 only
Savings Achieved	£	£	
Income Achieved	£	£	
Financial data verified by (name of finance officer)			Date
Helena Craske			31/10/22

Financial Summary 2 – Actuals - Great Yarmouth Incubator Scheme			
	Revenue	Capital	Notes on Background
Total Budget Approved	£	£4,375,500	
Budget	£	£	
Funded by:			
GYBC	£	£420,500	
External Grant e.g. Town Deal	£	£3,950,000	
Other	£	£	
Total Funding	£	£4,370,500	
Actual Spend to date	£	£68,145	This represents the cost on the ledger to 31-10-22
Savings Achieved	£	£	
Income Achieved	£	£	
Financial data verified by (name of finance officer)			Date
Helena Craske			31/10/22

Project Highlight Report



Project Name	Middlegate Estate	Project Manager	Nicola Turner
Date of Report	14 October 2022	Project Sponsor	Kate Blakemore
Reporting Period (Quarter months)	1 st July - 30 th September 2022	Finance Officer	Danielle Patterson

Project Status	RED – serious problems out of tolerance	AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
A feasibility study for potential to regenerate Middlegate Estate. Additional project to upgrade a number of tired play areas across the estate.	
Key activities achieved this reporting period	Areas of work for next reporting period
<p>Middlegate Phase 2 Master Planning and Viability Appraisal:</p> <p>Work continues to understand the viability of regenerating the estate.</p> <p>Recreational and Leisure Works: Project is substantially complete. Site areas were returned to the Council (and for residents use) on 3 October 2022.</p>	<p>Progression of viability work and covering report.</p> <p>Recreational and Leisure Works: Completion of the outstanding works:</p> <ul style="list-style-type: none"> Physical activity trail equipment installation Tolhouse Street) Installation of a number of benches in play areas Installation of remaining lights to be completed w/c 24 October 2022. 7 new trees (Trees for Cities programme).
Project stage tolerance status	
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>	
<p>Within original budget for master planning and viability work, although timescale for completion of master plan and viability has slipped again.</p> <p>Recreational and leisure works cost plan shows small potential overspend, which will be met from Housing Revenue Account if it arises.</p>	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	No funding available for redevelopment	Cannot mitigate this risk. Work will identify the required funding to allow informed discussions with DLUHC and Homes England. If only partial funding available will need to redefine project.	
2	Continued elongation of timescales – critical for phase 2 master planning and viability to be completed to allow engagement with funders and residents	Timescales are being monitored within final report expected by January 2023.	
3	Outcomes of master planning and viability do not meet project objectives and/or effectively evidence costs.	Clear criteria set for phase 2 master planning and viability work.	

Financial Summary			
	Capital	Revenue	Notes on Background
Budget		£ 320,000	DLUHC (formerly MCHLG) Deprived Estates Fund for master planning and viability costs
Budget	£858,312		DLUHC and One Public Estate – Estate Regeneration Fund for recreational and leisure works costs
Funded by:			
GYBC	£	£	
External Grant e.g. HLF	£858,312	£320,000	See above
Other	£	£	
Total Funding	£858,312	£320,000	
Actual Spend to date	£800,863	£261,154	Revenue - Master planning and viability Capital - Recreational works
Savings Achieved	£	£	
Income Achieved	£	£	
Financial data verified by (name of finance officer)			
Danielle Patterson			03/11/2022

Project Highlight Report



Project Name	Wellesley Football Ground	Project Manager	Tracey Read Adri Van der Colff (capital development works)
Date of Report	5 th October 2022	Project Sponsor	Kate Blakemore
Reporting Period (Quarter months)	July - September 2022	Finance Officer	Fiona Castleton Helena Craske (Capital)

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview		
<p>Develop a clear future direction for the Wellesley Road Recreation Ground, including current and future usage, potential 3G facilities, onsite buildings and future management of the site. A review of income, expenditure, management, maintenance, issues, risks and opportunities on the site to present a calculated, coherent and comprehensive plan for the site which addresses all areas, either as one study or as linked studies.</p> <p>As well as the design and management of a borough wide sports and activity participation survey the evidence from stakeholders will help us develop options to present to committee.</p>		
Project Timetable – Key upcoming milestones		
Milestone	Description/Task	Target Date
Submit a funding bid to the Football Association (June22)	Submitted bid	Met
3G pitch works commence on site (Sept 22)	Construction work commenced	Met
3G pitch works completed (Jan 2023)	Completion of 3G pitch	In progress
Tennis Pavillion works tendered (funding in place) (Aug 22)	Appoint contractors	Met
Tennis Pavillion works commence on site (Sept 22)	Construction work commenced	Met
Tennis Pavillion works completed (Jan 23)	Completion of renovation/repurposing	In progress
CCTV installation (funding in place) (July 22)	CCTV installation completed	Met
Site improvement works funding secured (Feb 21)	Budget Council	Met
Site improvement works tendered (April 22)	Appoint contractors	Met

Stakeholder engagement – ongoing	Feedback through Members working group	In progress
Exploration of further funding opportunities – ongoing	Feedback through Members working group	In progress
Key activities achieved this reporting period		Areas of work for next reporting period
<p>Funding bid for 3G pitch and Tennis Pavillion works submitted June 22 and subsequently approved by the Football Foundation July 22.</p> <p>Appointed contractor Field Turf commenced 3G pitch works on site September 2022, running to programme, expected completion January 2023.</p> <p>Appointed contractor CEL Group commenced Tennis Pavilion works on site September 2022, running to programme, expected completion January 2023.</p> <p>Stakeholder meetings taking place regularly with GY Athletics Club and GY Town Football Club, positive feedback to site plans.</p> <p>Regular meetings with the FA taking place to ensure delivery of the 3G project.</p> <p>CCTV installed on site July 2022, linked to existing network which is monitored via GYTCP 24hrs per day.</p> <p>R&M works to back and sides of grandstand commenced September 2022, completion of front/seating area to commence end of football season (expected June 2023).</p> <p>Lighting improvements were completed July 2022, all floodlights can now be used at the same time.</p>		<p>3G works completed.</p> <p>Tennis Pavillion works completed.</p> <p>Soft launch to be planned for January with an official opening ceremony organized for February.</p> <p>Site pitch/facility booking system to be reviewed.</p> <p>R&M works to back and sides of grandstand to be completed.</p>
Project stage tolerance status. <i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>		
Has there been any project creep?	Is the project within budget?	Is the project running to schedule?
Slight delays but within tolerance.	Yes.	Yes.

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Delays to construction works to 3G pitch or Tennis Pavillion due to underground conditions, inclement weather and poor state of repair of mothballed Grade II listed heritage asset	Risks are constantly monitored. Underground risks largely eliminated. Project closely monitored by capital project manager.	
2	Supply issues with heritage grade hand-made specialist clay roof tiles which are acceptable to Conservation Officer. May cause delay and leaks if temporary cover has to be left in place over winter to allow for very long lead-time.	Discussions with Conservation Officer to find an acceptable solution which meets Grade II heritage requirements for the building.	
3	Stakeholder engagement and ensuring that all users, neighbours and residents of any option appraisal or potential proposal. The Wellesley is a well-loved asset within the borough	Stakeholder engagement is critical to the success of any option appraisal or potential proposal. The Wellesley is a well-loved asset within the borough	

	are invested in the project and buy into its aims.	with long standing uses. Any ongoing work will engage and involve key stakeholders.	
--	--	---	--

Financial Summary			
	Revenue	Capital	Notes on Background
Total Budget Approved	£25,000	£1,050,078	£303k Capital Budget was approved subject to a full business case, however, £48k was released to cover initial works on the track, lighting & towards a project management resource. A further £11k has been released following authorization from ELT for pre-construction services.
Funded by:			
GYBC	£25,000	£303,000	Capital Budget as per budget setting 2021/22. Allocation following feasibility study.
External Grant Coastal Revival Fund	£50,000	£0	Grant Funding of £50,000 received from the Coastal Revival Fund in 2018/19.
External Grant Football Foundation	£0	£747,078	
Total Funding	£75,000	£1,050,078	
Actual Spend to date	£38,802	£75,523	Funding of £25,000 was allocated from the Council's special projects reserve to fund a feasibility study for this project, this was agreed at Corporate Projects Board - Monday 29th January 2018. Revenue spend of £10,802 was funded by £50,000 grant received. The remaining grant balance is to be used to fund future capital spend. Remaining grant of £38k.
Savings Achieved	£0	£0	
Income Achieved	£0	£0	No Income received yet in respect to project - grant claim to be submitted in next reporting period
Financial data verified by (name of finance officer)			Date
Helena Craske/Fiona Castleton			06/10/22

Project Highlight Report

Project Name	Winter Gardens Restoration	Project Manager	Artelia UK Ltd
Date of Report	10 October 2022	Project Sponsor	Kate Blakemore & Iain Robertson
Reporting Period (Quarter months)	July - September 2022	Finance Officer	Jane Bowgen

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview			
To restore, re-purpose the Grade II* Listed building, transforming both the internal and external spaces into an all-year seafront attraction for both the local community and the visitors to Great Yarmouth.			
Project Timetable – Key upcoming milestones			
Milestone	Description/Task	Target Date	Status
RIBA Stage 2	Complete Concept Design	29 th July 2022 Achieved 7 Oct	Complete
RIBA Stage 3	Complete Spatial Co-ordination	May 2023	On track
Development Grant Application	Complete NLHF Development Grant	May 2023	On track
Key activities achieved this reporting period		Areas of work for next reporting period	
Project Management: <ul style="list-style-type: none"> Risk Register reviewed and circulated Programme reviewed given delays to RIBA 2 approval. Pending NLHF acceptance. Progress report submitted to NLHF within deadline 		Project Management: <ul style="list-style-type: none"> Completion of updated Business Plan Complete Project Execution Plan Complete RIBA 3 Design Brief 	
Finances: <ul style="list-style-type: none"> Cost Plan updated and circulated. Engaged with GYBC Finance lead preparing FFS Tracker. Completed Heads of Terms with Access Community Trust and National Trust. Pending business finances from Norfolk Finest to complete. Procurement Strategy under development by QS 		Finances: <ul style="list-style-type: none"> Fundraising strategy to be defined and agreed Business Rate Pool variation to be submitted & report prepared 	
Comms: <ul style="list-style-type: none"> Contributing towards NLHF Cohort Communications Plan reviewed, aligned to Activity Plan. Digital requirements clarified. 		Comms: <ul style="list-style-type: none"> Historic England engagement to be improved Engagement of Merlin Entertainment Sea Life and neighbouring users 	
RIBA 2/Site Works: <ul style="list-style-type: none"> Site Hoarding design and planning application prepared 		Site Works: <ul style="list-style-type: none"> Replace existing site hoarding Complete surveys – structural & air leakage test 	

<ul style="list-style-type: none"> • RIBA 2 report approved by Members 7th October. Site visits to be arranged. • Flood Risk Assessment procurement commenced • Asbestos Management Plan reviewed • Activity Plan progressed and defined between Partnership & Engagement Coordinator and Activity Planner. 	<ul style="list-style-type: none"> • Flood Risk Assessment to commence • Sustainability/Zero Carbon Report expected • Test pits to be coordinated.
--	---

Project stage tolerance status.

How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)

Has there been any project creep?	Is the project within budget?	Is the project running to schedule?
Yes. Due to delays of signing off RIBA 2, moved Development Stage submission to May 2023, programme realigned.	Cost review is underway due to inflation impact on Cost Plan. Proposals will be prepared for MWG review	Programme is updated, agreed by Ratification from NLHF recieved.

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Financial risk to Council managing project of this magnitude and national importance. NLHF expect client-side project management in place which has not be included in original cost plan.	The budget will again be refined and tested at development stage by the appointed design team and overseen by a qualified client-side project manager.	
2	Programme delays experienced due to scheduling of decision-making requirements.	Project Manager has worked with GYBC to update Programme and PEP, decision points incorporated and MWG diarized to ensure this remains on track. Development Stage submission agreed with NLHF as May 2023.	
3	Lack of understanding the depth of building restoration requirements. Risk of structural and application failure.	Investment in thorough and detailed design, engineering, cost and business planning work in the pre-application phase has enabled the Council to understand and mitigate the risks presented by the project. As stated above, the work for the development phase is now underway to refine the costs to RIBA 3 before agreement to move to the final / full application stage.	
4	Commercial Operator withdraws from project	The business modelling from the operator point of view has been completed. Liaison has continued following positive outcome and a partnership discussion is ongoing to continue the development of the agreement in line with the other preferred partners.	
5	Change in nature of operational partnership approach from original tender / scope	Legal (NPLaw) have reviewed the procurement for the procurement of operator and have confirmed that the process completed was to seek a concession arrangement. Assuming this approach continues (and there is every intention it will) then no further procurement needs to take place for the commercial operator.	

6	Securing the full partnership	The bid makes clear the partnership agreements will be developed and agreed throughout the development phase. There is a budget to refine this further for each partner including allowances for procurement.	
---	-------------------------------	---	--

Financial Summary

	Revenue	Capital	Notes on Background
Total Budget Approved	£2.211m	£13.560m	£16m total. Development (£0.811m) and Delivery stages (£14.931m) plus approx. £68k internal PM costs.
Funded by:			
GYBC Total	£0.003m	£1.079m	£1.082m Borrowing, Revenue contribution and EMR.
External Grant Total – (breakdown as follows)	£1.959m	£12.783m	
<i>National Lottery Heritage Fund</i>	<i>£1.268m</i>	<i>£8.708m</i>	<i>£9.977m grant total</i>
<i>Business rate pool</i>	<i>£0.440m</i>	<i>£0</i>	
<i>Town Deal</i>	<i>£0</i>	<i>£4.075m</i>	
<i>Public Sector</i>	<i>£0.250</i>	<i>£0</i>	
Other Total	£0.258m	£0	
Non-cash	£0.090m	£0	Non-Cash Volunteer time
Total Funding	£2.310m	£13.863m	£16.173m total
Actual Spend to date	£0.255m £0.015m	£0 £0	Development Stage only (budget £811k) Development Stage internal PM (budget £68k)
Savings Achieved	£0	£0	
Income Achieved	£0	£0	
Financial data verified by (name of finance officer)			Date
J Bowgen			25/10/2022

Project Highlight Report



Project Name	KP08 – Improving the Market Place	Project Manager	Jon Barnard
Date of Report	21 st October 2022	Project Sponsor	Iain Robertson
Reporting Period (Quarter months)	July – September 2022	Finance Officer	Helena Craske

Project Status	RED – serious problems out of tolerance	AMBER – Problems but within contingency plan	
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
By 2025, redevelopment of the six-day covered market focusing on local goods and creating incubator opportunities for the new businesses to develop in the Town Centre. To complete the redevelopment of the wider public realm space within the Market Place. To increase footfall through use of the space for specialist markets and wider events. Repairing, removal and reconstruction of paved surfaces. New integrated trees and planters. New street furniture and lighting.	
Key activities achieved this reporting period	Areas of work for next reporting period
Public Realm Improvements - RIBA 3 complete. Preparation of artists impressions and detailed drawings, and specifications for tender ongoing. Ongoing engagement with key stakeholders.	Public Realm Improvements – Continue to develop drawings and details working towards tender issue. Refine flexible carpark details and confirm parking strategy.
Six-day Covered Market – Phase 2 clearance, ground investigations and piling completion. Glulam frame erected work continues well.	Six-day Covered Market – Works to progress on site in addition to relocation of UKPN High Voltage Cable and installation of temporary gas connection for existing traders.
Project stage tolerance status.	
Phase 2 foundations and piling on the six-day covered market are complete, frame is installed and work on structure continues. Relocation of the high voltage cable by UKPN and temporary gas connections for existing traders at the south end of the Market Place are underway.	
Value engineering and stakeholder feedback are being incorporated into the Public Realm design. Further engagement with stakeholders during the next quarter with final designs and drawings developed for tender stage.	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Overall costs of Covered Market Development	Due to the utility's issues and rising construction costs risks around utilities and build continue to be closely monitored and managed.	

2	Relocation of High Voltage Cable.	Order placed with UK Power Network for relocation of HVC located on the east side of phase 3 of the Market Place.	
3	Disruption from public realm works	Timetabling of works to compliment completions wherever possible. Consultation and communications strategy to be updated to include all projects in the town center.	
4	Uncertainty of rising construction costs and risk costs. The public realm costing could exceed budget.	Independent commercial support embedded within the team to market test construction rates and materials to ensure project within budget at development stage and advise on procurement routes. Development of a phased delivery strategy.	

Financial Summary			
	Revenue	Capital	Notes on Background
Total Budget Approved	£	£11,445,143	
Budget	£	£11,445,143	
Funded by:			
GYBC	£	£2,285,000	Borrowing
GYBC	£	£20,000	Revenue Contribution
External Grant	£	£7,928,244	Future High Streets
External Grant	£	£1,100,000	Business Rates Pool
External Grant	£	£8,900	Norfolk County Council
External Grant	£	£50,000	Historic England Heritage Fund
External Grant	£	£15,074	Urban Tree Challenge Fund / Historic England Cultural Fund
External Grant	£	£17,925	Private contributions
External Grant	£	£20,000	HAZ Cultural Fund
Total Funding	£	£11,445,143	
Actual Spend to date	£	£4,100,086	
Savings Achieved	£	£	
Income Achieved	£	£	
Financial data verified by (name of finance officer)			Date
Helena Craske			01-11-22

Project Highlight Report



Project Name	The Conge	Project Manager	Claire Wilkins
Date of Report	06.10.22	Project Sponsor	Nicola Turner
Reporting Period (Quarter months)	1 st July - 30 th September 2022	Finance Officer	Helena Craske

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
Transforming The Conge: by 2025, The Conge is transformed with new development lining both sides of the lower half of the street connecting it to the renewed Market Place.	
Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> - Procurement of Strategic Partner, preferred bidder notified - Site assembly works continuing - Brownfield Land Release Fund (BLRF2) bid for demolition costs submitted 	<ul style="list-style-type: none"> - Development and Partnership Agreement between GYBC and Strategic Partner finalised - Site assembly works finalised - Outcome of BLRF2 bid received
Project stage tolerance status	
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>	
<p>Cost - Within budget</p> <p>Timescales provisionally agreed for termination of South side leases and will not impact on delivery timescales if vacant possession received in line with agreed timescales.</p> <p>Impact of North side leases on timescale is not quantifiable at this stage.</p>	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Unable to end long leases early – due to compensation requested from businesses. Lengthy delays or failure to secure vacant possession could result in loss of funding and lapse of planning permission.	Cannot be fully mitigated against and remains a significant risk to the project.	
2	Viability gap	Strategic Partner to bring additional funding to address remaining viability gap – but can only do this if issue re long leases is resolved otherwise another option to redevelop the site will be required which may not deliver the full place making change required. Use of FHSF funding for south side of The Conge to increase viability.	

Financial Summary			
	Capital	Revenue	Notes on Background
Total Budget Approved	£664,727	£52,700	Revenue - As per Norfolk Business Rates Pool approved bid
Funded by:			
GYBC	£220,000	£0	Borrowing agreed at P & R July 2022
Future High Streets	£444,727	£0	
Total Funding	£	£52,700	
Total Funding utilised	£0	£52,700	
Actual Spend to date	£4,622	£105,508	Capital - For legal advice relating to procurement of strategic partner
Income Achieved	£0	£52,700	Amounts received from NCC BRP Grant Claim period has now concluded.
Financial data verified by (name of finance officer)			Date
Greg London – Revenue			06/07/2022 – revenue element now concluded
Helena Craske - Capital			12.10.22

Project Highlight Report



Project Name	North Quay	Project Manager	Roger Cooper
Date of Report	Q1 Report 2022/23	Project Sponsor	David Glason
Reporting Period (Quarter months)	July - September 2022	Finance Officer	

Project Status			GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
Comprehensive redevelopment of the North Quay waterfront site in Great Yarmouth – a strategic site allocation in the Great Yarmouth Local Plan.	
Key activities achieved this reporting period	Areas of work for next reporting period
Ongoing dialogue with potential developer partners	Ongoing dialogue with potential developer partners
Sharpe Pritchard legal advice received re developer procurement options	Developer procurement workshop to be held between Sharpe Pritchard and GYBC
Montagu Evans submitted commercial advice and procurement options following legal advice received from Sharpe Pritchard	Developer frameworks to be explored as part of procurement options
NCC have initiated the enforcement of highway rights regarding the land south of Vauxhall Bridge; landowner has responded and further response required from NCC	Response expected from landowner south of Vauxhall Bridge re highways rights
Further CPO advice and indicative programme received from nplaw CPO specialist	CPO report to be prepared by nplaw ready for submission to P&R Committee late 2022/early 2023 - CPO/development timeframe to be refined once developer partner option agreed
Levelling Up Fund bid submitted August 2 nd 2022	Levelling Up Fund outcome expected late 2022
Land acquisition: final offers sent to all landowners withing Town Deal funded aspect of the North Quay site	
Continued engagement with Environment Agency / Coastal Partnership East re: Innovative Resilience Fund	
Project stage tolerance status.	
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>	
The project remains within agreed tolerances, risks and mitigations all of which are being monitored very closely.	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Impact of COVID19	Reviewed/monitored – this project was paused during the early months of the pandemic	
2	Lack of response by landowners.	CPO - process and timeline for CPO identified and approved in principle by P&R Committee	

Financial Summary			
	Revenue	Capital	Notes on Background
Total Budget Approved	£348,750	£5,100,000	
Budget	£	£	
Funded by:			
GYBC	£	£2,500,000	
GYBC	£250,000		Invest to Save Reserve
GYBC	£111,234		Share of Business Rates Pool
External Grant – Town Deal	£	£2,600,000	
Other	£	£	
Total Funding	£361,234	£5,100,000	
Actual Spend to date	19/20 £156,119 20/21 £3,808 21/22 £62,573 22/23 £7,500	19/20 £139,252 20/21 £10,136	Capital Spend incurred prior to 21-22
Savings Achieved	£	£	
Income Achieved	£111,234	£	Amounts received from NCC BRP Grant Claim period has now concluded.
Financial data verified by (name of finance officer)			Date
Greg London/Helena Craske			24/10/22

Project Highlight Report

Project Name	Great Yarmouth Operations and Maintenance Hub	Project Manager	Jon Barnard / Tracey Read
Date of Report	04/10/2022	Project Sponsor	Roberta Willner
Reporting Period (Quarter months)	July – September 2022	Finance Officer	Harvey Bullen

Project Status		AMBER – Problems but within contingency plan	
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
<p>The Great Yarmouth Operations and Maintenance Hub is an innovative and strategic project, sponsored by Norfolk County Council, Great Yarmouth Borough Council and New Anglia LEP, working in partnership with Peel Ports. Their vision is to redevelop the tip of the South Denes Peninsula in Great Yarmouth, initially providing road, quay, and pontoon infrastructure for a new offshore energy maintenance campus.</p> <p>The site was chosen due to its proximity to the Southern North Sea Wind Farms and marked regeneration land. The project aims to attract more renewable energy companies to the area, in turn creating 650 jobs and promoting Great Yarmouth's presence within the sector. A summary of what the project is and its overall objectives.</p> <p>The scope of the project aims to deliver:</p> <ul style="list-style-type: none"> • Demolition of existing buildings and site clearance • Demolition in part and upgrading of the Quay wall. • Construction of a floating pontoon for Crew Transfer Vessels. • Construction of an extended highway. • Creating storage and parking areas. • Delivering an electricity substation/kiosk and associated utility provisions. 	
Key activities achieved this reporting period	Areas of work for next reporting period
<u>Procurement of Construction Works</u> <ul style="list-style-type: none"> • A working agreement is in place from 12/09/2022. • The contract was signed on 27/09/22. 	<ul style="list-style-type: none"> • Construction scheduled to commence 16/01/23. • Commercial Team to review final documentation and drawings.
<u>Construction Drawings</u> <ul style="list-style-type: none"> • Both tender and construction issue drawings have been issued to the Commercial team. 	<ul style="list-style-type: none"> • Obtain final construction issue drawings and technical calculations for anchor wall. To be incorporated to Value Engineering process. • Contractor to assess whether further value engineering may be possible around the sheet piles.

<p><u>Finance</u></p> <ul style="list-style-type: none"> • NALEP funding submission completed for review, to 31/08/22. 	<ul style="list-style-type: none"> • Ongoing review of outstanding order values and invoices.
<p><u>Planning</u></p> <ul style="list-style-type: none"> • Planning consent was awarded on September 15th with conditions. • Of the conditions which have been imposed, some require no discharging as they are compliance. • Some have been submitted to the LPA (15/07/22) in advance of planning consent for review by LPA. • The remaining pre-construction conditions to discharging require contractor input or are in the final stages of preparation prior to submission. • RISK: Noted that there is an additional 4-week delay in assessing conditions. 	<ul style="list-style-type: none"> • Further consideration will be required by GYBC Property and Asset Management Team regarding the funding and pre-use conditions. • Project team are continuing to collate evidence/responses for discharging LPA Planning Conditions, for pre-construction conditions. • Conditions to be discharged following approval, potentially 8 weeks determination period once submitted. • Remaining conditions to be discharged will require collation of design outputs from WSP and liaison with onboarded Contractor to prepare appropriate documentation.
<p><u>Drainage Design</u></p> <ul style="list-style-type: none"> • Discussion required between Project Team, Statutory Bodies, Contractor and GYBC LPA to determine whether there can be any design considerations to mitigate increased cost of £1.1m to incorporate LPA views. • GYBC LPA have historically requested a fee to cover this. 	<ul style="list-style-type: none"> • Looking to meet in October to determine whether the existing design will remain the ultimate build option, or whether there is a feasible alternative which can be progressed through a variation order.
<p><u>Environmental Impact Assessment (EIA)</u></p> <ul style="list-style-type: none"> • Following deferral of EIA approval from MMO to GYBC LPA in June; Planning Consent was required prior to consideration of suitability of GYBC LPA assessments by MMO. • Project team have shared the planning decision with the MMO, awaiting an update around decision and outcome. 	<ul style="list-style-type: none"> • The MMO have advised that if the deferral arrangement is not possible, it is thought that this should not negatively impact the programme, just required further internal MMO reporting.
<p><u>MMO Licence – Construction Works</u></p> <ul style="list-style-type: none"> • Communication received from the MMO regarding outstanding actions to determination. • MMO are awaiting a response from Natural England for which a deadline has been set for 28/09/22. • Draft determination to be produced, with case manager quality checks to take place. • Timescales to be provided by MMO once NE have responded. • Contractor design documents have been issued to MMO. 	<ul style="list-style-type: none"> • Project team to review MMO conditions imposed once draft determination to NCC for review after consultation and GYBC LPA consent received.

<u>Flood Risk Activity Permit (FRAP)</u> <ul style="list-style-type: none"> FRAP permit (Grant of Permit Letter and Bespoke Permit) has been received from the Environment Agency on 12th August 2022 (reference EPRBB3059MZ FRA). 	<ul style="list-style-type: none"> During kick off meeting, Contractor to ensure that there is no variation in the construction methodology and that the terms of the licence are fully understood.
<u>Potential End-Users</u> <ul style="list-style-type: none"> Discussions with potential end users are ongoing. 	<ul style="list-style-type: none"> GYBC and NCC to coordinate responses to requests for information received from potential end users and to make them aware of the operational conditions of the facility. E.g. vessel management plan and travel routes.
<u>Communications Strategy Plan</u> <ul style="list-style-type: none"> A Communications strategy was refined and approved by OWG prior to release. NCC Comms representative has been liaising with GYBC and NALEP. NCC press release issued 23/09/22: WSP have been commissioned to provide updated visualisations and walkthrough in preparation of EEGAR event on 27/10/22. 	<ul style="list-style-type: none"> Ongoing communications required with Comms representative to ensure that there is programme awareness for key events and appropriate attendees for press releases / photo opportunities. Agreed during September OWG that a site visit would be arranged for Spring '23.
<u>Gt Yarmouth Port Authority</u> <ul style="list-style-type: none"> Project Engineer attended the GYPA AGM and no specific concerns were raised. 	<ul style="list-style-type: none"> Ongoing engagement required with Port Authority.
<u>Programme</u> <ul style="list-style-type: none"> A review of the programme has been undertaken with outstanding pre-construction items added to key Construction milestones within the programme to provide a latest condensed view 	<ul style="list-style-type: none"> Ongoing cross-party review of programme to ensure that pre-construction requirements are achieved.
<u>Cadent Gas Main - Marine</u> <ul style="list-style-type: none"> Project Engineer to share latest Contractor design information with Cadent to ensure that the vibration assessment remains appropriate for the minimum clearances of pontoon restrain piles to gas main proximity. 	<ul style="list-style-type: none"> Contractor to engage with Cadent.
<u>Utility Services – Water</u> <ul style="list-style-type: none"> Engagement has commenced with utility service provider for new potable water supplies to the proposed berths for SOV and CTV vessels. 	<ul style="list-style-type: none"> Further chasing required by project team
<u>Utility Services – Electricity</u> <ul style="list-style-type: none"> Attempted communication with UKPN for the provision of a new substation and meter (28/09/22). Contractor programme has been shared with UKPN. 	<ul style="list-style-type: none"> Further chasing required by project team.
Project stage tolerance status.	

How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)

- The project has now moved from Design phase into Construction.
- Programme has been delayed due to main works contractor procurement. Construction is now due to commence in January 2023.
- Finance has been reassessed because of inflationary and design impacts to the construction cost, with approval sought from the relevant funders in Q3 2022.
- These are assessed in detail in the end of stage report which was issued to the OWG on 11/10/22.

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	<u>Programme Risk - Planning</u> <ul style="list-style-type: none"> • Discharging of conditions is required prior to construction commencement. • It has been noted that there is a 4-week delay to the 6-8 -week assessment period. 	<ul style="list-style-type: none"> • Ongoing discharging of conditions to take place as a high priority. Predominantly remaining conditions to be discharged area require Contractor input and WSP led areas. • Contractor involvement required to submit information to LPA. 	
2	<u>Environmental Risk - Surface Water Discharge.</u> <ul style="list-style-type: none"> • There is a risk that the network is overloaded through directing Surface Water to the combined sewer. 	<ul style="list-style-type: none"> • Consent has been granted on re-design. • Further meeting requested with LLFA, Anglian Water, Environment Agency, WSP, Contractor and GYBC LPA to assess whether there is any scope in a variation order to conditions. 	
3	<u>In River Construction Licence</u> <ul style="list-style-type: none"> • Awaiting determination of EIA / Construction licence following consultation and planning consent. • Risk remains around assumptions used in modelling and methods. 	<ul style="list-style-type: none"> • Initial meeting suggested that there are no concerns with documentation submitted (Aug '22). • MMO to provide an update to project team once response has been received from Statutory Consultee. 	
4	<u>Construction</u> <ul style="list-style-type: none"> • Risk that there are programme delays due to unforeseen events on site, resulting in additional cost. 	<ul style="list-style-type: none"> • Commercial Team engaged with contract documentation and drawings shared. • Kick off meeting to be scheduled for October to develop a good working relationship. 	

Financial Summary			
	Revenue (£m)	Capital (£m)	Notes on Background
Total Budget Approved	£	£21.4	Increased following August submission from Contractor and sign off at relevant boards and Cabinet meetings.
Budget	£	£21.4	
Funded by:			
Government Grant 'Getting Building Fund'	£	£6.0	Administered by New Anglia Local Enterprise Partnership
GYBC		£1.5	
Norfolk County Council	£	£1.5	
Norfolk Pooled Business Rates Pool	£	£1.0	
Norfolk County Council	£	£11.4	Prudential borrowing to be repaid from Great Yarmouth Enterprise Zone Pot B business rates funding
Total Funding	£	£21.4	
Actual Spend to date	£	£1.9	
Income Achieved	£	£6.0	
Financial data verified by (name of finance officer)			Date

Project Highlight Report



Project Name	Beach Coach Station (Jubilee Court)	Project Manager	Alex Williamson (Broadland Housing) & Tom Warnes (GPM)
Date of Report	6 th October 2022	Project Sponsor	Kate Blakemore / Iain Robertson
Reporting Period (Quarter months)	1 st July - 30 th September 2022	Finance Officer	Danielle Patterson

Project Status			GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
Construction of 18 new one-bedroom homes at Beach Coach Station, Great Yarmouth	
Key activities achieved this reporting period	Areas of work for next reporting period
<p>Finalising of design elements</p> <p>Timber frame including roof and installation of Solar PV panels complete to Blocks 1 & 2, Block 3 substructure and ground works completed and timber frame erection ongoing</p> <p>Drainage installed</p>	<p>Conclusion of all design elements</p> <p>Continuation of build programme.</p>
Project stage tolerance status	
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>	
<p>Time – 3 week delay reported by Contractor due to delivery delay on timber frame to Block 3 – contractor working to regain the time at other points within the build, confident that this will be achieved.</p> <p>Cost – Project is progressing within the forecast budget.</p>	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Labour and material issues – industry wide concerns.	Main Contractor continuing to progress placing sub-contractor and material orders to mitigate delays and ensure programme is achieved. Main items (bricks, roof tiles etc) have been sourced and are on site.	

Financial Summary			
	Capital	Revenue	Notes on Background
Total Budget Approved	£3,564,602	£0	Committee Approval May 2021
Funded by:			
GYBC	£2,197,005	£0	Borrowing
Grants and Retained Right to Buy receipts	£1,367,597	£0	Includes Brownfield Land Release Fund
Actual Spend to date	£997,417		
Total Funding Utilised	£997,417		
Income Achieved	£0		
Savings Achieved	£0		
Financial data verified by;			Date
Danielle Patterson			14.10.22

Project Highlight Report

Project Name	KP15 – Library Relocation and University Campus	Project Manager	Adri Van der Colff
Date of Report	October 2022	Project Sponsor	Kate Blakemore / Jane Beck
Reporting Period (Quarter months)	Quarter 2 (July – September 2022)	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview		
<p>The project involves the full refurbishment of the former Palmers Department store in the Marketplace to create a home for the relocated Public Library and a new University Centre. The overall aim of the co-located 'learning centre' is to improve access to learning at all levels, to increase the levels of skills and ultimately to improve employability in Great Yarmouth. The Library Relocation and University Centre is a partnership between Great Yarmouth Borough Council, East Coast College, the University of East Anglia and the University of Suffolk.</p>		
Project Timetable – Key upcoming milestones		
Milestone	Description/Task	Target Date
Enabling works strip-out package completed.	Asbestos removal and internal soft strip-out completed	November 2022
RIBA 3 for main project signed off	Internal design, adjacencies, mechanical and electrical and structural design completed and cost plan signed off	October 2022
Planning application submitted	Comprehensive public survey issued to get input on library move and integrated learning facility	October 2022
Market test for procurement of main contractor	Scape framework and Find-a-Tender tested for interested contractors	November 2022
Scope completed for a roof repair/replacement package and tender launched	Roofs are in poorer condition than anticipated. Replacement and repairs of various types of roofs brought forward	December 2022
Key activities achieved this reporting period		Areas of work for next reporting period
<ol style="list-style-type: none"> Internal strip-out and asbestos clearance project progressing to plan, and is on track for completion in November Pre-planning application submitted with very positive feedback from Planners Work completed to develop the project to RIBA Stage 3. Public consultation including an online survey and one-to-one interviews with key players underway. 		<ol style="list-style-type: none"> Completion of the enabling works to remove asbestos and strip out the internal former department fit-out Planning application submitted Public consultation on the design and functionality of the building including user workshops and focus groups. Project to be soft tested for tender through SCAPE framework and Find-a-Tender (open tender) Tender for roof repair works package launched

5. The programme was extended to allow for a longer procurement period to obtain more cost certainty at an early stage.			
Project stage tolerance status. <i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>			
Has there been any project creep?	Is the project within budget?	Is the project running to schedule?	
Minor creep to accommodate tenant requirements	Yes within tolerance (inflation)	Yes within tolerance (programme extended)	
The enabling works to strip out the former department store and clear out asbestos is going well and is on track to be completed in November. A pre-application was submitted for Planning and positive feedback was received. All elements of the project was completed up to RIBA Stage 3. The programme duration was extended to allow for a longer two-stage tender period to improve cost certainty in an inflationary market, with the agreement of the tenants. The construction project will complete in the summer of 2024, with an opening date in September 2024 at the start of the new academic year. This extension was agreed by the project board and the future tenants of the building.			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	The inflationary market and supply and lead-in issues are resulting in programme and cost issues across the industry.	Allowance for inflation is being made. Market-tested prices will be obtained as soon as possible for cost certainty. Contract to prevent contractors from offload inflation costs.	
2	Lack of ongoing revenue funding for the running of the building.	Ongoing revenue funding for the building is being agreed with tenants through a service charge.	
3	There could be (Town) Planning issues which could impact on cost and programme.	Feedback from pre-Planning application was positive and it is unlikely that there would be major issues.	
4	There may be significant structural /load-bearing issues with the Palmers building which makes it unsuitable as a library.	Strip-out revealed that the structure is broadly sound and suitable for the new intended purpose.	
5	Lower cost risk procurement methodology has resulted in a longer programme which would mean that the building will not be ready for September 2023 academic year.	Discussions with future tenants indicated that project completion in the Spring/Summer 2024 for start of 2023/2024 academic year would be acceptable.	
6	Risk of recession and contractors and subcontractors going bankrupt.	Solid and well-established contractor with solid supply chains to be appointed	

7	Risks that tenants do not commit to take on a long-term lease or withdraw from the project during the development stage.	Two main tenants have produced formal confirmation of their funding contribution and firm commitments to participate in the project during delivery stage. Agreement for Lease (with detailed specification) and Lease agreements are being drafted.	
---	--	--	--

Financial Summary			
	Revenue	Capital	Notes on Background
Total Budget Approved	£190,000	£15,313,947	Approved revenue budget to develop project to RIBA Stage 2 Estimated capital costs at feasibility stage based on RIBA Stage 2 design.
Funding Breakdown:			
GYBC	£0	£0	
Norfolk Strategic Fund (business rates)	£190,000	£0	Grant for project development costs
One Public Estate Phase 8	£77,000	£0	Grant for project development costs for the next stage RIBA 3 development.
Future High Street Fund	£0	£2,350,000	Capital funding grant
Town Deal Fund	£0	£7,463,947	Capital funding grant
Norfolk County Council	£0	£2,000,000	Capital contribution to project (library element)
East Coast College / University of Suffolk partnership	£0	£3,500,000	Capital contribution to project (university element)
Total Funding	£267,000	£15,313,947	
Actual Spend to date	£252,830	£2,180,522	Revenue - Project development to RIBA Stage 2 Capital – Includes purchase of Palmers, fees and strip-out works to 30/09/2022 (all funded by FHS)
Savings Achieved	£0	£0	
Income Achieved	£236,550	£0	Capital spending to date from Future High Street Fund
Financial data verified by (name of finance officer)			Date
Helena Craske			10/10/2022

Highlight Report



Project Name	KP16 - Public Wayfinding and Sustainable Connectivity : Town Wall Restoration	Project Manager	Darren Barker
Date of Report	5 th October 2022	Project Sponsor	Paula Boyce
Reporting Period (Quarter months)	July – September 2022	Finance Officer	Jane Bowgen

Project Status		AMBER – Problems but within contingency plan	GREEN – No problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview

Town Wall - The project will develop a walkable route along the 1.2 mile medieval town wall of Great Yarmouth using the historic asset as a means of linking the town together. The project will involve enabling a clear unobstructive footpath, interpretation of the ancient monument through physical panels/boards artwork and online webpages, seating, planting, and where appropriate improvement to the public realm. Creating a walkable route and enhancements along the wall will showcase and celebrate one of the town's most important heritage assets, allow for better appreciation of our culture and support health and wellbeing.

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Project Planning Phase. Town Wall repairs at Market place 80% complete. Town Wall repairs and enhancement specified and out to tender. P&R Committee report approved – recommended release of TD funds. 	<ul style="list-style-type: none"> Developed to RIBA 1-2 Enhancement and repairs underway at Blackfriars Road (HE) Completion of Town Wall repairs at Market Place (HAZ)

Project stage tolerance status.

How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)

Nothing to report project in planning phase

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	In house capacity and resource	Commission external consultants	

Financial Summary

	Revenue	Capital	Notes on Background
Total Budget Approved	£275,000	£335,000	Town Deal budget – Connectivity Public Wayfinding

Funded by:			
GYBC	£	£	
Town Deal Fund	£0	£335,000	
Heritage Action Zone	£0	£185,000	
Historic England	£90,000	£0	HE funding agreement 2122 – 2324)
Total Funding	£90,000	£520,000	£610k total
Actual Spend to date	£10,728	£163,462	£185k HAZ & £10k HE.
Savings Achieved	£0	£0	
Income Achieved	£0	£0	
Financial data verified by (name of finance officer)			Date
J Bowgen			06/10/2022

Highlight Report



Project Name	KP17 Public Wayfinding and Sustainable Connectivity Sculpture trail	Project Manager	Darren Barker
Date of Report	5 th October 2022	Project Sponsor	Paula Boyce
Reporting Period (Quarter months)	July - September 2022	Finance Officer	Jane Bowgen

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview			
<p>Sculpture and public art trails radiating from the town centre will create visual rhythms of connectivity supporting wayfinding and signposting. The project will strategically populate the urban area with sculpture and public art creating an outdoor gallery carefully located for navigation and to connect the town.</p> <p>The project will deliver 30 permanent works of public art/sculpture in various forms including traditional sculpture and street art. This will be complemented with an annual sculpture event where a significant art exhibition is staged for a 4-week period.</p>			
Key activities achieved this reporting period		Areas of work for next reporting period	
Project Planning Phase P&R Committee report – approval of release of TD funds		Project Developed to RIBA 2 + Report to ELT re procurement of public art	
Project stage tolerance status.			
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>			
Nothing to report project in planning phase			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	In house capacity and resource	Proposal to employ cultural officer under consideration	

Financial Summary			
	Revenue	Capital	Notes on Background
Total Budget Approved	£0	£295,000	Town Deal Connectivity Public Wayfinding

Funded by:			
GYBC	£0	£0	
Town Deal Programme	£0	£220,000	
Future High Street Fund	£0	£50,000	
Great Yarmouth Preservation Trust	£0	£20,000	
Norfolk County Council	£0	£5,000	contribution to mkt place sculpture. (was £60k now £5k as per DB)
Total Funding	£0	£295,000	
Actual Spend to date	£0	£0	
Savings Achieved	£0	£0	
Income Achieved	£0	£0	
Financial data verified by (name of finance officer)			Date
J Bowgen			06/10/2022

Project Highlight Report



Project Name	KP18: New Local Authority Trading Company (LatCo)	Project Manager	Joe Goldie
Date of Report	Oct 2022	Project Sponsor	Kate Blakemore
Reporting Period (Quarter months)	July - September 2022	Finance Officer	Karen Sly

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
The project aim is to establish a new Trading Company to undertake the services previously provided by GYBS/ Norse, and have this in place and fully operational before the end of the current arrangements on 31st March 2023.	
Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> The name and branding of the New Co. Great Yarmouth Services (GYS) has been finalised and agreed GYS was Incorporated on 28th July, and has been registered with HMRC Procurement process and plan is in place for purchase on new vehicles and IT equipment Application for O'Licence was made on 12th October, and target completion date is 30th Nov Final asset list received from Norse, meeting arranged for 17th Oct Tender documents finalised for Insurance tender Development of Business Plan Completion and submission of report outlining Terms of Reference for P&R and Shareholders Committee, appointment of chair of board, and cashflow provision Develop SLA's for GYS to GYBC, and back-office services for GYS from GYBC 	<ul style="list-style-type: none"> Transfer of Assets from Norse, and agreed legal agreement to enable this Review of tender for Insurance, and appointment of supplier Finalisation of business plan and approval Establishment of Finance systems Establishment of Supplier base SLA's agreed and in place IT equipment and systems, emails, website in place O'Licence in place Request ELI information from Norse, and commence TUPE consultations with staff Continue engagement with Unions
Project stage tolerance status.	
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>	
The project has not experienced any project creep. It is within budget with further funding agreed at Council on 23 rd June. The project is running to schedule. Page 133 of 234	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Budget growth after Council decision in June 22	Provide caveat where accurate costings aren't available, or haven't been agreed	
2	Elongated Negotiations with Norse re Asset Transfer	Regular meetings to push this forward to agreement.	
3	Finance arrangements, set up, support & systems	Identify resources as early as possible	
4	Ordering of new Assets (vehicle and Plant) – delay in the market in obtaining new vehicles	Engage Vehicle Consultant to support the procurement process May have to utilise Short-Term rental for vehicles due to extensive delivery time and shortage of vehicles in market place.	
5	Unison concerns re Terms & Conditions of new Company	Regular engagement with Unions to work this through	
6	Issues with TUPE transfer (legal etc.)	Highlight potential issues as early as possible to manage process.	
7	New company not able to deliver services from April 23	Regular monitoring of progress and development of mitigation strategy	

Financial Summary			
	Revenue	Capital	Notes on Background
Total Budget Approved	£253k	£1.45m	£103k initial revenue budget for 22/23 approved by Council December 2021. Council approved a further £150k revenue budget for 22/23 in June 2022, along with approval for a £1.45m capital budget being established.
Budget	£	£	
Funded by:			
GYBC Project costs (spend to date)	£57,084	£	To end September 2022.
External Grant e.g. HLF	£	£	
Other	£	£	
Total Funding	£	£	
Actual Spend to date	£	£	
Savings Achieved	£	£	
Income Achieved	£	£	
Financial data verified by (name of finance officer)			Date
Lorna Snow			6 th October 2022

Project Highlight Report

Project Name	Transitional Housing Scheme	Project Manager	Claire Wilkins
Date of Report	06.10.22	Project Sponsor	Nicola Turner / Kate Blakemore
Reporting Period (Quarter months)	1 st July - 30 th September 2022	Finance Officer	Helena Craske – Capital Danielle Patterson - Revenue

Project Status		AMBER – Problems but within contingency plan	GREEN – no problems or only minor issues
Budget Status			
Timeline Status			
Resource Status			

Project Overview	
Purchase of 6 properties 'off the shelf' to be used as 'Transitional Housing' to meet the needs of those with low or medium support needs who are rough sleeping or at risk of rough sleeping. Properties are currently mid-conversion from an HMO to 6 self-contained homes, works being undertaken by seller, completion of sale to take place upon completion of the works.	
Key activities achieved this reporting period	Areas of work for next reporting period
- Works progressing	- Exchange of contracts
Project stage tolerance status <i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>	
Costs remain within budget, timescales reliant upon the Developer and build team which is outside of GYBC control, some slippage however still within tolerance.	

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	The Housing Market is ever changeable and the Developer may decide to pull out of the sale at any time in the hope of achieving a higher price on the open market.	Regular contact is being made with the Developer who remains keen to sell to the Council. Exchange of contracts to take place as soon as legally and practically possible.	
2	Issues with labour market and supply chain issues impacting on timescales (industry wide concern)	Developer has reported issues with both labour and materials within period. Kitchen delivery impacted but now back on track however have	

		been some delays due to builder availability. Developer is in discussions with builder to increase number of workers on site to support the existing team.	
--	--	--	--

Financial Summary			
	Capital	Revenue	Notes on Background
Total Budget Approved	£1,499,718		Total Budget approved is for delivery of 12 properties in total.
	£687,990		Relates to purchase of the 6 homes
Funded by:			
GYBC	£325,114		
Homes England Grant	£330,235	£51,670	£29,158 for 22/23 £22,512 for 23/24
Capital Contribution	£32,640		
Actual Spend to date	£3,075		For valuation and surveys as at 30-09-22
Total Funding Utilised	£0		
Income Achieved	£0		
Savings Achieved	£0		
Financial data verified by;			Date
Helena Craske			12.10.22

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 2 (JUL – SEP) 2022/23

POLICY & RESOURCES COMMITTEE

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
PR01: Average time to assess Housing Benefit: New claims (Quarterly)	14 days	16 days	15 days	15 days	15 days	16 days	G	↑	↑
PR02: Average time to assess Housing Benefit: Change in circumstances (Quarterly Cumulative)	13 days	10 days	16 days	14 days	7 days	10 days	A	↑	↓
PR03: Collection rates Council Tax (Quarterly Cumulative)	54.6%	54.6%	28.4%	54.5%	96%	96%	G	N/A	↑
PR04: Empty Homes									
a) Number of long term empty homes (6 months or more)	575	Less than 600	601	573	600	Less than 600	G	↑	↓
b) Number of long term empty homes (Over 2 years) (Snapshot at last day of quarter)	136	Less than 160	149	147	237	Less than 160	G	↑	↑
PR05: Collection rates NNDR (Quarterly Cumulative)	57.5%	55%	29%	47.6%	98%	97.5%	G	N/A	↑
PR06: Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)	81.9%	90%	63.2%	80.11%	80.05%	90%	A	↑	↑
Commentary: Q2 performance was impacted by call demand in July. August & September reached a service level of 87% with an average wait of 01:40. A much improved position with October to date so far achieving 91%. Training is ongoing for new members of staff within the team and long term sickness is still impacting resources.									
PR07: Contact Centre Calls: Average wait time by customers contacting the Contact Centre (Cumulative Quarterly)	2 m 30s	1m 30s	5m 06s	1m 54s	1m 45s	1m 30s	R	↑	↓
Commentary: Q2 performance was impacted by call demand in July. August & September reached an average wait of 01:40. A much improved position with October to date so far achieving 0:49 average wait. Training is ongoing for new members of staff within the team and long term sickness is still impacting resources.									

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
PR08: Percentage of FOI and EIR requests responded to within 20 working days (Quarterly Cumulative)	90%	90%	87%	97%	90%	90%	G	↑	↓
PR09: % of completed Full Performance Reviews (reported in Q2 & Q4 only)	77%	75%	N/A	69%	85%	90%	G	N/A	↑
PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)	6.17 days	4.2 days	3.08 days	5.07 days	12.52 days	8.5 days	R	N/A	↓
<p>Commentary 45% of all absences attributable to short term absences. This is a 2% increase from Q1 and the same as Q2 for last year. The number of incidents of short term sickness increased significantly since Q1. The data shows that there are more people having more than one period of absence off. All staff who have met a trigger point for action under the Council's sickness absence policy are being met with and supported in line with the policy. Long term cases are also being effectively managed. The reasons for absence remain varied. The third highest reason for absence is Covid 19 with 72 occurrences since April 2022. It should be noted that during the hight of the pandemic Covid related absence was not recorded as part of the overall sickness absence figures and this has increased sickness absence rates in the first two quarters of 2022-23. HR are meeting weekly to review sickness absence and ensure line managers are proactively managing their staff's absence, these meetings include:</p> <ul style="list-style-type: none"> - Who is off absent - Who has been off 4 weeks and therefore needs a meeting with their line manager - Who needs a fit note and who's fit note is expiring -Who is back but needs a Return to Work meeting or who's Return to Work meeting is still outstanding <p>Additionally the HR manager personally reviews all long term sickness cases weekly, ensuring the Council is doing everything it can to help employees return to work, this includes:</p> <ul style="list-style-type: none"> - When was the last time we met with the employee - Do we have scheduled "keep in touch meetings" in place - Has an Occupational Health referral been completed - Has the line manager and HR advisor met and reviewed any returned Occupational Health reports - Are there any reasonable adjustments that can be put in place to facilitate the employees return <p>Finally, a report detailing their Services sickness along with any outstanding actions is issued to all Heads of Service on a monthly basis.</p>									
PR11: Council spend on apprenticeships as a % of apprenticeship levy (Quarterly Cumulative)	63%	Monitor	56%	57%	54%	Monitor	N/A	↑	↑

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)	39%	55%	16%	14%	77%	100%	A	↑	↑
Commentary: Although the result is below target, this is partly due to a key member of staff leaving which has resulted in some delays. Overall, the 2022/23 internal audit plan is progressing well, with majority of Q1 and Q2 audits either finalised or in the conclusion stages, with reports due to be issued soon.									
PR13: Internal Audit recommendations									
a) Percentage of priority 1 Internal Audit recommendations completed on time (Quarterly cumulative)	99%	100%	100%	100%	100%	100%	A	↓	↓
b) Number of priority 2 Internal Audit recommendations outstanding	13	9	5	12	6	9	A	↓	↓
Commentary: Good progress is being made on ensuring recommendations are closed down in time. There are two priority 1 recommendations outstanding, both in relation to Counter Fraud and Corruption with a revised deadline of end of December 2022.									
PR14: Corporate Property Portfolio Revenue Growth per annum (Quarterly Cumulative)	3.97%	1.26%	3.58%	3.28%	1.76%	2.50%	G	↑	↑
PR15: Corporate Property Portfolio									
a) % Arrears per annum	7.06%	7.5%	5.94%	5.98%	6.70%	7.5%	G	↓	↓
b) Total Arears amount in £'s	£204,166	£100,000	£59,720	£141,856	£27,311	£100,000	R	↓	↓
Commentary: Although the amount of debt has increased, a total of £105k relates to a small number of accounts which are being impacted by late payments and executor payments.									
PR16: Corporate Property Overall Occupancy levels per annum (Quarterly Cumulative)	97.01%	90%	97.01%	96.61%	96.65%	90%	G	↔	↑
PR17: Payment of Invoices within 30 days (%) (Quarterly Cumulative)	91.8%	90%	88.9%	92.2%	92%	90%	G	↑	↓

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 2 (JUL – SEP) 2022/23

ECONOMIC DEVELOPMENT COMMITTEE

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
ED01: Planning applications: Major applications determined within 13 weeks or as agreed extension (Quarterly Cumulative)	86%	80%	100%	86%	92%	80%	G	↓	↔
ED02: Planning applications: Non Major (Minor or Other) applications determined within 8 weeks or as agreed extension (Quarterly Cumulative)	85%	80%	89%	92%	92%	80%	G	↓	↓
ED03: Percentage of Major planning applications processed within 13 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	98%	80%	98%	98%	99%	80%	G	↔	↔
ED04: Percentage of Non Major planning applications processed within 8 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	86%	80%	84%	80%	81%	80%	G	↑	↑
ED05: Percentage of Major planning applications overturned on appeal over the last 24 months (Quarterly Cumulative)	2%	3%	2%	2%	2%	3%	G	↔	↔
ED06: Planning Appeals: Percentage of Non Major Planning applications overturned on appeal over the last 24 months of an authority's total number of decisions on applications (Quarterly Cumulative)	0.76%	6%	0.8%	0.2%	0.33%	6%	G	↑	↓
ED07: Building Control: The percentage of building regulation applications where a decision notice is issued within the eight week statutory period. (Quarterly Cumulative)	90%	100%	85%	81%	87.5%	100%	R	↑	↑
Commentary: An improving performance (at 90%) compared to the previous quarter, the expectation is that this direction of travel will continue with a full complement of Building Control staff now in place.									

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
ED08: Percentage of Land Charges search returns sent within 10 working days. (Quarterly Cumulative)	78%	90%	52.66%	40.53%	35.71%	90%	A	↑	↑
Commentary: A significantly improved performance (worth noting that these figures are cumulative therefore performance for this quarter has exceeded the target) compared to the previous quarter (by 25%), the expectation is that this positive direction of travel continues. A member of staff has now been dedicated to this area of work.									
ED09: Enterprise Zone: Beacon Park: % of empty floor space across Beacon Park (Quarterly Snapshot at last day of quarter)	0.74%	5%	0.74%	1.12%	1.12%	5%	G	↔	↑

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 2 (JUL – SEP) 2022/23

ENVIRONMENT COMMITTEE

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
EN01: Food Hygiene									
a) % of food premises scoring 3 star food hygiene ratings or above (Snapshot at last day of quarter)	97.3%	90%	97.5%	98%	97.5%	90%	G	↓	↓
b) Number of food premises inspected (Quarterly)	111	200	124	75	244	300	R	↓	↑
The number of inspections reflects the officer resource within the team. We have recently completed food service plan laying out how we will be working towards catching up on overdue inspections and we have recently recruited into the commercial manager role to deliver this work. We have also recruited a contractor to assist with the backlog of new and unrated inspection.									
EN02: Garden waste service: Number of households taking up garden waste bin service. (Quarterly)	10741	10,150	10653	10577	10670	10,500	G	↑	↑
Sign up to the garden waste service remains high and is being maintained. Additional cost from May-Sept for additional loader to cope with influx of garden waste tonnages. Planning to develop DD system in place for 23/24 renewals.									
EN03: Percentage of total domestic waste collected which is sent for recycling (Quarterly Cumulative)	34%	35%	35%	35.9%	31.70%	35%	A	↓	↓
There are fluctuations throughout the year on this figure due to variations in waste and recycling tonnages that are collected. There are no concerns about this slight decrease for this Qtr and we expect the annual outturn to reach the target.									
EN04: Number of Flytips reported (Quarterly Cumulative)	689	Monitor	373	1300	1869	Monitor	N/A	N/A	↑
We saw a significant increase in fly tipping incidents across the Borough and the whole country during the pandemic. The numbers show this is now returning to pre-pandemic levels, although a significant decrease it is still over approx. 100 reports of fly tipping per month. The rangers team continue to work hard and tackle fly tipping through engagement and enforcement of offenders.									

Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
EN05: Number of streets in the Borough meeting street cleanliness levels									
a) Litter (formerly NI195a)	98.2%	95%	99.0%	100%	93.9%	95%	G	↓	↓
b) Detritus (formerly NI195b) (Snapshot at last month of quarter)	100%	95%	97.9%	100%	95.9%	95%	G	↑	↔
Audits were not completed during this Qtr. due to other staffing commitments, operational demands and leave during the summer month. Audits will restart in Qtr 3.									
EN06: Contamination rate in dry recycling (Quarterly Cumulative)	19%	19%	18.7%	19.7%	19.9%	19%	G	↑	↓
Recycling contamination levels remain consistent around 19%. We are launching schemes over the coming months to try and tackle contamination in different areas of the Borough. We have just completed project with Keep Britain Tidy and are awaiting the findings of this work.									

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 2 (JUL – SEP) 2022/23




HOUSING AND NEIGHBOURHOODS COMMITTEE


Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
HN01: Great Yarmouth Housing rent: GYBC rent collection rate									
a) Rent collected as % of rent debit	97.83%	97%	96.54%	95.77%	98.17%	97%	G	↑	↑
b) Arrears as a % of rent debit	2.17%%	3%	3.46%	4.23%	1.83%	3%	G	↑	↑
c) Arrears of Rent and Service Charge due in quarter	£135,923	£186,707	£219,657	New Measure	New Measure	£186,707	G	↑	N/A
d) Amount of arrears recovered (former years arrears from current tenants) (Accumulative)	£177,741	Monitor	£116,914	New Measure	New Measure	Monitor	N/A	↑	N/A
<p>Commentary In light of the difficulties the team has experienced over the past 4 months this is excellent performance. The income team has now returned to normal staffing levels after losing 50% of its resource. The wider team will also work towards returning to patch based working on Rent Income collection and Right to Buy at the end of October and this will support with monitoring individual team members performance at all levels into the new year. We are also starting to notice an impact due to the cost of living crisis.</p>									
HN02: Number of									
a) Social housing applicants in allocation pool	1165	Demand Lead	624	1073	497	Monitor	N/A	↓	↓
b) Social housing new applicants awaiting assessment (Snapshot at last day of quarter)	341	150	530	299	593	150	R	↑	↓
<p>Commentary There has been a significant decrease in the number of applications awaiting assessment due to targeted approaches and the embedding of new assessment officers. Of the 341 awaiting assessment, 144 of the applications were made during August and September. This demonstrates that we beginning to make a dramatic reduction in the backlog and the excellent work of the team.</p>									
HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	30 days	35 days	29 days	37 days	35 days	30 days	G	↓	↑
HN04: Average cost of a Void repair (Quarterly Cumulative)	£2,297	£2,518	£2,225	£3,512.67	£3,657.67	£2,518	G	↓	↑


Indicators	This Quarter	Target	Previous Quarter	Qtr 2 21/22	21/22 Outturn	22/23 Annual Target	Status	Trend	
								Last Period	Q2 Last Year
HN05: Percentage of residents very or fairly satisfied with the repairs service they received (Quarterly Cumulative)	93.61%	95%	96%	92.49%	94.3%	95%	A	↓	↑
HN06: Costs – Total Void Works (service provision) as % of Total Repairs Costs(Quarterly Cumulative)	Unavailable	14.7%	11.3%	10.34%	12.04%	14.7%			
HN07: Costs – total responsive repairs as a percentage of total repairs costs	Unavailable	28.42%	27.25%	25.18%	26.92%	28.4%			
HN08: Number of Disabled Facilities Grant (DFGs)									
a) Number of completions	14	Monitor	17	11	64	Monitor	N/A	↓	↑
b) Number of calendar days from initial request to works complete in the quarter (All cases):									
i) works under £10,000	263	Monitor	355	374	207	Monitor	N/A	↓	↑
ii) works over £10,000	1080	Monitor	424	325	364	Monitor	N/A	↓	↓
<p>Commentary: Figures show that the service is still on the recovery trajectory following Covid and the impact of a number of vacancies within the team. The high day count of 1080 was a single case where initial contact with NCC was prior to Covid but OT assessment was delayed due to the pandemic and restricted working measures brought in. Works were complex and required structural engineers and subsequent scheme approval from building control. The nature of the work was not covered by the schedule of rates and was tendered as further competition within the framework agreement with total contract costs exceeding the maximum DFG award of £30,000. Grant approval was given whilst still under Covid working restrictions and a period of chronic materials shortages combined with ever rising costs and shortages of skilled trades, all of which had a heavy impact on the contractors availability and scheme delivery times. The average end-to-end delivery times for Q1 and Q2 combined is 581 days.</p>									

Key

Status

	Current performance has met or exceeded target/ has met or exceeded trend
	Current performance is below target but within tolerance/ is below trend but within tolerance
	Current performance is below target and tolerance/ is below trend and tolerance

	Performance for quarter is improving (up) or deteriorating (down) compared to previous quarter.
---	---

	Performance for period (quarter) is improving (up) or deteriorating (down) compared to same quarter last year.
---	--

URN: 22-277

Report to: Policy and Resources Committee 2 November 2022

Subject: 2022/23 Period 6 Budget Monitoring Report

Report by: Financial Services Manager

RECOMMENDATIONS

- 1. It is recommended that Policy and Resources Committee note the content of the report and the revised forecast for the General Fund for 2022/23.**

1. INTRODUCTION

- 1.1. This report compares the actual expenditure and income position at the end of September 2022 to the general fund budget for 2022/23 and presents a forecast position for the current year.
- 1.2. The original base budget for 2022/23 was approved by Council in February 2022 and assumed a transfer from the general reserves of £208,205. This report provides an updated forecast for the current year compared to this position.
- 1.3. This report gives the position for the year to the end of September 2022 and forecast outturn against the budget.

2. BUDGET MONITORING POSITION – REVENUE

- 2.1. The General Fund Summary at Appendix A shows the high-level budget monitoring position at 30 September 2022 of a deficit position of £88k (a surplus of £120k against the budget of £208k). However, there are further in-year budget pressures that have not yet been allocated at a service level, namely the outstanding agreement of the 2022/23 pay award and the impact of increases to energy and transport costs. The impact of these are outlined in more detail at paragraphs 2.6 onwards. After allowing for these this will increase the forecast gap in the current year to £1,048k.
- 2.2. Appendices A and B provide commentary on the more significant variances (£+/-£20,000 full year) identified from the budget monitoring process carried out between finance and services for the position at the end of period 6 and where there is anticipated yearend under/overspend. Appendix C provides a summary of the general fund service income and expenditure by type (e.g. employee costs).
- 2.3. The forecast position shows a movement on the non-service budget headings, namely interest payable and receivable and the revenue impact of financing the capital programme from borrowing (minimum revenue provision (MRP)).

- 2.4. Interest - Increases in interest rates have been reflected in the forecasts for 2022/23. This has increased the interest payable by £100k but conversely increased interest receivable by £36k. The Public Work Loan Board (PWLb) loans interest rate is up 1.5% from the rate for new annuity loans at the end of July 2022 for the same month last year. Currently the Council can obtain loans at a lower rate than PWLB from other sources, such as other local authorities but if this source was to end (as local authorities face the same pressures on their budgets) then the Council would need to revert to higher rate sources such as PWLB.
- 2.5. Minimum Revenue Provision (MRP) – This represents the annual cost to the revenue account of borrowing decisions to finance the capital programme. The budget provision has been reviewed following the outturn for the 2021/22 being confirmed and due to some of the slippage in the capital programme, this has resulted in an updated forecast for the 2022/23 financial year of £1.56m, an underspend of £170k.
- 2.6. The employee turnover report to the end of period 6 is 8.76% (in comparison to period 4 which was reported as 4.34% and 2021/22 for the same period which was 10.93%). Employee turnover is the total number of leavers as a percentage of the average head count of employees over the period. In financial terms turnover will result in underspends against direct employee related budget, for example pay, NI and pension when posts become vacant up to the point of recruitment. Turnover savings will also be accrued from restructuring and where there have been significant delays in-between a post becoming vacant and then being filled. Some of the in-year vacancy savings will be offset using agency and interim appointments. Overall, for the period to the end of September there is an underspend of (£266k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.
- 2.7. The pay claim for 2022/23 is still to be finalised but are anticipated to be higher than the 2% pay increase allowed for within the budget for the year. Current estimates based on settlements being discussed could result in a £750k increase on staff costs within the General Fund services.
- 2.8. Like others, the Council is facing increasing pressures on costs for example energy and transport costs and interest rate rises. Whilst some increase in utility costs were allowed for within the budget, increases of the level currently foreseen for the financial year could not have been envisaged.
- 2.9. Further analysis of the impact to the current and future years budgets is underway and at this time it would be prudent to allow for an increased cost in the current year, the summary position below allows for an impact in the current year of £90,000 however this position will continue to be monitored.
- 2.10. Other factors which are not yet confirmed or quantified are the impact of external contract arrangements for the provision of services, for example services provided by GYBS and GYN. These will continue to be monitored.

3. BUDGET MONITORING POSITION – SUMMARY

- 3.1. The following table provides a summary of the full year projections for the service areas along with an update use of reserves figure where applicable

Budget Area	Full Year Current Budget £'000	Full Year Forecast £'000	Total Estimated Full Year Effect £'000
Service Area	15,859	15,845	(14)
Non-Service Areas	(296)	(402)	(106)
Use of Reserves	(1,508)	(1,508)	0
Income	(13,847)	(13,847)	0
Utility Impact	0	90	90
Pay Award Impact	0	750	750
Total (Surplus)/Deficit	208	1,048	720

- 3.2. The overall position will continue to be monitored in the current financial year and will be reported to Management Team and Members accordingly, proactive work that is underway in the current year includes review of vacant posts and the impact on services where these continue to be held as vacant, in addition a review of the reserves is in progress to inform the update to the Medium-Term Financial Strategy and to identify unallocated reserves that can be released in the current year to fund the deficit in addition to the general reserve. The current balance in the general reserve is £3,812,206, which is slightly above the recommended balance of £3.5million. Should the balance in the general reserve be taken below the recommended balance, the financial strategy and annual budget process should make plans for the reserve level to be re-established at the recommended level over the short term. At this stage it would be prudent to allow for a transfer to be made from the general reserve in the current year.

4. BUDGET MONITORING POSITION – CAPITAL PROGRAMME

- 4.1. Actual expenditure to the end of September 2022 totals £7.1m as summarised under Appendix E. This is in line with expectations as capital spending tends to occur in the final quarters of the financial year.
- 4.2. Since reporting at the end of July, the following amendments to the Capital Programme have been made:
- After seeking advice regarding accounting treatment, it has been decided that the Loans Equinox Enterprise Ltd should be capitalised. A budget of £7.5m has therefore been included in the Capital Programme.
 - A budget of £116k has been included for the refurbishment of Gorleston Tennis Courts as approved by Council on 13th October 2022. This is to be funded wholly by the Lawn Tennis Association.
 - A budget of £160k been included for the refurbishment of the park on Diana Way, Caister as approved by Council on 13th October 2022. This is to be funded by S106 monies and Parks and Green Spaces Levelling up funding,
 - £128k has been included for the Safer Streets 4 project, funded wholly by a Home Office Grant.

- An additional contribution of £500k to Norfolk County Council towards the Operations & Maintenance Campus funded by borrowing and an additional £200k for the Great Yarmouth Marketplace project funded in the first instance by underspends elsewhere in the programme, have been included as outlined in the Period 4 Budget Monitoring Report to Council on 13th October 2022.
 - A budget of £40k has been included for the Changing Places project, subject to grant funding being confirmed.
- 4.3. The revised General Fund Capital Programme for 2022/23 is £79.2m. Of this, £42m is currently forecast to be spent in 2022/23. The remaining budget will be spent in future years as the budget includes approved projects that will span financial years.
- 4.4. The Council continues to experience increased construction & materials costs across its capital projects, mainly due to inflationary pressures. Whilst committed capital projects are potentially at less risk (depending on the contract), those projects at the planning development stage are at greater risk of not being delivered within their approved budgets.
- 4.5. To partially mitigate this risk a £2.5m centralised major capital projects contingency had already been approved. However, the Capital Programme will need to be constantly reviewed during the year and projects may need to be reconsidered and/or reprioritised according to funding available.

5. CONCLUSIONS

- 5.1. The revenue budget is showing a forecast full year overspend of £88k which increases to £1,048k if the current estimates for the 2022/23 pay award and utility costs are accounted for. The overall financial position will continue to be closely monitored and where appropriate, the timing of the use of reserves in the year will be considered as part of the consideration of the overall outturn position reported to members later in the year.
- 5.2. The capital 2022/23 budget stands at £79.2m as at month 6. Spend is anticipated to increase in as the year progresses and currently the forecast spend is £42m with £37.2m to be carried forward into future years. The position will continue to be monitored as projects progress.

6. FINANCIAL IMPLICATIONS AND RISKS

- 6.1. The details within Appendices A and B to this report highlight the significant service variances including those that are estimated to result in a full year impact that have been identified for the current year. In addition, the wider impact of uncertainty of future inflationary impacts on cost budgets including utility and contract costs as well as the uncertainty of the outcomes of the pay award for 2022/23 is still not yet known. Further work on these and the impact to the budget will be considered as part of the MTFS work.
- 6.2. The overall position for 2022/23 will continue to be monitored during the year and will be reported to Management team and Members accordingly.
- 6.3. Increased financial pressure on the Council's resources including the in-year budgets and the one-off reserves available to mitigate the impact.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Included within the detail of the report
Existing Council Policies:	N/A
Financial Implications (including VAT and tax):	Included within the detail of the report
Legal Implications (including human rights):	N/A
Risk Implications:	Included within the detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Appendix A - General Fund Summary Budget Monitoring 2022/2023

	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £	Comments
Net Cost of Services						
Executive	5,104,344	5,556,007	2,204,263	5,503,950	(52,057)	See Appendix B for details of significant variances.
Housing	992,425	992,425	854,633	992,436	11	
Inward Investment	3,567,740	3,705,301	1,986,604	3,566,347	(138,954)	
Planning and Growth	401,887	436,887	316,765	486,887	50,000	
Customer Services	(785,055)	(785,055)	(476,887)	(794,804)	(9,749)	
Property and Asset Management	(132,776)	(144,736)	(1,014,709)	23,925	168,661	
Communications, Marketing and Events	719,914	756,745	488,470	783,451	26,706	
Environmental Services	5,283,737	5,341,597	4,369,762	5,282,556	(59,041)	
	15,152,216	15,859,171	8,728,903	15,844,748	(14,423)	
Non Service Expenditure/Income						
Recharge to HRA	(2,036,804)	(2,046,674)	4,400	(2,046,674)	0	
Loan Interest Payable	902,592	902,592	243,389	1,002,592	100,000	Increase in interest rates on loans is forecast to impact on the amount due for the year.
Interest Receivable	(82,086)	(82,086)	(146,575)	(118,258)	(36,172)	Forecast updated for improved interest rates not anticipated when the budget was set. Forecast based on current interest rates remaining the same until the end of the financial year.
Capital Charges Reversal	(3,790,627)	(3,790,627)	(17,262,253)	(3,790,627)	0	Yearend capital accounting adjustment will remove the £8m capital grant for Town Deal projects and £3m for Housing Heating projects from the revenue general fund hence no impact on the reserve forecasted.
Revenue Contribution to Capital	0	50,000	0	50,000	0	
Transfers to/(from) Earmarked Reserves	(761,062)	(1,508,147)	0	(1,508,147)	0	
Transfers to /(from) Collection fund compensation reserve (for impact between years)	0	0	0	0	0	
Transfers to/(from) General Reserve	0	0	0	0	0	
Pension Back Funding	2,270,129	2,270,129	1,127,959	2,270,129	0	
Contingency	0	0	0	0	0	
Parish Precepts & Concurrent Grants	621,033	621,033	627,508	621,033	0	
Provision for Loan Repayment (MRP)	1,730,112	1,730,112	0	1,560,214	(169,898)	Forecast updated for the final capital outturn of 2122.
Collection Fund Adjustments	0	0	0	0	0	
Accounting Adjustments - soft loans, acc absences	0	0	0	0	0	
Vacancy Management & Apprenticeship Levy	49,689	49,689	16,281	49,689	0	
	(1,097,024)	(1,803,979)	(15,389,291)	(1,910,049)	(106,070)	
Income						
Council Tax - Parishes	(596,030)	(596,030)	(596,030)	(596,030)	0	
Council tax - Borough	(5,085,693)	(5,085,693)	584,449	(5,085,693)	0	
Business Rates	(5,092,629)	(5,092,629)	2,138,829	(5,092,629)	0	
Revenue Support Grant	(2,136,919)	(2,136,919)	(1,111,198)	(2,136,919)	0	
New Homes Bonus	(495,249)	(495,249)	(247,625)	(495,249)	0	
Other Grants and contributions	(440,467)	(440,467)	(220,224)	(440,467)	0	
	(13,846,987)	(13,846,987)	548,201	(13,846,987)	0	
(Surplus)/Deficit	208,205	208,205	(6,112,188)	87,712	(120,493)	

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**Note 1 Significant variances requiring commentary:**

Significant variances of +/- £20,000 full year variances require commentary. This is based on the total variance for the service line level for the services as Heads of Service are able to vire budgets within their areas as required.

Note 2 Support Services Recharges:

Support Services Recharge variances are driven by the variances in direct costs and income identified under those services recharged across the Council at year end and therefore there will be variances reported during the year.

Executive

Executive Team	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	700,904	715,904	365,453	371,293	5,840	739,904	24,000
Non-pay	13,242	13,242	6,621	11,741	5,120	17,442	4,200
Gross Direct Income	0	0	0	(88)	(88)	(1,600)	(1,600)
Net Direct Expenditure/(Income) Total:	714,146	729,146	372,074	382,947	10,873	755,746	26,600
Support Services Recharges	(722,880)	(722,880)	0	0	0	(722,880)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(8,734)	6,266	372,074	382,947	10,873	32,866	26,600

Overspend from using agency staff to fill a vacancy. Position now filled at rate higher than originally budgeted for PA to Chief Executive

Legal	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	489,846	489,846	244,924	204,288	(40,636)	492,846	3,000
Gross Direct Income	(35,000)	(35,000)	(17,500)	133,700	151,200	(28,000)	7,000
Net Direct Expenditure/(Income) Total:	454,846	454,846	227,424	337,987	110,563	464,846	10,000
Support Services Recharges	(454,840)	(454,840)	0	0	0	(454,840)	0
Capital Charges	0	0	0	0	0	0	0
Total:	6	6	227,424	337,987	110,563	10,006	10,000

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Equinox	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
---------	---------------------------------	--------------------------------	-------------------------------	-------------------------------	-----------------------------	-------------------------	----------------------------

Gross Direct Expenditure:

Pay	58,370	58,370	29,186	34,179	4,993	58,370	0
Non-pay	25,000	25,000	12,500	4,069	(8,431)	25,000	0
Gross Direct Income	(129,000)	(129,000)	(64,500)	125	64,625	(129,000)	0
Net Direct Expenditure/(Income) Total:	(45,630)	(45,630)	(22,814)	38,373	61,187	(45,630)	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	(45,630)	(45,630)	(22,814)	38,373	61,187	(45,630)	0

No significant variance.

GYBS company	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
--------------	---------------------------------	--------------------------------	-------------------------------	-------------------------------	-----------------------------	-------------------------	----------------------------

Gross Direct Expenditure:

Pay	67,236	67,236	33,618	0	(33,618)	67,236	0
Non-pay	34,616	34,616	17,308	53,689	36,381	34,616	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	101,852	101,852	50,926	53,689	2,763	101,852	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	101,852	101,852	50,926	53,689	2,763	101,852	0

No significant variance.

Corporate Costs	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
-----------------	---------------------------------	--------------------------------	-------------------------------	-------------------------------	-----------------------------	-------------------------	----------------------------

Gross Direct Expenditure:

Pay	0	0	0	0	0	0	0
Non-pay	148,108	148,108	74,054	(85,881)	(159,935)	194,608	46,500
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	148,108	148,108	74,054	(85,881)	(159,935)	194,608	46,500
Support Services Recharges	(148,080)	(148,080)	0	0	0	(148,080)	0
Capital Charges	0	0	0	0	0	0	0
Total:	28	28	74,054	(85,881)	(159,935)	46,528	46,500

Forecast 150% increase in Audit Fees

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

COVID-19 costs	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	1,086,384	289,134	268,358	(20,776)	1,086,384	0
Non-pay	0	316,354	141,920	270,353	128,433	316,354	0
Gross Direct Income	0	(971,684)	0	(836,686)	(836,686)	(971,684)	0
Net Direct Expenditure/(Income) Total:	0	431,054	431,054	(297,975)	(729,029)	431,054	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	431,054	431,054	(297,975)	(729,029)	431,054	0

No significant variance.

Finance	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	631,806	631,806	315,905	328,715	12,810	643,028	11,222
Non-pay	387,978	387,978	193,991	233,932	39,941	391,198	3,220
Gross Direct Income	(5,000)	(5,000)	(2,500)	(6,062)	(3,562)	(6,000)	(1,000)
Net Direct Expenditure/(Income) Total:	1,014,784	1,014,784	507,396	556,586	49,190	1,028,226	13,442
Support Services Recharges	(1,033,060)	(1,033,060)	0	0	0	(1,033,060)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(18,276)	(18,276)	507,396	556,586	49,190	(4,834)	13,442

No significant variance.

North Quay/Conge Project	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	10,258	10,258	10,250	10,250
Gross Direct Income	0	0	0	(104)	(104)	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	10,154	10,154	10,250	10,250
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	10,154	10,154	10,250	10,250

Final costs for the revenue side of the project which is now moved on to the capital phase of the project.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

ICT	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	447,374	447,374	225,187	175,881	(49,306)	366,442	(80,932)
Non-pay	839,502	839,502	315,408	336,274	20,866	845,502	6,000
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	1,286,876	1,286,876	540,595	512,156	(28,439)	1,211,944	(74,932)
Support Services Recharges	(1,405,850)	(1,405,850)	0	0	0	(1,405,850)	0
Capital Charges	107,504	107,504	0	0	0	107,504	0
Total:	(11,470)	(11,470)	540,595	512,156	(28,439)	(86,402)	(74,932)

Member Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	183,541	183,541	91,771	52,079	(39,692)	143,041	(40,500)
Non-pay	374,044	374,044	187,024	171,050	(15,974)	363,244	(10,800)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	557,585	557,585	278,795	223,130	(55,665)	506,285	(51,300)
Support Services Recharges	(523,420)	(523,420)	0	0	0	(523,420)	0
Capital Charges	0	0	0	0	0	0	0
Total:	34,165	34,165	278,795	223,130	(55,665)	(17,135)	(51,300)

Corporate Strategy	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	90,405	90,405	45,204	38,876	(6,328)	73,905	(16,500)
Non-pay	3,952	3,952	1,976	1,173	(803)	3,952	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	94,357	94,357	47,180	40,050	(7,130)	77,857	(16,500)
Support Services Recharges	(96,660)	(96,660)	0	0	0	(96,660)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(2,303)	(2,303)	47,180	40,050	(7,130)	(18,803)	(16,500)

Variance reflects vacancies within the service.

Variance reflects vacancies within the service.
Underspend on Special Responsibilities Allowance.

Variance reflects vacancies within the service.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Elections	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	114,197	114,197	57,100	51,529	(5,571)	103,197	(11,000)
Non-pay	74,472	74,472	37,236	36,849	(387)	76,972	2,500
Gross Direct Income	(700)	(700)	(350)	0	350	(700)	0
Net Direct Expenditure/(Income) Total:	187,969	187,969	93,986	88,377	(5,609)	179,469	(8,500)
Support Services Recharges	38,310	38,310	0	0	0	38,310	0
Capital Charges	0	0	0	0	0	0	0
Total:	226,279	226,279	93,986	88,377	(5,609)	217,779	(8,500)

Human Resources	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	406,263	411,872	208,743	254,306	45,563	393,298	(18,574)
Non-pay	75,684	75,684	37,842	99,576	61,734	95,809	20,125
Gross Direct Income	0	0	0	(9,211)	(9,211)	(9,168)	(9,168)
Net Direct Expenditure/(Income) Total:	481,947	487,556	246,585	344,671	98,086	479,939	(7,617)
Support Services Recharges	(493,570)	(493,570)	0	0	0	(493,570)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(11,623)	(6,014)	246,585	344,671	98,086	(13,631)	(7,617)

Total Executive:	264,294	715,957	2,847,255	2,204,263	(642,992)	663,900	(52,057)
Total Executive excluding capital charges and recharges:	4,996,840	5,448,503	2,847,255	2,204,263	(642,992)	5,396,446	(52,057)
Total Executive excluding recharges:	5,104,344	5,556,007	2,847,255	2,204,263	(642,992)	5,503,950	(52,057)

No significant variances.

No significant variances.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**Housing**

Housing Needs	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	930,061	930,061	465,032	547,206	82,174	1,080,435	150,374
Non-pay	465,993	465,993	232,998	686,981	453,983	679,805	213,812
Gross Direct Income	(744,103)	(744,103)	(372,051)	(522,330)	(150,279)	(1,036,466)	(292,363)
Net Direct Expenditure/(Income) Total:	651,951	651,951	325,979	711,857	385,878	723,774	71,823
Support Services Recharges	420,790	420,790	0	0	0	420,790	0
Capital Charges	18,137	18,137	0	0	0	18,137	0
Total:	1,090,878	1,090,878	325,979	711,857	385,878	1,162,701	71,823

Increased temporary staffing levels to reach the current service demand. Pay costs forecast to be supported from Homelessness grant funding total £494k.

Overall Bed & Breakfast and temporary accommodation expenditure year to date totals £435k. These are demand led services, with B&B accommodation also being heavily subject to increased summer price rises. Increased demand has been received for this service, resulting in an increased budget forecast of £200k. This is partly mitigated by an increase of income, including any outstanding demand being financed by homelessness grant funding, as reflected in the income below.

Increased income recovery forecast from B&B and temporary accommodation of £40k and £55k, in line with increased service demand as per above. Increased grant monies received of £217k forecast to aid expenditure relating to homelessness and to support increased staffing levels as forecast above within the cost increases.

Housing Strategy	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	136,798	136,798	68,400	61,556	(6,844)	124,775	(12,023)
Non-pay	31,513	31,513	15,758	24,133	8,375	32,638	1,125
Gross Direct Income	0	0	0	(9,288)	(9,288)	(19,176)	(19,176)
Net Direct Expenditure/(Income) Total:	168,311	168,311	84,158	76,401	(7,757)	138,237	(30,074)
Support Services Recharges	83,740	83,740	0	0	0	83,740	0
Capital Charges	23,859	23,859	0	0	0	23,859	0
Total:	275,910	275,910	84,158	76,401	(7,757)	245,836	(30,074)

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Traveller's Site/Gapton Hall	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	60,244	60,244	30,123	31,339	1,216	60,244	0
Non-pay	69,969	69,969	34,985	37,850	2,865	96,969	27,000
Gross Direct Income	(87,250)	(87,250)	(43,625)	(46,200)	(2,575)	(131,500)	(44,250)
Net Direct Expenditure/(Income) Total:	42,963	42,963	21,483	22,990	1,507	25,713	(17,250)
Support Services Recharges	50,310	50,310	0	0	0	50,310	0
Capital Charges	0	0	0	0	0	0	0
Total:	93,273	93,273	21,483	22,990	1,507	76,023	(17,250)

Utility price increases year to date have resulted in an increased forecast of £9k. Ongoing maintenance of the site is exceeding budgeted provisions by £20k, increasing the forecast.

Increased rental income collected year to date. Rental forecasts have been updated to reflect the increased revenue.

Refugees	Original Budget 2019/20 £	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	40,000	20,000	10,543	(9,457)	40,000	0
Gross Direct Income	0	(40,000)	(40,000)	(40,000)	0	(40,000)	0
Net Direct Expenditure/(Income) Total:	0	0	(20,000)	(29,457)	(9,457)	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	(20,000)	(29,457)	(9,457)	0	0

No significant variance.

Better Care Fund (NEW)	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	99,669	99,669	49,836	48,283	(1,553)	97,937	(1,732)
Non-pay	24,244	24,244	12,122	805	(11,317)	11,744	(12,500)
Gross Direct Income	(145,216)	(145,216)	(72,608)	(16,032)	56,576	(145,216)	0
Net Direct Expenditure/(Income) Total:	(21,303)	(21,303)	(10,650)	33,056	43,706	(35,535)	(14,232)
Support Services Recharges	59,690	59,690	0	0	0	59,690	0
Capital Charges	0	0	0	0	0	0	0
Total:	38,387	38,387	(10,650)	33,056	43,706	24,155	(14,232)

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Safe at Home	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	274,455	274,455	137,229	109,900	(27,329)	245,299	(29,156)
Non-pay	55,299	55,299	27,650	12,498	(15,152)	59,199	3,900
Gross Direct Income	(221,247)	(221,247)	(110,623)	(82,612)	28,011	(206,247)	15,000
Net Direct Expenditure/(Income) Total:	108,507	108,507	54,256	39,787	(14,469)	98,251	(10,256)
Support Services Recharges	89,210	89,210	0	0	0	89,210	0
Capital Charges	0	0	0	0	0	0	0
Total:	197,717	197,717	54,256	39,787	(14,469)	187,461	(10,256)
Total Housing:	1,696,165	1,696,165	455,226	854,633	399,407	1,696,176	11
Total Housing excluding capital charges and recharges:	950,429	950,429	455,226	854,633	399,407	950,440	11
Total Housing excluding recharges:	992,425	992,425	455,226	854,633	399,407	992,436	11

Vacancy in year which is not forecast to be filled.

No significant variance.

Inward Investment

Project Management Office	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	124,188	133,037	70,944	68,065	(2,879)	109,118	(23,919)
Non-pay	1,802	1,802	902	1,145	243	1,802	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	125,990	134,839	71,846	69,210	(2,636)	110,920	(23,919)
Support Services Recharges	45,200	45,200	0	0	0	45,200	0
Capital Charges	0	0	0	0	0	0	0
Total:	171,190	180,039	71,846	69,210	(2,636)	156,120	(23,919)

Vacancy in year which will not be filled.

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Projects and Programmes	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	152,080	152,080	76,041	41,120	(34,921)	79,195	(72,885)
Non-pay	3,040	3,040	1,521	63,770	62,249	3,040	0
Gross Direct Income	0	0	0	(250)	(250)	0	0
Net Direct Expenditure/(Income) Total:	155,120	155,120	77,562	104,640	27,078	82,235	(72,885)
Support Services Recharges	437,060	437,060	0	0	0	437,060	0
Capital Charges	0	0	0	0	0	0	0
Total:	592,180	592,180	77,562	104,640	27,078	519,295	(72,885)

Future High Street Fund	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	1,181	1,181	0	0
Gross Direct Income	0	0	0	(17,400)	(17,400)	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	(16,219)	(16,219)	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	(16,219)	(16,219)	0	0

Offshore Wind Project	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	49,268	49,268	24,634	25,145	511	49,268	0
Non-pay	155,000	155,000	77,500	125,031	47,531	155,000	0
Gross Direct Income	(205,416)	(205,416)	(102,708)	47,095	149,803	(205,416)	0
Net Direct Expenditure/(Income) Total:	(1,148)	(1,148)	(574)	197,272	197,846	(1,148)	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	(1,148)	(1,148)	(574)	197,272	197,846	(1,148)	0

Vacancy in year which will not be filled.

No significant variance.

No significant variance.

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Inclusion Project (ESF)	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	90	90	0	0
Gross Direct Income	0	0	0	(4,608)	(4,608)	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	(4,518)	(4,518)	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	(4,518)	(4,518)	0	0

No significant variance.

Towns Fund	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	248,054	29,122	109,390	80,268	248,054	0
Gross Direct Income	0	(248,054)	(189,810)	(160,654)	29,157	(248,054)	0
Net Direct Expenditure/(Income) Total:	0	0	(160,688)	(51,264)	109,424	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	1,000,000	1,000,000	0	0	0	1,000,000	0
Total:	1,000,000	1,000,000	(160,688)	(51,264)	109,424	1,000,000	0

No significant variance.

Winter Programme - Different Light	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	33,430	430	7,504	7,074	33,430	0
Gross Direct Income	0	(33,430)	(430)	19,895	20,325	(33,430)	0
Net Direct Expenditure/(Income) Total:	0	0	0	27,399	27,399	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	27,399	27,399	0	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Levelling Up	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
--------------	---------------------------------	--------------------------------	-------------------------------	-------------------------------	-----------------------------	-------------------------	----------------------------

Gross Direct Expenditure:

Pay	0	0	0	0	0	0	0
Non-pay	0	125,000	62,500	53,437	(9,064)	125,000	0
Gross Direct Income	0	(125,000)	(125,000)	0	125,000	(125,000)	0
Net Direct Expenditure/(Income) Total:	0	0	(62,500)	53,437	115,937	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	(62,500)	53,437	115,937	0	0

No significant variance.

CCTV	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
------	---------------------------------	--------------------------------	-------------------------------	-------------------------------	-----------------------------	-------------------------	----------------------------

Gross Direct Expenditure:

Pay	0	0	0	0	0	0	0
Non-pay	101,021	101,021	50,511	90,784	40,273	103,021	2,000
Gross Direct Income	(4,000)	(4,000)	(2,000)	(121,323)	(119,323)	(4,000)	0
Net Direct Expenditure/(Income) Total:	97,021	97,021	48,511	(30,539)	(79,050)	99,021	2,000
Support Services Recharges	31,340	31,340	0	0	0	31,340	0
Capital Charges	35,967	35,967	0	0	0	35,967	0
Total:	164,328	164,328	48,511	(30,539)	(79,050)	166,328	2,000

No significant variance.

Culture and Leisure	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
---------------------	---------------------------------	--------------------------------	-------------------------------	-------------------------------	-----------------------------	-------------------------	----------------------------

Gross Direct Expenditure:

Pay	0	0	0	0	0	0	0
Non-pay	130,944	130,944	65,472	144,552	79,080	130,944	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	130,944	130,944	65,472	144,552	79,080	130,944	0
Support Services Recharges	30,750	30,750	0	0	0	30,750	0
Capital Charges	0	0	0	0	0	0	0
Total:	161,694	161,694	65,472	144,552	79,080	161,694	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Indoor Leisure - Phoenix Pool & Marina Centre	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	55,883	55,883	27,942	14,969	(12,973)	55,883	0
Non-pay	207,970	233,970	129,987	320,815	190,828	233,970	0
Gross Direct Income	0	0	0	11,581	11,581	0	0
Net Direct Expenditure/(Income) Total:	263,853	289,853	157,929	347,365	189,436	289,853	0
Support Services Recharges	83,450	83,450	0	0	0	83,450	0
Capital Charges	86,348	86,348	0	0	0	86,348	0
Total:	433,651	459,651	157,929	347,365	189,436	459,651	0
Neighbourhood Management	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	298,815	298,815	149,409	73,378	(76,031)	318,315	19,500
Non-pay	296,019	354,010	206,003	64,272	(141,732)	110,360	(243,650)
Gross Direct Income	(236,000)	(236,000)	(118,000)	(56,000)	62,000	(56,000)	180,000
Net Direct Expenditure/(Income) Total:	358,834	416,825	237,412	81,649	(155,763)	372,675	(44,150)
Support Services Recharges	(43,910)	(43,910)	0	0	0	(43,910)	0
Capital Charges	0	0	0	0	0	0	0
Total:	314,924	372,915	237,412	81,649	(155,763)	328,765	(44,150)
Conservation	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	150,100	175,100	100,051	95,799	(4,252)	175,100	0
Non-pay	683,155	1,085,473	361,300	874,143	512,843	1,085,473	0
Gross Direct Income	(625,740)	(1,008,337)	(312,870)	(13,736)	299,134	(1,008,337)	0
Net Direct Expenditure/(Income) Total:	207,515	252,236	148,481	956,206	807,725	252,236	0
Support Services Recharges	41,960	41,960	0	0	0	41,960	0
Capital Charges	1,160,660	1,160,660	0	0	0	1,160,660	0
Total:	1,410,135	1,454,856	148,481	956,206	807,725	1,454,856	0
Economic Development	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	66,313	131,476	65,740	53,590	(12,150)	131,476	0
Non-pay	1,502	34,502	17,251	23,718	6,467	34,502	0
Gross Direct Income	0	(98,163)	(49,082)	9,998	59,080	(98,163)	0
Net Direct Expenditure/(Income) Total:	67,815	67,815	33,909	87,305	53,396	67,815	0
Support Services Recharges	111,990	111,990	0	0	0	111,990	0
Capital Charges	0	0	0	0	0	0	0
Total:	179,805	179,805	33,909	87,305	53,396	179,805	0

No significant variance.

Budget reflected projects anticipated to be undertaken in 2022/23. Presently the forecast reflects those projects that have had funding secured and are underway, such as the Community Champions and Early Help Hub. Underspend as a result of vacancies.

No significant variance.

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Enterprise GY	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	11,470	11,470	0	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	11,470	11,470	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	11,470	11,470	0	0

No significant variance.

Enterprise Zone	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	1,140,612	1,140,612	570,306	8,640	(561,666)	1,140,612	0
Gross Direct Income	(1,261,791)	(1,261,791)	(630,895)	0	630,895	(1,261,791)	0
Net Direct Expenditure/(Income) Total:	(121,179)	(121,179)	(60,589)	8,640	69,229	(121,179)	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	(121,179)	(121,179)	(60,589)	8,640	69,229	(121,179)	0

No significant variance.

Total Inward Investment:	4,305,580	4,443,141	556,771	1,986,604	1,429,833	4,304,187	(138,954)
Total Inward Investment excluding capital charges and recharges:	1,284,765	1,422,326	556,771	1,986,604	1,429,833	1,283,372	(138,954)
Total Inward Investment excluding recharges:	3,567,740	3,705,301	556,771	1,986,604	1,429,833	3,566,347	(138,954)

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**Planning and Growth**

Building Control	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	248,196	222,810	111,412	107,237	(4,175)	222,810	0
Non-pay	29,666	29,666	18,255	23,004	4,749	29,666	0
Gross Direct Income	(308,377)	(308,377)	(138,188)	(105,809)	32,379	(278,377)	30,000
Net Direct Expenditure/(Income) Total:	(30,515)	(55,901)	(8,521)	24,432	32,953	(25,901)	30,000
Support Services Recharges	88,740	88,740	0	0	0	88,740	0
Capital Charges	0	0	0	0	0	0	0
Total:	58,225	32,839	(8,521)	24,432	32,953	62,839	30,000

Development Control	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	656,583	621,321	323,593	314,873	(8,720)	621,321	0
Non-pay	39,719	39,719	21,736	27,343	5,607	39,719	0
Gross Direct Income	(591,597)	(591,597)	(295,796)	(275,718)	20,078	(571,597)	20,000
Net Direct Expenditure/(Income) Total:	104,705	69,443	49,533	66,498	16,965	89,443	20,000
Support Services Recharges	268,790	268,790	0	0	0	268,790	0
Capital Charges	0	0	0	0	0	0	0
Total:	373,495	338,233	49,533	66,498	16,965	358,233	20,000

Land Charges	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	48,476	(1)	1	0	(1)	(1)	0
Non-pay	44,901	44,901	22,453	22,169	(284)	44,901	0
Gross Direct Income	(144,923)	(144,923)	(64,213)	(50,837)	13,376	(144,923)	0
Net Direct Expenditure/(Income) Total:	(51,546)	(100,023)	(41,759)	(28,669)	13,090	(100,023)	0
Support Services Recharges	48,230	48,230	0	0	0	48,230	0
Capital Charges	0	0	0	0	0	0	0
Total:	(3,316)	(51,793)	(41,759)	(28,669)	13,090	(51,793)	0

Problems in filling vacancies is impacting on the departments ability to complete works to gain income, and is also losing work to external inspectors.

Inflationary pressures & downturn in construction industry has lead to reduced planning applications.

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Planning business support	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	144,125	77,063	76,513	(550)	144,125	0
Non-pay	0	0	0	5	5	0	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	144,125	77,063	76,518	(545)	144,125	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	144,125	77,063	76,518	(545)	144,125	0
Strategic Planning	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	279,621	279,621	139,813	141,139	1,326	279,621	0
Non-pay	120,890	120,890	51,195	55,210	4,015	120,890	0
Gross Direct Income	(22,850)	(22,850)	(8,065)	(18,363)	(10,298)	(22,850)	0
Net Direct Expenditure/(Income) Total:	377,661	377,661	182,943	177,985	(4,958)	377,661	0
Support Services Recharges	89,820	89,820	0	0	0	89,820	0
Capital Charges	1,582	1,582	0	0	0	1,582	0
Total:	469,063	469,063	182,943	177,985	(4,958)	469,063	0
Total Planning and Growth:	897,467	932,467	259,259	316,765	57,506	982,467	50,000
Total Planning and Growth excluding capital charges and recharges:	400,305	435,305	259,259	316,765	57,506	485,305	50,000
Total Planning and Growth excluding recharges:	401,887	436,887	259,259	316,765	57,506	486,887	50,000

No significant variance.

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**Customer Services**

Benefits	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	593,108	593,108	296,555	292,739	(3,816)	596,108	3,000
Non-pay	20,508,685	20,508,685	10,254,343	9,440,828	(813,515)	20,318,185	(190,500)
Gross Direct Income	(21,243,980)	(21,243,980)	(10,621,989)	(10,618,609)	3,380	(21,143,394)	100,586
Net Direct Expenditure/(Income) Total:	(142,187)	(142,187)	(71,091)	(885,042)	(813,951)	(229,101)	(86,914)
Support Services Recharges	172,576	172,576	0	0	0	172,576	0
Capital Charges	0	0	0	0	0	0	0
Total:	30,389	30,389	(71,091)	(885,042)	(813,951)	(56,525)	(86,914)

Currently benefit claims expenditure has been lower than budgeted for. The subsidy income received to cover the benefits cost will therefore also be lower. The forecast allows expected under recovery of benefit payments, most should be covered by final year end claim.

Crematorium and Cemeteries	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	200,415	200,415	100,209	112,258	12,049	208,979	8,564
Non-pay	663,890	663,890	480,752	598,193	117,441	694,298	30,408
Gross Direct Income	(1,620,150)	(1,620,150)	(810,075)	(673,218)	136,857	(1,559,000)	61,150
Net Direct Expenditure/(Income) Total:	(755,845)	(755,845)	(229,114)	37,233	266,347	(655,723)	100,122
Support Services Recharges	231,420	231,420	0	0	0	231,420	0
Capital Charges	70,543	70,543	0	0	0	70,543	0
Total:	(453,882)	(453,882)	(229,114)	37,233	266,347	(353,760)	100,122

£28k unexpected costs for rebuild of a cremator following a major failure. The forecast reflects an estimated £10k overspend on gas charges as a result of the raising utilities costs that could not have been foreseen when the budget was set. Demand for services lower than anticipated to date so forecast amended to reflect this. Based on previous 5 years data analysis current position is best half yearly position in 5 years.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Customer Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	615,244	615,244	307,624	303,352	(4,272)	591,244	(24,000)
Non-pay	12,229	12,229	6,115	8,537	2,422	5,047	(7,182)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	627,473	627,473	313,739	311,889	(1,850)	596,291	(31,182)
Support Services Recharges	(651,500)	(651,500)	0	0	0	(651,500)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(24,027)	(24,027)	313,739	311,889	(1,850)	(55,209)	(31,182)

Variance reflects vacancies within the service.

Support Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	153,429	153,429	76,715	73,716	(2,999)	153,429	0
Non-pay	44,257	44,257	22,129	59,561	37,432	45,257	1,000
Gross Direct Income	0	0	0	138	138	0	0
Net Direct Expenditure/(Income) Total:	197,686	197,686	98,844	133,415	34,571	198,686	1,000
Support Services Recharges	(207,170)	(207,170)	0	0	0	(207,170)	0
Capital Charges	2,985	2,985	0	0	0	2,985	0
Total:	(6,499)	(6,499)	98,844	133,415	34,571	(5,499)	1,000

No significant variance.

Car Parks	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	432,242	432,242	216,124	214,439	(1,685)	430,404	(1,838)
Non-pay	890,007	890,007	452,110	557,994	105,884	870,267	(19,740)
Gross Direct Income	(2,501,473)	(2,501,473)	(1,250,735)	(1,282,760)	(32,025)	(2,464,723)	36,750
Net Direct Expenditure/(Income) Total:	(1,179,224)	(1,179,224)	(582,501)	(510,327)	72,174	(1,164,052)	15,172
Support Services Recharges	356,060	356,060	0	4,400	4,400	356,060	0
Capital Charges	46,827	46,827	0	0	0	46,827	0
Total:	(776,337)	(776,337)	(582,501)	(505,927)	76,574	(761,165)	15,172

Payment transfers of income to partners for relevant car parks is lower due to a fall in the income as per below.
Undercovery is mainly due to Penalty Charge Notice budget achievement, all other car parking areas are to budget (overall)

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Revenues	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	718,651	718,651	359,327	390,652	31,325	751,501	32,850
Non-pay	224,788	224,788	112,394	200,167	87,773	234,788	10,000
Gross Direct Income	(596,752)	(596,752)	(298,376)	(154,873)	143,504	(647,549)	(50,797)
Net Direct Expenditure/(Income) Total:	346,687	346,687	173,345	435,947	262,602	338,740	(7,947)
Support Services Recharges	447,610	447,610	0	0	0	447,610	0
Capital Charges	0	0	0	0	0	0	0
Total:	794,297	794,297	173,345	435,947	262,602	786,350	(7,947)
Total Customer Services:	(436,059)	(436,059)	(296,778)	(472,487)	(175,709)	(445,808)	(9,749)
Total Customer Services excluding capital charges and recharges:	(905,410)	(905,410)	(296,778)	(476,887)	(180,109)	(915,159)	(9,749)
Total Customer Services excluding recharges:	(785,055)	(785,055)	(296,778)	(476,887)	(180,109)	(794,804)	(9,749)

Increased costs on establishment partially covered by grant funding and contribution from Norfolk County Council.

Increased grant and contributions from Norfolk County Council to cover increased costs as per above.

Property and Asset Management

Public Toilets	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	200,778	200,778	185,542	182,103	(3,439)	200,778	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	200,778	200,778	185,542	182,103	(3,439)	200,778	0
Support Services Recharges	25,740	25,740	0	0	0	25,740	0
Capital Charges	153,447	153,447	0	0	0	153,447	0
Total:	379,965	379,965	185,542	182,103	(3,439)	379,965	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Repairs and Maintenance	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	25,074	25,074	25,074	18,417	(6,657)	25,074	0
Gross Direct Income	(97,572)	(97,572)	0	0	0	(97,572)	0
Net Direct Expenditure/(Income) Total:	(72,498)	(72,498)	25,074	18,417	(6,657)	(72,498)	0
Support Services Recharges	61,530	61,530	0	0	0	61,530	0
Capital Charges	205,389	205,389	0	0	0	205,389	0
Total:	194,421	194,421	25,074	18,417	(6,657)	194,421	0

Footway Lighting	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	183,321	183,321	117,321	112,000	(5,321)	183,321	0
Gross Direct Income	0	0	0	(1,143)	(1,143)	0	0
Net Direct Expenditure/(Income) Total:	183,321	183,321	117,321	110,857	(6,464)	183,321	0
Support Services Recharges	64,400	64,400	0	0	0	64,400	0
Capital Charges	69,718	69,718	0	0	0	69,718	0
Total:	317,439	317,439	117,321	110,857	(6,464)	317,439	0

Coastal Protection	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	178,435	178,435	89,218	24,047	(65,171)	111,035	(67,400)
Non-pay	112,324	128,284	42,507	39,746	(2,761)	128,284	0
Gross Direct Income	(135,309)	(188,835)	(120,905)	(53,526)	67,379	(121,435)	67,400
Net Direct Expenditure/(Income) Total:	155,450	117,884	10,820	10,266	(554)	117,884	0
Support Services Recharges	60,040	60,040	0	0	0	60,040	0
Capital Charges	362,693	362,693	0	0	0	362,693	0
Total:	578,183	540,617	10,820	10,266	(554)	540,617	0

No significant variance.

No significant variance.

This underspend is due to vacancies held during the first part of the year.
These positions have now been filled.

As above

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Community Centres	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	2,056	2,056	1,029	(5,389)	(6,418)	2,056	0
Gross Direct Income	(3,774)	(3,774)	(1,886)	580	2,466	(3,774)	0
Net Direct Expenditure/(Income) Total:	(1,718)	(1,718)	(857)	(4,809)	(3,952)	(1,718)	0
Support Services Recharges	35,390	35,390	0	0	0	35,390	0
Capital Charges	25,213	25,213	0	0	0	25,213	0
Total:	58,885	58,885	(857)	(4,809)	(3,952)	58,885	0

No significant variance.

Council Offices - Town Hall	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	168,966	168,966	137,544	143,742	6,198	182,716	13,750
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	168,966	168,966	137,544	143,742	6,198	182,716	13,750
Support Services Recharges	(184,790)	(184,790)	0	0	0	(184,790)	0
Capital Charges	15,821	15,821	0	0	0	15,821	0
Total:	(3)	(3)	137,544	143,742	6,198	13,747	13,750

Costs for insurance are higher than budgeted.

Council Offices - Greyfriars	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	112,303	112,303	76,745	70,417	(6,328)	112,303	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	112,303	112,303	76,745	70,417	(6,328)	112,303	0
Support Services Recharges	(120,010)	(120,010)	0	0	0	(120,010)	0
Capital Charges	7,710	7,710	0	0	0	7,710	0
Total:	3	3	76,745	70,417	(6,328)	3	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Council Offices - Maritime House	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	23,739	31,739	19,649	22,152	2,503	31,739	0
Gross Direct Income	0	(8,000)	0	(2,108)	(2,108)	(8,000)	0
Net Direct Expenditure/(Income) Total:	23,739	23,739	19,649	20,044	395	23,739	0
Support Services Recharges	14,470	14,470	0	0	0	14,470	0
Capital Charges	4,560	4,560	0	0	0	4,560	0
Total:	42,769	42,769	19,649	20,044	395	42,769	0

No significant variance.

Council Offices - Catalyst Centre	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	49,934	49,934	27,514	27,839	325	49,934	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	49,934	49,934	27,514	27,839	325	49,934	0
Support Services Recharges	(53,730)	(53,730)	0	0	0	(53,730)	0
Capital Charges	3,797	3,797	0	0	0	3,797	0
Total:	1	1	27,514	27,839	325	1	0

No significant variance.

Beach Huts	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	29,456	29,456	14,728	14,439	(289)	29,456	0
Non-pay	15,358	15,358	6,855	8,775	1,920	15,358	0
Gross Direct Income	(63,438)	(63,438)	(40,000)	(35,260)	4,740	(47,259)	16,179
Net Direct Expenditure/(Income) Total:	(18,624)	(18,624)	(18,417)	(12,046)	6,371	(2,445)	16,179
Support Services Recharges	29,960	29,960	0	0	0	29,960	0
Capital Charges	0	0	0	0	0	0	0
Total:	11,336	11,336	(18,417)	(12,046)	6,371	27,515	16,179

Reduced base rent due to remaining beach huts being delivered in September.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Easter Fayre	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	2,000	2,000	2,000	0	(2,000)	2,000	0
Non-pay	20,686	20,686	20,686	19,017	(1,669)	20,686	0
Gross Direct Income	(15,265)	(15,265)	(15,265)	(19,226)	(3,961)	(15,265)	0
Net Direct Expenditure/(Income) Total:	7,421	7,421	7,421	(209)	(7,630)	7,421	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	7,421	7,421	7,421	(209)	(7,630)	7,421	0

No significant variance.

Markets	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	69,411	69,411	34,707	35,903	1,196	69,411	0
Non-pay	225,041	225,041	187,747	183,201	(4,546)	225,041	0
Gross Direct Income	(157,974)	(157,974)	(123,944)	(110,113)	13,831	(116,299)	41,675
Net Direct Expenditure/(Income) Total:	136,478	136,478	98,510	108,991	10,481	178,153	41,675
Support Services Recharges	64,400	64,400	0	0	0	64,400	0
Capital Charges	4,820	4,820	0	0	0	4,820	0
Total:	205,698	205,698	98,510	108,991	10,481	247,373	41,675

The forecast impact is a result of the delay in the delivery of the next phase of the capital project and also the impact on the demand for two day and casual markets.

Go Trade	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	5,736	4,302	4,205	(97)	5,736	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	5,736	4,302	4,205	(97)	5,736	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	5,736	4,302	4,205	(97)	5,736	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Bretts	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	145,693	145,693	23,645	20,185	(3,460)	145,693	0
Gross Direct Income	(131,387)	(131,387)	(27,906)	(28,148)	(242)	(131,387)	0
Net Direct Expenditure/(Income) Total:	14,306	14,306	(4,261)	(7,963)	(3,702)	14,306	0
Support Services Recharges	12,330	12,330	0	0	0	12,330	0
Capital Charges	0	0	0	0	0	0	0
Total:	26,636	26,636	(4,261)	(7,963)	(3,702)	26,636	0

No significant variance.

Courts	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	7,290	7,290	3,647	5,136	1,489	7,290	0
Gross Direct Income	(14,670)	(14,670)	(7,335)	(3,106)	4,229	(14,670)	0
Net Direct Expenditure/(Income) Total:	(7,380)	(7,380)	(3,688)	2,030	5,718	(7,380)	0
Support Services Recharges	11,500	11,500	0	0	0	11,500	0
Capital Charges	0	0	0	0	0	0	0
Total:	4,120	4,120	(3,688)	2,030	5,718	4,120	0

No significant variance.

South Denes Energy Park	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	2,878	2,878	1,439	3,131	1,692	2,878	0
Gross Direct Income	(8,004)	(8,004)	(4,002)	(4,669)	(667)	(8,004)	0
Net Direct Expenditure/(Income) Total:	(5,126)	(5,126)	(2,563)	(1,538)	1,025	(5,126)	0
Support Services Recharges	24,110	24,110	0	0	0	24,110	0
Capital Charges	0	0	0	0	0	0	0
Total:	18,984	18,984	(2,563)	(1,538)	1,025	18,984	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Factory Units	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	13,658	13,658	7,479	20,584	13,105	13,658	0
Gross Direct Income	(100,651)	(100,651)	(53,476)	(63,725)	(10,249)	(100,651)	0
Net Direct Expenditure/(Income) Total:	(86,993)	(86,993)	(45,997)	(43,141)	2,856	(86,993)	0
Support Services Recharges	28,410	28,410	0	0	0	28,410	0
Capital Charges	0	0	0	0	0	0	0
Total:	(58,583)	(58,583)	(45,997)	(43,141)	2,856	(58,583)	0

No significant variance.

Minerva House	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	8,451	8,451	4,226	3,848	(378)	8,451	0
Gross Direct Income	(65,626)	(65,626)	(49,133)	(59,168)	(10,035)	(79,905)	(14,279)
Net Direct Expenditure/(Income) Total:	(57,175)	(57,175)	(44,907)	(55,320)	(10,413)	(71,454)	(14,279)
Support Services Recharges	9,870	9,870	0	0	0	9,870	0
Capital Charges	0	0	0	0	0	0	0
Total:	(47,305)	(47,305)	(44,907)	(55,320)	(10,413)	(61,584)	(14,279)

Over recovery of income due a step increase in the rental lease charge during the year which was not included in the budget.

Corporate Estates	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	20	20	10	25	15	20	0
Non-pay	439,390	439,390	417,405	445,574	28,169	443,790	4,400
Gross Direct Income	(2,481,633)	(2,481,633)	(1,819,905)	(1,867,597)	(47,692)	(2,400,633)	81,000
Net Direct Expenditure/(Income) Total:	(2,042,223)	(2,042,223)	(1,402,490)	(1,421,997)	(19,507)	(1,956,823)	85,400
Support Services Recharges	401,660	401,660	0	0	0	401,660	0
Capital Charges	34,945	34,945	0	0	0	34,945	0
Total:	(1,605,618)	(1,605,618)	(1,402,490)	(1,421,997)	(19,507)	(1,520,218)	85,400

This overspend is due to electricity £25k and R&M £20k where costs are higher than budget but these are 'off-set' by a rates rebate relating to the previous financial year of (£40.6k).

This combined under recovery of income is due to (1) new leases, voids and changes to existing leases £4k and (2) additional advertising and concessions £114.5k including the upper and lower promanade at Gorleston. However these are 'off-set' by increased income due to (3) the recharge of electricity costs relating to the last financial year (£32.3k).

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Onians	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	1,273	1,273	637	917	280	1,273	0
Gross Direct Income	(9,900)	(9,900)	(4,950)	(5,325)	(375)	(9,900)	0
Net Direct Expenditure/(Income) Total:	(8,627)	(8,627)	(4,313)	(4,408)	(95)	(8,627)	0
Support Services Recharges	10,160	10,160	0	0	0	10,160	0
Capital Charges	0	0	0	0	0	0	0
Total:	1,533	1,533	(4,313)	(4,408)	(95)	1,533	0

No significant variance.

Property Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	871,817	881,817	440,914	368,926	(71,988)	806,817	(75,000)
Non-pay	51,959	51,959	30,128	21,562	(8,566)	51,959	0
Gross Direct Income	(287,605)	(287,605)	(143,802)	(68,687)	75,115	(212,605)	75,000
Net Direct Expenditure/(Income) Total:	636,171	646,171	327,240	321,800	(5,440)	646,171	0
Support Services Recharges	(659,410)	(659,410)	0	0	0	(659,410)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(23,239)	(13,239)	327,240	321,800	(5,440)	(13,239)	0

Underspend from vacancies held during the year however this is offset by the resulting fall in income from recharging staff to the Housing Revenue Account or capital projects, as per below.

As noted above.

Beacon Park	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	202,637	202,637	111,983	62,298	(49,685)	154,637	(48,000)
Gross Direct Income	(1,100,232)	(1,100,232)	(811,711)	(849,855)	(38,144)	(1,061,496)	38,736
Net Direct Expenditure/(Income) Total:	(897,595)	(897,595)	(699,728)	(787,557)	(87,829)	(906,859)	(9,264)
Support Services Recharges	51,820	51,820	0	0	0	51,820	0
Capital Charges	167,469	167,469	0	0	0	167,469	0
Total:	(678,306)	(678,306)	(699,728)	(787,557)	(87,829)	(687,570)	(9,264)

Rates rebates received relating to previous financial years

One rate rebate previously funded from Pot B will be refunded at year-end

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

37-39 Market Place (Palmers)	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	25,513	25,513	29,500	29,500
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	25,513	25,513	29,500	29,500
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	25,513	25,513	29,500	29,500

This overspend is due to insurance £11.5k and utility costs £18k.

Property Building Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	473,541	473,541	240,271	245,410	5,139	473,541	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	473,541	473,541	240,271	245,410	5,139	473,541	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	473,541	473,541	240,271	245,410	5,139	473,541	0

No significant variance.

Waterways	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD Budget 2022/23 £	P4 YTD actual 2022/23 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	29,010	29,010	23,755	41,484	17,729	43,010	14,000
Gross Direct Income	(1,000)	(1,000)	(500)	(8,840)	(8,340)	(9,300)	(8,300)
Net Direct Expenditure/(Income) Total:	28,010	28,010	23,255	32,645	9,390	33,710	5,700
Support Services Recharges	15,340	15,340	0	0	0	15,340	0
Capital Charges	0	0	0	0	0	0	0
Total:	43,350	43,350	23,255	32,645	9,390	49,050	5,700

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Housing Asset Team	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	625,404	625,404	312,704	315,248	2,544	560,404	(65,000)
Non-pay	30,000	30,000	78	8,626	8,548	88,000	58,000
Gross Direct Income	(836,221)	(836,221)	(312,782)	(323,873)	(11,091)	(829,221)	7,000
Net Direct Expenditure/(Income) Total:	(180,817)	(180,817)	0	0	(0)	(180,817)	0
Support Services Recharges	165,200	165,200	0	0	0	165,200	0
Capital Charges	0	0	0	0	0	0	0
Total:	(15,617)	(15,617)	0	0	(0)	(15,617)	0
Total Property and Asset Management:	(64,386)	(86,216)	(926,013)	(1,014,709)	(88,696)	82,445	168,661
Total Property and Asset Management excluding capital charges and recharges:	(1,188,358)	(1,210,188)	(926,013)	(1,014,709)	(88,696)	(1,041,527)	168,661
Total Property and Asset Management excluding recharges:	(132,776)	(154,606)	(926,013)	(1,014,709)	(88,696)	14,055	168,661

Underspend on vacancies are offset by increased agency costs to cover the vacant posts, and also reduced income from recharges to the Housing Revenue Account.

Communications, Marketing and Events

Communications	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	166,270	173,270	90,136	93,463	3,327	182,223	8,953
Non-pay	16,193	16,193	14,360	12,746	(1,614)	15,024	(1,169)
Gross Direct Income	(5,345)	(5,345)	(2,673)	(434)	2,239	(5,345)	0
Net Direct Expenditure/(Income) Total:	177,118	184,118	101,824	105,775	3,952	191,902	7,784
Support Services Recharges	(180,550)	(180,550)	0	0	0	(180,550)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(3,432)	3,568	101,824	105,775	3,952	11,352	7,784

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Print and Design	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	188,014	188,014	94,007	89,688	(4,319)	188,014	0
Non-pay	57,244	60,431	33,309	38,126	4,817	60,431	0
Gross Direct Income	(25,122)	(25,122)	(12,560)	(7,177)	5,384	(25,122)	0
Net Direct Expenditure/(Income) Total:	220,136	223,323	114,756	120,637	5,881	223,323	0
Support Services Recharges	(226,490)	(226,490)	0	0	0	(226,490)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(6,354)	(3,167)	114,756	120,637	5,881	(3,167)	0

No significant variance.

Tourism	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	66,727	59,727	29,898	18,292	(11,606)	45,727	(14,000)
Non-pay	173,896	194,692	122,669	114,878	(7,791)	198,692	4,000
Gross Direct Income	(117,256)	(117,256)	(78,246)	(19,546)	58,700	(112,993)	4,263
Net Direct Expenditure/(Income) Total:	123,367	137,163	74,321	113,624	39,303	131,426	(5,737)
Support Services Recharges	217,380	217,380	0	0	0	217,380	0
Capital Charges	0	0	0	0	0	0	0
Total:	340,747	354,543	74,321	113,624	39,303	348,806	(5,737)

No significant variance.

Civic and Portering	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	157,537	157,537	78,769	76,878	(1,891)	157,754	217
Non-pay	31,677	43,677	27,839	38,376	10,537	52,122	8,445
Gross Direct Income	(3,000)	(3,000)	(1,500)	(5,233)	(3,733)	(8,233)	(5,233)
Net Direct Expenditure/(Income) Total:	186,214	198,214	105,108	110,021	4,913	201,643	3,429
Support Services Recharges	(191,830)	(191,830)	0	0	0	(191,830)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(5,616)	6,384	105,108	110,021	4,913	9,813	3,429

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Mayor	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	7,974	7,974	5,056	5,184	128	7,974	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	7,974	7,974	5,056	5,184	128	7,974	0
Support Services Recharges	16,020	16,020	0	0	0	16,020	0
Capital Charges	0	0	0	0	0	0	0
Total:	23,994	23,994	5,056	5,184	128	23,994	0

No significant variance.

Events	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	42,220	42,220	21,111	18,934	(2,177)	40,220	(2,000)
Non-pay	10,226	11,074	6,824	10,785	3,961	25,674	14,600
Gross Direct Income	(35,920)	(35,920)	(17,960)	(20,308)	(2,348)	(58,420)	(22,500)
Net Direct Expenditure/(Income) Total:	16,526	17,374	9,975	9,411	(564)	7,474	(9,900)
Support Services Recharges	106,210	106,210	0	0	0	106,210	0
Capital Charges	0	0	0	0	0	0	0
Total:	122,736	123,584	9,975	9,411	(564)	113,684	(9,900)

Forecast reflects estimated costs for Town Hall events and weddings, which is offset by income based on bookings.

Tearooms	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	47,298	47,298	23,650	7,401	(16,249)	34,298	(13,000)
Non-pay	34,078	34,078	17,040	16,417	(623)	28,208	(5,870)
Gross Direct Income	(101,857)	(101,857)	(50,928)	0	50,928	(51,857)	50,000
Net Direct Expenditure/(Income) Total:	(20,481)	(20,481)	(10,238)	23,818	34,056	10,649	31,130
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	9,060	9,060	0	0	0	9,060	0
Total:	(11,421)	(11,421)	(10,238)	23,818	34,056	19,709	31,130

Lost income from first quarter of the year following delayed opening.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Total Communications, Marketing and Events:	460,654	497,485	400,802	488,470	87,669	524,191	26,706
Total Communications, Marketing and Events excluding capital charges and recharges:	1,136,491	1,183,049	776,017	617,147	(158,870)	1,322,411	26,706
Total Communications, Marketing and Events excluding recharges:	719,914	756,745	400,802	488,470	87,669	783,451	26,706

Environmental Services

Environmental Health	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	1,163,920	1,185,587	605,936	697,549	91,613	1,230,625	45,038
Non-pay	834,468	832,724	602,984	617,424	14,441	830,104	(2,620)
Gross Direct Income	(116,012)	(106,285)	(61,432)	(61,770)	(338)	(117,610)	(11,325)
Net Direct Expenditure/(Income) Total:	1,882,376	1,912,026	1,147,488	1,253,204	105,717	1,943,119	31,093
Support Services Recharges	309,640	309,640	0	0	0	309,640	0
Capital Charges	10,168	10,168	0	0	0	10,168	0
Total:	2,202,184	2,231,834	1,147,488	1,253,204	105,717	2,262,927	31,093

Vacant posts within service covered by agency staff.

Selective Licensing	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	59,244	59,244	59,244	70,534	11,290	59,244	0
Non-pay	8,799	8,799	8,799	8,240	(559)	8,799	0
Gross Direct Income	(10,000)	(10,000)	(10,000)	(78,773)	(68,773)	(10,000)	0
Net Direct Expenditure/(Income) Total:	58,043	58,043	58,043	0	(58,043)	58,043	0
Support Services Recharges	6,480	6,480	0	0	0	6,480	0
Capital Charges	0	0	0	0	0	0	0
Total:	64,523	64,523	58,043	0	(58,043)	64,523	0

No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Grounds Maintenance	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	625,688	625,688	590,098	582,488	(7,609)	617,180	(8,508)
Gross Direct Income	(54,450)	(54,450)	(725)	(2,061)	(1,336)	(55,909)	(1,459)
Net Direct Expenditure/(Income) Total:	571,238	571,238	589,373	580,427	(8,945)	561,271	(9,967)
Support Services Recharges	27,550	27,550	0	0	0	27,550	0
Capital Charges	75,485	75,485	0	0	0	75,485	0
Total:	674,273	674,273	589,373	580,427	(8,945)	664,306	(9,967)

Street Cleansing	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	664,534	664,534	664,326	694,062	29,737	694,158	29,624
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	664,534	664,534	664,326	694,062	29,737	694,158	29,624
Support Services Recharges	14,710	14,710	0	0	0	14,710	0
Capital Charges	0	0	0	0	0	0	0
Total:	679,244	679,244	664,326	694,062	29,737	708,868	29,624

Waste Management	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	101,160	101,160	50,006	50,973	967	101,160	0
Non-pay	3,096,252	3,132,445	2,659,401	2,578,857	(80,544)	3,069,706	(62,739)
Gross Direct Income	(1,741,994)	(1,741,994)	(1,193,784)	(1,218,889)	(25,105)	(1,771,994)	(30,000)
Net Direct Expenditure/(Income) Total:	1,455,418	1,491,611	1,515,623	1,410,941	(104,682)	1,398,872	(92,739)
Support Services Recharges	146,030	146,030	0	0	0	146,030	0
Capital Charges	20,050	20,050	0	0	0	20,050	0
Total:	1,621,498	1,657,691	1,515,623	1,410,941	(104,682)	1,564,952	(92,739)

No significant variance.

Overspend is due to contractual inflation omitted from budget workings.

Recycling gate fees now a variable rate and currently less than estimated when budget set.

Increase in new household bins provided and favourable rates paid for recycling materials.

Appendix B - General Fund Services - Budget monitoring and commentary 2022/23

Parks and Outdoor spaces	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	202,417	202,417	202,417	190,293	(12,124)	190,111	(12,306)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	202,417	202,417	202,417	190,293	(12,124)	190,111	(12,306)
Support Services Recharges	35,940	35,940	0	0	0	35,940	0
Capital Charges	3,411	3,411	0	0	0	3,411	0
Total:	241,768	241,768	202,417	190,293	(12,124)	229,462	(12,306)

Outdoor Sports	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	429,669	429,669	428,076	419,044	(9,032)	423,423	(6,246)
Gross Direct Income	(95,590)	(95,590)	(71,858)	(73,527)	(1,670)	(100,090)	(4,500)
Net Direct Expenditure/(Income) Total:	334,079	334,079	356,219	345,517	(10,702)	323,333	(10,746)
Support Services Recharges	38,230	38,230	0	0	0	38,230	0
Capital Charges	62,458	62,458	0	0	0	62,458	0
Total:	434,767	434,767	356,219	345,517	(10,702)	424,021	(10,746)

Licensing	Original Budget 2022/23 £	Current Budget 2022/23 £	P6 YTD Budget 2022/23 £	P6 YTD actual 2022/23 £	P6 YTD actual variance £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:							
Pay	183,128	183,128	91,566	90,725	(841)	183,128	0
Non-pay	31,873	33,617	23,140	35,893	12,753	39,617	6,000
Gross Direct Income	(270,941)	(280,668)	(230,508)	(231,299)	(791)	(280,668)	0
Net Direct Expenditure/(Income) Total:	(55,940)	(63,923)	(115,802)	(104,682)	11,120	(57,923)	6,000
Support Services Recharges	129,380	129,380	0	0	0	129,380	0
Capital Charges	0	0	0	0	0	0	0
Total:	73,440	65,457	(115,802)	(104,682)	11,120	71,457	6,000

Total Environmental Services:	5,991,697	6,049,557	4,417,685	4,369,762	(47,923)	5,990,516	(59,041)
Total Environmental Services excluding capital charges and recharges:	5,112,165	5,170,025	4,417,685	4,369,762	(47,923)	5,110,984	(59,041)
Total Environmental Services excluding recharges:	5,283,737	5,341,597	4,417,685	4,369,762	(47,923)	5,282,556	(59,041)

Total for Services:	13,115,412	13,812,497	7,714,207	8,733,303	1,019,096	13,798,074	(14,423)
Total for Services excluding capital charges and recharges:	11,787,227	12,494,039	8,089,422	8,857,579	768,157	12,592,272	(14,423)
Total for Services excluding recharges:	15,152,216	15,849,301	7,714,207	8,728,903	1,014,696	15,834,878	(14,423)

No significant variance.

No significant variance.

No significant variance.

Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Month 5 2022/23

	Original Budget 2022/23 £	Current Budget 2022/23 £	Forecast 2022/23 £	Variance £
Employee	12,995,996	14,268,668	14,002,927	(265,741)
Premises	5,550,118	5,724,710	5,885,910	161,200
Transport	134,972	146,092	139,092	(7,000)
Supplies & Services	6,423,104	7,564,268	7,829,812	265,544
Third Party Payments	3,471,893	3,471,893	3,448,179	(23,714)
Transfer Payments	21,463,820	21,521,811	21,068,310	(453,501)
Support Services	140,000	140,000	133,000	(7,000)
Capital Charges	3,790,626	3,790,626	3,790,626	0
Support Services - Recharges Out	(12,049,774)	(12,049,774)	(12,049,774)	0
Support Services - Recharges In	12,049,774	12,059,644	12,059,644	0
Income	(38,818,313)	(40,778,767)	(40,462,978)	315,789
	15,152,216	15,859,171	15,844,748	(14,423)

General Fund Reserves Schedule - 2022/23 MONITORING		Opening Balance 01/04/22	Budgeted Movement 2022/23	Committed Expenditure 2022/23	Actual Movement (inc forecast) 2022/23	Updated Closing Balance 31/03/23	Budgeted Movement 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£
Planning Delivery Grant	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	136,389	0	0	(25,000)	111,389	0	111,389	0	111,389
Insurance Fund	The Council budgets for a level of excess being charged to the Service Accounts annually. Any under provision is met from the Insurance Fund, and any surplus is transferred to the fund.	382,990	0	0	0	382,990	0	382,990	0	382,990
DFG top-up capital loans and grant fund	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	400,000	0	0	0	400,000		400,000		400,000
Restricted use grant	This reserve holds unspent grants received for specific purposes for which the spend has not yet been incurred.	564,981	(54,000)	(205,965)	(54,000)	305,016	(40,515)	264,501	(20,000)	244,501
Invest to Save	To be used to fund one-off costs associated with projects that will deliver future efficiencies and savings including costs associated with restructures.	1,553,339	0	(284,111)	(50,255)	1,218,973	0	1,218,973	0	1,218,973
Specific budget	This reserve is utilised as expenditure is incurred.	264,722	(59,142)	0	(59,142)	205,580	(47,590)	157,990		157,990
Repairs and Maintenance	This reserve is utilised as expenditure is incurred.	317,638	0	0	0	317,638	0	317,638		317,638
Waste Management	This reserve is utilised as expenditure is incurred in relation to the service.	13,795	(11,375)	0	(11,375)	2,420	(2,250)	170		170
Collection Fund (Business Rates)	Earmarked to mitigate the fluctuations in business rate income between years.	1,976,810	(93,000)	0	(93,000)	1,883,810	0	1,883,810		1,883,810
Community Housing Fund	This represents grants previously received to assist with the delivery of Community Housing.	551,242	(10,000)	0	(10,000)	541,242	(30,000)	511,242	(30,000)	481,242
Enforcement	Earmarked for enforcement related works to address issues and bring properties back into use.	33,302	0	(4,822)	0	28,480	0	28,480		28,480
Special Project Reserve	Earmarked for projects and for use as matched funding as appropriate to access external funding, Includes capital and revenue projects.	429,043	(182,978)	(175,000)	(182,978)	71,065	(25,900)	45,165		45,165
Benefits/Revenues Reserve	This reserve is held to mitigate year on year fluctuations of investment income received.	267,895	0	0	0	267,895	0	267,895		267,895
Homelessness	This reserve is held to mitigate the impact of fluctuations between financial years from income received from Council assets and properties, in addition it includes re-allocation from other reserves to be used for investments in Council assets including current and future asset enhancements.	842,451	(95,000)	0	(95,000)	747,451	0	747,451		747,451
Treasury Management reserve	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	200,000	0	0	0	200,000	0	200,000		200,000
Asset Management reserve	To be utilised for service expenditure for the reduction in homelessness.	1,872,198	(230,825)	(1,190,079)	(236,621)	445,499	(204,753)	240,746		240,746
Coast Protection	Established as part of the 2019/20 budget process for match funding and mitigate one-off costs in relation to coast protection.	104,275	0	(34,275)	37,566	107,566	0	107,566		107,566
Empty Business Property Incentive Fund	Earmarking of funds to be used for incentivising bringing properties back into use.	100,000	0	0	0	100,000	0	100,000		100,000

General Fund Reserves Schedule - 2022/23 MONITORING		Opening Balance 01/04/22	Budgeted Movement 2022/23	Committed Expenditure 2022/23	Actual Movement (inc forecast) 2022/23	Updated Closing Balance 31/03/23	Budgeted Movement 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£
Covid	This reserve is utilised as expenditure is incurred and represents the covid funding received in the final quarter of 2020/21 for which spend has not been incurred but is committed.	543,218	0	(112,164)	(431,054)	0	0	0		0
Collection fund income compensation	To be utilised to fund deficit in collection fund. Significant movement in 2020/21 reflects the collection fund adjustment account in respect of Covid to be utilised in 2021/22.	5,911,969	0	(5,237,311)	(50,000)	624,658	0	624,658		624,658
Other Reserves	These Reserves are budget carry forwards to be used in future years.	2,461,682	(24,742)	(42,094)	(247,288)	2,172,300	(28,917)	2,143,383	(13,912)	2,129,471
Total GF Earmarked Reserves		18,927,939	(761,062)	(7,285,820)	(1,508,147)	10,133,971	(379,925)	9,754,047	(63,912)	9,690,135
General Fund Reserve	Current recommended balance of £3.5 million (as at Feb 2022)	4,020,411	(208,205)	0	(2,591)	3,812,206	0	3,812,206	0	3,812,206
Total GF Reserves		22,948,350	(969,267)	(7,285,820)	(1,510,738)	13,946,177	(379,925)	13,566,253	(63,912)	13,502,341
Excluding the B Rates Adjustment		13,015,970								

Appendix E - General Fund Capital Programme - Detail - 2022/23

Services & Projects	Budget Expenditure £000			2022/23 Expenditure £000			22/23 Financing - £000			
	Revised 22/23 Budget Q1	Further amendments/ additions Q2	Revised 22/23 Budget Q2	Actuals to 30-09-22	Forecast 22/23	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Capital Loans & Company Financing	8,100	7,500	15,600	120	8,000	15,480	14,950	-	-	650
Total: Executive	8,100	7,500	15,600	120	8,000	15,480	14,950	-	-	650
Wellesley 3G Pitch & Tennis Pavilion	1,002	-	1,002	28	1,002	975	255	747	-	-
Gorleston Tennis Courts Refurbishment	-	116	116	-	116	116	-	116	-	-
Refurbishment of Park at Diana Way, Caister		160	160	-	160	160	-	160	-	-
Safer Streets 4		128	128	21	128	106	-	128	-	-
Total: Communities	1,002	404	1,406	49	1,406	1,357	255	1,151	-	-
St Nicholas Minster West Boundary Wall	85		85	13	-	73	85	-	-	-
St Nicholas car park north Boundary Wall	25		25	-	-	25	25	-	-	-
Crematorium Main Roof Works	60		60	-	60	60	60	-	-	-
Crematorium Tearooms	217		217	166	217	51	217	-	-	-
Total: Customer Services	387	-	387	179	277	209	387	-	-	-
Health and Leisure (Marina) Centre	3,779	35	3,814	3,459	3,811	355	2,956	858	-	-
Health and Fitness Centre - South Car Park	290		290	290	290	-	290	-	-	-
The Waterways	4		4	-	4	4	-	4	-	-
Phoenix Pool & Gym car park extension	94		94	-	-	94	94	-	-	-
Town Deal - Incubator Units	2,236		2,236	25	1,000	2,211	421	1,816	-	-
Town Deal - North Quay	3,451		3,451	0	2,000	3,451	2,351	1,100	-	-
Town Deal - Wintergardens	1,138		1,138	-	1,138	1,138	864	58	215	-
Town Deal - Other Projects*	10,387	500	10,887	41	3,387	10,846	1,500	9,317	70	-
Future High Street Fund - Market Place - 6 Day	1,636	200	1,836	800	1,636	1,035	1,319	516	-	-
Future High Street Fund - Market Place - Realm	3,165		3,165	51	750	3,114	-	3,165	-	-
Future High Streets - Library Relocation	2,606		2,606	685	606	1,922	-	2,606	-	-
Future High Street Fund - Other Projects*	8,127	-	8,127	8	5,127	8,120	3,942	4,185	-	-
Heritage Action Zone (HAZ)	96		96	64	96	32	-	96	-	-
Different Light	43		43	10	43	33	-	43	-	-
Total: Inward Investment	37,054	735	37,789	5,433	19,888	32,355	13,737	23,766	285	-
Disabled Facilities Grants	2,652		2,652	534	1,348	2,118	-	2,569	-	82
Better Care Fund Projects	4		4	2	4	2	-	4	-	-
Empty Homes	510		510	-	510	510	482	-	-	28
DFG Top-up Grants	250		250	-	-	250	-	-	250	-
DFG Top-up Loans	150		150	-	-	150	-	-	150	-

Appendix E - General Fund Capital Programme - Detail - 2022/23

Services & Projects	Budget Expenditure £000			2022/23 Expenditure £000			22/23 Financing - £000			
	Revised 22/23 Budget Q1	Further amendments/ additions Q2	Revised 22/23 Budget Q2	Actuals to 30-09-22	Forecast 22/23	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Norfolk & Waveney Equity Loan Scheme	164		164	-	50	164	-	-	-	164
Equity Home Improvement Loans	619		619	13	100	606	-	-	-	619
HMOs /Guesthouse Purchase & Repair Scheme	1,193		1,193	15	500	1,178	1,193	-	-	-
Housing First Scheme	284		284	253	284	31	209	76	-	-
Acquisition of property for transitional housing	1,149	-	1,149	3	688	1,146	753	330	-	65

Appendix E - General Fund Capital Programme - Detail - 2022/23

Services & Projects	Budget Expenditure £000			2022/23 Expenditure £000			22/23 Financing - £000			
	Revised 22/23 Budget Q1	Further amendments/ additions Q2	Revised 22/23 Budget Q2	Actuals to 30-09-22	Forecast 22/23	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Sustainable Warmth - LAD funding	1,655		1,655	5	1,655	1,649	-	1,655	-	-
Homes Upgrade Grants (HUG)	2,577		2,577	-	2,577	2,577	-	2,577	-	-
Community Housing Fund	540		540	-	540	540	-	-	540	-
Total: Housing	11,747	-	11,747	825	8,256	10,922	2,637	7,210	940	959
ICT Investment to deliver GYBC ICT Strategy	1,247	-	1,247	105	1,247	1,143	1,217	-	30	-
Total: IT, Communications & Marketing	1,247	-	1,247	105	1,247	1,143	1,217	-	30	-
Euston Rd Public Toilet Refurbishment	88		88	-	88	88	88	-	-	-
Footway Lighting	515		515	65	515	449	515	-	-	-
External Redecoration & Repair of the Wellesley Grandstand	74		74	-	74	74	74	-	-	-
Esplanade Resurfacing	246		246	-	246	246	246	-	-	-
Gorleston Beach Huts	172		172	2	172	170	150	-	-	22
Great Yarmouth Beach Huts	450		450	3	450	447	-	-	-	450
Council Chamber relocation	60		60	7	60	53	60	-	-	-
Claydon Pavilion	289		289	264	289	24	10	279	-	-
Phoenix Pool Solar Panels	44	-	44	22	44	22	-	22	22	-
Changing Places	-	40	40	0	40	40	-	40	-	-
Aspire Building & Mkt Row Boiler Replacement	46		46	-	46	46	12	34	-	-
Peggotty Rd Community Centre Flooring	34		34	-	34	34	34	-	-	-
Seafront Shelters Landau Station & Britannia	44		44	30	44	13	44	-	-	-
Bowls refurb	-		-	-	-	-	-	-	-	-
Replacement Lighting in the Assembly Rooms	-		-	-	-	-	-	-	-	-
Beacon Park Projects	800		800	-	800	800	680	120	-	-
Energy Park - South Denes	1,845		1,845	-	-	1,845	1,845	-	-	-
Total: Property & Asset Management	4,707	40	4,747	395	2,902	4,352	3,757	495	22	472
Mobile CCTV	15		15	15	15	-	15	-	-	-
Total: Environmental Health	15	-	15	15	15	-	15	-	-	-
Capital Contingency	2,500		2,500			2,500	-	-	-	2,500
Match Funding Capital Allocation	2,200	-	2,200			2,200	2,200	-	-	-
Projects requiring further approval before commencement	1,565		1,565		-	1,565	1,565	-	-	-
Overall Total	70,523	8,679	79,202	7,120	41,991	72,082	40,721	32,622	1,277	4,581

Appendix E - General Fund Capital Programme - Detail - 2022/23

Services & Projects	Budget Expenditure £000			2022/23 Expenditure £000			22/23 Financing - £000			
	Revised 22/23 Budget Q1	Further amendments/ additions Q2	Revised 22/23 Budget Q2	Actuals to 30-09-22	Forecast 22/23	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts

*Budgets have been included for all Town Deal & Future High Street Projects, but some of these are still in development. Projects will therefore be listed separately on commencement.

URN 22-226

Subject Medium Term Financial Strategy 2023/24 to 2025/26

Report to Policy and Resources Committee – 8 November 2022
Council – 15 December 2022

Report by: Finance Director



SUBJECT MATTER/RECOMMENDATIONS

This report presents an update to the Council's Medium Term Financial Strategy (MTFS) and covers the period 2023/24 to 2025/26.

Recommendations:

It is recommended that Members consider and recommend to Council the following:

- 1) The updated Medium Term Financial Strategy (MTFS) and the key themes of the business strategy as outlined at Section 8;
- 2) The revised reserves statement as included at Appendix A to the MTFS;
- 3) Continue with the business rates pool for 2023/24 subject to the finalisation of the forecasts for 2023/24 and the outcome local government finance settlement, to delegate authority to the Section 151 Officer in consultation with the Leader to approve.

1. Introduction and Background

- 1.1. The Council receives a refresh of the Medium Term Financial Strategy annually which is revised in light of known spending pressures and takes into account the wider economic context. There is a legal requirement to set an annual budget and set the Council tax each year. There are several preparatory reports and pieces of work that are prepared in support of setting the annual budget each year one being the update of the Council's Medium Term Financial Strategy (MTFS). This document provides a refresh for the period 2023/24 to 2025/26.
- 1.2. The MTFS sets out the latest financial projections for the three years that are covered by the strategy, this has been informed by known pressures in the current year and levels of inflation and interest rates. This is ahead of the provisional settlement announcement and the detailed work on the service budgets for 2023/24.
- 1.3. There continues to be significant uncertainties around funding for Local Government as the sector faces continued inflationary pressures to both day to day revenue spend and capital projects. The challenges that the Borough Council are facing are not unique, the significant budget gaps are being seen across the sector, there is no expectation that funding will be made available to mitigate the impact with the announcement that government departments have been asked to seek savings.

2. Financial Forecasts

- 2.1. The financial forecasts have been updated to reflect the known in-year pressures and assumptions around what future funding may look like. Due to the size of the forecast gap in the current financial year and the medium-term forecasts there will be a requirement to use reserves to partly fund the deficit. Use of reserves should not be seen as the only solution, but

alongside a review of spend, implementation of savings and additional income opportunities, these will provide the framework for setting a balanced budget for 2023/24.

- 2.2. The current forecasts are projecting a budget gap of £2.4m in 2023/24, increasing to £2.7m in 2024/25 and to £3m in 2025/26. This is before the detail on the budget is finalized for 2023/24 and these forecasts will be updated as part of this work and once the provisional settlement is expected later in the year.

3. Financial and Business Strategy

- 3.1. The MTFS outlines the following key themes for the business strategy:

- 3.1.1.Strategic Asset Management

- 3.1.2.Economic and Housing Growth

- 3.1.3.Property Investment and Commercialisation

- 3.1.4.Technological Investment

- 3.1.5.Partnerships

- 3.1.6.GYBC Operating model.

- 3.2. The above themes are presented in more detail within the MTFS and savings and additional income proposals will be brought forward for consideration as part of the 2023/24 budget that are aligned to these key priorities.
- 3.3. There are future opportunities from 2024/25 onwards from investments currently underway in the borough, for example the operations and maintenance development and opportunities for further regeneration which will all deliver benefit to the borough and a financial return, whilst the future forecast can make allowance for these, the returns will not fully cover the forecast deficits and proactive approaches to reduce the net revenue spend need to be taken in addition to these opportunities to reduce the budget gap.

4. Housing Revenue Account

- 4.1. The priorities for the HRA investment plans are to continue to maintain and improve the housing stock and also the provision of new affordable council housing including replacing sales under the right to buy scheme. There continues to be similar challenges to the HRA for example in response to inflation costs and increased borrowing to fund the capital programme for the stock. The detail of the HRA business plan for 2023/24 is currently being worked upon and will be reported to Members in the new year.

5. Financial Implications

- 5.1. The commentary with in the MTFS has highlighted the financial challenges that continue to face the Council for both capital and revenue spend.
- 5.2. The Council does continue to hold earmarked and general reserves a review of the commitments against earmarked reserves is underway to identify funds to be re-allocated to mitigate the medium term financial challenges.

6. Risks

- 6.1. The risk and sensitivity section within the MTFS includes the more significant risks.

7. Conclusion

- 7.1. The economic and national situation has impacted on the financial position of the Council in a significant way. It is a legal requirement to set a balanced budget each year and there will be a need to identify deliverable savings and additional income in the short term in addition to using reserves to manage the risks.
- 7.2. The assumptions included in the MTFS will be subject to review as the detail of the 2023/24 budget is finalised.

8. Background Papers

- 8.1. 2022/23 Budget monitoring reports
- 8.2. 2021/22 outturn report and statement of accounts
- 8.3. Funding announcements and financial modelling

Area for consideration Comment	Comment
Monitoring Officer Consultation	
Section 151 Officer Consultation	
Existing Council Policies See background papers	
Financial Implications eg within existing budgets or funding identified	
Legal Implications (including human rights)	
Risk Implications	
Equality Issues/EQIA assessment (if EQIA not required explain why)	
Details contained in strategy	
Crime & Disorder	
Every Child Matters	



Medium Term Financial Strategy 2023/24

Author	Karen Sly
Date	October 2022
Document Status	V1

Contents

1.	Introduction and background	3
2.	Resources	4
3.	Financial forecast update.....	Error! Bookmark not defined.
4.	Housing Revenue Account	7
5.	Reserves	9
6.	Capital	11
7.	Financial and business strategy	12
8.	Risk and sensitivity	15

- A - Reserves Statement

1. Introduction and background

- 1.1. The Medium-Term Financial Strategy (MTFS) is updated annually in response to changing pressures and opportunities and supports the preparation of the coming years budget.
- 1.2. The MTFS supports the delivery of the Council's priorities by setting out the framework within which resources are available to the Council over the medium term. It provides high level financial projections taking into account known local and national factors, spending pressures and commitments, forecast of future funding reductions and the economic outlook.
- 1.3. The MTFS is a strategic document that supports the delivery of the Corporate Plan [The Plan 2020-2025](#) . Great Yarmouth Borough Council's sets out the Council's commitment to drive and facilitate in the following four strategic areas:
 - a strong and growing economy
 - improved housing and strong communities
 - high-quality and sustainable environment
 - an efficient and effective council
- 1.4. The MTFS along with the updated financial forecast outlines the demands on the capital programme of both ambition and resources, the impact on the revenue account (for both housing and non-housing) and on the level of reserves held by the Council. Furthermore, the longer-term ambitions of the Town Deal and Future High Streets funding are significant investments that will support the delivery of the Corporate Plan and are also linked to the priorities of the MTFS.
- 1.5. Finally, the strategy addresses both the sustainability of the Councils financial position and examines the more significant risks inherent in the proposals.

2. National Context

- 2.1. There continues to be significant uncertainty around Local Government Funding and Policy, namely delays to fundamental reviews i.e., the fair funding review and the business rates retention review that will inform the future funding for local services. In addition, like all local authorities Great Yarmouth Borough Council (GYBC) face significant financial challenges due to inflationary rises to both capital and revenue costs.
- 2.2. The continued economic uncertainty further exacerbates these challenges. There have been significant shifts in the economy seeing increases to CPI and increases to the Bank of England base rate to 2.25% (from 0.5% in February 2022). These factors coupled with the increases to fuel and utility prices are having and will continue to have a financial impact to Local Authorities in the short to medium term. Announcements on 19 October confirmed Consumer Prices Index (CPI) to be 10.1% in the 12 months prior to September 2022.
- 2.3. The next fiscal statement was due to be made by the government on 31 October 2022 has been delayed and is expected to be accompanied by an economic forecast from the Office for Budget Responsibility (OBR). The new chancellor, Jeremy Hunt MP made a statement on 17 October 2022 outlining a range of fiscal measures in advance of the medium-term fiscal plan. Needless to say, the economic landscape and associated policy is changing at an unprecedented pace. Until the detail behind the announcements is made the impact for Local Government funding will not be known until later in the year, in the meantime the council is still required to make preparations for the budget for the coming financial year.

- 2.4. The current year (2022/23) is the first year of the three year spending review as announced in September 2021. The announcement included average increases to core spending for Local Government of 3% in real terms each year over the spending review period with an additional funding of £4.8 billion announced as being available for social care and other services over the three years. A one-year finance settlement was then confirmed for 2022/23. It was confirmed in the summer of 2022 that a two-year finance settlement would be made for 2023/24 and 2024/25 although the details are still to be announced. The recent announcements have not confirmed whether the funding announced in the spending review will be honoured, the Chancellors statement suggested that more savings would be required and government departments will be asked to find efficiencies within their budgets.
- 2.5. It remains important that the Council continues to adopt a prudent approach for any medium-term financial strategy to set priorities that will support and deliver savings, additional income and efficiencies for the Borough Council. The continued uncertainty further curtails the ability to provide accurate financial projections and forecasts over the medium term. For the purpose of the MTFS and the planning for the 2023/24 budget setting, assumptions have been made on the level of government support in 2023/24.
- 2.6. The key priorities of the MTFS as outlined in the business strategy section of the document remain key to delivery of a balanced budget for 2023/24. Despite the national uncertainty, the refresh of the MTFS is required to inform the detailed budget setting process for the 2023/24 budget ahead of approval of the budget in February 2023.

3. Resources and pressures

- 3.1. This section provides an overview of the financial resources available to and spending pressures facing the Council along with the assumptions to inform the updated projections. Internal resources are influenced by local decision making, for example council tax, sales, fees and charges, rentals, capital receipts from asset disposals and use of available reserves. External resources include government grants, business rates although whilst the Borough Council collects the rates, it does not set them and has very little discretion over reliefs that can be granted, however local decisions that support future growth in business rates will see a direct benefit returned to the council through the business rates retention scheme.
- 3.2. **Government Grants** – The allocation in 2022/23 of revenue support grant (RSG) is £2.136 m. It is expected that this will continue in the short term until the reviews of local government funding namely the fair funding review and business rates reset are completed. There is still no clear timescales for these reviews and implementation dates. The Council continues to be one of the largest receivers of RSG compared to similar tiers of authorities, this is primarily due to the previous method of funding allocation for local government reflecting local characteristics of deprivation and spending. It is currently assumed that this grant will continue at existing levels for 2023/24 with some increase pending the wider fair funding review.
- 3.3. Allocations of Lower Tier Services Grant (£176k) and Service Grant (£265k) were made in 2022/23, there is uncertainty around whether these continue for 2023/24.
- 3.4. **New Homes Bonus (NHB)** – New homes bonus has been part local government funding for over ten years. The aim of the scheme was originally to incentivise and reward Councils for building new homes in their areas. The grant is calculated by multiplying the national average council tax by the net additional homes growth (net of movements in long-term empty properties and demolitions), in addition to additional supplement of £350 per affordable dwelling. The system splits the grant between local authority tiers; 80% to the lower tier

(GYBC) and 20% to the upper tier (NCC) with annual allocations of NHB Grant being announced as part of the finance settlement based on annual returns.

- 3.5. A review is long awaited due to significant disproportion and fundamental flaws in the current system in that those authorities with fewer sites and low land values are disadvantaged even when meeting their local plan housing targets. There is a clear inequity in the current system due to the factors that drive the delivery of new homes, for example land value, number of housing developers operating in an area and local demographics that influence the number of homes that are delivered. The current system makes no allowances for those areas that have a higher-than-average proportion of lower council tax banded properties, such as Great Yarmouth, for example 68% of the properties in the borough are in bands A and B, compared to a national average of 41% and county average of 55%.
- 3.6. **Business rates retention** – The current system of business rates retention sees 50% of the rates collected locally retained for the provision of services and has been in place since April 2013. Under the scheme business rates are shared between central and local government. The current splits are 50% local (40% Borough and 10% County) and 50% central government.
- 3.7. The localised scheme is not without risk and complications. Businesses have the right to appeal the valuation of their premises which if successful can be backdated. Local Authorities can mitigate some of the risks of the payment of successful appeals through the making of provisions against which payment of appeals are made. The risk is whether the provision raised is sufficient to cover refunds as they materialise. Business Rateable Values were re-valued from April 2017, resulting in further volatility in the system.
- 3.8. The current business rates system allows pooling whereby growth that would be paid to central government can be retained in the pool. Norfolk Local Authorities have operated a business rates pool since the introduction of business rates retention, albeit with varying membership over the years and due to the uncertainty of the impact of covid on business rates in 2021/22 the Norfolk pool (of all Norfolk authorities) was disbanded. It is recommended that the business rates pool continue for 2023/24.
- 3.9. **Council Tax** – The current band D equivalent for the boroughs Council tax is £176.48. The maximum annual council tax increase for a district council is set by government at 2% or £5 (band D) above which would trigger a referendum. The current strategy assumes annual increases to the maximum allowed.
- 3.10. The Council tax base is an assessment of the number of dwellings expressed in Band D equivalents after allowing for non-collection, discounts, and new property growth. The tax base for 2023/24 is 29,851 (an increase of 507 from 2022/23) and is assumed to increase annually thereafter by 500.
- 3.11. The level of council tax discounts has a direct impact on the net collectable council tax and therefore income that is received in the general fund. The Local Council Tax Support Scheme (LCTS) is essentially a discount that supports those households and individuals that are on low income.
- 3.12. **Sales, fees and charges** – Income from sales, fees and charges from the provision of services continue to be an essential source of funding for local authorities. These include income from a number of demand led services for example, car parking, planning and building control and waste services. The general principles of the policy allow for annual increases of RPI plus up to 2% to cover the cost of service delivery. With the current level of RPI, a thorough review of fees and charges will be carried out to inform the 2023/24 fee setting process to take into

account increased cost of service in addition to the charges being proposed. These will come forward as part of the budget reports for 2023/24.

- 3.13. **Interest receivable and payable** – The Bank of England’s Monetary Policy committee voted in September 2022 to increase the official Bank rate by 0.5 percentage points to 2.25%, this is 1.75% above the level when the budget for 2022/23 was approved. Whilst there will be an increase in the investment income rates earned, this will not mitigate the full cost of interest payable.
- 3.14. The borrowing requirements for the Council continue to be undertaken in line with the treasury management strategy. Due to slippage in the capital programme some of the planned borrowing will be re-profiled to 2023/24 this is therefore expected to mitigate the impact of the increased costs of borrowing costs in the year.
- 3.15. **Minimum revenue provision** – The MRP is set annually based on prior and forecast capital spend to be financed by borrowing, it reflects the allowance in the revenue account for the repayment of debt incurred for capital expenditure. New capital receipts identified and generated serve to reduce the need for external borrowing for capital purposes to smooth the future MRP charges. This approach should proactively be explored for significant capital receipts in the medium term to reduce the call on the revenue account of the impact of financing capital spend from borrowing. Following a review of prior and current year MRP, it is reasonable to reduce the forecast MRP by £200,000.
- 3.16. **Employee costs** – The 2022/23 budget assumed an annual increase in the employee pay award of 2% per annum. The final offer is still to be agreed by all unions (at the time of production of the document), the offer accepted by unison includes an increase of £1,925 on all NJC points 1 and above. This equates to an average increase of 6.8% across all eligible pay bands. In financial terms, this would equate to in the region of £750k additional cost per annum to be factored into the current and future year projections.
- 3.17. The Local Government Pension Scheme cost for the Council is made up of employer contributions payable on actual employee costs incurred in the year as well as a lumpsum element. The lumpsum element is set for three financial years, in line with the triennial valuation. 2022/23 is the final year of the current three-year period, once the outcome of the next triennial valuation is known the forecasts will be updated accordingly.
- 3.18. **Council Tax** – Annual tax base growth has averaged 570 over the past 5 years prior to 2021/22 which saw a reduction due to covid. This would have added in the region of £235,000 per annum of additional Council Tax revenue. Based on the latest tax base projections along with current collection and assuming the £5 band D Council increase, this would deliver approximately £220,000 additional resources to the general fund. The forward financial forecasts assume growth in the tax base of 500 per annum.
- 3.19. **Net cost of services (NCS)** – As part of the detailed budget work, the service budgets for income and expenditure will be informed by inflationary increases for both expenditure and income. Some of these pressures have been flagged in the year that will continue, for example rising energy and fuel prices.
- 3.20. At this stage the impact of inflation on expenditure is assumed to be greater than the increase in the corresponding income, resulting in anticipated net growth in the net cost of services. Further, other costs within the NCS are also impacted by inflation increases such as the GYBS services fee, additional waste disposal costs and the full year impact of the legal services provision.

4. Updated Forecasts

- 4.1. The production of the updated financial forecast from 2023/24 onwards is challenging due to the uncertainties around funding for local government exacerbated by the economic impact on inflationary pressures. However, the council must continue to plan and prepare for the setting of the 2023/24 budget.
- 4.2. Taking into account the above factors and known pressures and making assumptions on the level of government funding for 2023/24 there is a required savings target of £2.435 million. This is summarised in the following table:

Updated financial forecast 2023/24	Forecast Impact £000
2022/23 budget gap	209
Spend/Inflationary Pressures:	
Plus Interest (receivable and payable)	400
Plus Minimum Revenue Provision for current capital plans	690
Plus Employee costs (pay award and pensions)	750
Plus Additional inflationary pressures	640
Less Planned use of reserves	(250)
Plus Removal of new Homes Bonus	495
Less Council Tax	(236)
Less Financial settlement – revised forecasts	(267)
Forecast financial gap 2023/24	2,435

- 4.3. The following table provides the high-level funding gap for the three-year period 2023/24 to 2025/26. This position has been informed by the assumptions included above and reflects the known spending pressures and assumptions on funding over the next three years. This includes the forecast impact to the revenue account of regeneration schemes, such as the new Marina facility, forecast capital receipts and growth in business rates and council tax homes above the base budget assumptions.

Updated Financial Gap	2023/24 £000	2024/25 £000	2025/26
Forecast gap	2,435	2,734	3,035
Year-on-year increase		300	301

- 4.4. The above summary shows an increasing budget gap for the next three years estimated to be approaching £3 million which equates to approximately £1 million per annum required for the next three years.
- 4.5. Detailed work on the 2023/24 budget has already commenced with the Management Team to critically review budgets and look at options to reduce the forecast gap for 2023/24. In addition, the key themes for the MTFS are included at section 8 and these will be the priorities to be taken forward for reducing the future budget gap.

5. Housing Revenue Account

- 5.1. Since the introduction of self-financing in 2012, the Housing Revenue Account (HRA) business plan has continued to be challenged by several changes. Right to buy (RTB) discounts have increased, rent-setting policy has changed and other future new proposals affecting the HRA have been announced and developed. The current inflationary increases places further pressure on the HRA.

- 5.2. The recent strategy for the HRA has been to keep the HRA reserves levels sufficient to mitigate any loss of revenue. The Council continues to be prepared for further reductions in resources available to manage, maintain, improve, and add to its housing stock, as well as managing the implications from the stock condition survey.
- 5.3. Additional borrowing currently maintains the affordable housing programme to comply with the RTB agreement. The HRA's previous regulations instructed that receipts received from the sale of a Council dwelling were to be utilised within three years of a dwelling sale, to support up to 30% of the scheme cost of replacement homes. Following consultation, from 1 April 2021 the regulations around the use of Retained RTB receipts have been revised. New regulations allow RTB receipts to be used to support up to 40% of the scheme cost of replacement homes. Time restrictions have also been revised, detailing that sale receipts must now be utilised within five years from the sale of the dwelling.
- 5.4. Most fees and charges relating to the Housing Revenue Account have been increased in line with the corporate formula adopted by the Council, RPI + 2%, aiming to close the gap in terms of recovery of costs. With the current high levels of RPI a thorough review of the fees and charges will take place for the 2023/24 budget.
- 5.5. **Rent setting policy** – Since 2020/21 the rent setting assumptions have been in line with increases of CPI plus 1%, prior to this there was four years of rent reductions. Earlier in the year a consultation was launched which proposed a cap on social housing rent increases for 2023/24, the outcomes of the consultation are not yet confirmed, these will be used to inform the rent setting for 2023/24.
- 5.6. **Right To Buy discounts and retained receipts** - Right to buy discounts have increased since the introduction of Self Financing, the maximum discount increases each year based on the consumer price index (CPI). The business model has been amended to incorporate this change.
- 5.7. The HRA is still part of a retention agreement, where the HRA can retain receipts, to support up to 40% of the cost of replacement homes if incurred in a five-year period. If retained receipts are not used, the Council is liable for repayment of the receipt plus interest, sales and receipts are therefore closely monitored to mitigate any repayment liabilities.
- 5.8. The Council has set out a plan and ambition to use retained receipts to develop affordable council housing and to further increase the supply of affordable housing using a combination of four options:
- Grant contribution to Housing Association development
 - Development of new build homes
 - Purchasing empty homes on the open market
 - Purchase of suitable properties on the open market.
- 5.9. **HRA debt cap summary** - In 2018 it was announced that to help solve the 'housing crisis', the Government would scrap the borrowing cap limitations on how much councils can borrow against their HRA Assets, this came into force on 30 October 2018. The Council's HRA had previously been subject to a borrowing cap limitation of £89 million. Following the removal of the borrowing cap, the Council is now able to borrow above its original borrowing limit but must ensure any borrowing is affordable.
- 5.10. The Council continues to actively review the best way to utilise the additional borrowing capacity within the HRA, to deliver further affordable homes within the Borough. The council

plans to utilise revenue savings to finance additional borrowing within the HRA, along with the use of accrued 1-4-1 receipts, which may have otherwise been repaid to government along with the relevant interest.

5.11. Overall, the aim is to increase the levels of new housing within the existing housing stock, and to increase net rental income received. The HRA continues to model the implications to the housing business plan, as well as identifying potential sites for the delivery of additional housing. Increased borrowing for the HRA will need to be able to demonstrate affordability and informed decisions taken to understand the longer-term impact to the HRA funding.

5.12. There are two key strands to the Council's HRA investment plans:

- maintaining and improving the housing stock
- new affordable council housing, including new housing to replace sales under RTB in line with Government guidance

5.13. The plans are prepared over the medium term and are reviewed and updated annually. Future investment decisions will be based on local decision making and local knowledge of the condition of the stock and the components.

6. Reserves

6.1. This section provides an overview of reserves held by the Council. The Policy Framework for Reserves is reviewed annually alongside the setting of the annual budget. The reserves held by the Council fall within one of the following categories.

- General Reserve
- Earmarked Reserves (General Fund and Housing Revenue Account)
- Capital Receipts Reserve
- Housing Revenue Account Reserve

6.2. The General Reserve is held for two main purposes - to provide a working balance to help cushion the impact of uneven cash flows to avoid temporary borrowing, and as a contingency to help cushion the impact of unexpected events or emergencies.

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

- sensitivity to pay and price inflation and fluctuations in interest rates
- the level of savings that have been factored into the budget and the risk they will not be delivered as anticipated, both level and timing
- potential legal claims where earmarked funds have not been allocated
- emergencies and other unknowns
- impact of demand led pressures which impact on both income and expenditure
- future funding fluctuations
- level of earmarked reserves held
- a level of general reserve that is within 5% to 10% of net expenditure

- 6.4. A financial assessment is made of all the factors to arrive at a recommended level for the general reserve, which for the 2022/23 financial year was assessed to be £3.5 million. The general reserve balance as at 1 April 2022 was £4.02 million, after allowing for the latest financial monitoring position in the year (before any preventative action) this could be reduced to £3.2 million.
- 6.5. **Earmarked reserves** provide a means of building up funds to meet known or predicted liabilities and are used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings as part of invest to save proposals. These reserves are earmarked until the amounts are budgeted to be taken from the reserves. Earmarked reserves can also be held for service projects and business units, which have been established from surpluses to cover potential losses in future years, or to finance capital expenditure. Earmarked reserves also provide a mechanism to carry forward underspends at the year-end for use in the following financial year.
- 6.6. For each earmarked reserve several principles should be established:
- the reasons for, or the purpose of the reserve
 - how and when the reserve can be used – short to long term
 - procedures for the reserve's management and control
- 6.7. The planned use of earmarked reserves is reviewed during the year and as part of the budget setting and year end process. An updated reserves statement is included at Appendix A and reflects the latest position for the use of reserves in the current and future financial years where known. There is still some uncertainty around the exact timing of the use of some of the reserves, for which some are held as a contingency to mitigate a potential liability although the timing and likelihood of this is dependent upon future events.
- 6.8. The following provides a commentary on some of the more significant reserves that the Council currently holds and maintains:
- 6.9. **Invest to save** – This earmarked reserve provides resources to fund one-off/upfront costs for projects that will deliver future savings. Examples include:
- officer restructures, where one-off redundancy or pension strain costs might be payable subject to a business case that delivers on-going revenue savings
 - for an investment in IT hardware, software or equipment which will deliver savings through more efficient ways of working
 - The balance at the beginning of the year was £1.55m and the forecast balance at 31 March 2023 is £1.219 million.
- 6.10. **Collection fund national non domestic rates reserve** – This reserve was originally established to be used to offset the fluctuation in the level of retained business receipts received in the year to mitigate the impact to the revenue account. Due to the uncertainty around funding for 2023/24 and the increased inflationary pressures this reserve will be used to smooth the impact of the budget gap to deliver a balanced budget over the short to medium term. The forecast balance at 31 March 2023 is £1.883 million.
- 6.11. **Asset management reserve** – This reserve was established to earmark funds that will support the provision of current and future assets, of the reserve £1.26m has been committed to smooth the impact to the revenue account of the new leisure facility.

- 6.12. **Capital receipts reserve** - The Council also holds a reserve which includes the balance of receipts generated from asset disposals - capital receipts. Capital receipts can only be used to fund capital expenditure (so not for on-going revenue expenditure). The balance of capital receipts is used to fund the current approved capital programme. The balance as at 31 March 2022 was £4.1million, although this includes an element for the HRA and some set aside for existing capital project spend.
- 6.13. All reserves, general and earmarked, will be reviewed over the coming months as part of setting the detailed budgets for 2023/24. Using reserves to finance one-off spend for example in relation to projects, and where the funds can be used to lever in external funding enables flexibility and does not tie up in-year budget allocations. However utilising reserves to fund annual budget deficits, only provides a short-term measure to reduce the funding gap, and whilst it can be used to mitigate the impact in the short-term for example in response to changes to funding regimes and in response to unplanned impacts, this does not provide a sustainable solution in the medium to long term and should be used alongside other options, i.e. savings, additional income and growth opportunities.

7. Capital

- 7.1. This section provides an overview of the current capital programme and resources available to it for the financing of current and new capital schemes. A copy of the current capital programme was reported as part of the period 6 budget monitoring report.
- 7.2. The following sources of funding are available to finance the capital programme:
- capital receipts – generated from asset disposals (both new and existing within the capital receipts reserve). As part of the ongoing work and review of the asset management plan, there will be opportunities to generate capital receipts that can be used to reduce the need to rely on external borrowing to finance the capital programme
 - grants and contributions received from external sources including third parties and government, these include the allocations of Future High Street and Towns Fund
 - revenue – by making a revenue contribution to capital
 - prudential borrowing – financing by external loans eg PWLB.
- 7.3. Prudential borrowing to fund capital expenditure can only be undertaken when an authority can demonstrate the need to borrow through its Capital Financing Requirement, which is driven by the balance sheet of the authority and takes into account reserves (including general and earmarked). Financing costs of the borrowing are charged to the revenue account and therefore any decision to undertake external borrowing would need to take account of the debt costs including interest and the Minimum Revenue Provision (MRP) and overall demonstrate affordability.
- 7.4. As an example, if a £5m capital project is approved the revenue impact from an MRP charge to the revenue account will be made in line with the current MRP Policy – probably over the useful life of the asset – which would amount to £200,000 per annum (assuming a 25 year life).
- 7.5. If a decision is to be taken to use revenue reserves or capital receipts to finance the expenditure, no MRP charge would be necessary, as the expenditure would be financed immediately by a revenue contribution to capital or the receipt. When considering the financing of the capital programme, the most financial beneficial approach to the financing of

the spend will be taken. Furthermore, as future capital receipts are generated, this provides an opportunity to reduce the revenue costs of borrowing.

- 7.6. Each year the most financial beneficial approach is taken when financing the capital programme. For example, it is more financially beneficial to the revenue account to finance shorter life assets, ie equipment and vehicles from capital receipts and reserves as the MRP over a shorter life increases the impact to the revenue account.
- 7.7. The 2022/23 approved capital programme totals £79.2 million for the general fund, although there is expected to be a significant amount of slippage to 2023/24. The programme includes schemes within the future high street and town deal programmes which will deliver wider investment in the borough, that will support longer term economic growth.
- 7.8. The housing revenue account capital programme continues to invest in the stock and provision of new affordable homes, financed by right to buy receipts, borrowing and grants.
- 7.9. The capital programme currently includes borrowing of £5.3 million against Future high Street Fund (FHSF) projects in 2022/23 and 2023/24. However, it is anticipated that this borrowing would be predicated on business cases being produced to show that this be offset by either the generation of capital receipts or revenue from future income generation as part of the development of the FHSF projects.
- 7.10. Capital growth bids for 2023/24 and future years will be considered as part of the annual budget setting process, priority will take into account the following criteria:
 - Bids accompanied by funding
 - Linked to priorities of the business strategy
 - Linked to asset management plan
 - Service delivery requirement
 - Invest to save proposal

8. Financial and business strategy

- 8.1. The following outlines in more detail the **key themes of the financial and business strategy that** should be continued over the short to medium term to reduce the forecast deficit. Each of the themes should not be seen in isolation and where applicable should support other themes in the overall delivery:
- 8.2. **Strategic asset management** – The Council owns a significant portfolio of assets across the borough and it must ensure that it is utilising its significant asset base in the most efficient way and managed via the asset management plan. Taking into account the return that the Council generates from its assets and recognising which assets should be disposed of to generate either capital receipts or reduce inefficiencies.
- 8.3. Regular review of all the Council's asset holdings in line with the asset management plan and the councils priorities with a view to adding value to strategic assets. **The key aim is to identify the most efficient way to utilise the Council's assets and maximise the benefit that the Council receives from them.** Delivery of this theme is informed by the Asset Management Strategy and will also cover opportunities to grow the asset base and demonstrate linkages with external funding opportunities and grants.
- 8.4. **Economic and housing growth** – Income from homes and businesses within the borough provides an essential source of income to fund the provision of local services. **A key aim must**

be to maximise income from housing and business rates through enabling growth and retaining existing baselines. The Council already has mechanisms in place to support the priority to maximise housing growth, both within its own stock through the Housing Revenue Account and the wider delivery of homes through its companies, Equinox Enterprises Ltd and Equinox Property Holdings. Optimising the Council tax base continues to be how Council Tax income can be maximised. This could be through growth in property numbers, increased collection, and regular review of discounts as well as through proactive work to ensure that all eligible council tax properties are identified.

- 8.5. **Property investment and commercialisation** – This theme is closely linked to the strategic Asset management priority, but also seeks to identify other external opportunities for investment in properties to achieve either an income stream or improved returns on investment. These would not necessarily be for investment purposes alone but seeks to regenerate areas which may require up front regeneration funding interventions, with a wider opportunity and growth potential. Opportunities could be indirect through treasury management property investments or direct delivery by the Council or through an appropriate vehicle. These could support, for example, regeneration within the Borough to deliver growth and linkages to the economic growth theme as detailed above. Any direct investment would be subject to a business case, considering all risks and the full revenue implications (including borrowing costs). Currently these opportunities are identified as part of the current asset management plan or proposals taken forward by the appropriate decision making process.
- 8.6. **Technological investment** – Improvements to the delivery of services through the use of technology. The digital strategy contains three strategic aims - **Digital Services, Digital Communities and Digital Workforce** which are supported by the objectives:
- A. To make our service provision more efficient via automation, reducing duplication of effort and reducing manual intervention.
 - B. To increase the quality of our service, by increasing speed, reliability, and consistency.
 - C. Increase data sharing across services
 - D. Create a single view of residents, land, and property
 - E. To promote Great Yarmouth as a great place to live, work, do business and visit.
 - F. To improve the accessibility and availability of our services.
 - G. To provide up to date always available information online for our customers
 - H. To have a workforce that has the right information, equipment, systems, training, and confidence to do their job in a digital workplace.
- 8.7. **Partnerships** - Creating efficiencies through collaborative working with others. Identifying opportunities must continue at a local level with partners and other organisations, ensuring that realistic and deliverable benefits are achieved including opportunities for shared services with others. In addition, strengthening approaches to working with communities and partners in the voluntary sector to:
- drive better outcomes for local residents
 - reduce avoidable demand on council services
 - secure investment to drive new partnerships with partners and communities to deliver corporate ambitions
 - make better use of council assets and resources to offer greater social value to local communities and to develop a partnership approach with public sector partners to working with communities across the borough

- 8.8. **GYBC operating model** – Ensuring the Council provides services in the most effective and efficient way, ensuring value for money and the ability to challenge where necessary. The following along with the MTFS are key to this:
- **Organisational Development Strategy**
 - **Digital Strategy**
 - **Procurement and contract management.**
- 8.9. **Savings and additional income** – Each year savings and income proposals are considered as part of the budget work, these are presented for approval as part of the budget reports in February each year. For the 2023/24 process a total target of £1.2 million has been allocated across management team. The full detailed proposals will be finalised in the coming months ahead of consideration by Members as part of the budget reports.
- 8.10. **Sustainability strategy** – As part of the council's sustainability agenda, this should be seen as a priority to support the delivery of a balanced budget. For example, through more efficient use of assets and resources.
- 8.11. **Use of reserves and invest to save** - Use of reserves to balance a budget only provides a short-term solution as the funds can only be used once. Reserves can however be used to smooth the impact of funding reductions and fluctuations in funding over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer-term financial benefit through reduced costs or additional income. As part of the reserves section of the document it has been flagged that there will be a requirement to use reserves to mitigate the impact to the general fund in the short term to produce a balanced budget due to the increased inflationary pressures and uncertainties around local government funding.
- 8.12. Proposals for the use of reserves to fund upfront costs can also be considered for business cases that will seek to deliver savings and /or additional income in the longer term.
- 8.13. **Parish council support** – Parish councils currently receive grants from the borough council for support for local council tax support and concurrent function grants.
- 8.14. A total of £25,000 is paid to parish councils annually to mitigate the impact of local council tax support. This system has been in place since the introduction of the local council tax support scheme when the funding was previously allocated to local billing councils. It is no longer allocated separately, however the borough has continued to provide the financial support to the parishes. It is recommended that this is reviewed alongside the support offered to parish councils in the form of concurrent function grants.
- 8.15. The Council is currently providing concurrent function grants totalling £142,000 to parish councils to in the form of grants annually. The concurrent function grants have remained the same since 2016/17. Concurrent functions are discretionary services that can be carried out by the Borough Council but can also be undertaken by parish councils where these exist. They cover services that are provided in some parts of the borough by the borough council and in other areas by the parish councils and can result in parish taxpayers being charged twice – double taxation. The payment of grants to the parishes seeks to contribute to the costs to mitigate this. The grants cover the maintenance of burial grounds, beach cleaning, parks and open spaces and bus shelters. A review has been undertaken on the level and method of grants offered and this will be brought forward in a separate report to members.

- 8.16. There are a number of workstreams and priorities that are currently underway that are at different stages which could have a positive impact on the overall financial position. In the medium to longer term these have the potential to generate revenue streams to the Council, through increased business rates growth and rental opportunities, in addition to asset disposals that through the generation of capital receipts would enable a revised approach to the financing of the capital programme to minimise future increases to MRP for the financing of the capital programme. These include the Operations and Maintenance facility and the potential for rental streams through future site occupancy, land asset disposals for future housing provision in addition to taking the opportunity review council tax discounts that have been identified nationally for review including second homes. The timescales of these to deliver a financial benefit to the council will not be until 2024/25 at the earliest, with some not due until 2025/26 or later.
- 8.17. Whilst these provide longer term opportunities, there needs to be further proposals for savings and additional income in the short term to mitigate the forecast funding gaps.
- 8.18. The continued unknowns on the future local government funding and the current economic uncertainty a significant challenge to the sector as a whole when faced with financial planning. There is still work to be completed over the coming months as the detail of the 2022/23 budgets are pulled together, this includes the following:
- Budget challenge – to include review of current spend commitments and vacant posts
 - Collation of savings and income proposals for
 - Fees and charges 2023/24
 - Capital bids 2023/24
 - Critical reserves review to identify available reserve for one off use
- 8.19. The following provides a high level summary of the forecast funding gap allowing for target savings/additional income and potential future opportunities:

£000	2022/23	2023/24	2024/25	2025/26
Forecast Gap	1,043	2,435	2,734	3,035
Business Strategy Savings/Income	0	(100)	(780)	(920)
Savings/Income to be identified 22/23	(500)	(500)	(500)	(500)
Savings/Income to be identified 23/24	n/a	(750)	(750)	(750)
Savings/Income to be identified 24/25	n/a	n/a	(500)	(500)
Savings/Income to be identified 25/26	n/a	n/a	n/a	(500)
Cumulative Gap before use of reserves	543	1,085	204	(135)
Use of earmarked/general reserves	543	1,628	1,832	1,697

- 8.20. **Summary** - The updated position above is prior to the detailed work on the budget for 2022/23 being completed, which is currently in progress to be presented to Members in February. Work is continuing with services to identify further options to reduce the forecast gap in the short to medium term.

9. Risk and sensitivity

- 9.1. Many factors may impact on the financial forecast and overall financial position, and these have been highlighted in the respective sections.
- 9.2. Despite the risks, the Council must continue to respond to the challenges and take a proactive approach to the economic growth and regeneration of the Borough to deliver growth to tax

bases for domestic and business properties to deliver direct income. The significant investment that is underway in the borough from the Marina centre, future high streets and towns fund coupled with partner and external investment through the County Council should continue to be a medium to long term priority to support the financial position for the authority and to meet its priorities and provide the best possible services to the borough residents and businesses.

- 9.3. There is a legal requirement to set a balanced budget annually and must be set in an informed manner and may propose changes to service levels, which may require upfront investment. Alongside approval of the budget, the level of reserves and robustness of the estimates are factors that are considered in full ahead of approving the budget and the council tax for the coming year. Whilst reserves can be used to mitigate one-off funding gaps, the use of the reserves cannot be seen as a longer-term sustainable option to delivering robust budget and financial management.
- 9.4. The updated financial forecasts are dependent upon a number of key assumptions at a point in time. In addition to these there are a number of significant financial risks and uncertainties facing the council which could have an impact on the medium term financial strategy, these include the following:
- 9.5. **Future funding** – The timing and impact of reviews of local authority funding remains uncertain. Continuation of grants, for example New Homes Bonus and whether this will continue is unknown. Currently the forecasts assume a rollover of the 2022/23 funding, as a significant receiver of RSG of £2 million per annum, until the outcome of the fair funding review is known this remains a risk for future funding.
- 9.6. **Inflation** – The Council has a significant investment programme including the projects to be delivered through the Town Deal and Future High Streets funds along with the Wintergardens. Whilst all project budgets will include an element of contingency the increases to construction costs and the demand for materials provides further risks to the programme of delivery. A further £2.5m central capital contingency budget was approved in 2022/23 to mitigate this risk further.
- 9.7. **Business rates** – The current system is inherent with volatility and uncertainty for example appeals, vacant properties and non-collection. A 1% movement each year would result in approximately £50,000 additional income per annum being retained.
- 9.8. **Council Tax** – Increases in the tax base generate increases in the locally collected element of the council tax, however this is also dependent upon the level of collection which with the increased cost of living pressures makes this inherently challenging. As a guide a 1% increase in council tax (band d) equates to approximately £53,000.
- 9.9. **Interest rate changes** – Increases in the rates can make capital projects unaffordable, requiring to scale back and reduce the call on financing by borrowing.
- 9.10. **Employee costs** – Pay awards being in excess of the level budgeted for, the impact being ongoing. 1% equates to approximately £140,000 annually including oncosts.
- 9.11. **Ability to deliver savings and additional income** – Non achievement of planned savings.
- 9.12. **Service demand and income** – Demand led services continue to provide significant income to the Council, eg car parking, planning and building control, crematorium. The importance of maintaining general and earmarked reserves remains essential to mitigate short term impacts of reduced income.

- 9.13. **Interest and MRP** - The revenue budget takes account of the planned borrowing and financing of the current approved capital programmes. Slippage of capital schemes will impact on the level of borrowing required along with the associated financing costs. As new schemes and projects are approved the revenue implications will need to be considered as part of the options appraisal and business case.
- 9.14. **HRA** – The impact of inflationary increases to the delivery of the HRA services for the day to day maintenance and longer term stock investment will also impact on the affordability of provision of new build programmes for replacement stock through the right to buy programme.
- 9.15. The extent to which the above factors will have an impact on the ongoing financial projections and funding gap will vary. Some will have an ongoing impact and some may be more short term. The above risks will be considered as part of the annual budget setting process.

General Fund Reserves Schedule - 2022/23		Opening Balance 01/04/22	Budgeted Movement 2022/23	Committed Expenditure 2022/23	Actual Movement (inc forecast) 2022/23	Updated Closing Balance 31/03/23	Budgeted Movement 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£
Planning Delivery Grant	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	136,389	0	0	(25,000)	111,389	0	111,389	0	111,389
Insurance Fund	The Council budgets for a level of excess being charged to the Service Accounts annually. Any under provision is met from the Insurance Fund, and any surplus is transferred to the fund.	382,990	0	0	0	382,990	0	382,990	0	382,990
DFG top-up capital loans and grant fund	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	400,000	0	0	0	400,000		400,000		400,000
Restricted use grant	This reserve holds unspent grants received for specific purposes for which the spend has not yet been incurred.	564,981	(54,000)	(205,965)	(54,000)	305,016	(40,515)	264,501	(20,000)	244,501
Invest to Save	To be used to fund one-off costs associated with projects that will deliver future efficiencies and savings including costs associated with restructures.	1,553,339	0	(284,111)	(50,255)	1,218,973	0	1,218,973	0	1,218,973
Specific budget	This reserve is utilised as expenditure is incurred.	264,722	(59,142)	0	(59,142)	205,580	(47,590)	157,990		157,990
Repairs and Maintenance	This reserve is utilised as expenditure is incurred.	317,638	0	0	0	317,638	0	317,638		317,638
Waste Management	This reserve is utilised as expenditure is incurred in relation to the service.	13,795	(11,375)	0	(11,375)	2,420	(2,250)	170		170
Collection Fund (Business Rates)	Earmarked to mitigate the fluctuations in business rate income between years.	1,976,810	(93,000)	0	(93,000)	1,883,810	0	1,883,810		1,883,810
Community Housing Fund	This represents grants previously received to assist with the delivery of Community Housing.	551,242	(10,000)	0	(10,000)	541,242	(30,000)	511,242	(30,000)	481,242
Enforcement	Earmarked for enforcement related works to address issues and bring properties back into use.	33,302	0	(4,822)	0	28,480	0	28,480		28,480
Special Project Reserve	Earmarked for projects and for use as matched funding as appropriate to access external funding, Includes capital and revenue projects.	429,043	(182,978)	(175,000)	(182,978)	71,065	(25,900)	45,165		45,165
Benefits/Revenues Reserve	This reserve is held to mitigate year on year fluctuations of investment income received.	267,895	0	0	0	267,895	0	267,895		267,895
Homelessness	This reserve is held to mitigate the impact of fluctuations between financial years from income received from Council assets and properties, in addition it includes re-allocation from other reserves to be used for investments in Council assets including current and future asset enhancements.	842,451	(95,000)	0	(95,000)	747,451	0	747,451		747,451

General Fund Reserves Schedule - 2022/23		Opening Balance 01/04/22	Budgeted Movement 2022/23	Committed Expenditure 2022/23	Actual Movement (inc forecast) 2022/23	Updated Closing Balance 31/03/23	Budgeted Movement 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£
Treasury Management reserve	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	200,000	0	0	0	200,000	0	200,000		200,000
Asset Management reserve	To be utilised for service expenditure for the reduction in homelessness.	1,872,198	(230,825)	(1,190,079)	(236,621)	445,499	(204,753)	240,746		240,746
Coast Protection	Established as part of the 2019/20 budget process for match funding and mitigate one-off costs in relation to coast protection.	104,275	0	(34,275)	37,566	107,566	0	107,566		107,566
Empty Business Property Incentive Fund	Earmarking of funds to be used for incentivising bringing properties back into use.	100,000	0	0	0	100,000	0	100,000		100,000
Covid	This reserve is utilised as expenditure is incurred and represents the covid funding received in the final quarter of 2020/21 for which spend has not been incurred but is committed.	543,218	0	(112,164)	(431,054)	0	0	0		0
Collection fund income compensation	To be utilised to fund deficit in collection fund. Significant movement in 2020/21 reflects the collection fund adjustment account in respect of Covid to be utilised in 2021/22.	5,911,969	0	(5,237,311)	(50,000)	624,658	0	624,658		624,658
Other Reserves	These Reserves are budget carry forwards to be used in future years.	2,461,682	(24,742)	(42,094)	(247,288)	2,172,300	(28,917)	2,143,383	(13,912)	2,129,471
Total GF Earmarked Reserves		18,927,939	(761,062)	(7,285,820)	(1,508,147)	10,133,971	(379,925)	9,754,047	(63,912)	9,690,135
General Fund Reserve	Current recommended balance of £3.5 million (as at Feb 2022)	4,020,411	(208,205)	0	(2,591)	3,812,206	0	3,812,206	0	3,812,206
Total GF Reserves		22,948,350	(969,267)	(7,285,820)	(1,510,738)	13,946,177	(379,925)	13,566,253	(63,912)	13,502,341
Excluding the B Rates Adjustment		13,015,970								

URN: 22-257

Subject: Green Fleet Strategy (2022 to 2032)

Report to: Policy & Resources Committee – 8 November 2022

Council – 15 December 2022



Report by: Chris Silverwood, Director of Operational Services, James Wilson, Head of Environment and Sustainability, Paula Boyce, Strategic Director

SUBJECT MATTER

This report provides members with a proposed Green Fleet Strategy which spans the Borough Council's service vehicles and those of the new wholly owned company Great Yarmouth Services (GYS) Limited. In doing so the report sets out how the Council will invest in its operational fleet driven by available and emerging low carbon technologies. The report goes on to ask members to support an investment and replacement programme to create a new green fleet with a significant reduction in carbon emissions by way of available procurement frameworks. The early adoption of a more sustainable fleet will ensure the Council moves towards in line with its net zero target by 2035.

RECOMMENDATIONS

That Policy & Resources Committee:

1. Agrees the Green Fleet Strategy as set out in this report including the conversion of the whole fleet from diesel to sustainably sourced fuels including Hydrotreated Vegetable Oil (HVO) and electric where possible to achieve immediate carbon savings.
2. Supports the replacement of:
 - Six Refuse Collection Vehicles (RCV) with the latest Euro 6 vehicles to run on HVO in 2022/23 to deliver frontline operational services via the new GYS Limited company.
 - Six Refuse Collection Vehicles (RCV) with the latest Euro 6 vehicles to run on HVO in 2023/24
 - One Refuse Collection Vehicle (RCV) with electric Refuse Collection Vehicles (eRCV) in 2023/24.
 - One panel van with an electric equivalent in 2023/24.
3. Agrees that up to £20,000 per vehicle can be made available to retrofit emerging fuel technology including hydrogen within the fleet of Euro 6 RCVs to reduce fuel and associated carbon emissions further. Subject to the success of the initial trial, there would be an outlay of £20,000 for one vehicle retrofit funded from the invest-to-save reserve.
4. Agrees to release £50,000 from invest-to-save for a feasibility study to assess the current depot's ability to deliver the future needs of the service.
5. Agrees to investigate options for members and the workforce which encourage greater active travel including use of public transport, lift-sharing and salary sacrifice schemes which enable greater uptake of electric vehicles.
5. **Recommends to Council** the release of the agreed capital budget allocation of £1.13 million, with the addition of an extra £106,000 (due to a cost increase since the budget was agreed last year) making it **£1.236 million in 2022/23** and the allocation of a further capital spend of **£1.7 million in 2023/24** for vehicle acquisitions.
6. **Recommends to Council** to agree to lease all operational vehicles to the new company Great Yarmouth Services (GYS) Limited and delegates authority to the Deputy Section 151 Officer to agree the lease terms.

1. INTRODUCTION

- 1.1 The Council's adopted Sustainability Strategy (July 2022) sets out the ambition for the organisation to be a Net Zero local authority by 2035. To move the Council towards this goal, work was undertaken by the Carbon Trust to assess the organisation's current Carbon Footprint. This work identified the main sources of CO2 emissions; one of which is the Council's fleet of vehicles. This includes services vehicles and those utilised by frontline operational services (waste/recycling collection & cleansing fleet). Together, given its reliance on fossil fuels, the Council's fleet is responsible for one third of the Borough Council's carbon emissions (based on 2019/20 data).
- 1.2 Work has been undertaken to prepare a Green Fleet Strategy informed by a technical study of operational vehicles undertaken by SLR Consulting in July 2022. The Council is also part of the Norfolk Climate Change Partnership and has benefitted from access to its study into alternative fuels in particular the use of hydrogen for Refuse Collection Vehicles (RCVs).
- 1.3 On the 9 December 2021 the Borough Council made a decision not to continue with the GYBS Ltd Joint Venture Company, choosing to bring the partnership agreement to its natural end of with Norse on 31 March 2023. At that point, the Council has agreed it will be changing its delivery model for operational services through the creation of a Great Yarmouth Borough Council wholly owned Local Authority Trading Company (LATCo) to undertake existing operational services from 1 April 2023 called Great Yarmouth Services (GYS) Limited. In order to achieve this, the new LATCo requires a fit for purpose operational fleet which is less reliant fossil fuels and supports the Council's ambition of net zero by 2035. As part of the preparatory work to transfer the waste collection, street cleansing and grounds maintenance to the LATCo GYS Limited, it is clear that investment is needed in this operational fleet.
- 1.4. The intention, as set out in this report, is for the Borough Council to procure a new operational fleet which will be transferred to the new company GYS Limited from the 1 April 2023 via a lease arrangement. Leasing vehicles from a parent company or group is a similar business model used by Norse for its Joint Venture companies and is widely used in the waste and cleansing sector. Other service vehicles will be replaced for Ultra Low Emission Vehicles (ULEV) on an as and when basis supported by Business Cases.
- 1.5. With alternative fuel options available for RCVs, the Green Fleet Strategy provides demonstrable examples of each of these alternative fuel options and their financial feasibility for use now and in the future.
- 1.6. The Strategy is presented to members to provide a framework to decarbonise the whole of the Borough Council's fleet and encourage sustainable modes of transport for its workforce and members including active travel planning.

2. GREEN FLEET STRATEGY

- 2.1 The Green Fleet Strategy provides practical advice and guidance to council services, members, staff and suppliers, that make use of vehicles to deliver public services in the borough. It sets out how the Council will implement sustainable fleet management practices and encourage active travel amongst drivers.

2.2 The aims of the Strategy are to:

1. Provide a Council fleet that underpins the delivery of high quality, cost effective and efficient services with minimum environmental impact.
2. Minimise the carbon produced across the whole life cycle of vehicles in the Council's fleet from production to emissions.
3. Adopt cleaner fuels and technologies by embedding green criteria in the fleet procurement process to reduce greenhouse gas emissions and convert to Ultra Low Emission Vehicles (ULEV) where possible as an alternative to diesel or petrol.
4. Achieve the highest possible vehicle maintenance and driving standards across the fleet, ensuring regulatory compliance for staff and customers.
5. Work with contractors, suppliers and partner organisations to encourage and promote low carbon infrastructure as a catalyst to provide clean energy solutions and new fleet technologies.
6. Promote and encourage active travel to reduce the environmental impact of work-related journeys and improve people's health and well-being.

- 2.3 Achieving decarbonisation of the Council's fleet requires a significant investment funded through efficiencies derived from the reduction in use of fossil fuels, and by driving down costs in fleet maintenance.
- 2.4 In making its decisions to switch to ULEVs, the Council will on each occasion carry out an appraisal looking at the environmental, technical, social and financial impact and benefits using the Council's standard Business Case modelling and make of its decision based on value for money and carbon impact.
- 2.5 The commitment and investment in line with a Green Fleet Strategy demonstrates that Great Yarmouth Borough Council is leading by example and aims to inspire others to also take action.

3. FLEET ASSESSMENT & ACQUISITION OF ULTRA LOW EMISSION VEHICLES

- 3.1. With the Borough Council adopting a Sustainability Strategy in July 2022, it is clear that like for like replacement would not meet the Council's low carbon requirements. A carbon assessment undertaken by the Carbon Trust for the Council in 2021 showed the current fleet of 122 vehicles operated by the Joint Venture Company GYBS Limited to be the largest Scope 3 emitters of Carbon Dioxide (CO₂). Together with the Council's other service vehicles the fleet accounts for one third of overall emissions.
- 3.2. Across other council services there are 9 small vans and cars in use. As and when these vehicles come-up for replacement, a Business Case will be developed to support a capital application or revenue funded lease. Whilst these vehicles are petrol and diesel currently, in line with the proposed Green Fleet Strategy, options to replace each vehicle with an Ultra Low Emission Vehicle (ULEV), likely to be electric, will be explored.

- 3.3. Whilst the market for alternative fuels is still fairly limited, there are now practical options the Council can take to decarbonise its most heavily reliant fossil fuel vehicles.
- 3.4. A review of the existing GYBS Limited fleet has been undertaken with the primary focus being on the fifteen RCVs used to deliver the household waste & recycling collection function. Six of these diesel vehicles are over 9 years old and in need of immediate replacement in 2022/23. A subsequent seven RCVs are also due for replacement in 2023/24 financial year. The remainder of RCVs need replacing in 2025/26.
- 3.5. Options for replacement ULEV RCVs have been explored by SLR Consulting and this report recommends the Council moves to the most up-to-date engine (Euro 6) available at the time of procurement and switches to fuel these RCVs with Hydrotreated Vegetable Oil (HVO) rather than diesel. It has been confirmed that the existing depot infrastructure, in particular the diesel storage tanks, would require no modification to store HVO. Indeed, it is also possible to mix HVO with diesel.
- 3.6. In addition, the Council is also looking to procure one electric RCV for an urban collection round. In September 2022 GYBS Ltd successfully trialled the Dennis Eagle eCollect fully electric RCV for three full days on the three different waste streams (recycling, mixed waste and garden waste). Each day the e-RCV returned having completed the whole of its route with the vehicle collecting up to 11 tonnes throughout the trial days and having between 30% and 50% range remaining in the fuel cell. Additionally, feedback from the crews has been positive given it is a much quieter vehicle and provided a good working environment.
- 3.7. Decarbonisation of whole of the Council's fleet will be driven by the development of Business Cases which take in account the whole life running costs of each vehicle or family of vehicles in order to make sound financial investments which deliver carbon and financial revenue savings in the medium to long term. It is anticipated that savings will be derived from the reduction in use of fossil fuels and by driving down costs in fleet maintenance.
- 3.8. An 8-year and in some instances, 10-year Vehicle Replacement Programme will be developed for each service area in order to plot the course towards a completely carbon neutral fleet. These replacement programmes will be iterative responding to changing service needs, emerging technologies and future funding parameters.
- 3.9. In doing so the Council will weigh-up the purchase costs and potential vehicle lifetime costs against carbon reduction benefits for each purchase. As new technologies mature, the costs will reduce, new suppliers will come into the market and reliability will improve.
- 3.10. Whilst across the UK there is general lack of hydrogen refuelling infrastructure presently, there are local green shoots which this Council could help nurture. Of most relevance to Great Yarmouth is a project called 'Hydrogen East' which is underway in Norfolk commissioned by the Norfolk Climate Change Partnership (NCCP). The project looks to identify and assess options for the development of hydrogen infrastructure opportunities in the East of England, including production and fuelling infrastructure in Norfolk.
- 3.10 Working as part of the NCCP and cooperating with the Hydrogen East project, officers have been able to understand more about the requirements of hydrogen fuelling infrastructure; especially when taking into account other industry sector applications for hydrogen as a sustainable fuel source. Consequently, there may be opportunities for the Council to undertake a feasibility study into the running of a hydrogen fuelled RCV fleet working with key partners in this field to support the decarbonisation of transport and industry in the local area.

However, with no clear timescale for the introduction of local availability of hydrogen fuel, SLR has recommended that the Council should not plan on a full transition to hydrogen fuelled vehicles in either the short or medium term.

- 3.11 Officers have however determined a cost (£20,000) to trial a retrofit hydrogen solution which is at the prototype stage after a second trial was undertaken using an RCV in October 2022. This trial was carried out in partnership with a local engineering company which develops cleaner diesel, hybrid, electric and hydrogen powered products. The trial consisted of installing a hydrogen introduction system onto a RCV which injects a small amount of hydrogen into the engine's air intake producing a cleaner burn with the intention of reducing fuel consumption by up to 14%, carbon monoxide by 25%, carbon dioxide by 8% with an overall reduction in other emissions by some 80%. Once fully evaluated, it is proposed that a unit of this nature is retrofitted to a RCV to trial results over a longer time period with a view to a future investment decision in relation to hydrogen.

4. DEPOT & INFRASTRUCTURE

- 4.1. The technical study by SLR Consulting conducted in July 2022 looked at the existing depot on Churchill Road in Great Yarmouth which is an old Victorian site with limited scope for additional services or vehicles without significant investment to facilitate reconfiguration of some parts of the site. As well as vehicle parking provision, the site has a vehicle maintenance workshop which is comprised of three RCV bays and two bays for grounds maintenance and landscaping vehicles.
- 4.2. The depot is in a residential area with a new housing development having been created on adjacent land. The depot is also known to have poor drainage which has led to incidents of flooding. In the longer term, the Council will therefore need to consider whether the existing depot is sustainable and can meet the needs of a new fleet.
- 4.3 From a survey previously carried out at the Churchill Road depot which assessed the possibility of installing four electric charging points for panel vans & tippers, the cost of installation was estimated in the region of £6,500. This cost has been included in the eRCV investment figures. A follow up assessment will now be undertaken to establish if charging points can also be installed for eRCVs including a "nature of supply" application to UK Power Networks to determine if additional electricity can be supplied without further substation investment. Clearly to support eRCVs to recharge at the existing depot, wider power network infrastructure will need to be confirmed first. Acquisition of eRCVs will be conditional on being able to connect to the existing UK Power Networks supply infrastructure.
- 4.4 Members are asked to make available £50,000 to undertake a full feasibility study on the depot and possible alternative sites as part of this report's recommendations.

5. OPTIONS

- 5.1. A tried and tested solution for applying ULEVs to refuse and recycling collections services is yet to be proven fully in the UK. However, looking at the best examples operating in the UK presently, it is clear that the vehicle manufacturing sector is now responding to demand for lower carbon, cleaner technology vehicles at pace but with a higher capital cost than the typical diesel powered RCV. Members therefore have decisions to make in considering this report in relation to short, medium, and long-term plans for a new ULEV fleet:

- 5.2. **Option 1: Do nothing** – The ageing fleet is currently costing over £20,000 per vehicle per year to maintain with some of the vehicles being nearly double the age of expected life of an RCV. There is therefore a real possibility of complete vehicle failure which could have significant impact on the ability to deliver waste collection services. Therefore, doing nothing this is not an option.
- 5.3. **Option 2: Replace all RCVs with new Euro 6 engines & use of HVO** – This would provide a reliable and more fuel-efficient diesel fleet which would thereby give the industry time to develop and deliver sustainable and affordable ULEV vehicles. However, remaining with diesel alone will not meet the Council’s sustainable objectives in relation to reducing its carbon footprint and achieving net zero by 2035.
- 5.4. The cost of replacing the vehicles with a modern like for like Euro 6 engines is in the region of £206,000 per vehicle. This is the cheapest and most reliable option available to the Council for wholesale fleet replacement.
- 5.5. Fuelling these vehicles with diesel in the short term would provide only a small marginal reduction in carbon dioxide emissions based on a more efficient and modern engine. However as the largest Scope 3 emitter within the Council’s carbon footprint, it can be argued that there is an expectation to deliver significant carbon savings across the fleet which would mean moving as soon as possible away from diesel.
- 5.6. Euro 6 engines can instead be fuelled entirely with HVO which would reduce the carbon dioxide emissions by over 80%. This does however come with an increase in fuel costs in the region of 18% which amounts to an annual increase of £47,000 per year based on current mileage. The big advantage with purchasing Euro 6 engines and fuelling them with HVO in the short term however is that there would be no other infrastructure changes or costs required. Existing fuel tanks could be reused for HVO.
- 5.7. **Option 3: Replace all RCVs with eRCVs** – This would provide a near virtual zero emission eRCV fleet, proving a cleaner quieter working environment for the operatives and residents of the Borough. It would also make a significant contribution to the Council’s aims of being net zero by 2035. There are however significant cost implications of this option with the eRCVs costing in the region of £450,000 and hydrogen RCVs ranging from £365,000 to £800,000 plus the infrastructure required for repairs, maintenance and charging and staff training.
- 5.8. Should eRCVs be the preferred option, there is a lack of knowledge around the nature and size of electric supply to the Churchill Road depot and there are significant risks that charging infrastructure might not be feasible or would come at a significant cost. Although the depot would be able to fit infrastructure on its current site for all RCVs this would be very tight and would not leave any flexibility for future growth in the fleet in relation to food waste collection or other commercial waste collection aspirations.
- 5.9. Hydrogen technology is slightly further behind electric technology in terms of its development in this sector. In addition to this either a hydrogen production facility and/or fuelling station or storage of hydrogen tanks would be required to ensure certainty of fuel supply with the depot’s limited footprint not providing the size and space necessary in its current location.
- 5.10. **Option 4: Mixed fleet using ULEV where possible** – The use of a mixed fleet with mostly Euro 6 engines with a small number of ULEV e.g. eRCVs is the most widely adopted combination in use presently by UK local authorities. This would deliver the reliability of a traditional diesel

fleet with the benefit of ULEV in terms of carbon reduction and reduces initial outlay costs. Several Councils are using HVO in place of diesel in Euro 6 engine RCVs, thereby giving additional carbon savings whilst utilising the ULEV technology in specific areas of their service. The type of ULEV technology being deployed ranges from eRCV, hydrogen and hybrid vehicles.

- 5.11. This option would enable the Council and its new LATCo GYS Limited to continue to utilise the existing depot in the short to medium term, giving reliability and confidence from having at worst a Euro 6 fleet whilst testing the feasibility of the ULEV with the smaller number of vehicles utilising this technology including investment in eRCVs for some collection rounds.
- 5.12. Although this option would require an increase in capital investment to purchase vehicles compared to a like for like diesel replacement programme, this option would allow for a transition to ULEV as the market and technology develops over the lifetime of the new vehicles (8-10 years). It also significantly reduces the carbon footprint of the fleet with the introduction of HVO as a fuel instead of diesel.
- 5.13. Option 4 is the officers' recommendation supported by the findings from the work of SLR Consultancy and has been costed for members consideration in the recommendations of this report.

6. FINANCIAL IMPLICATIONS

- 6.1. It is proposed that all commercial vehicles and plant are purchased outright where possible with funding provided through the management of a Vehicle and Plant Renewal Fund. The fleet would remain the Borough Council's asset and would be leased to GYS Limited, ensuring there is sufficient budget to allow for vehicle replacement at the end of the agreed lifetime of the vehicle. Where outright purchase is not possible the Council would look to purchase through a finance lease arrangement, and then sub lease to GYS Limited covering lease costs in full.
- 6.2. There are several options for the procurement of vehicles. The Council has employed the services of vehicle procurement specialist who has reviewed the different options and has recommended Outright Purchase for RCV's.
- 6.5. Finance Lease has been costed for the 2023/24 over the planned 8-year lifetime of the vehicle as this is an additional cost to the Council as such it has been discounted as an option based on the increased costs and less flexibility over the outright purchased option.
- 6.6. Based on the findings and recommendations of the Green Fleet Strategy this report requests release of funds from the Capital programme of £1.13 million (Price in October 2021) to replace 6 x RCV's, which was agreed in 2022/23 budget. Due to the delay in procurement the revised costs for these 6 x RCV's are now £1.236 million (Price in August 2022), an increase in £106,000.
- 6.7. Also based on the findings and recommendations of the Fleet Strategy this report requests release of capital funding of an additional £1.7 million in the 2023/24 financial year to replace the 7 RCVs (one being electric). Funding for installation of electric charging points to be confirmed with a provisional sum of £6,000 included in the eRCV costing presented in this report.

- 6.8 The annual revenue costs for financing the new capital purchase of the vehicles would be £185,000 per annum for those purchased in 2022/23, and an additional £275,000 for those purchased in 2023/24 based on current prices.
- 6.9 The current budget allows for annual lease costs of £220,000 and £230,000 repairs and maintenance, although with a new fleet of vehicles there would be a lower requirement for repairs due to the age of the vehicles and enable a more efficient operation of the fleet of vehicles. These would then mitigate the annual capital costs of the purchase of the vehicles.
- 6.10 There was never any annual vehicle replace provision made within the GYBS accounts as far as we can tell, so irrespective of the end of the GYBS arrangement date, there was likely to be an additional cost of the Vehicle Replacement Programme.
- 6.11 Funding for feasibility study on options for the relocation of the depot £50,000 future proofing frontline services for technology and Government policy changes.
- 6.12 It should be noted that HVO fuel costs 18% more than diesel. However this additional cost may be offset by the hydrogen injection technology, if proven successful post trial. Members can be updated on the outcomes of this trial technology.
- 6.13 A £3,300 cost of a 5-day accredited training course for the vehicle fitters and a high voltage Safety Board costing of £2,995 which will need to be built into the GYS 2023/24 training budget has also been included.
- 6.14 For the remainder of the HGV fleet there are 2 x RCV's that will need to be replaced 2025/26.
- 6.15 Against these additional costs, there are positive fuel (Diesel & AdBlue) and revenue & maintenance (R&M) related savings which can be made switching to ULEVs. For noting R&M will reduce year on year with ULEVs when compared to diesel engines which after Year 3 vehicles start to get older, their traditional warranties expire, and vehicle parts start to need replacing etc. A summary of costs and savings in Table 1 below.
- 6.16 The annual financial implications assumes that the vehicle purchases are financed from borrowing. Due to the relatively short asset life it would be a more prudent approach to finance these from capital receipts should there be sufficient at the end of the year, this would then reduce the in-year financial implications. However in order to smooth the impact of replacing vehicle in the future, even if the vehicles were financed from capital receipts it would be prudent to allow for a Vehicle Replacement Programme as part of the annual budget.

7 LEGAL IMPLICATIONS

- 7.1 The Council undertakes all procurement in accordance with the Contract Standing Orders (CSOs). These are the rules that incorporate national and European procurement legislation and ensure that all commercial relationships are compliant with the law and follow good practice. The CSOs form part of the Council's Constitution. Great Yarmouth Borough Council is a Waste Collection Authority and has a statutory duty to collect domestic residual and recycling waste under the Environmental Protection Act 1990.

8 RISK IMPLICATIONS

- 8.1 Further delays on the procurement of all RCV's will have a financial impact on repairs & maintenance and potential service failure due to breakdowns also it could impact on the costs of any new vehicles with the delay already costing in the region of £106,000.
- 8.2 In January 2022 there were HVO fuel supply chain issues which delayed some local authorities using HVO on their fleet, we have been given reassurances regarding supply chain from our supplier. However, we can switch back to diesel short term if required with no impact on infrastructure or fleet.
- 8.3 Lead times for the delivery of new vehicles remains at around 12-18months, so even if ordered now the vehicle would not be on the road for up to a year, leaving the service exposed should an existing vehicle be taken off the road for a long period.
- 8.4 UK Power Networks have confirmed they have no supply details for the Churchill Road depot as such we are unable to ascertain whether the current supply would be able to use to install the larger charging units for the RCVs. As such a "nature of supply" application has been made to establish this information. If the supply is not sufficient then there would be significant additional cost associated with the installation of sufficient supply for this charging units and this might impact on the feasibility of the site for the future and for the 1 proposed eRCV.
- 8.5 Due to the age of the depot, changes in technologies for vehicles, new housing developments in the vicinity of the depot it may not be fit for purpose.

9 CONCLUSION

- 9.1 In preparing the proposed Green Fleet Strategy, the Council commissioned SLR consultants to consider options for an Ultra Low Emission Vehicle (ULEV) fleet replacement to ensure the Council makes its decisions based on the best available low carbon technologies and emerging low emission fuels. The Green Fleet Strategy (Appendix 1) spans the whole of the fleet of vehicles needed to deliver the existing frontline operational services being transferred from GYBS Limited to GYS Limited.

Area for consideration	Comment
Monitoring Officer Consultation:	As part of ELT.
Section 151 Officer Consultation:	As part of ELT.
Existing Council Policies:	Great Yarmouth Sustainability Strategy Carbon Reduction Plan
Financial Implications (including VAT & tax):	As detailed above.
Legal Implications (including human rights):	As detailed above.
Risk Implications:	As detailed above.
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Green Fleet Strategy (2022-2032)

1. Introduction

Great Yarmouth Borough Council’s Sustainability Strategy (July 2022) set the commitment to be a Net Zero local authority by 2035. Through an independent study carried out by the Carbon Trust, the Borough Council identified that its organisational carbon footprint resulted in 7,843.76 tonne of CO₂e. Whilst the borough of Great Yarmouth as a geographic area currently produces the lowest amount of CO₂ emissions when compared to the other local council areas in Norfolk, we are not complacent in needing to do more.

With a Carbon Reduction Plan agreed (Environment Committee March 2022), work has been undertaken to prepare a Fleet Strategy to decarbonise the Council’s vehicle fleet. Council vehicles and those of GYB Services Limited (the operational collection fleet) are responsible for a third of the Borough Council’s emitted carbon (based on 2019/20 data):

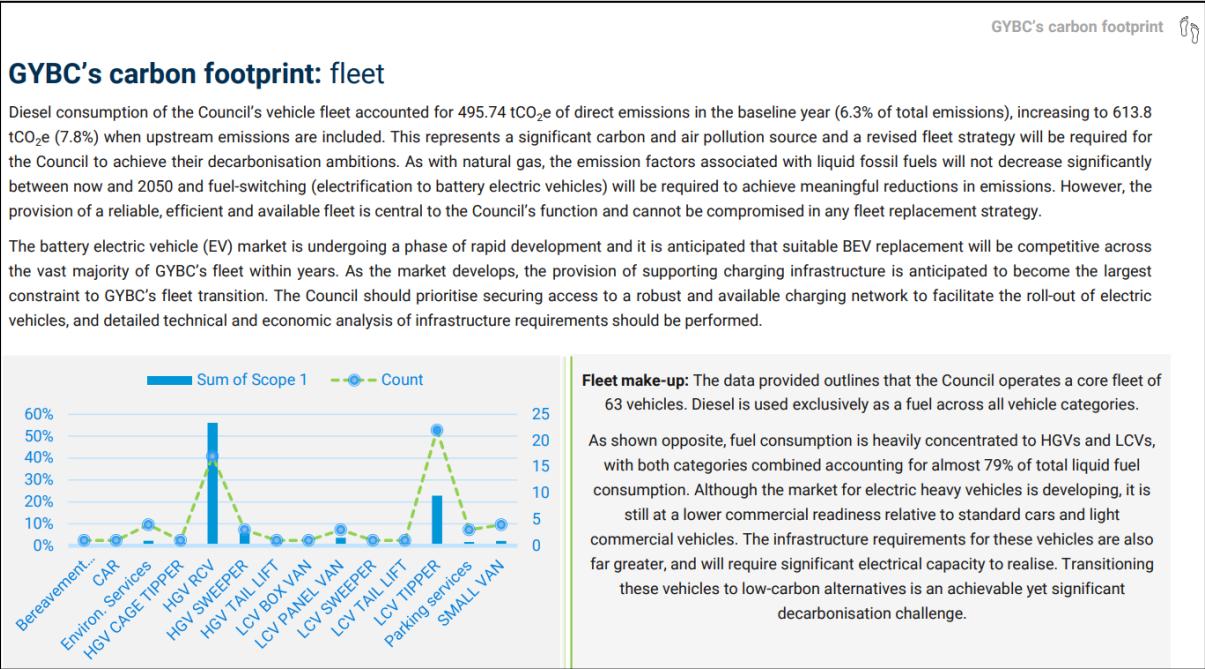


Table 1 - Great Yarmouth Borough Council – Extract from Carbon Footprint Report, The Carbon Trust (2022)

This Green Fleet Strategy provides an overarching Strategy to decarbonise the whole of the Council’s fleet informed by bespoke technical support from SLR Consulting and a wider literature review of industry technical reports at the time of writing.

During the life of the Green Fleet Strategy, the Council will review its vehicle usage and as the opportunity arises, replacing vehicles with more fuel-efficient or alternative fuel/power options whilst ensuring household waste & recycling collection routes are optimised. Taking a pragmatic approach to action at a local level will reduce the carbon impact of the Council's vehicle fleet. At the same time as investing in new low carbon technologies, it recognises that its

"We recognise the world is changing and we must meet the challenge of global climate change by playing a positive local role leading by example. Great Yarmouth will be a place where sustainability is at the heart of our work and where people take pride in the clean and attractive environments found here"

(Corporate Plan 2020-2025)"

vehicles must be fit for purpose and environmental cost effective in the long term. A key element of the Green Fleet Strategy is to improve staff health and wellbeing by introducing a travel hierarchy to encourage Council staff to be physically active by replacing car journeys with cycling and walking where appropriate. Ultimately the Council would like its workforce, residents, businesses and suppliers together with the huge number of people who work and visit our borough to look at sustainable alternatives to using motor vehicles in their day to day lives and help make Great Yarmouth cleaner and greener.

Achieving decarbonisation of the Council's fleet requires a significant investment funded through efficiencies derived from the reduction in use of fossil fuels, and by driving down costs in fleet maintenance. In making its decisions to switch to ULEVs, the Council will on each occasion carry out an appraisal looking at the environmental, technical, social and financial impact and benefits using the Council's standard Business Case modelling and make of its decision based on value for money and carbon impact.

The commitment and investment in a Green Fleet Strategy demonstrates that Great Yarmouth Borough Council is leading by example and aims to inspire others to also take action.

2. Aims of the Green Fleet Strategy

The Green Fleet Strategy provides practical advice and guidance to council services, members, staff and suppliers that make use of vehicles to deliver public services. It sets out how the Council will implement sustainable fleet management practices and encouraging active travel amongst drivers.

Great Yarmouth Borough Council aims to:

1. Provide a Council fleet that underpins the delivery of high quality, cost effective and efficient services with minimum environmental impact.
2. Minimise the carbon produced across the whole life cycle of vehicles in the Council's fleet from production to emissions.
3. Adopt cleaner fuels and technologies by embedding green criteria in the fleet procurement process to reduce greenhouse gas emissions and convert to Ultra Low Emission Vehicles (ULEV) where possible as an alternative to diesel or petrol.
4. Achieve the highest possible vehicle maintenance and driving standards across the fleet, ensuring regulatory compliance for staff and customers.
5. Work with contractors, suppliers and partner organisations to encourage and promote low carbon infrastructure as a catalyst to provide clean energy solutions and new fleet technologies.

6. Promote and encourage active travel to reduce the environmental impact of work-related journeys and improve people's health and well-being.

3. Fleet Inventory

The Council's fleet provides vehicles for specific job functions such as refuse and recycling collections, maintenance operatives, deliveries and for visiting officers. The Council's fleet currently comprises of only nine vehicles which are cars and vans of various sizes used by environmental rangers, civil enforcement (car parking), bereavement services, property and portering services. Eight these vehicles are fuelled by diesel, one by petrol (Table 2).

Service	Vehicle Type	Fuel	Finance	Year
Bereavement Services	Ford Fiesta 1.25 Finesse	Petrol	Owned	2003
Environmental Health	Ford Transit Connect T230 L90 Panel Van 1753cc	Diesel	Owned	2007
Environmental Health	Ford Ranger Pick Up Double Cab Limited 1 2.2 Tdci 16c	Diesel	Leased	2017
Porter Service	Vauxhall Vivaro Van 1.6 CDTi120	Diesel	Leased	2018
Environmental Health	Commercial Vauxhall Box Van - Combo LI 2000 1.6 CDTi 100ps H1 Sportive	Diesel	Leased	2019
Property Services	Peugeot Expert Standard 1400 2.0 Blue Hdi 120 Asphalt	Diesel	Leased	2020
Car Parking	Citroen Berlingo	Diesel	Leased	2020
Car Parking	Citroen Berlingo 1000 Driver Blue HDI	Diesel	Leased	2021
Car Parking	Vauxhall Combo Van 1499 cc	Diesel	Leased	2021
Operational Services	122 vehicles * (15 narrow body RCVs, 93 smaller vehicles and 24 trailers)	Diesel	Owned	Various

Table 2 - Great Yarmouth Borough Council – Fleet Vehicles by Service

The larger source of CO2 emissions results from frontline operational services e.g. waste & collections, street cleansing, grounds maintenance services, currently delivered by GYBS Limited, and from 1 April 2023, delivered by GYS Limited. The operational fleet for frontline services comprises of 122 vehicles, ranging from HGV's, tippers, tractors, vans and cars also mowers, hand tools and equipment for grounds maintenance work - all of which are maintained by an in-house vehicle workshop. This includes 15 Refuse Collection Vehicles (RCV) which are subject to Operator Licence Requirements, this current fleet is primarily fuelled with diesel.

* Operational Services (all Diesel)	Vehicle Type	Number of Vehicles
Refuse and Recycling	RCV (18t / 24t / 26t)	15
Refuse and Recycling	RCV (7.5t)	2

* Operational Services (all Diesel)	Vehicle Type	Number of Vehicles
Refuse and Recycling / Street cleansing / Grounds maintenance / Depot / Pest Control / Toilet Maintenance	Panel Van	8
Street cleansing	Road Sweeper (2.4t / 3.5t / 4.5t / 15t)	4
Street cleansing / Grounds maintenance	Crew / Single Cab Tipper	25
Street cleansing	Single Cab Luton Van / Tail Lift	3
Street cleansing / Grounds maintenance	1 / 2 Axle Trailer	24
Grounds maintenance	Car	1
Grounds maintenance / Depot	Miscellaneous small vehicles (mowers, tractor, hook loader, digger gaiter, forklift)	40
Total GYBS/GYS Vehicles =		122

Table 3 - Great Yarmouth Borough Council – Operational Fleet

The Council's overall fleet of 131 vehicles are primarily owned (93% are owned) rather than leased through unsupported borrowing. The majority of the fleet is presently and will continue to be procured through framework agreements.

All RCVs in the existing operational fleet are supplied in need of replacement – six RCVs need replacing with immediate effect having exceeded their anticipated service lifespan with the remaining RCVs reaching the end of their service lifespan in 2023/24. Based on the total mileage and age of the RCV fleet, the average annual mileage of an RCV in the operational fleet is approximately 8,000 miles per annum.

Given none of the vehicles in the fleet are subjected to particularly aggressive or harsh ground or driving conditions (e.g. driving on an active landfill site), are maintained regularly, and undertake relatively low annual mileage, for the period of this Green Fleet Strategy, new vehicles (having the benefit of technological engineering advances) will be deemed to have a lifespan of least 8 years and in some cases, the 10-years in order to even out the capital spend on moving to ULEVs.

4. Transition to a Greener Fleet

New vehicle technologies are rapidly developing (October 2022) primarily in the form of electric powered vehicles. Hydrogen cell, biomethane, hydrotreated vegetable oil and fully electric fuelled vehicles are now available albeit that hydrogen infrastructure is in its infancy in the UK and hence there are barriers to production and distribution networks required to supply it.

Decarbonising the fleet is predicated on deployment of ULEVs (Ultra Low Emission Vehicles) for frontline operational (waste collection) services which are shown to have the largest CO2 impact together with 'as and when' replacement of ULEV alternatives for the remaining council vehicles.

Ultra Low Emission Vehicles (ULEVs) - are currently defined as having less than 75 grammes of CO₂ per kilometre (g/km) from the exhaust. Pure electric vehicles, and other plug-in electric vehicles when driving in the electric mode, produce no emissions of CO₂ or other pollutants, are cheaper to run compared to conventional vehicles.

Recognising advances in technology from 2021, the Council expects to define an ULEV as a car or van that emit less than 50g/km CO₂. Pure electric vehicles attract a zero first year Vehicle Excise Duty rate (car tax) and for those under £40,000, a zero rate for supplementary years. Electricity used to recharge a plug-in vehicle at home attracts only a 5% level of VAT, much lower than road fuels (20%).

Looking at a recent study report (March 2022) on behalf of the International Solid Waste Association (ISWA) examining the take-up of alternative fuels for RCVs, the author (Frith Resource Management) identifies the following key points for each fuel type based on the experience of 26 municipalities, fleet operators and vehicle manufacturers (Table 4):

Fuel type	Key benefits	Key challenges
Electric	<ul style="list-style-type: none"> - Zero emissions - Improved driving conditions - Lower operating costs 	<ul style="list-style-type: none"> - High vehicle capital cost - Charging infrastructure - Vehicle supply chain - Battery range - Other environmental impacts (e.g. battery production)
Hydrogen fuel cell	<ul style="list-style-type: none"> - Zero emissions - Increased travel range - Speed of fuelling - Vehicle life 	<ul style="list-style-type: none"> - Hydrogen supply - High vehicle capex - Vehicle supply chain
Hydrogen / diesel hybrid combustion¹	<ul style="list-style-type: none"> - Moderate capex for conversion - Ease of use 	<ul style="list-style-type: none"> - Hydrogen supply - Conversion considerations - Limited carbon reductions
Natural gas	<ul style="list-style-type: none"> - Reduced emissions - Lower fuel cost - Similar performance 	<ul style="list-style-type: none"> - High vehicle capital cost - Fuelling infrastructure
HVO	<ul style="list-style-type: none"> - Ease of use - Lower emissions 	<ul style="list-style-type: none"> - Fuel supply - Fuel cost - Performance efficiency

Table 4 - Research into Sustainable and Alternative Waste Collection Vehicle Usage
Source: ISWA, CIWM, Frith Resource Management (March 2022)

Alternative Fuels - Significant capital expenditure is required to move to ULEVs. For example, ULEV RCVs can be prohibitive when compared to replacing current RCVs with equivalent tried and tested diesel fuelled vehicles. A modern diesel RCV with a Euro 6 engine or newer can however be fuelled with diesel and Hydrotreated Vegetable Oil (HVO) interchangeably. Using HVO provides significant carbon benefits as it is a biofuel. Other tried and tested alternative fuel options for the remainder of the Council's fleet, primarily comprising small vehicles (e.g., panel vans and tippers) is limited to electric only.

A summary of alternative fuels and market engagement can be found in Appendix 1.

In the Great Yarmouth study undertaken by SLR Consulting (July 2022), the net carbon benefit of transitioning to a ULEV operational fleet is shown in Table 5. It compares a 'Business as Usual' scenario against conversion to the use of HVO, electric and hydrogen RCV alternatives.

Item	Unit	Diesel RCV	HVO RCV	Electric RCV	Hydrogen RCV
RCV fuelled by:					
• Diesel	Litres	11,531	-	-	-
• Hydrotreated Vegetable Oil	Litres	-	10,995	-	-
• Electricity	kWh	-	-	36,951	-
• Hydrogen	kg	-	-	-	2,494
Direct carbon emissions (scope 1, direct emissions from fleet exhaust pipes)	kgCO ₂ e	28,971	1,835	-	-
Indirect carbon emissions (scope 2 indirect emissions from fuel production)	kgCO ₂ e	7,033	3,823	7,846	21,931
Total carbon emissions (scope 1 and 2 combined)	kgCO ₂ e	36,003	5,658	7,846	21,931
Net carbon benefit of deployment of ULEV relative to Business as Usual	kgCO₂e	-	-30,345	-28,158	-14,073
Comparison provides for the typical the carbon emissions of a 26 tonne Diesel RCV covering a typical average distance of 8,000 miles per annum.					

Table 5 - Carbon Comparison of Diesel and ULEV RCVs

The HVO RCV comparator provides the greatest carbon reduction, however there is no saving in the operational costs over the life of the RCV given the engine is existing Euro 6 technology. Electric RCVs deliver operational savings due to lower fuel costs, lower servicing requirements, reported lower repair and maintenance costs and tax savings.

Direct carbon emissions (scope 1, direct emissions from fleet exhaust pipes) for the current diesel fleet have been calculated based on GYBS provided vehicle data (a total annual fleet diesel consumption of c. 165,146 litres) and DBEIS/DEFRA GHG Conversion Factors¹. Therefore, based on the vehicle fuel consumption data provided for current collection rounds (i.e. not taking account of additional food waste and commercial waste collection services) the scope 1 emissions of c. 28,971 kgCO₂e/year per RCV associated with diesel combustion could be avoided if the fleet transitioned to ULEVs.

There are however carbon emissions associated with fuel production in the scenarios considered – these are referred to as indirect carbon emissions (scope 2, indirect emissions from fuel production). Adding together the scope 1 and 2 emissions gives the total carbon emissions associated with the production and use of fuel used for the RCVs based on a typical annual mileage. The analysis shows that switching to fuelling a diesel RCV with HVO or a ULEV RCV would yield a net carbon benefit of c. 30,345, 28,158 and 14,073 kgCO₂e/year for HVO, electric and hydrogen respectively when compared to a diesel RCV.

The SLR analysis assumes that all electricity purchased for vehicle charging or hydrogen production is purchased from the grid and as such has been produced from a mix of fossil fuels and renewable

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/891106/Conversion_Factors_2020_-_Full_set_for_advanced_users.xlsx

sources. If this electricity is provided by renewable sources (either from direct generation on site (e.g. photovoltaics), or via a renewable energy purchase agreement), transition to ULEVs would not result in the transfer of carbon emissions from scope 1 to Scope 2 (indirect emissions, including carbon emissions from the generation of electricity from non-renewable sources).

5. Sustainable Active Travel

The Council will promote to its staff, partners and suppliers consideration of a travel hierarchy to encourage active travel such as walking, cycling, public transport and car sharing where possible and when delivery of public services allows, thereby improving the health and well-being of staff and limiting the impact of regular car journeys.

Staff are encouraged to review travel options available to them, which can increase help increase efficiency, reduce travel time and mileage and minimise emissions. An active travel hierarchy which minimises travel and its impact is summarised below:

- a. Does there need to be an 'in person' meeting? Will an audio or virtual conference meet the business needs.
- b. Can a more sustainable mode of travel be used such as walking, cycling or public transport?
- c. Is there a low emission pool or car club shared vehicle available?
- d. Can the journey be shared with a colleague?
- e. Can an e-scooter or electric bike be used instead?

The Council will investigate partnerships with active travel, car sharing organisations and salary sacrifice schemes that favour switching to electric vehicles to provide mutual benefit for staff and the environment, thereby supporting a modal shift in sustainable transport and travel.

6. Investment Decisions

In order to ensure the highest carbon reduction per £ in the future, all purchasing will be informed by this Green Fleet Strategy.

Decarbonisation of whole of the Council's fleet will be driven by the development of **Business Cases** which take in account the whole life running costs of each vehicle or family of vehicles in order to make sound financial investments which deliver carbon and financial revenue savings in the medium to long term. It is anticipated that savings will be derived from the reduction in use of fossil fuels and by driving down costs in fleet maintenance.

An 8-year and in some instances, 10-year Vehicle Replacement Programme will be developed for each service area in order to plot the course towards a completely carbon neutral fleet. These replacement programmes will be iterative responding to changing service needs, emerging technologies and future funding parameters.

In doing so the Council will weigh-up the purchase costs and potential vehicle lifetime costs against carbon reduction benefits for each purchase. As new technologies mature, the costs will reduce, new suppliers will come into the market and reliability will improve.

Table 6 provides a high-level analysis comparing the costs of a traditional diesel RCV against the costs of electric, HVO and hydrogen fuelled alternatives.

Capital	Diesel RCV (£)	HVO fuelled Diesel RCV (£)	Electric RCV (£)	Hydrogen* RCV (£)
Purchase	206,000	206,000	450,000	600,000
Interest (for 8 year loan over life of asset)	40,000	40,000	90,000	120,000
Total cost	246,000	246,000	540,000	720,000
* Hydrogen vehicles range in price from £400k to £800k				
Annual Costs				
Cost of capital (@ 8 year life)	30,750	30,750	67,500	90,000
Annual Fuel	12,000	12,500	6,000	32,000
Annual Servicing, maintenance, repair (SMR) and tax	16,500	16,500	13,000	14,500
	59,250	59,750	86,500	136,500
Annual comparison to cost of Diesel RCV:				
Annual running costs		500	(9,500)	18,000
Overall cost comparison inc. capital costs		500	26,750	50,000

Table 6 - Cost Comparison of Diesel and ULEV RCV

** Fuel Assumptions (July 22)	Unit	Price
Diesel	£ / litre	0.96
Hydrotreated Vegetable Oil (HVO)	£/litre	1.11
Petrol	£ / litre	1.52
Electric	£ / kWh	0.15
Hydrogen	£ / kg	12.50

Table 7 - Summary of Fuel Costs used in Modelling

7. Implementation

It is critical the Council moves towards low carbon vehicle options as demand is rapidly increasing and production slots are limited. This is particularly relevant in the case of specialist vehicles such as waste and recycling collection vehicles which can take twelve months or more from procurement to delivery.

In order to ensure maximum carbon reduction per pound a Business Case will be produced for each purchase of a new vehicle type/technology together with an assessment of environmental, technical, social and financial benefit/impact.

The Council will continue to monitor and assess advancements in other ULEV technologies, with a view to potentially adopting one of these in the medium to long term. As the ULEV market becomes more established, capital costs are anticipated to reduce, resulting in a greater degree of parity between ULEV and diesel vehicle costs over the entire vehicle life cycle i.e. as new technologies mature, the costs will reduce, new suppliers will come into the market and reliability will improve.

Other challenges relate to the requirement for new clean fuel infrastructure. Great Yarmouth Borough Council will work with New Anglia LEP, Norfolk County Council and other partner organisations to ensure that the Council's fleet and those of its suppliers are ready to take advantage of new and emerging technologies and infrastructure.

Great Yarmouth Borough Council will deliver its Green Fleet Strategy by:

- Collaborating with national, regional and local partners.
- Providing effective training and development of our workforce.
- Using reliable, informative and real-time information in relation to driving habits through technological solutions.
- Ensuring effective communications across the council including active travel behaviour change.

A Vehicle Replacement Programme will be developed for each service area in order to plot the course towards a completely carbon neutral fleet. These replacement programmes will need to be iterative responding to changing service needs, emerging technologies and future funding parameters. The council will have to weigh up the purchase costs and potential vehicle lifetime costs against carbon reduction benefits for each purchase.

The anticipated benefits can be summarised as:

- **Environmental** – less reliance on carbon-sourced and fossil fuels and improved emission standards.
- **Health** - increased opportunity for staff well-being through active travel e.g. mileage reductions through car sharing and use of public transport, the replacement of car journeys with walking and cycling respectively.
- **Financial** - reduced operating and maintenance costs and savings on fuel.

In summary, the Council will replace existing vehicles with modern like-for-like Euro 6 or better engine vehicles (i.e. for those vehicles requiring immediate replacement), whilst considering the opportunity to switch to a clean fuel such as HVO rather than continue to fuel Euro 6 engines with diesel. This will achieve immediate carbon savings.

The Council will also look to replace a smaller number of RCVs (e.g. the garden waste collection service) with electric RCVs and replace its other nine service vehicles with a greener alternative on and as and when basis. Such a pragmatic approach will enable the Borough Council to have certainty and provide continuity of service, while taking immediate and longer term decisions to green the fleet in step with advancements in other ULEV technologies, fuel and vehicles.

8. Governance and Review

A set of Key Performance Indicators has been developed (Table 8) in order to monitor the outcomes of the strategy delivery. In some cases further development of recording systems will be required in order to provide the data required.

	Indicator Description	Reporting Frequency
Operational	CO2 emissions	Annually
	Fuel usage – incl. average mpg per vehicle type/age	Annually
Fleet Use	Vehicle Downtime – days lost due to maintenance and repair	Monthly

	Vehicle Utilisation – days fleet is available but unused	Quarterly
Compliance	Number of Accidents	Quarterly
	Number of vehicle defects	Quarterly
	Number of MOT first time passes/failures	Quarterly
Costs	Maintenance cost per vehicle type/age	Annually
	Tyre costs per vehicle	Annually
	Operating costs per vehicle type/age	Annually
	Insurance claims awarded against the council - number and total costs	Quarterly

Table 8 – Monitoring and Performance Indicators

Review of Alternative Fuel Technology

An overview of the current ULEV market and deployment, focusing on biofuel, electric and hydrogen powered vehicles (undertaken by SLR Consulting, July 2022). It should be noted that technology and fleet developments are fast moving at present, and therefore this summary presents a snapshot of the ULEV market at the time of preparing the fleet strategy.

Hydrotreated Vegetable Oil - Hydrotreated Vegetable Oil (HVO) is a biofuel made by the hydrocracking of vegetable oils. It is regarded as a sustainable / renewable diesel alternative that meets the fuel specification BS EN 15940 and is therefore suitable for use in diesel engines and vehicles compatible with paraffinic diesel fuel. In such instances, HVO and diesel can be used interchangeably without the need for vehicle modifications¹.

Therefore, adoption of HVO as a fuel will have no implications on infrastructure or vehicles as it can be used in most vehicles currently fuelled by diesel. Dennis Eagle has indicated that HVO is compatible with diesel engines in its vehicle fleet (i.e. Euro 6 (VI) engine classifications).

It is understood that HVO has been trialled by a number of local authorities across the country including Bournemouth, Christchurch & Poole Council², Eastleigh Borough Council³ and North West Leicestershire District Council⁴ to name a few.

Electric - There have been numerous electric RCV deployments across the UK in recent years, both for vehicle conversions and new eRCVs. Initially vehicles were being deployed on a trial basis, or by operating one or two vehicles in the fleet as battery electric vehicles (BEVs), but more recently there have been announcements regarding full fleet roll out / changeover to BEVs.

For example City of London Corporations⁵, Manchester City Council⁶, Sheffield City Council and Westminster City Council⁷.

Capital expenditure for BEVs is high (circa. 2 x cost of diesel equivalent) as well as costs for associated charging infrastructure, but maintenance costs are understood to be low compared to the diesel equivalent. There remains some uncertainty regarding 'real world' ranges and there is limited visibility of 'real world' driving data. However, increasing deployment suggests that range is not an issue on some collection rounds. This uncertainty regarding driving range could be mitigated through the use of a trial vehicle from a manufacturer to test on the most arduous collection round(s).

In September 2022 GYBS trialled the Dennis Eagle eCollect fully electric RCV for 3 full days on the 3 different waste streams, each day the vehicle returned after completing the route with between 30% and 50% range, feedback from the crews; it was much quieter at the rear of the vehicle and a good working environment.

¹ <https://shop.bsigroup.com/products/automotive-fuels-paraffinic-diesel-fuel-from-synthesis-or-hydrotreatment-requirements-and-test-methods/standard>

² <https://www.localgov.co.uk/Council-to-trial-hydrotreated-vegetable-oil-fuelled-waste-collections-/51849>

³ <https://www.eastleigh.gov.uk/latest-news/council-to-cut-its-vehicle-emissions-by-up-to-90>

⁴ https://www.nwleics.gov.uk/news/2021/09/30/battery_powered_or_fuelled_by_waste_food_oil_n_all_change_for_nwld_crs_vehicles_as_it_strives_for_zero_carbon

⁵ <https://news.cityoflondon.gov.uk/clean-air-city-corporation-to-become-first-uk-authority-to-run-fully-electric-refuse-truck-fleet/>

⁶ <https://www.letsrecycle.com/news/biffa-rolls-out-electric-rcv-fleet-in-manchester/>

⁷ <https://www.letsrecycle.com/news/sheffield-and-westminster-councils-begin-electric-rcv-trials>

Biomethane - Biomethane is a renewable transport fuel produced through upgrading biogas and syngas to natural gas quality. It can be compressed to compressed natural gas (CNG) or liquefied to liquified natural gas (LNG). The technologies to enable the further deployment of biomethane are readily available. It can meet all technical requirements set by vehicle manufacturers and can be used in the same way as natural gas in many applications.

Biomethane is already being used in light passenger vehicles as bio-CNG, but also in heavy transport as bio-LNG and bio-CNG. SLR has identified a number of case studies across the UK where the deployment of biomethane in RCVs has been trialled – these include Warrens Group⁸, Liverpool City Council⁹, Sheffield City Council¹⁰ and Leeds City Council¹¹. We have liaised with a representative from Leeds City Council to get a better understanding of their views on the trial they ran. The trial commenced in 2008 with two 26 tonne vehicles – a Mercedes and a Dennis Eagle RCV. The Mercedes was run on 100% biomethane, and the Dennis Eagle was run on 50% biomethane and 50% diesel. The Mercedes lasted 9 years and was described as a ‘success’ from an operational and reliability point of view, but the Dennis Eagle was described as a ‘disappointment’, with advertised emissions and fuel savings not being achieved.

At the start of the trial, biomethane was a viable alternative fuel however was still at an early stage of development. It is understood that Leeds CC struggled with getting fuelling infrastructure in place and arranging a fuel supply agreement to provide certainty of availability. Furthermore, installing a biomethane fuelling station comes under the Dangerous Substances and Explosive Atmospheres Regulations, 2002 (DSEAR) which presented additional site management challenges and costs.

Hydrogen - Hydrogen fuelled RCVs run all electric drivetrains. The power to charge the battery is provided by the onboard hydrogen ‘fuel cell’. While uncertainty remains regarding ‘real world’ ranges due to limited visibility of ‘real world’ driving data, anecdotally, research suggests that longer ranges are possible with hydrogen powered vehicles when compared to BEV equivalents. Further to this, there remains a lack of hydrogen refuelling station infrastructure nationally. As such, there is potentially an additional capital expenditure and space requirement for localised hydrogen production in absence of national infrastructure.

In recent years, hydrogen use as a fuel in RCV fleets has been trialled by a few local authorities across the UK including Aberdeen City Council¹², Fife Council¹³, Glasgow City Council¹⁴ and Cheshire East Council¹⁵. Notably, a project called ‘Hydrogen East’ is underway in Norfolk to identify and assess options for the development of hydrogen opportunities in the East of England, including production and fuelling infrastructure¹⁶. If the Hydrogen East project and fuelling infrastructure can be realised, this would open up an opportunity for GYBC to assess the feasibility of running a hydrogen fuelled RCV fleet.

Through engagement with GYBC and its partners, SLR understands that the Council is working with the Norfolk Climate Change Partnership (NCCP) and has been shortlisted for a feasibility study for the generation and use of hydrogen fuel in RCVs and other larger fleet vehicles in support of the decarbonisation of transport and industry in the area. However, with no clear timescale for the introduction of local availability of hydrogen fuel, the Council should not plan on a transition to hydrogen fuelled vehicles in either the short or medium term.

⁸ <https://warrens-group.com/news/new-biogas-truck-helping-us-work-towards-a-cleaner-greener-tomorrow/>

⁹ <https://www.edie.net/liverpool-city-council-unveils-biogas-powered-refuse-trucks/>

¹⁰ <https://www.veolia.co.uk/press-releases/veolia-launches-uks-largest-fleet-gas-fuelled-refuse-collection-vehicles>

¹¹ <https://www.letsrecycle.com/news/leeds-opens-biomethane-fuelling-station-for-rcvs/>

¹² <https://www.letsrecycle.com/news/aberdeen-unveils-uks-first-hydrogen-fuel-cell-rcv/>

¹³ <https://www.letsrecycle.com/news/fife-converts-two-rcv-to-use-hydrogen-fuel/>

¹⁴ <https://www.bbc.co.uk/news/uk-scotland-glasgow-west-54364426>

¹⁵ <https://resource.co/article/cheshire-east-council-secures-funding-hydrogen-refuse-vehicles>

¹⁶ <https://hydrogeneast.uk/about-us/>