



GREAT YARMOUTH
BOROUGH COUNCIL

Scrutiny Committee

Date: Tuesday, 19 September 2023

Time: 18:30

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 MINUTES 4 - 7**
- The Committee is asked to confirm the minutes of the meeting held on 20 June 2023.
- 4 MATTERS ARISING**
- To consider any matters arising from the above minutes.
- 5 Q1 2023-24 PERFORMANCE REPORT 8 - 53**
- Report attached.
- 6 2023-24 BUDGET MONITORING REPORT PERIOD 3 54 - 91**
- Report attached.
- 7 HOUSING INVESTMENT PLAN & SHELTERED HOUSING ASSET REVIEW**
- A presentation will be given at the meeting.
- 8 SCRUTINY COMMITTEE WORK PROGRAMME 92 - 96**
- The Committee is asked to consider the Work Programme.
- The Committee is asked to consider the addition of an item regarding Council Tax Support Scheme 2023-24 from the Head of Customer Services. There are 3 options:-
- (i) To add the item to a one-off Committee meeting on 7 November 2023.
 - (ii) To receive feedback from the Committee via email; and
 - (iii) To add the item to the October meeting.

9 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.

10 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."



GREAT YARMOUTH
BOROUGH COUNCIL

Scrutiny Committee

Minutes

Tuesday, 20 June 2023 at 18:30

PRESENT:-

Councillor Williamson (in the Chair); Councillors Cordiner-Achenbach, Grant, Galer, Hammond, Jeal, Mogford, Murray-Smith, Thompson, Wainwright & Waters-Bunn.

Councillor Boyd attended as a substitute for Councillor Freeman.

Councillor Wells attended as an observer only.

Ms C Whatling (Monitoring Officer), Mrs S Wintle (Corporate Services Manager) & Mrs C Webb (Democratic Services Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Freeman & Robinson-Payne.

2 DECLARATIONS OF INTEREST

There were no declarations of interest declared at the meeting.

3 SCRUTINY WORK PROGRAMME SETTING

The Chairman welcomed all Members present to the first Scrutiny Committee meeting.

The Chairman asked the committee to consider the suggested work programme he had outlined:-

Standing Items

- (i) Quarterly Financial Reports,
- (ii) Quarterly Performance Reports

These two items would be considered at the meeting on 26 September 2023.

From these standing items members may wish to identify issues that require improvement, constantly missing Performance Indicators/low performance; and

- (iii) Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee. The Annual Action Plan would be submitted to the Committee at its meeting in March 2024.

Other possible matters to be considered by the Committee:-

- (i) Social Housing Applications.

- Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers. This to be considered at the meeting of 12 December 2023.

Members raised concerns that health issues were not being given the appropriate weight during the application process.

- (ii) Social Housing Assets Data and Strategic Planning of Repairs and Maintenance.

- % re criteria such as damp homes, houses waiting for repair et
- % Re history of repairs of housing stock re type of remedial action required and location in the Borough.
- Briefing on data base and how the metrics are used to assist the below issues.
- Strategic planning / identification of work required.
- Performance reports on fulfilling required targets.

Members requested sight of the baseline data as a matter of urgency. Members were unanimous that clear communication to our customers must be a priority. Members were aware that Chris Furlong must be allowed to complete the asset transfer and the new system must be given time to bed in. The Corporate Services Manager advised that the Sheltered Housing Review would come to the committee. This item to be considered at the meeting on 24 October 2023.

- (iii) Review of Planning /Development Management.

- Capacity, need, timelines.
- Data on decisions within recommended periods.

Councillor Wainwright proposed that this item should be scrutinised first and that this could be a "quick fix" for the committee. Councillor Grant asked that a review of planning enforcement should also be included. This item to be considered at the meeting of 26 September 2023.

- (iv) The Environment Act 1990

- How the act controls issues which impact on local residents. Disposal of waste, burning of waste, bonfires etc.
- Does GYBC require a policy re particular issues in line with other LEAs.

The Chairman reported that the review was not aimed at the Act itself, but that individual concerns, for example, bonfires, should have an advisory leaflet produced in line with a specific policy. This to be considered at the meeting of 28 November 2023.

The Committee agreed with the suggestions put forward by the Chairman. The Chairman asked if Members wished to add any further items for consideration bearing in mind that the Committee might need to address call-ins and referrals from Cabinet.

Members suggested the following items:-

- (i) Community Centres and Communal Rooms.

Councillors Jeal & Waters-Bunn were concerned that although these were Council assets they were run by volunteers who the Council had no control over since the Neighbourhood Manager posts had been deleted.

- (ii) Delivery of Affordable Homes in the Borough.

Councillor Grant asked that this be added to the timetable to ensure that as many affordable homes could be built in the Borough, especially in the rural areas.

- (iii) Play Parks.

Councillor Waters-Bunn requested that this item be put on the work programme to address the lack of suitable play parks in the borough and their repair and maintenance.

- (iv) Retrofits on Council homes.

Councillor Galer reported that it was imperative that the Council monitors new innovations to improve thermal efficiencies on Council stock.

The Chairman reported that he had taken the views of Members on board and that he would work with the Corporate Services Manager to produce a draft work programme for approval at the next meeting.

The Corporate Services Manager informed the Committee that she would send a template out to the Members which they would need to complete as the first step in having their item considered by Scrutiny.

The Chairman asked Members if they were happy holding the meetings in the Council Chamber or whether they would prefer to hold them in the less formal Supper Room. Members responded that they were happy for the meetings to be held in the Council Chamber.

The Corporate Services Manager reported that she would update the dates in the Work Programme as requested at the Committee and circulate the updated document to the Committee.

RESOLVED:-

That the Corporate Services Manager to update the Scrutiny Committee Work Programme which would be presented to the Scrutiny Committee for approval.

4 ANY OTHER BUSINESS

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

The meeting ended at: 19:20

SCRUTINY COMMITTEE



URN: 23-128

Report Title : Quarter 1 Performance Report

Report to: Scrutiny

Date of meeting : 19 September 2023

Responsible Cabinet Member: Carl Smith – Portfolio holder Governance, Finance and Major Projects

Responsible Director / Officer : James Wedon – Information Governance Lead & Data Protection Officer

Is this a Key decision ? No

EXECUTIVE SUMMARY / INTRODUCTION FROM CABINET MEMBER

The following presents an update on performance for the first quarter of 2023/24 (Apr – 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.

RECOMMENDATIONS :

That Committee:

- Note the content of the Cabinet report which was approved by Cabinet at its meeting on the 11 September 2023, providing feedback and recommendations where appropriate.

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). The Performance Report will also be provided to the Governance, Finance and Major Projects Portfolio holder and presented to the Council's Cabinet for approval.

2. Work to Date

A review of all projects was conducted at the end of the 2022/23 financial year and a new list of key projects was established and included in the Council's 2023/24 Annual Action Plan, this was approved by Cabinet on 25th July 2023.

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 thirteen projects, eleven have a current green status defined as no problems or minor issues and two have an amber status, defined as having problems which have been identified but with a contingency plan in place.

Key Project Current Status		Total
	Green – no problems or minor issues	11
	Amber – problems identified but contingency plan in place	2
	Red – out of tolerance serious problems	0

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.

New for 2023/24, this report includes new Social Housing Regulator Tenancy Performance measures (see HN09 – HN20). At the time of writing the data is not yet available for these measures, however data for quarter 1 will be retrospectively populated with the quarter 2 data and included in the second quarter performance report.

In total there are 44 targeted and 9 monitored measures reported in the first 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.

A breakdown of the 44 targeted measures is shown below.

Performance Measures against Targets		Totals
	Green – Performance has met or exceeded target	27
	Amber – Performance is below target but within tolerance	12
	Red – Performance is below target and tolerance	5

There are five 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:

- PR13(a): Internal Audit recommendations - Number of priority 1 Internal Audit recommendations outstanding
- PR13(b): Internal Audit recommendations - Number of priority 2 Internal Audit recommendations outstanding
- PR15(a): Corporate Property Portfolio - % Arrears per annum
- EN06: Contamination rate in dry recycling
- HN04: Average cost of a Void repair

4. Financial Implications

None

5. Risk Implications

None

6. Legal Implications

None

7. Conclusion

None

8. Background Papers

None

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

Consultations	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	N/A
Equality Issues/EQIA assessment:	N/A


KEY PROJECTS – SUMMARY REPORT QUARTER 1 2023/24 (APR - JUN)

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 – Business Incubation Units	Steve Logan (Greyfriars)	Iain Robertson	
KP04 – Wellesley Recreation Ground	Tracey Read	Natasha Hayes	
KP06 – Winter Gardens	Keith Henderson (Artelia UK Ltd)	Iain Robertson	
KP08(a) – Improving the six day covered market	Tom Warnes (Greyfriars)	Iain Robertson	
KP08(b) – Marketplace Public Realm Improvements	Tom Warnes (Greyfriars)	Iain Robertson	
KP11 – The Conge Redevelopment	Claire Wilkins	Iain Robertson	
KP12 – North Quay Redevelopment	Iain Robertson	Iain Robertson	
KP13 – Operations and Maintenance Base	Kate Dinis (Greyfriars)	Iain Robertson	
KP14 – Construction of 18 one bed houses (Jubilee Court)	Claire Wilkins	Iain Robertson	
KP15 – Library relocation & University Campus	Adri Van der Colff (Greyfriars)	Natasha Hayes	
KP16 – Town Wall restoration & walking trail	Tracey Read	Natasha Hayes	
KP17 – Creation of a Sculpture trail	Tracey Read	Natasha Hayes	
KP19 – Transitional Housing Scheme	Claire Wilkins	Paula Boyce	

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

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Business Incubation Units	Project Sponsor	David Glason
Date of Report	27 June 2023	Project Manager	Steve Logan
Reporting Period	Q1 2023/24	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues with the new instructions to proceed to RIBA Stage 3.
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Project Overview

The Incubator will help to achieve several of the economic and regeneration objectives within Great Yarmouth. These include increasing the amount of high quality, affordable commercial floor space, the amount of shared work facilities (to achieve higher levels of innovation), the extent of business enterprise in the town and the extent of collaboration between businesses (attraction of renewable energy industry and skilled job creation)

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Architect to complete RIBA Stage 3 designs for presentation to client	7 August 2023		Ongoing – exact date is subject to confirmation of OWG meeting date where designs will be presented to the client.	
Submit RIBA Stage 3 package to planning for approval under the LDO.	7 September 2023		Ongoing	

Key activities achieved this reporting period	Areas of work for next reporting period
Activity halted between February 2023 and May 2023 pending reallocation of funding process and formal TDB approval to proceed to RIBA Stage 3.	Consultant team re-engaged May 2023 to proceed to complete RIBA Stage 3, and secure defacto planning consent through the LDO process.

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

The project has been approved to progress up to RIBA Stage 3, and will be halted at that point due to the budget being reallocated to other projects which have been adversely affected by inflation. The council will be pursuing new sources of funding for the Business Incubator project to allow it to progress at a later date.

Project Risks – the top 2 highest risks


Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Large increase inflation (minimum 15 %).	Inflationary pressures generally within the GYBC development programme have led to the temporary halting of the project after RIBA Stage 3 completion.	
2	No new sources of funding found.	Council to ensure resources are allocated to source new funding.	

	Capital	Revenue	RAG	Comment
Total Budget Approved	£245,000	£0		
Funded by:				
GYBC	£0	£0		
Town Deal Fund	£245,000	£0		
Total Funding	£245,000	£0		
Actual Spend to date	£174,725	£0	To 30-06-23	

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£70,275	£	£	£	£	£
FY 24/25	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	25-07-23

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Wellesley Football Ground	Project Sponsor	Natasha Hayes
Date of Report	19 th July 2023	Project Manager	Adri Van der Colff (capital) Tracey Read
Reporting Period	Q1 2023/24	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

Develop a clear future strategy for the Wellesley Road Recreation Ground, including current and future usage, potential 3G facilities, onsite buildings, and future management of the site. This will include a full feasibility study of the site to best understand the most appropriate operating model for the future.

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.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Submit a funding bid to the Football Association		June 2022	Complete	
3G pitch works commence on site. Construction work commenced		September 2022	Complete	
3G pitch works completed		December 2022	Complete	
Tennis Pavilion works tendered (funding in place) Appoint Contractors		August 2022	Complete	
Tennis Pavilion works commence on site		September 2022	Complete	
Tennis Pavilion works Completion of renovation/ repurposing	April 2023	May 2023	Complete	
CCTV installation (funding in place)		July 2022	Complete	
Site improvement works funding secured		February 2021	Complete	
Site improvement works tendered. Appoint contractors		April 2022	Complete	
Stakeholder engagement – ongoing. Feedback through Members working group	Ongoing		In progress	
Exploration of further funding opportunities. Feedback through Members working group	Ongoing		In progress (for Grandstand)	
Operator for the 3G pitches to enable them to fully open	Ongoing		In progress	
Feasibility study commissioned and carried out	Ongoing		In progress	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Tennis Pavilion work completed – awaiting new electrical supply installation, temporary supply installed so fit for use Official re-opening event took place 17th June License agreement put in place with GYTFC to use the facility on a 'test' basis, rolling monthly agreement 	<ul style="list-style-type: none"> New site management arrangements in place by next quarter Railings installed and other wider site improvements including electrical and water upgrade installations completed Finalise removal of dug outs <p>Further detail and application to Football Foundation Energy Saving Funding to be submitted</p>

<ul style="list-style-type: none">Stakeholder meetings continue to take place regularly with GY Athletics Club and GY Town Football Club.Options for contractual arrangements are being put in place for ongoing site managementApplication made to Youth Investment Fund for £1m for full refurbishment of Grandstand facilities - unsuccessful	<ul style="list-style-type: none">Agreement in place for operation of 3G pitchesFeasibility study commissioned		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
Slight delays to original completion date of Tennis Pavilion due to poor structure of dilapidated Grade II listed building. These delays, along with unexpected costs for additional groundworks are likely to cause an overall forecasted overspend of £8k.			
Project Risks – the top 5 highest risks			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Reinstatement of fresh water supply to the tennis pavilion. Upgrade of electrical supply to the tennis pavilion required.	UK Power Network has completed electrical installation. Awaiting installation date from Essex & Suffolk Water. GYB Services have installed pipework. Ongoing dialogue with ESW to that new water connection is installed by project close at the end of April	
2	Tennis Pavilion works over budget by £8k		
3	Funding required to complete works to Grade II listed Grandstand	External funding streams to be explored by project team alongside continued correspondence with Football Foundation re funding opportunities.	
4	Stakeholder engagement and ensuring that all users, neighbours, and residents are invested in the project and buy into its aims.	Stakeholder engagement is critical to the success of any option appraisal or potential proposal. The Wellesley is a well-loved asset within the borough with long standing uses. Any ongoing work will engage and involve key stakeholders.	
5	Inflation may affect future works to the Grandstand and any other improvements to the wider site	QS to be involved in all project development re costings for funding applications	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£1,065,371	£		

Funded by:

GYBC	£303,000	£	Capital Budget as per budget setting 2021/22. Allocation following feasibility study.	
Football Foundation	£747,078	£		
UK Prosperity Fund	£15,293			
Total Funding	£1,065,371	£		
Actual Spend to date	£1,013,028	£	To 30-06-23	

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Project Manager projections:	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 22/23 Actuals	£	£	£	£	£	£	£	£
FY 23/24	£	£	£25,000	£	£	£	£27,000	£
FY 23/24 Actuals	£							
FY 24/25	£8,000	£	£	£	£	£	£	£
FY 24/25 Actuals	£							
Totals:	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	25-07-23

Project Highlight Report Winter		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Conservation & Restoration of the 'People's Palace', the Winter Gardens	Project Sponsor	Iain Robertson
Date of Report	27 June 2023	Project Manager	Keith Henderson (Artelia)
Reporting Period	April to June 2023	Finance Officer	Jane Bowgen

Overall Project Status			GREEN – no problems or only minor issues
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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	Target date	Achieved Date	Status/Comment	RAG
RIBA Stage 2 Complete Concept Design	29 th July '22	October '22	Completed	
RIBA Stage 2 Addendum following Historic England site visit & feedback	31 st Jan 23	February 2023	Completed	
Complete RIBA 2 Addendum	Feb '23	February 2023	Completed	
RIBA Stage 3 Commence	March 2023	WiP	On Track	
Operational Strategy	Feb / March '23	WiP	On Track	
Procurement of operator	March '23	March '24	On track	
Listed Building Application	May '23	August '23	On Track	
Development Grant Application (Delivery Stage)	August 2023	WiP	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 & cost plan under review Positive communications with Historic England RIBA 3 design workshops delivered. 	Project Management: <ul style="list-style-type: none"> Continuation of RIBA 3 designs and surveys Approval of RIBA 2 interpretation design Finalisation of Development stage documents Submission of HF progress report
Finances: <ul style="list-style-type: none"> Business modelling profiled with Business Planner Procurement Strategy under development by QS Fundraising Strategy in progress. Town Deal Fund PAR submitted – await reallocation approval Business Rate Pool claim approved (claim 1) 	Finances: <ul style="list-style-type: none"> Business Rate Pool claim 2 due Jan 2024 Submission of NLHF payment request

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

There are no project changes in this reporting period.

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Financial risk to Council managing project of this magnitude and national importance.	The cost plan and budget continues to be tested and reviewed at regular design stages by the appointed design team and overseen by a qualified client-side project manager.	
2	Programme delays experienced due to Historic England interventions and 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. Delivery Stage submission extended by agreement with NLHF.	
3	Commercial Operator withdraws from project.	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. Regular engagement continues with potential operators. Agreement to launch procurement January 2024.	
4	Late changes to client brief: Changes lead to abortive work, increased design costs not budgeted for and delays to the project whilst re-design is undertaken. Knock on impact in submitting listed building application, securing operator. Potential impact on programme and risk of missing May 2023 application deadline. Grant Agreement may need to be extended.	Continued dialogue with NLHF and other stakeholders. Change control process to be put in place and managed by Artelia. All changes to the brief or scheme to be reviewed with the project team first to understand potential implications. Project governance requirements are factored into the programme to ensure decisions for change can be captured.	
5	Construction costs continue to escalate and failure to procure suitable specialists in timber, iron/metalwork, glazing components	Continued monitoring of market conditions and execute proactive procurement strategy	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£13.560m	£2.211m		£16m total. Development (£0.811m) and Delivery stages (£14.931m) plus approx. £68k internal PM costs.

Funded by:


GYBC	£1.079m	£0.003m	£1.082m Borrowing, Revenue contribution and EMR.
National Lottery Heritage Fund	£8.708m	£1.268m	£9.976m grant
Business Rate Pool	£0	£0.440m	
Town Deal	£6.075m	£0	£2m additional funding subject to approval May 23
Public Sector	£0	£0.250m	

Non-Cash volunteers	£0	£0.090m	
Other	£0	£0.258m	
Total Funding	£15.862m	£2.310m	
Actual Spend to date	£0	£0.478m	Development Stage only (budget £811k)
April 2023	£0	£0.019m	Development Stage internal PM (budget £21k)

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
FY 22/23									
FY 23/24	-	£0.156m	-	£0.156m			£0.296m	£0.005m	£0.613m
FY 24/25	£0.897m	£0.030m	£0.897k	£0.030m	£1.536m	£0.033m	£1.536m	£0.033m	£4.990m
FY 25/26	£1.905m	£0.043m	£1.905m	£0.043m	£1.342m	£0.058m	£1.342m	£0.058m	£6.692m
FY26/27	£0.469m	£0.268	£0.469m	£0.268	£0.469	£0.268	£0.469	£0.268	£2.946m

Financial data verified by (name of finance officer)	Date
J Bowgen	05/05/2023

Project Highlight Report			 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Covered Market	Project Sponsor	Iain Robertson	
Date of Report	23 rd June	Project Manager	Tom Warnes	
Reporting Period	May / June 23	Finance Officer	Helena Craske	
Project Status			GREEN – no problems or only minor issues	
Project Overview				
A unique redevelopment of the Market Place as a key part of the wider ambitions to regenerate the town centre. The project provides significantly improved market facilities in the heart of the Market Place, with new units under an architecturally striking canopy, designed to ensure the market is more inviting and better complements the historic setting. The overall the aim is for a beautiful building with more covered seating that will better meet the needs of traders, be more attractive to local shoppers and day trippers, create jobs and vibrancy.				
Project Timetable (Key upcoming milestones)				
Milestone	Target date	Achieved Date	Status	RAG
Market stalls to phase 2	June	Minor items to complete	On programme	
Phase 3 roof and skylights	March	Complete	A few glazing panels remain to be installed. Broken on delivery, no programme implication.	
Toilet block	1 st June	Ongoing	5.4 weeks behind.	
Paving	August	Ongoing	Delayed due to toilet block works.	
Completion of Project (Phases 2&3)	Aug 2023	Expected end August '23	On programme	
Key activities achieved this reporting period		Areas of work for next reporting period		
Project Management: Programme reviewed, delay and omission of south end paving gives completion date of 18 th August.		Project Management: Meeting to be held with Pentaco to discuss a revised programme.		
Budget: Professional fee claims still under review, referred to NP Law. Meeting held with Chaplin Farrant to progress this. Review of budget carried out, including prof fees and contingency.		Budget: Looking at forecast figures for final account, with only a couple of months of the contract left to go.		
Design: South gates manufacturing drawings produced and will shortly be moving into production.		Design: Minor details to be dealt with as they arise, but all design items are now complete.		
Procurement: Larch cladding has an extended delivery period, but Pentaco have ordered what they require for phase 2/3, and will be delivered shortly.		Procurement: Cladding has 16wk lead time.		

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Utilities: Awaiting confirmation of installation date of gas manifold works from Fulcrum. Electric meters being installed only a handful remain to be completed.	Utilities: Gas installation to be completed, along with the final electric meters.		
Construction: Phase 2 progressing well, with the market units now pretty much complete. Final decorations are taking place, along with commissioning of roller shutters etc. Phase 3 progressing well, roof and rooflights are complete, with a few glazed panels left to install. Efforts are now being concentrated on finishing the toilet block and installing the paving throughout.	Construction: Finishing up of works to be carried out, followed by commissioning, snagging and cleaning.		
Comms: No comms update in the period.	Comms: Advise market traders of upcoming phases of work etc. Maintain communication with all stakeholders.		
Snagging: Ongoing snagging issues are being addressed. East and west gate latch has been re-designed and is awaiting installation. North gate locking lugs have been installed and gate is functioning as required. Pentaco, GYBC & GPM meet traders on the 26 th June to arrange times for access to complete flooring remedials. Cost to carry out remedials to phase 1 doors has been received and is under review.	Snagging: Phase 1 bi-fold doors cladding requires rectification. East and west gates latching mechanism to be completed in this period. Clerk of works now looking to have snagging meetings prior to completion of phase 2/3.		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
Project delayed by identification and removal of further UKPN cable. Estimated 6 weeks delay at this stage.			
Project Risks – the top 5 highest risks			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Delay due to further UKPN cable found in area of phase 3 foundations	Extent of delay determined as 5.4weeks. 5 weeks of this can be mitigated by revision of paving to south end of project.	
2	Cladding issues. No further issues, but phase 1 cladding boards need replacing, due to being left with fixings showing in them.	Bi-fold doors design issues resolved for phase 2/3. Phase 1 remains to be closed out.	
3	Proposed paving for phases 2&3 is not acceptable due to issues with cleaning.	Revised blocks selected for phase 2/3, of same make & colour blocks with smoother texture that will appear the same but be cleanable.	
4	South gate design signed off.	South gate has been instructed and fabrications drawings completed ready for manufacturing.	

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5	Utilities companies do not provide electric and gas meters in line with programme requirements.	Over half of the electric meters have been installed and the remaining ones booked in. Fulcrum have completed their works, but Cadent still need to return to complete the connection, awaiting confirmation of date.	
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Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£6,905,000			
Funded by:				
GYBC Borrowing	£2,000,000			
GYBC Borrowing/Capital Receipts	£535,000			
FHSF	£3,250,000			
Business Rate Pool	£1,100,000			
Total Funding	£6,905,000			
Actual Spend to date	£6,015,549		To 30-06-23	

Project Manager Projections:

Forecasts spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
FY 22/23	£	£	£	£	£	£	£	£	£
FY 23/24	£	£	£640,571	£	£248,880	£	£	£	£
FY 24/25	£	£	£	£	£	£	£	£	£
Totals:	£	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	25-06-23

Project Highlight Report					 GREAT YARMOUTH BOROUGH COUNCIL
Project Name	Marketplace Public Realm Improvements		Project Sponsor	Iain Robertson	
Date of Report	23 rd June 2023		Project Manager	Tom Warnes, Greyfriars PM	
Reporting Period	April - June 2023		Finance Officer	Helena Craske	
Project Status		AMBER – Problems but within contingency plan			
Project Overview					
The project aim is to deliver public realm enhancements surrounding the new market building which aims to improve the functionality and sense of place for the area whilst preserving the historic character. This will be achieved through engagement with stakeholders to inform design. Repairing, removal and reconstruction of paved surfaces. New integrated trees and planters. New street furniture and lighting.					
Project Timetable (Key upcoming milestones)					
Milestone		Target date	Achieved Date	Status	RAG
Design Freeze and detailed design		March 23	June 23	Only electrical and streetlight design remains to be finished.	
Contractor producing Construction cost, via engagement through Scape framework.		Mar23 – May 23	Ongoing	Process taking longer than expected with Morgan Sindall.	
Contractor Mobilisation		August 23		Delayed	
Construction Start		Summer 23		Scheduled	
Construction Finish		Autumn 24		TBC	
Key activities achieved this reporting period			Areas of work for next reporting period		
Design: <ul style="list-style-type: none">Detailed design completed, with the exception of the streetlight and electrical design.Morgan Sindall reviewing design information and producing queries for design team.			Design: <ul style="list-style-type: none">Continue to answer queries from Morgan Sindall as they arise throughout the next phase of the Scape framework while MS put their contract price together.		
Commercial: <ul style="list-style-type: none">Commercial team holding weekly meetings with Morgan Sindall during this phase of the Scape framework.Sub-contractor packages out to tender and due for return at the end of June. These will need reviewing and including with MS contract price.			Commercial: <ul style="list-style-type: none">Continue to work with Morgan Sindall to produce a firm construction cost.Review contract figure produced by MS and look to VE and reduced scope of works to meet budget needs.		
Programme: <ul style="list-style-type: none">Programme updated to reflect slippage and updated design programme.Strategy in place to mitigate design delay, procurement to be based on majority of design package, with electrical and streetlight design to			Programme <ul style="list-style-type: none">Proactive management of design deliverables.Construction period being reviewed, opportunities to be looked at in depth.Alternative materials ruled out by Highways, as it needs to meet their current spec. MS reviewing methodology.		


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be priced separately once complete. Provisional cost to be put against this item in the interim.			
<ul style="list-style-type: none">MS have raised the issue of construction methodology as part of their work to produce a construction cost and programme. The bedding material for laying the paving on means smaller areas being achieved daily and therefore extends the overall programme significantly.			
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
No project scope creep to report.			
Spec from detailed design gives rise to cost and programme changes, as identified below in risks.			
Project Risks – the top 5 highest risks			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Uncertainty of rising construction costs and risk costs. The project is currently exceeding budget.	Morgan Sindall engaged through Scape framework and working to produce accurate construction cost. Areas for Value Engineering and reduction in scope to be identified.	
2	Programme slippage due to methodology required in the marketplace. Morgan Sindall have identified that the bedding material has limitations on installation and will take longer due to only being able to work through smaller areas at a time. Potential extended construction programme	Meetings held regularly with Morgan Sindall to identify how logistics can be revised and improved. Potential Value Engineering options and scaling back on scope of work could provide time savings as well as cost savings.	
3	Unidentified ground constraints – There is a risk that the ground conditions/utilities encountered are not as anticipated.	Undertake trial holes have been undertaken to prove the design concept. Residual risk is low, however still the possibility of services being encountered during construction.	
4	Alignment with other projects, 6 Day Market build ongoing if further delays arise this could impact a potential start date.	Ongoing co-ordination with 6-day team and Palmers project team. 6 Day phase 2&3 programme now available, look for opportunities to dovetail all programmes and shared deliverables.	
5	Mixed messaging on scheme completion could cause uncertainty with local businesses.	A robust communications plan developed and implemented to ensure that stakeholders expectations are managed.	

Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£4,608,309	£		
Funded by:				
GYBC	£	£		
Future High Street Fund	£4,427,184	£0		
HAZ	£181,125	£0		
Total Funding	£4,608,309	£		
Actual Spend to date	£496,540	£	To 31-05-23	

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
FY 22/23	-	-	-	-	-	-	-		£
FY 23/24			£700,000		£700,000		£700,000		£
FY 24/25	£700,000		£700,000		£700,000		£408,309		£

Financial data verified by (name of finance officer)	Date
H Craske	22-06-23

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	FHSF Intervention 3 The Conge	Project Sponsor	Iain Robertson
Date of Report	22 nd June 2023	Project Manager	Claire Wilkins
Reporting Period	1 st March 23 to 30 th June 2023	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

Transforming The Conge: by 2025, The Conge is transformed with new high quality residential development connecting it to the renewed Market Place. Funding relates to the SOUTH side only.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
Appointment of Strategic Partner	January 23		Development and Partnership Agreement between GYBC and preferred bidder finalised and awaiting signature	
Vacant possession of South Side	January 23	March 23	All buildings are now vacant	
Demolition contract procured	By 31 st March 23	30 th March 23	Contractor appointed following tender exercise.	
Demolition of buildings to the South	Commence July 23	October '23	Internal strip out is complete. Start of main demolition reliant upon utilities disconnection. Delays due to birds nesting, utilities disconnection, party wall agreement.	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> - Strategic Partner legals finalised - Site assembly to South achieved - Demolition contractor appointed and started on site 	<ul style="list-style-type: none"> - Announcement of Strategic Partnership - Commencement of demolition works - Commencement of site design works

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

Cost - Within budget

Timescales - Actions to date within deadlines to meet grant funding requirements

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Lengthy delays or failure to secure vacant possession could result in loss of funding and lapse of planning permission.	Vacant possession secured within period therefore moving forwards this risk no longer applies	
2	Viability gap	Use of FHSF and other secure grant funding to increase viability to south side of The Conge. Strategic Partner to bring additional funding to address remaining viability gap, will remain a risk until grant secured.	

3	Failure to secure North side of site	Property and Assets negotiating with leaseholders, alongside securing additional funding to secure vacant possession.	
4	Key town centre site remains demolished / vacant	Contract with strategic partner incorporates long-stop date.	


Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£883,882	-		

Funded by:			
GYBC	£220,000		
Future High Street Fund	£444,727		
Other grant funding	£219,155		
Total Funding	£883,882		
Actual Spend to date	£624,287		To 30-06-23

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£259,595	£	£	£	£	£
FY 24/25	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	25.07.23

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	North Quay Riverside Gateway	Project Sponsor	Iain Robertson
Date of Report	27 June 2023	Project Manager	Greyfriars (Infrastructure)
Reporting Period	April to June 2023	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

Comprehensive redevelopment of the North Quay waterfront site in Great Yarmouth – a strategic site allocation in the Great Yarmouth Local Plan and SPD North Quay 2020. Town Deal & LUF 2 Spend by 31st March 2026

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Procurement team appointed and workshops established to drive forward procurement of development partner via Developer Awareness Event	Sept '23	WiP	On track	
CPO team appointed. Cabinet Report required for final approval to make CPO with Statement of Reasons	April '24	WiP	On track	
Land Assembly team appointed. Cabinet Report to seek approval to Land Assembly & Early Engagement Strategy in line with the CP) Code	July 23	WiP	On Track	
Infrastructure & public realm 'Gateway' team appointed (incl Vauxhall Bridge, technical work, surveys, archaeology, utilities, flood defences, remediation) to drive forward creating linkages to North Quay and The Conge, Town Centre from the Rail Hub	Mar-Dec 23	WiP	On track	
Reclaim Public Highway – NCC enforcement	Oct 2023	WiP	On track	
Contract Award Development Partner	March 24	WiP	On Track	
Planning permission for scheme	March 25	WiP	On Track	
CPO Vesting Order	March 26	WiP	On Track	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> DLUHC engagement Sharpe Pritchard & LSH initiate ITT to secure development partner 2024 Prepare for developer awareness event and procurement launch September 2023 Cabinet report to approve Land Assembly & Early Engagement Strategy NCC to pursue enforcement of encroachment onto highways land. 	<ul style="list-style-type: none"> Procurement tender documents to be drafted Agree CPO boundary Prepare for September launch event Complete critical path programme Acquisition strategy to be implemented and programmed Ongoing engagement with Environment Agency / Coastal Partnership East re: Innovative Resilience Fund and ongoing repairs and maintenance to flood defenses Progress scope of gateway infrastructure work Secure enforcement of highway rights regarding the land south of Vauxhall Bridge

	<ul style="list-style-type: none"> Communications strategy to be finalised and approved
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Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

No project changes this period.

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Failure to secure sufficient land holdings	Land Assembly team appointed	
2	Lack of developer interest following open procurement	Ongoing engagement with potential developer partners via LSH	
3	Viability - insufficient funding to deliver the project	LSH viability options & engagement with potential funding partners	
4	CPO – Committee does not approve resolution or local objections raised	Project team to work closely with nplaw and appointed consultants to draft resolution	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£27,300,000	£0		


Funded by:

GYBC – Levelling up Match	£2,200,000	£0	
GYBC Cap. Programme	£2,500,000	£0	
Town Deal Fund	£2,600,000	£0	Deadline for spend Mar 2026
Levelling Up Fund	£20,000,000	£0	Awarded January 2023. Deadline for spend Mar 2026
Total Funding	£27,300,000	£0	
Actual Spend to date	£502,952	£0	Actual spend to 30-06-23

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£2,147,048	£	£	£	£1,500,000	£
FY 24/25	£	£	£11,000,000	£	£	£	£10,850,000	£
FY 25/26	£	£	£650,000	£	£	£	£650,000	£

Financial data verified by (name of finance officer)	Date
Helena Craske	25-07-23

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Great Yarmouth Operations & Maintenance Facility	Project Sponsor	David Glason
Date of Report	23 June 2023	Project Manager	Jon Barnard
Reporting Period	Q1 2023	Finance Officer	Helena Craske

Project Status	AMBER – Problems but within contingency plan
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Project Overview

The objectives of the Proposed Scheme are:

- Deliver an O&M Facility at the existing Port at Great Yarmouth to serve the operation of North Sea offshore windfarms.
- Create new, additional employment and training opportunities at the Port site, during the construction and operation of the Proposed Scheme.
- Provide the opportunity for further site development once construction is complete.

This will be achieved through:

1. Demolition (in part) and upgrading of the Quay wall.
2. Construction of a floating pontoon for Crew Transfer Vessels.
3. Construction of an extended highway.
4. Creating storage and parking areas.
5. Delivering an electricity substation/kiosk and associated utility provisions.

The site is located to the southern tip of the South Denes Road, covering an area of approx. 6.9 hectares with a perimeter of 1,600m.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Design package for Tender delivered		May 2021	Completed	
Planning Application (06/21/0415/F) submitted to GYBC LPA		May 2021	Completed	
MMO Construction License application submitted		May 2021	Completed	
Demolition works completed		June 2021		
Commenced main works tender process using EHA4 framework		June 2021	Completed	
Commenced main works tender process using Open Tender		August 2021	Completed	
NALEP Funding released		March 2022	Completed	
Flood Risk Assessment Permit granted		August 2022	Completed	
Contractor Award		September 2022	Completed	
Planning Approval granted		September 2022	Completed	
Construction Issue Drawings distributed		October 2022	Completed	
Contractor access to Site		February 2023	Completed	
MMO Construction License granted		February 2023	Completed	
Completion of UXO Site Investigation		April 2023	Completed	
Perform additional Ground Investigation		June 2023	Completed	

Discharge of Pre-Construction Planning Conditions	September 2023		Delayed	
Construction commencement	September 2023		Delayed	
Pontoon installation	January 2024		Delayed	
Contractor demobilisation	September 2024		Delayed	
Key activities achieved this reporting period		Areas of work for next reporting period		
<ul style="list-style-type: none">Ground Investigation completed; discussions ongoing with the Environmental Agency & the Great Yarmouth Borough Council Environmental Services to collaboratively discharge planning condition 20		<ul style="list-style-type: none">Submit Remediation Strategy to discharge condition 20		
<ul style="list-style-type: none">Document prepared for submission to the MMO to discharge condition 5.2.6		<ul style="list-style-type: none">Submit document to MMO to discharge condition 5.2.6		
<ul style="list-style-type: none">Wave data received		<ul style="list-style-type: none">Finalise pontoon designs		
<ul style="list-style-type: none">Procurement of subcontractors ongoing		<ul style="list-style-type: none">Continue to progress subcontractor onboarding		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.				
Programme adjustments have been made to accommodate ongoing site preparation, including additional ground contamination investigations. Construction completion is now expected in September 2024. Assessments of Project Manager Instructions are being undertaken by the contractor to inform an updated projection and associated forecasting.				
Project Risks – the top 5 highest risks				
Issue No	Significant Risk/Issue Description	Mitigation actions		RAG
1	Ground Investigation (GI) – Additional GI is required before construction can commence.	1) Perform additional GI & submit Remediation Strategy to discharge condition 20 as soon as possible.		
2	Underground Tanks - Previously unidentified underground tanks require investigation, emptying of the liquid within, and demolishing / backfilling.	1) Agree strategy to demolish / backfill the tanks. 2) Empty tanks of liquid & sediment. 3) Conclude tank investigations (CCTV surveys). 4) Seal openings as necessary. 5) Demolish / backfill tanks.		
3	Pontoon Design - Pontoon designs may require option engineering due to results from latest wave analysis data indicating more onerous conditions than earlier survey data.	1) Pontoon designers to assess all available data. 2) Option engineer pontoon designs if necessary. 3) Designers of concept pontoon design to review & confirm suitability of any option engineered designs.		
4	Fill Material – An additional 12,000m3 of imported fill material may be required	1) Confirm volume of imported fill required. 2) Order imported fill material to avoid possible inflationary impacts.		
5	Marine Management Organisation (MMO) Condition Discharge – The MMO will prohibit piling during the winter months and condition 5.2.6 of the MMO Licence will not be discharged.	1) Submit document to the MMO to evidence that construction activities throughout the winter months will not cause adverse effects to Red Throated Divers. 2) Request that approval is expedited.		


Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£21.4m	£0	Amber	

Funded by:			
New Anglia Local Enterprise Partnership	£6m	£0	
Great Yarmouth Borough Council	£1.5m	£0	
Norfolk County Council	£1.5m	£0	
Norfolk Pooled Business Rates Pool	£1m	£0	
Norfolk County Council prudential borrowing to be repaid from Great Yarmouth Enterprise Zone Pot B business rates funding	£11.4m	£0	
Total Funding	£21.4m	£0	
Actual Spend to date	£3.6m	£0	

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 21/22	£	£	£	£	£	£	£1,536,337	£
FY 21/22 Actuals	£	£	£	£	£	£	£1,536,337	£
FY 22/23	£	£	£	£	£	£	£1,095,190	£
FY 22/23 Actuals	£	£	£	£	£	£	£1,095,190	£
FY 23/24	£	£	£	£	£	£	£14,366,521	£
FY 23/24 Actuals	£962,619.40						£962,619	
FY 24/25	£	£	£	£	£	£	£6,725,207	£
FY 24/25 Actuals	£							
Totals:	£	£	£	£	£	£	£23,723,255	£

Financial data verified by (name of finance officer)	Date

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Beach Coach Station (Jubilee Court)	Project Sponsor	Iain Robertson
Date of Report	15 th July 2023	Project Manager	Alex Williamson (Broadland Housing) & Tom Warnes GPM
Reporting Period (Quarter months)	Q1 to 30 th June 23	Finance Officer	Jane Bowgen

Project Status			GREEN – no problems or only minor issues
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Project Overview

Construction of 18 new one-bedroom homes at the former Beach Coach Station site off Nelson Road North, Great Yarmouth.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Formal sign offs complete – Building Control, NHBC and Practical Completion / handover	17th June 23		On track for handover	
All properties occupied	18 th June 23		On track for occupation	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Landscaping works and planting completed Final internal fixing and decoration complete Commissioning of solar panels completed EPC's Completed – 16 B rated, 2 A rated for energy efficiency due to orientation and position within block Allocation of homes and viewings completed Snagging to all blocks complete 	<ul style="list-style-type: none"> Handover of all completed homes Occupation of completed homes

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.


Time – Plumbing sub-contractor availability and installation of additional fire detection measures in the final stages of the project have caused slippage from June to mid July

Cost – Project remains within the overall budget.

Project Risks – the top 5 highest risks

No	Significant Risk/Issue Description	Mitigation actions	RAG
1	At the time of writing this report there are no identified risks at all as the project is 1 working day from completion!		

Financial Summary as at 31.03.23			
	Capital	Revenue	Notes on Background
Total Budget Approved	£3,564,602	£0	Committee Approval May 2021
Funded by:			
GYBC	£2,197,005	£0	Borrowing
Homes England	£776,076	£0	Funding to be apportioned to 12 homes
Right to Buy Retained Receipts	£384,249	£0	Funding to be apportioned to 6 homes
Brownfield Land Release Fund	£207,272	£0	Held by GYBC from the outset of the project
Actual Spend to date	£2,879,669		See cost plan for full breakdown
Total Funding Utilised	£2,879,699		
Financial data verified by;			Date
Jane Bowgen			20/07/2023

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	GY ULC & Library Relocation	Project Sponsor	Natasha Hayes
Date of Report	23 June 2023	Project Manager	Adri Van der Colff
Reporting Period	15 April – End of June 2023		Helena Craske

Project Status			GREEN – no problems or only minor issues
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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	Target date	Achieved Date	Status/Comment	RAG
RIBA Stage 3 completed	August 2022	October 2022	Completed	
Internal strip-out and external demolition completed	December 2022	December 2022	Completed	
Planning consent achieved	February 2023	February 2023	Completed	
Main contractor to be engaged through SCAPE framework with Stage 1 costs – to move to next stage	March 2023 (revised from Feb 2023)	March 2023	Completed	
Roofing contractor appointed for enabling works for replacement roof	March 2023 (revised from Feb 2023)	n/a	Now included in the main contractor package	
Public consultation completed and report issued	March 2023	March 2023	Completed	
Roof repair works to commence	September 2023 (revised from May 2023)	n/a	Now included in main contractor's package expected to start on site September 2023	
Lease and Agreement to Lease to be finalised and signed off	June 2023 (revised from March 2023)	September 2023	All partners agreed to lease. Will be signed once costs finalised.	
Appoint main contractor	July 2023 (revised from June 2023)	Ongoing	On track – price expected 18/07/2023	

Main contractor start on site	August 2023	Ongoing	On track	
Project completion	September 2024	Ongoing	On track	
Key activities achieved this reporting period		Areas of work for next reporting period		
<ul style="list-style-type: none">RIBA 4 design completed.Ongoing value engineering discussions with SCAPE contractor to ensure project is delivered within budget without compromising functionality.Tenants agreed lease arrangementsAnthrax and lead paint surveys completed£1,005,000 redirected from other Town Deal projects to accommodate inflationary uplift formally approved by Town BoardNew name 'The Place' and results of public consultation made public – well receivedStructural beams and opening to be installed on site to start for Building Control 2022 regulations purposes		<ul style="list-style-type: none">Price for main contractor through SCAPE framework expected 18th July 2023 – price negotiations and ongoing value engineering discussions underway to ensure that contract price is within budgetPrice for furniture package expected end of JuneStart on site for roof package August 2023 (pending nesting birds)£1,005,000 redirected from other Town Deal projects to accommodate inflationary uplift to be approved by Town Deal (central government)		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.				
The scheme is currently being designed to RIBA Stage 4 with the input of the SCAPE contractor. Various work packages are out to subcontractors to obtain fixed price (due July 2023). The name 'The Place' was publicised as well as results of public consultation involving more than 500 people. An audio-visual partner has been appointed and price obtained. Furniture is currently out for detailed design and pricing. Work is ongoing with design and user teams to ensure that functionality is met in the most cost-effective way.				
Project Risks – the top 5 highest risks				
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.	Market-tested prices will be obtained in July 2023 for cost certainty. Fixed contract price to prevent contractors from offloading further inflation costs on the client. £1,005,000 from other Town Deal projects redirected to accommodate anticipated increase from RIBA Stage 3. Anticipated that price will come in on budget.		
2	It may not be possible to incorporate all sustainable technology to give the building a good EPC rating and help tenants save on their energy bills. This is due to sharp inflationary increases in mechanical equipment.	Value engineering may need to be implemented if cost of new technology (e.g. air source heat pumps) is prohibitive. Tenants have been made aware of this potential scenario. Currently this looks unlikely.		
3	There may be significant structural /load-bearing issues with the Palmers building which makes it unsuitable as a library. The existing drains may also not be adequate.	Strip-out revealed that the structure is broadly sound and suitable for the new intended purpose. Structural and civil surveys are ongoing to underpin detailed design.		

4	It may not be possible to reach an acceptable negotiated contract price with the SCAPE contractor, in which case an alternative procurement route via Find-a-Tender (post-Brexit OJEU open tender) will have to be pursued, which could result in delays.	Ongoing discussions with SCAPE contractor. Further work with contractor for design development to achieve efficiencies and identify value engineering opportunities. It is expected that the price will be accommodated within the budget.	
5	Risk of recession and contractors and subcontractors going bankrupt.	Solid and well-established contractor with solid supply chains to be appointed.	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£17,048,918	£267,000		Estimated capital costs at feasibility stage based on RIBA Stage 3 design.


Funded by:

GYBC	£694,312	£0	
Norfolk Strategic Fund (business rates)	£0	£190,000	Grant for project development costs
One Public Estate Phase 8	£0	£77,000	Grant for project development costs for the next stage RIBA 3 development.
Future High Street Fund	£3,390,659	£0	Capital funding grant
Town Deal Fund	£7,463,947	£0	Capital funding grant could be increased by £1,005,000 to accommodate inflation, but this is still subject to approval
Norfolk County Council	£2,000,000	£0	Capital contribution to project (library element)
East Coast College / University of Suffolk partnership	£3,500,000	£0	Capital contribution to project (university element)
Total Funding	£17,048,918	£267,000	
Actual Spend to date	£2,741,793	£267,000	Revenue - Project development to RIBA Stage 2 Capital – Figures to 30/06/2023

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	450,000	£0	£950,000	£0	£1,577,204	£0
FY 24/25	£4,000,000	£0	£4,511,154	£0	£1,075,312	£0	£1,743,455	£0

Financial data verified by (name of finance officer)	Date
Helena Craske	22-06-2023

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	KP16 - Town Wall Restoration	Project Sponsor	Natasha Hayes
Date of Report	19 th July 2023	Project Manager	Tracey Read
Reporting Period	Q1 2022/24	Finance Officer	Jane Bowgen

Project Status			GREEN – no problems or only minor issues
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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.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Production of Conservation Plan	Dec 2022	Dec 2022	Complete	
Production of comprehensive project plan	Q2 2023		On track	
Procurement of professional team	Q2 2023		On track	
Procurement of contractor	Q2 2023		On track	
Works start date	Q3 2023		On track	
Works completion	March 2026		On track	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Project Planning Phase Completion of Town Wall repairs at Market Place (HAZ) Conservation plan completed Opportunities for Enhancements report completed 	<ul style="list-style-type: none"> Development to RIBA 3 Enhancement and repairs underway at Blackfriars Road (HE) ongoing Liaise with Historic England and discussions around Ancient Monument consent Liaise with Planning Officers

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.)

N/A

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	In house capacity and resource	Cultural officer to support project	
2	Inflation & costs of materials	Monitor and value engineering	
3	Planning permission required	Officers to work closely with GYBC Planning Team to ensure all, if any, conditions can be met	
4	Procurement of specialist contractor	Early discussions with specialist contractors	
5	Unforeseens due to complex nature of ancient monument	Additional surveys may be required	


Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£0.520m	£0.090m		Town Deal Connectivity Public Wayfinding

Funded by:			
GYBC	£0	£0	
Town Deal Programme	£0.335m	£0	
Heritage Action Zone	£0.185m	£0	HAZ Programme – match funding noncash
Historic England	£0	£0.090m	HE funding agreement 2122 – 2324 – match funding non cash
Total Funding	£0.520m	£0.090m	£0.610m
Actual Spend to date June 2023	£0.185m	£0.036m	HAZ and Historic England Town Wall spend.

Forecast spend Project Manager projections:	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 23/24	£	£	£	£	£	£	£	£0.054m
FY 24/25	£	£	£	£	£	£	£	£
FY 25/26	£	£	£	£	£	£	£0.335m	£
Totals:	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
J Bowgen	20/07/2023

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	KP17 - Sculpture Trail	Project Sponsor	Natasha Hayes
Date of Report	19 th July 2023	Project Manager	Tracey Read
Reporting Period	Q1 2023/24	Finance Officer	Jane Bowgen

Project Status			GREEN – no problems or only minor issues
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Project Overview

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.

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.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Feasibility stage	Dec 2022	Dec 2022	Complete	
Concept design	Feb 2023	Q2 2023/24	On track	
Sculpture procurement	Q3 2023	Q3 2023/24	Under review	
Installation start	Q4 2023/24	Q4 2023/24	On track	
Project completion	Q3 2024	Q4 2025/26	On track – in line with TD funding completion	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Project Planning Phase. Wayfinding trail identified: potential locations being identified to be aligned to other key assets and cultural points and interest. Artist briefs being drafted. Procurement strategy drafted Review of available budget against inflationary pressures and some non-monetary match TCMWG presentation being drafted to include locations, procurement strategy, timeframes, risks etc. Communications plan being drafted. Greyfriars to PM installation programme 	<ul style="list-style-type: none"> TCMWG to agree wayfinding route, sculpture locations, procurement strategy and programme Project specific OWG to be initiated – currently falls within Vacant Historic Buildings/Wayfinding OWG Phasing/programming to be finalised Communications plan to be finalised Artist briefs to be finalised Artwork Selection Panel to be convened

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.)

N/A

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	In house capacity and resource	Cultural officer supporting with project	
2	Inflation & costs of materials	Monitor and value engineering	

3	Planning permission required	Officers to work closely with GYBC Planning Team to ensure all, if any, conditions can be met	
4	Procurement of artists	Advertise and promote widely	
5	Public perception/negativity	Robust communications plan	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£0.295m	£		Town Deal Connectivity Public Wayfinding

Funded by:

GYBC	£0m	£0	
Town Deal Programme	£0.227m	£0	
Future High Street Fund	£0.050m	£0	Mkt place sculpture - Match funding noncash
Great Yarmouth Preservation Trust	£0.020m	£0	Blackfriars Road Sculpture GYPT spend - Match funding noncash
Norfolk County Council	£0.05m	£0	Contribution to mkt place sculpture. (was £60k now £5k as per DB) – match funding noncash
Total Funding	£0.302m	£0	
Actual Spend to date May 2023	£0.020m	£0	GYPT match spent.

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Project Manager projections:	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 23/24	£	£	£	£	£	£	£0.055	£
FY 24/25	£	£	£	£	£	£	£	£
FY 25/26	£	£	£	£	£	£	£0.227	£
Totals:	£	£	£	£	£	£	£0.275	£

Financial data verified by (name of finance officer)	Date
J Bowgen	20/07/2023

Project Highlight Report



Project Name	Transitional Housing Scheme	Project Manager	Claire Wilkins
Date of Report	19.07.23	Project Sponsor	Paula Boyce
Reporting Period (Quarter months)	Q1 to 30 th June 2023	Finance Officer	Helena Craske – Capital

Project Status			GREEN – no problems or only minor issues
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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.

Key activities achieved this reporting period	Areas of work for next reporting period
- First 3 homes are now furnished and occupied.	- Progression of the purchase of the remaining homes to deliver the complete project.

Project stage tolerance status

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

Phase 1 (3 homes) – Completed within budget and funding timescales.

Phase 2 (3 or 4 homes) – Replacement homes identified after original agreed purchases fell through. Extension of time on the funding to be agreed together with an additional funding request to support delivery of a fourth home within agreed budget. Progression is dependent upon external funder's support in Quarter 2.

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Failure to secure replacement 3 dwellings to complete Phase 2 within funding timescales and within budget.	Potential replacement properties identified, costing exercise being undertaken to inform negotiations. Outcome & decision needed in Q2.	
2	Interest rate increases since the outset of the project are having significant impact on viability of proposed purchases.	Additional funding requested to support delivery, outcome awaited in Q2 - hence potential impact on timeline.	

Financial Summary			
	Capital	Revenue	Notes on Background
Total Budget Approved	£1,499,718		Total Budget approved is for delivery of 12 properties in total however grant funding for 6 only has been awarded.
	£687,990		Relates to purchase of the 6 homes
Funded by:			
GYBC	£325,115		
Homes England Grant and GYBC Capital contribution	£362,875	£45,682	Revenue grant funding to subsidise cost of support worker
Actual Spend to date	£327,908	£0	To 30-06-23
Total Funding Utilised	£327,908		
Income Achieved	£0		
Savings Achieved	£0		
Financial data verified by;			Date
Helena Craske (Capital)			25-07-23

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2023/24

OPERATIONAL MEASURES

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
PR01: Average time to assess Housing Benefit: New claims (Quarterly)	14 days	16 days	15 days	13 days	16 days	G	↓	↑
PR02: Average time to assess Housing Benefit: Change in circumstances (Quarterly Cumulative)	9 days	10 days	16 days	9 days	10 days	G	↔	↑
PR03: Collection rates Council Tax (Quarterly Cumulative)	28.4%	28.4%	28.4%	96%	96%	G	N/A	↔
PR04: Empty Homes								
a) Number of long term empty homes (6 months or more)	599	Less than 600	601	584	Less than 600	G	↓	↑
b) Number of long term empty homes (Over 2 years) (Snapshot at last day of quarter)	150	Less than 160	149	144	Less than 160	G	↓	↓
PR05: Collection rates NNDR (Quarterly Cumulative)	26.1%	24.9%	29.0%	97.8%	97.5%	G	N/A	↓
PR06: Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)	87.11%	90%	63.20%	80.16%	90%	A	↑	↑
PR07: Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly)	1m 17s	1m 30s	5m 06s	2m 30s	1m 30s	G	↑	↑
PR08: Percentage of FOI and EIR requests responded to within 20 working days (Quarterly Cumulative)	87%	92%	87%	88%	92%	A	↓	↔
PR09: % of completed Full Performance Reviews (Quarterly Cumulative)	73%	75%	N/A	85%	90%	A	N/A	N/A

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)	2.69 days	2.1 days	3.08 days	12.25 days	8.5 days	A	N/A	↑
Commentary: The first quarter of the year shows a reduction of 0.7% days lost compared to the same quarter last year. There was also a reduction in the number of long term sickness hours lost. Top three reasons for absence remain the same as last year. A quarter of staff have had one period of absence this year.								
PR11: Council spend on apprenticeships as a % of apprenticeship levy (Quarterly Cumulative)	64%	Monitor	56%	58%	Monitor	N/A	↑	↑
Commentary: There has been one new start in Q1 for a Level 3 Housing Officer, and another planned in Q2 for a Level 3 Construction Support Technical. Future starts for this year include a level 6 Chartered Managers Apprenticeship in September 2023. Two apprenticeships have been successful completed in Q1 - in Housing where 2 offices completed their Level 3 Housing Officer Apprenticeship. the recent LGA Apprenticeship Maturity Report 3rd iteration showed that across all English councils £143m apprenticeship levy has expired, with £1.8m at a district council level. GYBC has never had any funds expire and continues to deliver good apprenticeships.								
PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)	11%	20%	16%	89%	100%	A	N/A	↓
Commentary: The 2023/24 Internal Audit Annual Plan is underway, however there were some delays with starting the plan, due to finishing the 2022/23 plan. It is expected that progress will pick up, now that the 2022/23 plan is concluded.								
PR13: Internal Audit recommendations								
a) Number of priority 1 Internal Audit recommendations outstanding	14	3	New Measure	New Measure	3	R	N/A	N/A
b) Number of priority 2 Internal Audit recommendations outstanding	36	9	5	32	9	R	↓	↓
Commentary: The number of outstanding priority 1 and 2 internal audit recommendations is high, and internal audit are working with management to ensure recommendations are closed as soon as possible.								
PR14: Corporate Property Portfolio Revenue Growth per annum (Quarterly Cumulative)	15.86%	0.63%	3.58%	13.29%	2.50%	G	↑	↑

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
PR15: Corporate Property Portfolio								
a) % Arrears per annum	14.5%	7.5%	5.94%	4.05%	7.5%	R	→	↓
b) Total Arrears amount in £'s	£101,939	£100,000	£59,720	£208,086	£100,000	A	←	↑
Commentary: Rent collection figures impacted by some larger cases that have reached reminder stage and one account awaiting instructions on new lease.								
PR16: Corporate Property Overall Occupancy levels per annum (Quarterly Cumulative)	85.44%	90%	97.01%	97.01%	90%	A	→	↓
Commentary: This figure is a reduction from previous reported figures (reduction of 11.57%). This is because we are now using a different reporting software that is undergoing a data cleanse and update. This figure will rise back above target as this cleansing works is completed.								
PR17: Payment of Invoices within 30 days (%) (Quarterly Cumulative)	93.4%	90%	88.9%	92%	90%	G	←	↑

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2023/24

DEVELOPMENT CONTROL MEASURES

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
ED01: Planning applications: Major applications determined within 13 weeks or as agreed extension (Quarterly Cumulative)	100%	80%	100%	96%	80%	G	↑	↔
ED02: Planning applications: Non Major (Minor or Other) applications determined within 8 weeks or as agreed extension (Quarterly Cumulative)	94%	80%	89%	84%	80%	G	↑	↑
ED03: Percentage of Major planning applications processed within 13 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	89%	80%	98%	90%	80%	G	→	→
ED04: Percentage of Non Major planning applications processed within 8 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	78%	80%	84%	80%	80%	A	→	→
ED05: Percentage of Major planning applications overturned on appeal over the last 24 months (Quarterly Cumulative)	2%	3%	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)	0.7%	6%	0.8%	0.58%	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)	100%	100%	85%	87.5%	100%	G	↑	↔
ED08: Percentage of Land Charges search returns sent within 10 working days. (Quarterly Cumulative)	85.4%	90%	52.66%	78.40%	90%	A	↑	↑
ED09: Enterprise Zone: Beacon Park: % of empty floor space across Beacon Park (Quarterly Snapshot at last day of quarter)	0.74%	3%	0.74%	0.74%	3%	G	↔	↔

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2023/24

ENVIRONMENTAL MEASURES

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
EN01: Food Hygiene								
a) % of food premises scoring 3 star food hygiene ratings or above (Snapshot at last day of quarter)	96.9%	90%	96.3%	96.6%	90%	G	↑	↑
b) % of scheduled Cat A food premises inspections completed (Snapshot at last day of quarter)	100.0%	100%	New Measure	New Measure	100%	G	N/A	N/A
c) % of scheduled Cat B food premises inspections completed (Snapshot at last day of quarter)	100.0%	100%	New Measure	New Measure	100%	G	N/A	N/A
d) % of new food premises inspections completed (Snapshot at last day of quarter)	43.2%	100%	New Measure	New Measure	100%	A	N/A	N/A
Commentary: 42 new inspections outstanding. 2 new PT officers have now started with the team so figures should improve for Q2 although there is still a vacant FT officer post in the team that we have been unsuccessfully been able to recruit into at this time.								
EN02: Garden waste service: Number of households taking up garden waste bin service.	10,749	10,500	10653	10916	10,500	G	↓	↑
EN03: Percentage of total domestic waste collected which is sent for recycling (Quarterly Cumulative)	36.4%	35%	35%	32.5%	35%	G	↑	↑
EN04: Number of Flytips reported (Quarterly Cumulative)	305	Monitor	373	1171	Monitor	N/A	N/A	↑
EN05: Number of streets in the Borough meeting street cleanliness levels for:								
a) Litter (formerly NI195a)	100.0%	95%	99%	100%	95%	G	↔	↑
b) Detritus (formerly NI195b) (Snapshot at last month of quarter)	93.3%	95%	97.9%	92.3%	95%	A	↑	↓
EN06: Contamination rate in dry recycling (Quarterly Cumulative)	24.9%	19%	18.7%	19.4%	19%	R	↓	↓
Commentary: An increase in the number of contaminated bins collected has resulted in a reduction in performance. We are working with our colleagues in GYS, communications team and Norfolk Waste Partnership to reduce the level of contaminated waste collected. In addition we are undertaking a trial approach to reduce contamination, this is work in progress and if successful will be rolled out across the Borough.								

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2023/24

HOUSING MEASURES




Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
HN01: Great Yarmouth Housing rent: GYBC rent collection rate								
a) Rent collected as % of rent and arrears (snapshot at end of quarter)	98%	96%	96.54%	99.5%	97%	G	→	↑
b) Arrears as a % of rent debit (snapshot at end of quarter)	2%	4%	3.46%	0.5%	3%	G	→	↑
c) Arrears of Rent and Service Charge (snapshot at end of quarter)	£136,845	£271,469	£219,657	£122,367	£203,601	G	→	↑
d) Amount of arrears recovered (former years arrears from current tenants) in year £	£42,369	Monitor	£116,914	£120,580	Monitor	N/A	←	↑
HN02: Number of Social housing applicants on Housing Register	409	Demand led	624	326	Demand led	N/A	→	↑
HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	27 days	25 days	29 days	32 days	25 days	A	→	→
HN04: Average cost of a Void repair (Housemark Indicator) (Quarterly Cumulative)	£4,426	£3,051	£2,225	£3,341	£3,051	R	→	→
<p>Commentary: A significant contributing factor in the cost increase is a rise in the number of tenants returning their properties in poorer condition than would normally be expected. We are reviewing our repairs recharge policy to ensure these tenants are billed appropriately and the cost of bringing their property back to a suitable condition to re-let is recovered from them. Of the 80 voids completed by GYN in Q1 2023/34, 15 needed significant (revenue) works due to their returned condition, these voids had average cost of over 12K and have caused a spike the Q1 average cost. The 65 voids completed with an outturn of less than 7k had the expected average cost of 3.2K. GYBC and GYN are working closely to drive efficiencies into void delivery.</p>								
HN05: Percentage of residents:								
a) very or fairly satisfied with the repairs service they received (Social Housing Regulator TP02 measure)	93%	Monitor	96%	Not Available	Monitor	N/A	N/A	→
b) very or fairly satisfied with the condition of their new home	81.48%	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
HN06: Average cost of a standard responsive repair (Housemark Indicator) (Quarterly Cumulative)	£137.20	£167.53	New Measure	New Measure	£167.53	G	N/A	N/A
HN07: Customer Perception - Total number of repairs completed first time as a % of total repairs completed (Quarterly Cumulative)	83.67%	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN08: Number of Disabled Facilities Grant (DFGs)								
a) Number of completions	18	Monitor	17	77	Monitor	N/A	N/A	↑
b) Number of calendar days from GYBC receipt of D(OT)2 recommendation to works complete in the quarter.	178	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN09: Percentage of tenants either very satisfied or fairly satisfied with the service they received (Social Housing Regulator TP01 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN10: Percentage of tenants either very satisfied or fairly satisfied with the time taken to complete their most recent repair after reporting it (Social Housing Regulator TP03 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN11: Percentage of tenants either very satisfied or fairly satisfied that their home is well maintained (Social Housing Regulator TP04 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN12: Percentage of tenants either very satisfied or fairly satisfied that their home is safe (Social Housing Regulator TP05 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN13: Percentage of tenants either very satisfied or fairly satisfied that their views are listened to and acted upon (Social Housing Regulator TP06 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN14: Percentage of tenants either very satisfied or fairly satisfied that they are kept informed about things that matter to them (Social Housing Regulator TP07 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A

Indicators	This Quarter	Target	Qtr 1 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
							Last Period	Last Year
HN15: Percentage of tenants either very satisfied or fairly satisfied that they are treated fairly and with respect (Social Housing Regulator TP08 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN16: Percentage of tenants either very satisfied or fairly satisfied that their communal areas are kept clean and well maintained (Social Housing Regulator TP10 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN17: Percentage of tenants either very satisfied or fairly satisfied that GYBC makes a positive contribution to their neighborhood (Social Housing Regulator TP11 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN18: Percentage of tenants either very satisfied or fairly satisfied with GYBC's approach to handling anti-social behavior (Social Housing Regulator TP12 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN19: Percentage of GYBC homes that do not meet the Decent Homes Standard (Social Housing Regulator RP01 measure) (Quarterly)	19%	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN20: Percentage of repairs the completed within target time (Social Housing Regulator RP02 measure) (Quarterly)	Data not available until Q2	Monitor	New Measure	New Measure	Monitor	N/A	N/A	N/A
HN21: Engage at least 500k 'active' customers per annum across both Freedom Leisure sites (quarterly cumulative)	140,783	125,000	New Measure	New Measure	500,000	G	N/A	N/A

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



URN: 23-137

Report Title: 2023/24 Budget Monitoring Report – Period 3

Report to: Scrutiny

Date of meeting: 19 September 2023

Responsible Cabinet Member: Cllr Carl Smith, Portfolio Holder for Governance, Finance and Major Projects

Responsible Director / Officer: Financial Services Manager

Is this a key decision? No

Date added to Forward Plan of Key Decisions if a Key Decision: N/A

EXECUTIVE SUMMARY / INTRODUCTION FROM CABINET MEMBER

This report presents the month 3 budget monitoring position for financial year 2023/24 for both the General Fund and Housing Revenue Account (HRA) including the respective capital programmes and financing. It includes explanations for significant variances to the budgets currently forecast for the full year.

RECOMMENDATIONS:

That the Committee:

- 1) Note the content of the Cabinet report which was approved by Cabinet at its meeting on the 11 September 2023 and the revised forecast for the General Fund and Housing revenue Account for 2023/24, providing feedback and recommendations where appropriate.

1. INTRODUCTION

1.1. This report presents the budget monitoring forecast position for the General Fund and Housing Revenue Account and their respective capital programmes for the financial year 2023/24 as at June 2023. This report compares the actual expenditure and income position at the end of June 2023 to the general fund budget for 2023/24 and presents a forecast position for the current year.

1.2. The original base budgets for 2023/24 were approved by Council in February 2023 and assumed a transfer from the general fund reserves of £1,143,503 and a transfer of £1,945,006 from the housing revenue account. This was alongside setting the capital programmes for both the General Fund and the Housing Revenue Account. This report provides an updated forecast for the current year compared to this position and will be used to inform the outturn position for 2023/24.

2. GENERAL FUND - OVERVIEW

- 2.1. The General Fund Summary at Appendix A shows the high-level forecast budget monitoring position on 30 June 2023 of a deficit position of £1,202k. The original budget has been revised to £895k which is a variance from the forecast of £307k.
- 2.2. Appendices A and B provide commentary on the more significant variances (£+/-£10,000 full year) identified from the budget monitoring process carried out between finance and services for the position at the end of period 3 and where there is anticipated year-end under/overspend. Appendix C provides a summary of the general fund service income and expenditure by type (e.g. employee costs).
- 2.3. The employee turnover report to the end of period 3 is 3.9% (in comparison to period 3 in 2022/23 which was reported as 4.34%). 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 June there is an underspend (£158k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.
- 2.4. Other factors which are not yet confirmed or quantified are the impact of external contract arrangements for the provision of services provided by GYN. These will continue to be monitored.

3. GENERAL FUND BUDGET MONITORING POSITION – REVENUE SUMMARY

- 3.1. The following table provides a summary of the full year projections for 2023/24, these are based on the actuals at the end of period three and informed by known pressures on the revenue account.

Budget Area	Full Year Current Budget £'000	Full Year Forecast £'000	Total Estimated Full Year Effect £'000
Service Area	14,574	15,064	490
Non-Service Areas	2,880	2,880	0
Use of Reserves	(1,261)	(1,444)	(183)
Income	(15,297)	(15,297)	0
Total (Surplus)/Deficit	895	1,202	307

- 3.2. The overall position will continue to be monitored in the current financial year and will be reported to Management Team and used to inform the budget setting for 2024/25.
- 3.3. There are a number of income areas which are forecast to be less than the budget set in February 2023, these include demand led services for example Crematorium and Planning income. In addition there is a reduction in income against the budget on a number of areas within the Property services area including where previous savings proposals for example concessions have not yet been achieved. The Interim Head of Property and Asset Management

is undertaken a full review of the services income projections to consider options to address the adverse variances seen on income forecasted in comparison to the budget set for 2023/24 and will be bring forward proposals to mitigate these impacts for the future budget setting timetable.

- 3.4. Other options to mitigate the forecast position are also being considered by Extended Leadership Team and action to be taken will be reported at month 6 as required.

4. GENERAL FUND BUDGET MONITORING POSITION – CAPITAL PROGRAMME

- 4.1. Actual spend until the end of June 2023 totals £1.4m 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. The 2023/24 budget set the General Fund Capital Programme at £46.897m.
- 4.3. Approved budgets totalling £9.726m were rolled forward from 2022/23 and £2.7m additions were made as part of the 2022/23 outturn report, approved at Cabinet on 25th July 2023. The revised budget therefore totals £59,323m.
- 4.4. Details of the revised 2023/24 budget are provided under Appendix E. The revised programme has been amended further to incorporate the following changes:
- 4.5. The Council has been awarded £400k grant funding from the Department for Environment, Food and Rural Affairs (DEFRA). This is to be used to provide capital grants for small scale investment in micro and small enterprises in rural areas. It is intended to fund farm business diversification projects outside of agriculture (for example, creating rural leisure and tourism facilities).
- 4.6. A budget of £160k has been added to the Capital Programme for 2023-24 and £240k will be added for 2024-25 based on when the Council will receive the funding.
- 4.7. In January 2023 the council was awarded Levelling Up funding of £20m. The Council formally accepted this funding in April 2023. The funding has been added to the North Quay project already contained within the Capital Programme and will be spent over a number of financial years but has been profiled in line with the forecasted payments from central government.
- 4.8. For 23-24, a budget of £3.56m has been included. The budget profile may have to be adjusted in future as the project develops.
- 4.9. At Cabinet on 25th July 2023 the following budgets were approved and have therefore been added into the Capital Programme £1.23m for the purchase of 5 properties to be used for temporary accommodation, partially funded by the Local Authority Housing Fund (LAHF) scheme.
- 4.10. £296k capital S106 funds are to be used to make improvements to play areas within the borough. In addition to these funds, a capital contribution of £125k needs to be made to make all the improvements required to those playgrounds where no or limited S106 funds are available. A provisional budget of £304,750 had been included in the Capital Programme as part of the budget report that was approved by Council in February 2023, however, this was subject to further approval in line with the Council's play strategy. Following the approval of the use of the S106 funds and since the required borrowing of £125k is less than the £165k that was provisionally approved, the budget has been adjusted accordingly.

- 4.11. £225k has been included to facilitate the delivery of the Office Rationalisation project, funded from borrowing.
- 4.12. £400k has been included for the re-provision of play facilities at Beacon Park, to be funded from capital receipts.
- 4.13. £113k has been added to the refuse vehicle budget in the Capital Programme to allow the purchase of the six diesel and one electric refuse vehicles and associated infrastructure as agreed as part of the fleet strategy work. These costs will be passed onto GYS as part of the service level agreement around asset lease and replacement. This is in addition to £120k approved for the retrofit of six vehicles with emerging fuel technology as approved at Policy and Resources Committee in November 2022.
- 4.14. The Council is currently still 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 still at the planning development stage are at greater risk of not being delivered within their approved budgets.
- 4.15. In order to partially mitigate this risk a 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.
- 4.16. The capital contingency has been reduced by £585k to amend the financing on the Marketplace project. Please note that this is not additional budget for the Market project, but rather a reprofiling of the sources of finance. The amount comprises £375k approved at Policy and Resources Committee in July 2022, £160k for extra work on utilities, approved as part of the Period 4 Budget monitoring report at Policy and Resources Committee in September 2022 and £50k approved by ELT under delegation in October 2022.
- 4.17. The Homes Upgrade Grant 1 (HUG1) project contained in the capital programme is now complete, however, an underspend on the total amount of grant received has been identified. This underspend will need to be repaid to the Department of Energy Security and Net Zero. The total amount to be repaid is being finalised and will be reported in future budget monitoring reports. Current Council spend on HUG1 and Local Authority Delivery 3 (LAD3) is lower than the spend of the Council's delivery agent reflecting a time difference in the receipt of invoices.

5. GENERAL FUND CONCLUSIONS

- 5.1. The General Fund revenue budget is showing a forecast full year overspend of £515k. The position will continue to be monitored during the financial year and consideration of required action to mitigate any adverse budget variances will be given by budget holders and the Executive Leadership Team.
- 5.2. The General Fund capital 2023/24 budget stands at £46.9m as at month 3, any unspent capital budgets for ongoing capital projects at the end of March 2024 will mainly be carried forward to 2024/25. The position will continue to be monitored as projects progress.

6. HOUSING REVENUE ACCOUNT- OVERVIEW

- 6.1. There is a statutory requirement to maintain a Housing Revenue Account (HRA) and that account must not show a deficit. The HRA is a separate (ring fenced) account of the Council

covering income and expenditure relating to its role as landlord. Under the self-financing arrangements for local authorities, the HRA records the costs of management and maintenance of the Council's dwellings and the related income from rents and other charges. The Government provides guidance on what should be included in the HRA to protect Council tenants.

- 6.2. Although there is not a requirement for a similar separation of capital expenditure, the capital programme as it relates to the HRA is separately monitored. This report outlines the estimated forecasts for the full financial year 2023/24 as well as showing the position of the HRA as at the end of period 3.
- 6.3. The regular review and monthly monitoring of the HRA budgets provides a sound basis for the preparation of estimates for 2023/24 and of the HRA Business Plan.

7. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION - REVENUE

- 7.1. For budget monitoring purposes, the actual expenditure and income to the end of period 3 is reviewed to produce estimated forecasts, compared against original budgets, for the 2023/24 financial year. Key variations are identified and explained within Appendix H & I for Revenue and Appendix J for Capital.
- 7.2. To prepare updated forecasts, detailed analysis has been undertaken of actual figures and any further changes identified from the budget monitoring process, completed alongside services via review work. Updated forecasts are set out in Appendix G & J.
- 7.3. The Housing Revenue Account summary, displayed within Appendix G, shows a 2023/24 forecast deficit of £2.426m, from a currently budgeted deficit of £2.338m, resulting in an unfavorable movement of £0.089m.
- 7.4. The forecast changes incorporated within Appendix G are explained in detail on Appendix H and relate to Job evaluations increases, property SLA increases and increased IT software costs.
- 7.5. The HRA employee turnover for 2023/24, to the end of Period 3 is currently 2.22%. 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. Some of the in-year vacancy savings will be offset using agency and interim appointments. Overall, for the period to the end of June 2023, there is a total spend of £824k for direct employee costs, there are vacancy savings of £28.5k and there has been a job revaluation of the income assistant role which has led to an increase in budget of £34.6k over the whole team. This has resulted in an overall increase of £6.1k, within supervision and management pay area.
- 7.6. Responsive & Void repair and maintenance budgets currently reflect an increase in revenue void spend, due to an increase in demand for the quarter. Although these services are currently reflecting an overspend, there is a likelihood of underspend within responsive repairs due to a lower demand currently within this area. Budgets will continue to be monitored going forward and forecasts will be adjusted to reflect any market changes.
- 7.7. Compliance budgets are currently reflecting a slight overspend due to some backlogged jobs but in general the budgets remain in line with budget, this will be closely monitored, and forecasts will be updated to reflect any key changes highlighted by the compliance manager.

8. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION – CAPITAL PROGRAMME

- 8.1. The Housing Revenue Account originally set a major capital works budget of £10.5m for 2023/24. The 2023/24 capital budget will be updated from P4 to reflect all 2022/23 approved carry forward budgets from the 2022/23 Outturn report. There is no change to forecast budget at the end of Period 3.
- 8.2. Actual capital spend to the end of Period 3 totals (£0.077m), however this currently includes outstanding invoices of £1m, from the Social Housing Decarbonisation Fund (SHDF) that are still due to be paid from the prior financial year (summarised in Appendix J).
- 8.3. Capital programmes are progressing with areas of work mobilising and revisions to work plans being reviewed and prioritised as needed. £1.1m of expenditure has been committed to date on kitchens and bathrooms, roofing works and major voids. Major voids works are continuing to address some of the Council's most demanding vacant properties.
- 8.4. The Council was successful in bidding and securing £1.6m of grant funding under the Social Housing Decarbonisation Fund (SHDF). The project was granted an extension to continue and complete works into the first half of 2023/24. Works aim to provide the needed fabric improvements, improving the energy performance of the buildings, as well as improving the quality of life for the tenants. Budget provisions for works are currently categorised within Appendix J, under Decarbonisation.
- 8.5. The Council also successfully secured both Homes England and Brownfield land release grant funding, to support the development of 18 new one-bedroom affordable homes at Jubilee Court, Great Yarmouth. This project is budgeted at £3.4m and is currently being delivered using both grant and Right to Buy receipts, providing some valuable additions to the Great Yarmouth's affordable housing stock. Jubilee court is on target to complete in Period 4 23/24.
- 8.6. The HRA business plan continues to operate under the assumptions that only affordable and additional housing plans should use further borrowing, with the remaining capital financing being met from Revenue. The Council has continued to take a prudent approach following the removal of the debt cap and with no further guidance being provided around the repayment of debt. To ensure the sustainability of the HRA, future modelling may incorporate a blended approach of both revenue funding capital and further borrowing, aiming to increase the affordability of the HRA over the long term, managing its reserves.

9. HOUSING REVENUE ACCOUNT – RIGHT TO BUY (RTB) SUMMARY 2023/24

- 9.1. The following table provides the number of the RTB sales year to date at period 3 against our anticipated budgeted sales for 2023/24.

	Estimated Sales	Actual Sales
Qtr. 1	4	4
Qtr. 2	4	0
Qtr. 3	6	0
Qtr. 4	6	0
Total	20	4

- 9.2. Right to Buy sales total four sales up to the end of period 3. This is currently in line with budget expectations.
- 9.3. Right to Buy capital receipts will support the capital programme in 2023/24, to support the development of Affordable Housing.

10. HOUSING REVENUE ACCOUNT CONCLUSION

- 10.1. The Housing Revenue Account currently shows a revised 2023/24 forecast deficit of £2.426m, from a current budgeted deficit of £2.338m, resulting in an unfavorable movement of £0.089m. The Income and expenditure position will continue to be monitored going forward.
- 10.2. Major Capital spend to the end of Period 3 totals (£0.077m). Spend will increase in later periods as areas of works are fully mobilised. A capital budget totaling £10.5m is currently forecast to be delivered within 2023/24.
- 10.3. The detail within the report highlights the significant variances, including estimated forecasts of the full year impact to the HRA revenue and capital budgets. The report has flagged a couple of factors that are continuing to place financial pressure on Local Authorities, in particular the pay award and rising utility costs. The cost-of-living crisis will continue to be monitored to inform the update to the current budget and future financial forecast.
- 10.4. The income and expenditure will continue to be monitored in detail during the year, including additional reviews of the HRA 40-year business plan throughout the year.
- 10.5. The HRA is dependent mainly on the rental income stream of the social housing rents, and we have a dedicated team monitoring tenant arrears on a regular basis.

11. FINANCIAL IMPLICATIONS

- 11.1. The detail within the report highlights the significant variances for the 2023/24 financial year for both the general fund and HRA, including a full year review of the respective capital budgets.
- 11.2. The forecast position is subject to change as the year progresses and as highlighted in section 3 of this report action to mitigate adverse variances will need to be considered and will be updated as part of the month 6 monitoring.

12. RISK IMPLICATIONS

- 12.1. The continued high levels of Consumer Price Inflation again present risks, and whilst the budgets for 2023/24 did allow for high levels these were not assumed to remain high in the long term, these estimates will be reviewed as part of the updated budget review.
- 12.2. Funding for local government continues to be a risk and the continued uncertainty around timing of funding reforms is uncertain and whilst it is unlikely in the short term (2024/25) the medium-term picture is less certain and the impacts of the business rates reset and transitional funding is not known.
- 12.3. Reserves held by the Council continue to provide a cushion in the short-term but these are not a medium to long term solution for producing a balanced budget.
- 12.4. The pressures on demand led services for example demand for temporary and homelessness housing and insufficient external funding continues to be a risk for the council with increasing

pressure to the general fund, whilst there is an earmarked reserve that can be used in the short term to mitigate the impact, this is not sustainable.

- 12.5. The revenue budget is reliant upon fees and charges income from a number of demand led services, for example car parking, planning and building control and crematorium. The actual achievement of income levels will be influenced by factors outside of the Councils control and whilst a prudent approach was taken for the setting of these budgets the actual performance will be subject to in year fluctuation. These will need to be closely monitored closely to allow corrective actions to be taken as required to mitigate the overall impact to the general fund.

13. OVERALL CONCLUSION FOR GENERAL FUND AND HOUSING REVENUE ACCOUNT

- 13.1. The report has highlighted financial pressures for both the Housing Revenue Account and the General Fund in the year which will be closely monitored and where applicable corrective action taken.
- 13.2. Work on the 2024/25 has already commenced and will include critical review of all expenditure and income lines and commitments against all reserves to mitigate the impact in the short term. The use of the reserves is not a long-term sustainable option and therefore options will be brought forward as part of the medium-term financial strategy work.

14. Background Papers

- 14.1. Budget Setting Reports for the General Fund and the Housing Revenue Account 2023/24 – February 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?

Consultations	Comment
Monitoring Officer Consultation:	Consultation with ELT
Section 151 Officer Consultation:	Report Author
Existing Council Policies:	
Equality Issues/EQIA assessment:	

Appendix A - General Fund Summary Budget Monitoring 2023/2024

	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Comments
Net Cost of Services						
Executive	3,742,419	3,742,419	529,022	3,784,419	42,000	See Appendix B for details of significant variances.
Housing	868,737	868,737	(491,976)	982,897	114,160	
Inward Investment	659,678	659,678	(126,271)	725,384	65,706	
Planning and Growth	616,713	733,483	36,767	822,083	88,600	
Customer Services	(408,122)	(266,947)	4,100,810	(376,572)	(109,625)	
Property and Asset Management	388,037	388,037	(1,094,217)	815,501	427,464	
IT, Communications, Marketing and Events	1,957,105	1,957,105	32,015	1,957,105	0	
Environmental Services	6,181,183	6,183,698	861,419	6,223,330	39,632	
Health Integration and Communities (new)	307,338	307,338	(495,486)	129,838	(177,500)	
	14,313,088	14,573,548	3,352,083	15,063,985	490,437	
Non Service Expenditure/Income						
Recharge to the Housing Revenue Account	(1,701,263)	(2,093,813)	244	(2,093,813)	0	Review of recharging calculation following outturn has revised the estimated overall recharge between General Fund service and the Housing Revenue Account.
Loan Interest Payable	1,821,000	1,821,000	54,501	1,821,000	0	
Interest Receivable	(474,906)	(474,906)	(52,829)	(474,906)	0	
Capital Charges Reversal	(1,506,384)	(1,506,384)	(1,506,384)	(1,506,384)	0	
Revenue Contribution to Capital	50,000	50,000	0	50,000	0	
Transfers to/(from) Earmarked Reserves	(1,144,674)	(1,261,444)	0	(1,444,276)	(182,832)	Forecast transfer from Earmarked Reserves not yet included within current budget as awaiting final confirmation of amount required.
Pension Back Funding	2,224,021	2,224,021	416,141	2,224,021	0	
Parish Precepts	671,572	671,572	335,786	671,572	0	
Provision for Loan Repayment (MRP)	2,129,843	2,129,843	0	2,129,843	0	
Accounting Adjustments - soft loans, acc absences	0	0	224,030	0	0	
Apprenticeship Levy	58,539	58,539	8,733	58,539	0	
	2,127,748	1,618,428	(519,777)	1,435,596	(182,832)	
Income						
Council Tax - Parishes	(671,572)	(671,572)	(596,030)	(671,572)	0	
Council tax - Borough	(5,417,359)	(5,417,359)	595,909	(5,417,359)	0	
Business Rates	(6,065,000)	(6,065,000)	(4,733,800)	(6,065,000)	0	
Revenue Support Grant	(2,537,824)	(2,537,824)	0	(2,537,824)	0	
New Homes Bonus	(187,081)	(187,081)	(46,770)	(187,081)	0	
Other Grants and contributions	(418,496)	(418,496)	(120,247)	(418,496)	0	
	(15,297,332)	(15,297,332)	(4,900,937)	(15,297,332)	0	
(Surplus)/Deficit	1,143,504	894,644	(2,068,631)	1,202,249	307,605	Forecast is a £58k increase from original budget. Actuals for period 3 includes accruals that have not been offset to date in the financial year.

Appendix B - General Fund Services - Budget monitoring and commentary 2023/24**Note 1 Significant variances requiring commentary:**

Significant variances of +/- £10,000 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.

Note 3 IAS19 Accounting Adjustment:

IAS19 requires services to recognise pension costs for employees as provided by the Council's Actuary. These IAS19 addition pension charges do not impact on the yearend position as they are reversed under Appendix A as part of the Pension Back Funding line at year end.

Note 4 Period Actuals:

The year to date actuals show not only in year transactions but also the prior year accruals made at the end of the last financial year. In many instances the actual costs have not yet been paid or income not been received.

Executive

Executive Team	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	765,640	765,640	188,867	765,640	0	
Non-pay	12,869	12,869	6,455	12,869	0	
Gross Direct Income	0	0	(30)	0	0	
Net Direct Expenditure/(Income) Total:	778,509	778,509	195,291	778,509	0	No significant variance.
Support Services Recharges	(487,700)	(789,070)	0	(789,070)	0	
Capital Charges	0	0	0	0	0	
Total:	290,809	(10,561)	195,291	(10,561)	0	

Legal	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	546,819	546,819	(209,096)	546,819	0	
Gross Direct Income	(35,000)	(35,000)	81,741	(35,000)	0	
Net Direct Expenditure/(Income) Total:	511,819	511,819	(127,355)	511,819	0	No significant variance.
Support Services Recharges	(495,390)	(511,820)	0	(511,820)	0	
Capital Charges	0	0	0	0	0	
Total:	16,429	(1)	(127,355)	(1)	0	

Equinox	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	64,708	64,708	16,513	64,708	0	
Non-pay	21,039	21,039	(3,514)	21,039	0	
Gross Direct Income	(132,000)	(132,000)	(31,249)	(132,000)	0	
Net Direct Expenditure/(Income) Total:	(46,253)	(46,253)	(18,250)	(46,253)	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	(46,253)	(46,253)	(18,250)	(46,253)	0	

GYBS company	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	30,636	30,636	37,761	30,636	0	
Gross Direct Income	(470,000)	(470,000)	(28,400)	(470,000)	0	
Net Direct Expenditure/(Income) Total:	(439,364)	(439,364)	9,361	(439,364)	0	No significant variance.
Support Services Recharges	16,340	24,480	0	24,480	0	
Capital Charges	0	0	0	0	0	
Total:	(423,024)	(414,884)	9,361	(414,884)	0	

Housing Repairs & Maintenance Company	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	0	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	0	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	0	0	0	

Corporate Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	196,150	196,150	(215,947)	196,150	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	196,150	196,150	(215,947)	196,150	0	No significant variance.
Support Services Recharges	(61,960)	(196,130)	0	(196,130)	0	
Capital Charges	0	0	0	0	0	
Total:	134,190	20	(215,947)	20	0	

Appendix B - General Fund Services - Budget monitoring and commentary 2023/24

Emergency Response	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	83	0	0	
Non-pay	0	0	2,507	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	2,591	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	2,591	0	0	
Finance	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	816,818	816,818	152,095	816,818	0	
Non-pay	384,408	384,408	28,606	384,408	0	
Gross Direct Income	(7,500)	(7,500)	(538)	(7,500)	0	
Net Direct Expenditure/(Income) Total:	1,193,726	1,193,726	180,163	1,193,726	0	No significant variance.
Support Services Recharges	(786,560)	(1,219,490)	0	(1,219,490)	0	
Capital Charges	0	0	0	0	0	
Total:	407,166	(25,764)	180,163	(25,764)	0	
Member Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	182,570	182,570	55,004	201,070	18,500	Variance reflects additional position agreed to be funded by earmarked reserves.
Non-pay	345,766	345,766	74,636	345,766	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	528,336	528,336	129,640	546,836	18,500	
Support Services Recharges	(473,850)	(533,890)	0	(533,890)	0	
Capital Charges	0	0	0	0	0	
Total:	54,486	(5,554)	129,640	12,946	18,500	
Corporate Strategy	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	100,203	100,203	21,017	100,203	0	
Non-pay	4,533	4,533	41	4,533	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	104,736	104,736	21,058	104,736	0	No significant variance.
Support Services Recharges	(78,200)	(108,910)	0	(108,910)	0	
Capital Charges	0	0	0	0	0	
Total:	26,536	(4,174)	21,058	(4,174)	0	
Elections	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	169,029	169,029	86,331	172,029	3,000	
Non-pay	143,794	143,794	101,682	143,794	0	
Gross Direct Income	(25,211)	(25,211)	(28,501)	(30,711)	(5,500)	
Net Direct Expenditure/(Income) Total:	287,612	287,612	159,513	285,112	(2,500)	No significant variance.
Support Services Recharges	43,950	58,900	0	58,900	0	
Capital Charges	0	0	0	0	0	
Total:	331,562	346,512	159,513	344,012	(2,500)	
Human Resources	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	495,211	495,211	118,821	521,211	26,000	Variance reflects overlap of maternity and covering positions.
Non-pay	131,937	131,937	74,135	131,937	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	627,148	627,148	192,956	653,148	26,000	
Support Services Recharges	(519,020)	(640,210)	0	(640,210)	0	
Capital Charges	0	0	0	0	0	
Total:	108,128	(13,062)	192,956	12,938	26,000	
Total Executive:	900,029	(173,721)	529,022	(131,721)	42,000	
Total Executive excluding capital charges and recharges:	3,742,419	3,742,419	529,022	3,784,419	42,000	
Total Executive excluding recharges:	3,742,419	3,742,419	529,022	3,784,419	42,000	

Appendix B - General Fund Services - Budget monitoring and commentary 2023/24

Housing

Housing Needs	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	1,377,918	1,377,918	266,460	1,377,918	0	
Non-pay	553,638	553,638	202,930	806,609	252,971	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 increased spend for increased accommodation charges. 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.
Gross Direct Income	(1,441,172)	(1,441,172)	(945,380)	(1,579,983)	(138,811)	Increased income recovery forecast from B&B and temporary accommodation due to increase in service demand as per above.
Net Direct Expenditure/(Income) Total:	490,384	490,384	(475,991)	604,544	114,160	
Support Services Recharges	334,790	431,790	0	431,790	0	
Capital Charges	18,137	18,137	0	18,137	0	
Total:	843,311	940,311	(475,991)	1,054,471	114,160	

Housing Strategy	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	184,935	184,935	29,214	184,935	0	
Non-pay	4,700	4,700	(14,414)	4,700	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	189,635	189,635	14,800	189,635	0	No significant variance.
Support Services Recharges	62,720	85,360	0	85,360	0	
Capital Charges	23,859	23,859	0	23,859	0	
Total:	276,214	298,854	14,800	298,854	0	

Traveller's Site/Gapton Hall	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	68,657	68,657	8,364	68,657	0	
Non-pay	138,732	138,732	21,824	138,732	0	
Gross Direct Income	(123,483)	(123,483)	(25,034)	(123,483)	0	
Net Direct Expenditure/(Income) Total:	83,906	83,906	5,153	83,906	0	No significant variance.
Support Services Recharges	62,980	80,740	0	80,740	0	
Capital Charges	0	0	0	0	0	
Total:	146,886	164,646	5,153	164,646	0	

Refugees	Original Budget 2019/20 £	Current Budget 2019/20 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	45	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	45	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	45	0	0	

Better Care Fund	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	128,159	128,159	22,661	128,159	0	
Non-pay	22,364	22,364	774	22,364	0	
Gross Direct Income	(157,019)	(157,019)	(104,093)	(157,019)	0	
Net Direct Expenditure/(Income) Total:	(6,496)	(6,496)	(80,659)	(6,496)	0	No significant variance.
Support Services Recharges	39,370	47,660	0	47,660	0	
Capital Charges	0	0	0	0	0	
Total:	32,874	41,164	(80,659)	41,164	0	

Safe at Home	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	273,910	273,910	62,568	273,910	0	
Non-pay	53,649	53,649	4,653	53,649	0	
Gross Direct Income	(258,247)	(258,247)	(22,611)	(258,247)	0	
Net Direct Expenditure/(Income) Total:	69,312	69,312	44,610	69,312	0	No significant variance.
Support Services Recharges	63,600	76,080	0	76,080	0	
Capital Charges	0	0	0	0	0	
Total:	132,912	145,392	44,610	145,392	0	

Total Housing:	1,432,197	1,590,367	(491,976)	1,704,527	114,160	
Total Housing excluding capital charges and recharges:	826,741	826,741	(491,976)	940,901	114,160	
Total Housing excluding recharges:	868,737	868,737	(491,976)	982,897	114,160	

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Inward Investment

Project Management Office	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	76,806	76,806	46,929	76,806	0	
Non-pay	1,802	1,802	805	1,802	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	78,608	78,608	47,735	78,608	0	No significant variance.
Support Services Recharges	64,760	83,140	0	83,140	0	
Capital Charges	0	0	0	0	0	
Total:	143,368	161,748	47,735	161,748	0	
Projects and Programmes	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	106,357	106,357	21,400	106,357	0	
Non-pay	3,092	3,092	455	3,092	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	109,449	109,449	21,855	109,449	0	No significant variance.
Support Services Recharges	187,680	325,890	0	325,890	0	
Capital Charges	0	0	0	0	0	
Total:	297,129	435,339	21,855	435,339	0	
Offshore Wind Project	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	53,692	53,692	11,832	53,692	0	
Non-pay	44,919	44,919	18,930	44,919	0	
Gross Direct Income	(100,000)	(100,000)	101,937	(100,000)	0	
Net Direct Expenditure/(Income) Total:	(1,389)	(1,389)	132,699	(1,389)	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	(1,389)	(1,389)	132,699	(1,389)	0	
Inclusion Project (ESF)	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	0	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	0	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	0	0	0	
Towns Fund	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	(12,060)	0	0	
Gross Direct Income	0	0	928	0	0	
Net Direct Expenditure/(Income) Total:	0	0	(11,132)	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(11,132)	0	0	
Winter Programme - Different Light	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	45,000	45,000	0	45,000	0	
Gross Direct Income	(45,000)	(45,000)	53,430	(45,000)	0	
Net Direct Expenditure/(Income) Total:	0	0	53,430	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	53,430	0	0	
CCTV	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	114,476	114,476	35,401	114,476	0	
Gross Direct Income	(4,000)	(4,000)	(4,000)	(4,000)	0	
Net Direct Expenditure/(Income) Total:	110,476	110,476	31,401	110,476	0	No significant variance.
Support Services Recharges	21,470	25,140	0	25,140	0	
Capital Charges	35,967	35,967	0	35,967	0	
Total:	167,913	171,583	31,401	171,583	0	

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Culture and Leisure	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	86,264	15,344	86,264	0	
Non-pay	301,920	215,656	(19,625)	215,656	0	
Gross Direct Income	(173,115)	(173,115)	10,000	(173,115)	0	
Net Direct Expenditure/(Income) Total:	128,805	128,805	5,719	128,805	0	No significant variance.
Support Services Recharges	47,840	66,170	0	66,170	0	
Capital Charges	0	0	0	0	0	
Total:	176,645	194,975	5,719	194,975	0	
Indoor Leisure - Phoenix Pool & Marina Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	60,552	60,552	11,921	60,552	0	
Non-pay	104,080	104,080	(184,626)	169,787	65,707	£65k for increased utility costs for the new leisure centre to be funded from the asset management earmarked reserve.
Gross Direct Income	(211,780)	(211,780)	11,581	(211,780)	0	
Net Direct Expenditure/(Income) Total:	(47,148)	(47,148)	(161,124)	18,559	65,707	
Support Services Recharges	77,390	111,600	0	111,600	0	
Capital Charges	86,348	86,348	0	86,348	0	
Total:	116,590	150,800	(161,124)	216,507	65,707	
Conservation	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	161,604	177,888	21,184	177,888	0	
Non-pay	211,261	664,646	97,578	664,646	0	
Gross Direct Income	(106,718)	(576,387)	(18,200)	(576,387)	0	
Net Direct Expenditure/(Income) Total:	266,147	266,147	100,561	266,147	0	No significant variance.
Support Services Recharges	32,840	44,490	0	44,490	0	
Capital Charges	25,408	25,408	0	25,408	0	
Total:	324,395	336,045	100,561	336,045	0	
Economic Development	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	114,244	114,244	20,967	114,244	0	
Non-pay	1,604	1,604	555	1,604	0	
Gross Direct Income	(117,022)	(117,022)	0	(117,022)	0	
Net Direct Expenditure/(Income) Total:	(1,174)	(1,174)	21,522	(1,174)	0	No significant variance.
Support Services Recharges	106,040	128,710	0	128,710	0	
Capital Charges	0	0	0	0	0	
Total:	104,866	127,536	21,522	127,536	0	
Enterprise GY	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	1	1	0	0	(1)	
Gross Direct Income	0	0	(1,950)	(1,950)	(1,951)	
Net Direct Expenditure/(Income) Total:	1	1	(1,950)	(1,951)	(1,951)	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	1	1	(1,950)	(1,951)	(1,951)	
Enterprise Zone	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	648,180	648,180	(366,987)	648,180	0	
Gross Direct Income	(780,000)	(780,000)	0	(780,000)	0	
Net Direct Expenditure/(Income) Total:	(131,820)	(131,820)	(366,987)	(131,820)	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	(131,820)	(131,820)	(366,987)	(131,820)	0	
Total Inward Investment:	1,197,698	1,444,818	(126,271)	1,510,524	63,756	
Total Inward Investment excluding capital charges and recharges:	511,955	511,955	(126,271)	577,661	65,706	
Total Inward Investment excluding recharges:	659,678	659,678	(126,271)	725,384	65,706	

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Planning and Growth

Building Control	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	260,240	260,240	30,728	234,540	(25,700)	Variance reflects vacancies within the service.
Non-pay	41,627	41,627	8,606	45,627	4,000	
Gross Direct Income	(248,100)	(248,100)	(42,048)	(208,100)	40,000	Problems with filling vacancies is impacting on the departments ability to complete works to gain income, as well as works being lost to external inspectors and the downturn in the construction industry.
Net Direct Expenditure/(Income) Total:	53,767	53,767	(2,714)	72,067	18,300	
Support Services Recharges	69,290	83,180	0	83,180	0	
Capital Charges	0	0	0	0	0	
Total:	123,057	136,947	(2,714)	155,247	18,300	
Development Control	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	660,847	810,597	128,744	810,597	0	
Non-pay	39,675	39,675	(69,312)	39,975	300	
Gross Direct Income	(597,450)	(597,450)	(95,298)	(563,450)	34,000	Nationally there has been a reduction of 13% in the number of planning applications received at the started of 2023 when compared to the same period last year. (DLUHC) which is reflective of the trend we are seeing locally. We have a significant Planning Performance Agreement in the pipeline but not yet finalised so not assumed within the figures. The income from this will cover the costs for temporary resources to deal with this application, thereby ensuring the existing resources are not overwhelmed by this largescale proposal.
Net Direct Expenditure/(Income) Total:	103,072	252,822	(35,866)	287,122	34,300	
Support Services Recharges	167,580	215,260	0	215,260	0	
Capital Charges	0	0	0	0	0	
Total:	270,652	468,082	(35,866)	502,382	34,300	
Land Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	49,489	49,489	2,143	49,489	0	
Gross Direct Income	(148,126)	(148,126)	(17,928)	(108,126)	40,000	Less searches requested as the housing market has slowed down since the interest rate increases, so income estimated to be similar levels to 2022/23.
Net Direct Expenditure/(Income) Total:	(98,637)	(98,637)	(15,785)	(58,637)	40,000	
Support Services Recharges	29,250	33,340	0	33,340	0	
Capital Charges	0	0	0	0	0	
Total:	(69,387)	(65,297)	(15,785)	(25,297)	40,000	
Planning business support	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	146,400	108,420	26,117	108,420	0	
Non-pay	0	0	3	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	146,400	108,420	26,120	108,420	0	No significant variance.
Support Services Recharges	51,420	59,140	0	59,140	0	
Capital Charges	0	0	0	0	0	
Total:	197,820	167,560	26,120	167,560	0	
Strategic Planning	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	313,185	313,185	69,494	309,185	(4,000)	
Non-pay	119,644	124,644	7,637	124,644	0	
Gross Direct Income	(22,300)	(22,300)	(12,120)	(22,300)	0	
Net Direct Expenditure/(Income) Total:	410,529	415,529	65,012	411,529	(4,000)	No significant variance.
Support Services Recharges	72,190	88,030	0	88,030	0	
Capital Charges	1,582	1,582	0	1,582	0	
Total:	484,301	505,141	65,012	501,141	(4,000)	
Total Planning and Growth:	1,006,443	1,212,433	36,767	1,301,033	88,600	
Total Planning and Growth excluding capital charges and recharges:	615,131	731,901	36,767	820,501	88,600	
Total Planning and Growth excluding recharges:	616,713	733,483	36,767	822,083	88,600	

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Customer Services

Benefits	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	607,054	607,054	135,714	605,554	(1,500)	
Non-pay	20,022,714	20,022,714	3,873,789	19,177,714	(845,000)	
Gross Direct Income	(20,577,086)	(20,577,086)	(76,350)	(19,740,786)	836,300	
Net Direct Expenditure/(Income) Total:	52,682	52,682	3,933,153	42,482	(10,200)	Based on current benefits claims and forecasting the year end position based on these.
Support Services Recharges	83,967	250,247	0	250,247	0	
Capital Charges	0	0	0	0	0	
Total:	136,649	302,929	3,933,153	292,729	(10,200)	

Crematorium and Cemeteries	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	229,942	229,942	56,014	229,942	0	
Non-pay	822,454	822,454	211,191	829,454	7,000	
Gross Direct Income	(1,643,500)	(1,643,500)	(268,969)	(1,573,500)	70,000	Income currently forecasted based on current projections following lower demand than when the budget was set. This will continue to be monitored and the forecast revised as required.
Net Direct Expenditure/(Income) Total:	(591,104)	(591,104)	(1,765)	(514,104)	77,000	
Support Services Recharges	161,370	207,500	0	207,500	0	
Capital Charges	70,543	70,543	0	70,543	0	
Total:	(359,191)	(313,061)	(1,765)	(236,061)	77,000	

Customer Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	655,134	655,134	152,012	642,134	(13,000)	Variance due to vacancies within the service.
Non-pay	12,180	12,180	5,209	12,180	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	667,314	667,314	157,222	654,314	(13,000)	
Support Services Recharges	(222,680)	(698,580)	0	(698,580)	0	
Capital Charges	0	0	0	0	0	
Total:	444,634	(31,266)	157,222	(44,266)	(13,000)	

Support Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	166,515	166,515	37,809	171,515	5,000	
Non-pay	36,651	36,651	33,792	37,651	1,000	
Gross Direct Income	0	0	500	0	0	
Net Direct Expenditure/(Income) Total:	203,166	203,166	72,101	209,166	6,000	No significant variance.
Support Services Recharges	(145,270)	(213,940)	0	(213,940)	0	
Capital Charges	2,985	2,985	0	2,985	0	
Total:	60,881	(7,789)	72,101	(1,789)	6,000	

Car Parks	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	442,590	442,590	110,240	439,090	(3,500)	
Non-pay	837,445	837,445	90,704	843,945	6,500	
Gross Direct Income	(2,631,841)	(2,490,666)	(554,624)	(2,644,091)	(153,425)	Income is higher than anticipated when the budget was set, so improved position forecast for the year.
Net Direct Expenditure/(Income) Total:	(1,351,806)	(1,210,631)	(353,680)	(1,361,056)	(150,425)	
Support Services Recharges	219,120	316,280	0	316,280	0	
Capital Charges	46,827	46,827	0	46,827	0	
Total:	(1,085,859)	(847,524)	(353,680)	(997,949)	(150,425)	

Revenues	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	815,921	815,921	185,313	790,921	(25,000)	Variance due to vacancies within the service.
Non-pay	243,311	243,311	79,872	243,311	0	
Gross Direct Income	(596,408)	(596,408)	10,300	(596,408)	0	
Net Direct Expenditure/(Income) Total:	462,824	462,824	275,484	437,824	(25,000)	
Support Services Recharges	71,810	528,290	0	528,290	0	
Capital Charges	0	0	0	0	0	
Total:	534,634	991,114	275,484	966,114	(25,000)	

Tearooms	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	64,641	64,641	16,949	70,641	6,000	
Non-pay	46,352	46,352	8,239	24,252	(22,100)	
Gross Direct Income	(113,882)	(113,882)	(6,893)	(91,782)	22,100	Offset of income and costs of sales variances.
Net Direct Expenditure/(Income) Total:	(2,889)	(2,889)	18,295	3,111	6,000	
Support Services Recharges	49,290	62,050	0	62,050	0	
Capital Charges	31,336	31,336	0	31,336	0	
Total:	77,737	90,497	18,295	96,497	6,000	

Total Customer Services:	(190,515)	184,900	4,100,810	75,275	(109,625)	
Total Customer Services excluding capital charges and recharges:	(559,813)	(418,638)	4,100,810	(528,263)	(109,625)	
	(408,122)	(266,947)	4,100,810	(376,572)	(109,625)	

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Property and Asset Management

Public Toilets	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	249,094	249,094	62,600	251,399	2,305	
Gross Direct Income	0	0	0	(2,305)	(2,305)	
Net Direct Expenditure/(Income) Total:	249,094	249,094	62,600	249,094	0	No significant variance.
Support Services Recharges	27,110	39,360	0	39,360	0	
Capital Charges	153,447	153,447	0	153,447	0	
Total:	429,651	441,901	62,600	441,901	0	

Repairs and Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	10,589	10,589	213	10,589	0	
Gross Direct Income	(97,572)	(97,572)	254,661	(97,572)	0	
Net Direct Expenditure/(Income) Total:	(86,983)	(86,983)	254,874	(86,983)	0	No significant variance.
Support Services Recharges	58,200	85,710	0	85,710	0	
Capital Charges	205,389	205,389	0	205,389	0	
Total:	176,606	204,116	254,874	204,116	0	

Footway Lighting	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	143,849	143,849	(8,325)	211,349	67,500	Budget setting process for 2023/24 did not fully reflect the higher energy costs in the 2022/23 year, after allowance of the agreed saving in 2023/24.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	143,849	143,849	(8,325)	211,349	67,500	
Support Services Recharges	63,120	93,100	0	93,100	0	
Capital Charges	69,718	69,718	0	69,718	0	
Total:	276,687	306,667	(8,325)	374,167	67,500	

Coastal Protection	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	203,828	203,828	47,808	205,328	1,500	
Non-pay	115,882	115,882	4,570	118,882	3,000	
Gross Direct Income	(154,853)	(154,853)	0	(159,353)	(4,500)	
Net Direct Expenditure/(Income) Total:	164,857	164,857	52,378	164,857	0	No significant variance.
Support Services Recharges	56,480	76,070	0	76,070	0	
Capital Charges	362,693	362,693	0	362,693	0	
Total:	584,030	603,620	52,378	603,620	0	

Community Centres	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	5,443	5,443	2,088	10,443	5,000	
Gross Direct Income	(1,774)	(1,774)	(1,661)	(3,774)	(2,000)	
Net Direct Expenditure/(Income) Total:	3,669	3,669	427	6,669	3,000	No significant variance.
Support Services Recharges	20,400	28,940	0	28,940	0	
Capital Charges	25,213	25,213	0	25,213	0	
Total:	49,282	57,822	427	60,822	3,000	

Council Offices - Town Hall	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	252,456	252,456	21,288	252,456	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	252,456	252,456	21,288	252,456	0	No significant variance.
Support Services Recharges	(209,290)	(268,280)	0	(268,280)	0	
Capital Charges	15,821	15,821	0	15,821	0	
Total:	58,987	(3)	21,288	(3)	0	

Council Offices - Greyfriars	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	157,707	157,707	6,517	142,707	(15,000)	Underspend on utilities (gas).
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	157,707	157,707	6,517	142,707	(15,000)	
Support Services Recharges	(117,810)	(165,410)	0	(165,410)	0	
Capital Charges	7,710	7,710	0	7,710	0	
Total:	47,607	7	6,517	(14,993)	(15,000)	

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Council Offices - Maritime House	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	26,765	26,765	1,327	29,765	3,000	
Gross Direct Income	(4,000)	(4,000)	0	0	4,000	
Net Direct Expenditure/(Income) Total:	22,765	22,765	1,327	29,765	7,000	No significant variance.
Support Services Recharges	10,430	14,570	0	14,570	0	
Capital Charges	4,560	4,560	0	4,560	0	
Total:	37,755	41,895	1,327	48,895	7,000	
Council Offices - Catalyst Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	84,066	84,066	1,572	59,066	(25,000)	Underspend on utilities (gas and electricity).
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	84,066	84,066	1,572	59,066	(25,000)	
Support Services Recharges	(36,680)	(87,860)	0	(87,860)	0	
Capital Charges	3,797	3,797	0	3,797	0	
Total:	51,183	3	1,572	(24,997)	(25,000)	
Beach Huts	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	27,448	27,448	8,159	29,448	2,000	
Non-pay	13,711	13,711	4,848	10,661	(3,050)	
Gross Direct Income	(79,335)	(79,335)	(90,179)	(76,285)	3,050	
Net Direct Expenditure/(Income) Total:	(38,176)	(38,176)	(77,171)	(36,176)	2,000	No significant variance.
Support Services Recharges	29,860	41,930	0	41,930	0	
Capital Charges	0	0	0	0	0	
Total:	(8,316)	3,754	(77,171)	5,754	2,000	
Easter Fayre	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	20,371	20,371	21,756	22,371	2,000	
Gross Direct Income	(20,371)	(20,371)	(13,968)	(13,871)	6,500	
Net Direct Expenditure/(Income) Total:	0	0	7,788	8,500	8,500	No significant variance.
Support Services Recharges	4,410	6,750	0	6,750	0	
Capital Charges	0	0	0	0	0	
Total:	4,410	6,750	7,788	15,250	8,500	
Markets	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	77,595	77,595	55,831	79,595	2,000	
Non-pay	235,734	235,734	47,137	234,557	(1,177)	
Gross Direct Income	(185,769)	(185,769)	(111,369)	(174,769)	11,000	Income is lower than budgeted as a result of the delay in the delivery of the next phase of the capital project. Also this has impacted on the demand for two day and casual markets.
Net Direct Expenditure/(Income) Total:	127,560	127,560	(8,400)	139,383	11,823	
Support Services Recharges	57,580	79,540	0	79,540	0	
Capital Charges	4,820	4,820	0	4,820	0	
Total:	189,960	211,920	(8,400)	223,743	11,823	
Go Trade	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	4,302	0	0	
Gross Direct Income	0	0	3,953	0	0	
Net Direct Expenditure/(Income) Total:	0	0	8,255	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	8,255	0	0	
Novus Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	44,761	44,761	1,901	68,648	23,887	Increase in energy costs and repairs and maintenance spend.
Gross Direct Income	(41,867)	(41,867)	0	(40,000)	1,867	
Net Direct Expenditure/(Income) Total:	2,894	2,894	1,901	28,648	25,754	
Support Services Recharges	2,400	2,400	0	2,400	0	
Capital Charges	0	0	0	0	0	
Total:	5,294	5,294	1,901	31,048	25,754	

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Bretts	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	56,125	56,125	(58,530)	56,125	0	
Gross Direct Income	(52,101)	(52,101)	36,772	(52,101)	0	
Net Direct Expenditure/(Income) Total:	4,024	4,024	(21,758)	4,024	0	No significant variance.
Support Services Recharges	8,700	11,350	0	11,350	0	
Capital Charges	0	0	0	0	0	
Total:	12,724	15,374	(21,758)	15,374	0	

Courts	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	20,093	20,093	372	20,093	0	
Gross Direct Income	(14,300)	(14,300)	7,516	(14,300)	0	
Net Direct Expenditure/(Income) Total:	5,793	5,793	7,888	5,793	0	No significant variance.
Support Services Recharges	11,080	15,270	0	15,270	0	
Capital Charges	0	0	0	0	0	
Total:	16,873	21,063	7,888	21,063	0	

South Denes Energy Park	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	5,455	5,455	0	5,455	0	
Gross Direct Income	(8,004)	(8,004)	(2,668)	(8,004)	0	
Net Direct Expenditure/(Income) Total:	(2,549)	(2,549)	(2,668)	(2,549)	0	No significant variance.
Support Services Recharges	24,970	35,990	0	35,990	0	
Capital Charges	0	0	0	0	0	
Total:	22,421	33,441	(2,668)	33,441	0	

Factory Units	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	19,965	19,965	290	26,465	6,500	
Gross Direct Income	(113,337)	(113,337)	(35,480)	(106,687)	6,650	
Net Direct Expenditure/(Income) Total:	(93,372)	(93,372)	(35,191)	(80,222)	13,150	No significant variance.
Support Services Recharges	23,470	28,930	244	28,930	0	
Capital Charges	0	0	0	0	0	
Total:	(69,902)	(64,442)	(34,946)	(51,292)	13,150	

Minerva House	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	11,094	11,094	0	11,094	0	
Gross Direct Income	(66,118)	(66,118)	(34,375)	(86,743)	(20,625)	Full rental of Minerva House, stepped rent increase not budgeted for.
Net Direct Expenditure/(Income) Total:	(55,024)	(55,024)	(34,375)	(75,649)	(20,625)	
Support Services Recharges	5,970	7,810	0	7,810	0	
Capital Charges	0	0	0	0	0	
Total:	(49,054)	(47,214)	(34,375)	(67,839)	(20,625)	

Corporate Estates	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	10	10	0	10	0	
Non-pay	482,992	482,992	95,930	482,992	0	
Gross Direct Income	(2,500,903)	(2,500,903)	(1,150,339)	(2,245,903)	255,000	Various rental income targets are not being achieved, due to a variety of reasons (empty properties, requiring repairs, lack of interest etc). Further investigation is ongoing to these variances and action is being taken in the year to look to mitigate this shortfall.
Net Direct Expenditure/(Income) Total:	(2,017,901)	(2,017,901)	(1,054,409)	(1,762,901)	255,000	
Support Services Recharges	493,510	637,680	0	637,680	0	
Capital Charges	34,945	34,945	0	34,945	0	
Total:	(1,489,446)	(1,345,276)	(1,054,409)	(1,090,276)	255,000	

Onians	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	1,480	1,480	262	1,480	0	
Gross Direct Income	(9,900)	(9,900)	(1,200)	(5,400)	4,500	
Net Direct Expenditure/(Income) Total:	(8,420)	(8,420)	(938)	(3,920)	4,500	No significant variance.
Support Services Recharges	8,960	11,960	0	11,960	0	
Capital Charges	0	0	0	0	0	
Total:	540	3,540	(938)	8,040	4,500	

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Property Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	953,584	953,584	174,492	953,584	0	
Non-pay	52,062	52,062	9,250	52,062	0	
Gross Direct Income	(293,317)	(293,317)	1,019	(293,317)	0	
Net Direct Expenditure/(Income) Total:	712,329	712,329	184,761	712,329	0	No significant variance.
Support Services Recharges	(494,480)	(739,540)	0	(739,540)	0	
Capital Charges	0	0	0	0	0	
Total:	217,849	(27,211)	184,761	(27,211)	0	
Beacon Park	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	236,900	236,900	12,069	194,400	(42,500)	Underspends on electricity costs as these are now being paid by the tenants. Also promotional costs have been lower than anticipated.
Gross Direct Income	(1,111,362)	(1,111,362)	(549,437)	(1,068,862)	42,500	Relevant increase in costs (insurance, electricity etc) noted above not yet recharged to occupiers.
Net Direct Expenditure/(Income) Total:	(874,462)	(874,462)	(537,369)	(874,462)	0	
Support Services Recharges	40,580	55,730	0	55,730	0	
Capital Charges	167,469	167,469	0	167,469	0	
Total:	(666,413)	(651,263)	(537,369)	(651,263)	0	
37-39 Market Place (Palmer's / The Place)	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	42,992	42,992	8,366	110,273	67,281	Costs for business rates and utilities are being incurred whilst the site is under development. Business rates are under appeal with the VOA during the construction phase and therefore funded from earmarked reserves. Subsequently, any refund will then be transferred to back into earmarked reserves.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	42,992	42,992	8,366	110,273	67,281	
Support Services Recharges	5,960	7,680	0	7,680	0	
Capital Charges	0	0	0	0	0	
Total:	48,952	50,672	8,366	117,953	67,281	
Property Building Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	493,081	493,081	47,823	503,081	10,000	Additional spend on children's play equipment funded by contributions.
Gross Direct Income	0	0	0	(10,000)	(10,000)	
Net Direct Expenditure/(Income) Total:	493,081	493,081	47,823	493,081	0	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	493,081	493,081	47,823	493,081	0	
Waterways	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	16,149	16,149	9,700	30,730	14,581	Utility costs (electricity) and final payment to Trust managing the site.
Gross Direct Income	(1,000)	(1,000)	0	0	1,000	
Net Direct Expenditure/(Income) Total:	15,149	15,149	9,700	30,730	15,581	
Support Services Recharges	18,040	25,840	0	25,840	0	
Capital Charges	0	0	0	0	0	
Total:	33,189	40,989	9,700	56,570	15,581	
Preliminary Densification Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	86,000	86,000	7,000	7,000	(79,000)	Costs anticipated to be recovered from funding.
Gross Direct Income	(86,000)	(86,000)	0	0	86,000	
Net Direct Expenditure/(Income) Total:	0	0	7,000	7,000	7,000	
Support Services Recharges	2,400	2,400	0	2,400	0	
Capital Charges	0	0	0	0	0	
Total:	2,400	2,400	7,000	9,400	7,000	
Gorleston Splash Pad	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	13,720	13,720	1,309	14,720	1,000	
Non-pay	13,337	13,337	142	12,337	(1,000)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	27,057	27,057	1,450	27,057	0	No significant variance.
Support Services Recharges	8,730	10,830	0	10,830	0	
Capital Charges	0	0	0	0	0	
Total:	35,787	37,887	1,450	37,887	0	
Total Property and Asset Management:	512,137	446,787	(1,093,973)	874,251	427,464	
Total Property and Asset Management excluding capital charges and recharges:	(667,545)	(667,545)	(1,094,217)	(240,081)	427,464	
Total Property and Asset Management excluding recharges:	388,037	388,037	(1,094,217)	815,501	427,464	

Appendix B - General Fund Services - Budget monitoring and commentary 2023/24

IT, Communications, Marketing and Events

Communications	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	181,732	181,732	41,748	181,732	0	
Non-pay	15,170	15,170	7,353	15,170	0	
Gross Direct Income	(25,520)	(25,520)	0	(25,520)	0	
Net Direct Expenditure/(Income) Total:	171,382	171,382	49,102	171,382	0	No significant variance.
Support Services Recharges	(147,990)	(175,550)	0	(175,550)	0	
Capital Charges	0	0	0	0	0	
Total:	23,392	(4,168)	49,102	(4,168)	0	
Print and Design	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	103,618	103,618	43,402	103,618	0	
Non-pay	16,030	16,030	20,167	16,030	0	
Gross Direct Income	(7,700)	(7,700)	(3,495)	(7,700)	0	
Net Direct Expenditure/(Income) Total:	111,948	111,948	60,074	111,948	0	No significant variance.
Support Services Recharges	(139,850)	(214,620)	0	(214,620)	0	
Capital Charges	0	0	0	0	0	
Total:	(27,902)	(102,672)	60,074	(102,672)	0	
Tourism	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	9,103	0	0	
Non-pay	14,366	14,366	12,653	14,366	0	
Gross Direct Income	0	0	3,054	0	0	
Net Direct Expenditure/(Income) Total:	14,366	14,366	24,810	14,366	0	No significant variance.
Support Services Recharges	264,510	299,920	0	299,920	0	
Capital Charges	0	0	0	0	0	
Total:	278,876	314,286	24,810	314,286	0	
Civic and Portering	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	172,714	172,714	29,155	172,714	0	
Non-pay	32,552	32,552	6,214	32,552	0	
Gross Direct Income	(3,000)	(3,000)	0	(3,000)	0	
Net Direct Expenditure/(Income) Total:	202,266	202,266	35,369	202,266	0	No significant variance.
Support Services Recharges	(66,860)	(209,050)	0	(209,050)	0	
Capital Charges	0	0	0	0	0	
Total:	135,406	(6,784)	35,369	(6,784)	0	
Mayor	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	11,076	11,076	2,059	11,076	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	11,076	11,076	2,059	11,076	0	No significant variance.
Support Services Recharges	14,390	15,340	0	15,340	0	
Capital Charges	0	0	0	0	0	
Total:	25,466	26,416	2,059	26,416	0	
Events	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	34,744	34,744	7,698	34,744	0	
Non-pay	78,522	78,522	2,149	78,522	0	
Gross Direct Income	(117,973)	(117,973)	(13,001)	(117,973)	0	
Net Direct Expenditure/(Income) Total:	(4,707)	(4,707)	(3,154)	(4,707)	0	No significant variance.
Support Services Recharges	78,720	157,520	0	157,520	0	
Capital Charges	0	0	0	0	0	
Total:	74,013	152,813	(3,154)	152,813	0	
ICT	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	481,730	481,730	75,733	481,730	0	
Non-pay	861,540	861,540	(211,978)	861,540	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	1,343,270	1,343,270	(136,245)	1,343,270	0	No significant variance.
Support Services Recharges	(1,339,670)	(1,464,660)	0	(1,464,660)	0	
Capital Charges	107,504	107,504	0	107,504	0	
Total:	111,104	(13,886)	(136,245)	(13,886)	0	
Total IT, Communications, Marketing and Events:	620,355	366,005	32,015	366,005	0	
Total IT, Communications, Marketing and Events excluding capital charges and recharges:	1,849,601	1,849,601	32,015	1,849,601	0	
Total IT, Communications, Marketing and Events excluding recharges:	1,957,105	1,957,105	32,015	1,957,105	0	

Appendix B - General Fund Services - Budget monitoring and commentary 2023/24

Environmental Services

Environmental Health	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	1,353,357	1,355,872	250,914	1,355,872	0	£20k Operational Property Enforcement Group (OPEG) costs will be funded by the enforcement earmarked reserve.
Non-pay	849,264	849,264	303,157	875,564	26,300	

Gross Direct Income	(106,851)	(106,851)	(41,337)	(106,851)	0	
Net Direct Expenditure/(Income) Total:	2,095,770	2,098,285	512,735	2,124,585	26,300	
Support Services Recharges	265,910	363,230	0	363,230	0	
Capital Charges	10,168	10,168	0	10,168	0	
Total:	2,371,848	2,471,683	512,735	2,497,983	26,300	

Selective Licensing	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	56,377	56,377	23,520	56,377	0	No significant variance.
Non-pay	5,821	5,821	179	5,821	0	
Gross Direct Income	0	0	(12,279)	0	0	
Net Direct Expenditure/(Income) Total:	62,198	62,198	11,421	62,198	0	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	62,198	62,198	11,421	62,198	0	

Grounds Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	0	0	0	0	0	No significant variance.
Non-pay	678,447	678,447	152,574	678,447	0	
Gross Direct Income	(54,945)	(54,945)	(50)	(54,945)	0	
Net Direct Expenditure/(Income) Total:	623,502	623,502	152,524	623,502	0	
Support Services Recharges	18,990	23,300	0	23,300	0	
Capital Charges	75,485	75,485	0	75,485	0	
Total:	717,977	722,287	152,524	722,287	0	

Street Cleansing	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	0	0	0	0	0	No significant variance.
Non-pay	691,063	691,063	171,329	691,063	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	691,063	691,063	171,329	691,063	0	
Support Services Recharges	14,290	16,750	0	16,750	0	
Capital Charges	0	0	0	0	0	
Total:	705,353	707,813	171,329	707,813	0	

Waste Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	107,260	107,260	26,539	107,260	0	No significant variance.
Non-pay	3,394,684	3,394,684	413,751	3,394,684	0	
Gross Direct Income	(1,492,246)	(1,492,246)	(519,914)	(1,492,246)	0	
Net Direct Expenditure/(Income) Total:	2,009,698	2,009,698	(79,624)	2,009,698	0	
Support Services Recharges	122,900	149,250	0	149,250	0	
Capital Charges	20,050	20,050	0	20,050	0	
Total:	2,152,648	2,178,998	(79,624)	2,178,998	0	

Parks and Outdoor spaces	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	0	0	0	0	0	Maintenance of the new site at Diana Way funded by a transfer from earmarked reserves.
Non-pay	211,970	211,970	84,547	223,302	11,332	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	211,970	211,970	84,547	223,302	11,332	
Support Services Recharges	26,900	35,390	0	35,390	0	
Capital Charges	3,411	3,411	0	3,411	0	
Total:	242,281	250,771	84,547	262,103	11,332	

Outdoor Sports	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
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Gross Direct Expenditure:

Pay	0	0	0	0	0	No significant variance.
Non-pay	483,520	483,520	123,127	483,520	0	
Gross Direct Income	(102,166)	(102,166)	(32,850)	(102,166)	0	
Net Direct Expenditure/(Income) Total:	381,354	381,354	90,277	381,354	0	
Support Services Recharges	36,740	49,270	0	49,270	0	
Capital Charges	62,458	62,458	0	62,458	0	
Total:	480,552	493,082	90,277	493,082	0	

Appendix B - General Fund Services - Budget monitoring and commentary 2023/24

Licensing	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	202,550	202,550	56,287	202,550	0	
Non-pay	42,736	42,736	16,521	44,736	2,000	
Gross Direct Income	(311,230)	(311,230)	(154,597)	(311,230)	0	
Net Direct Expenditure/(Income) Total:	(65,944)	(65,944)	(81,790)	(63,944)	2,000	No significant variance.
Support Services Recharges	182,150	213,730	0	213,730	0	
Capital Charges	0	0	0	0	0	
Total:	116,206	147,786	(81,790)	149,786	2,000	
Total Environmental Services:	6,849,063	7,034,618	861,419	7,074,250	39,632	
Total Environmental Services excluding capital charges and recharges:	6,009,611	6,012,126	861,419	6,051,758	39,632	
Total Environmental Services excluding recharges:	6,181,183	6,183,698	861,419	6,223,330	39,632	

Health Integration and Communities (new)

Health Integration (previously COVID-19 costs)	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	420,222	86,757	420,222	0	
Non-pay	0	654,685	34,816	654,685	0	
Gross Direct Income	0	(1,074,907)	(533,678)	(1,074,907)	0	
Net Direct Expenditure/(Income) Total:	0	0	(412,105)	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(412,105)	0	0	

Neighbourhood Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	424,046	424,046	98,854	274,046	(150,000)	Positions covered by funding from current and previous years.
Non-pay	199,967	199,967	(410)	254,467	54,500	
Gross Direct Income	(316,675)	(316,675)	(181,825)	(398,675)	(82,000)	
Net Direct Expenditure/(Income) Total:	307,338	307,338	(83,380)	129,838	(177,500)	Additional funding streams above original budget.
Support Services Recharges	47,080	66,190	0	66,190	0	
Capital Charges	0	0	0	0	0	
Total:	354,418	373,528	(83,380)	196,028	(177,500)	
Health Integration and Communities Services:	354,418	373,528	(495,486)	196,028	(177,500)	
Total Health Integration and Communities Services excluding capital charges and recharges:	307,338	307,338	(495,486)	129,838	(177,500)	
Total Health Integration and Communities Services excluding recharges:	307,338	307,338	(495,486)	129,838	(177,500)	

Total for Services:	12,681,825	12,479,735	3,352,328	12,970,172	488,487	
Total for Services excluding capital charges and recharges:	12,635,438	12,895,898	3,352,083	13,386,335	490,437	
Total for Services excluding recharges:	14,313,088	14,573,548	3,352,083	15,063,985	490,437	

Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Month 3 2023/24

	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Employee	13,960,310	14,594,850	3,164,021	14,437,150	(157,700)
Premises	6,398,586	6,398,586	792,406	6,487,124	88,538
Transport	131,348	138,848	31,768	142,811	3,963
Supplies & Services	5,583,964	6,603,270	711,314	6,868,797	265,527
Third Party Payments	3,840,527	3,840,527	15,650	3,840,527	0
Transfer Payments	20,734,367	20,734,367	3,814,627	20,012,035	(722,332)
Support Services	135,000	135,000	12,760	135,000	0
Capital Charges	1,677,650	1,677,650	0	1,677,650	0
Support Services - Recharges Out	(9,383,503)	(12,516,183)	244	(12,516,183)	0
Support Services - Recharges In	9,383,503	12,516,183	(244)	12,516,183	0
Income	(38,146,149)	(39,549,550)	(5,190,462)	(38,329,249)	1,220,301
	14,315,603	14,573,548	3,352,083	15,271,845	698,297

2023/24 Budget Process - Additional income and savings proposals

Service Area	Description	2023/24	2024/25	2025/26	In year update 2023/24 (period 3)	Period 3 Commentary
THEME - Strategic Asset Management						
Property and Asset Mgt	Review of building usage and occupancy and options for disposal, to deliver income and savings will require a project plan and options.	(70,000)	(272,420)	(272,420)		Cabinet approved in July the Building Rationalisation project which will see the 0 disposal of Greyfriars, the timescale of this project will mean there will some slippage in the delivery of the saving.
Housing	Reduction to ongoing costs at Gapton hall site pending wider capital works	(8,500)	(26,000)	(26,000)		Business case considering options is being 0 drafted. Action taken should ensure savings are achieved.
THEME - Sustainability Strategy						
Property and Asset Mgt	Partial night switch off of footway lighting, would reduce carbon emissions also.	(94,000)	(94,000)	(94,000)		In progress, full benefit will not be realised 0 due to increase in utility costs.
THEME - Economic and Housing Growth						
Planning	Proactively charging for planning performance agreements and using own Building Control Service.	(40,000)	(40,000)	(40,000)		Staff vacancies have reduced capacity 0 within the team so no internal agreements have been carried out so far this year.
THEME - GYBC Operating Model						
Finance/IT	Reduction to the Annual Internal Audit Plan	(9,000)	(9,000)	(9,000)		(9,000) On target
Housing	Home Improvement Agency income	(37,000)	(37,000)	(37,000)		0 Further review work required
Housing	Temporary accommodation reduction in costs	(45,000)	(53,120)	(69,360)		Current rise in demand and having to use bed and breakfast accomodation means this saving is unlikely to be achieved in 2023/24. 0 Action is being taken to look to address this to mitigate the increased cost from using bed and breakfast accomodation and achieve savings in future years.
Inward Investment	Updating the budget for the UKSPF	(89,757)	(64,000)	0		(89,757) On target
Environmental Services	Removal of the GY in Bloom dedicated budget for the provision to become self funding.	(15,000)	(15,000)	(15,000)		(15,000) On target
Environmental Services	Review of the communal bin rounds which in some residential centres is now collecting waste from locations 3-4 times per week.	(5,000)	(185,000)	(185,000)		(5,000) On target
Environmental Services	Review of the pest control service and contribution paid.	(30,000)	(30,000)	(30,000)		(30,000) On target
Neighbourhoods & Communities	Utilisation of external grant	(54,000)	0	0		(54,000) On target
Customer Services - Revenues	Removal of 30 day council tax empty and unoccupied exemption	(19,327)	(44,034)	(44,034)		(19,327) On target
Environmental Services	Review of the recycling gate fee.	(45,000)	0	0		(45,000) On target
THEME - GYBC Operating Model - Contracts						
Finance/IT	Review of the desktop printer provision	(15,000)	(5,000)	(5,000)		(15,000) On target

2023/24 Budget Process - Additional income and savings proposals

Service Area	Description	2023/24	2024/25	2025/26	In year update 2023/24 (period 3)	Period 3 Commentary
Finance/IT	Review provision of mobile device/sim cards no longer used/required where wifi provision available	(15,000)	(15,000)	(15,000)	(15,000)	On target
THEME - GYBC Operating Model - Efficiencies						
Finance/IT	Review various corporate budget lines in line with prior years spend	(37,000)	(37,000)	(37,000)	(37,000)	On target
Environmental Services	Removal of the recycling promotion budget to be funded via invest to save.	(20,000)	(20,000)	(20,000)	(20,000)	On target
Various	Various smaller savings to be delivered across services.	(20,879)	(20,879)	(20,879)	(20,879)	On target
Various	Vacant posts across a number of service areas to be reviewed	(164,053)	(166,933)	(169,921)	(164,053)	On target
THEME - GYBC Operating Model - Fees and Charges						
Customer Services - Revenues	Extended opening of Great Yarmouth Long Stay Car Parks operating times	(11,400)	(11,400)	(11,400)	(11,400)	On target, no significant variance on car parking income to Q3.
Customer Services - Revenues	Review of the car parking enforcement provision	(17,630)	(29,725)	(30,200)	(11,700)	On target, no significant variance on car parking income to Q3.
Customer Services - Revenues	Increases to the Seafront Long Stay fees and charges	(81,591)	(81,591)	(81,591)	(81,591)	On target, no significant variance on car parking income to Q3.
		(944,137)	(1,257,102)	(1,212,805)	(737,707)	
Various	Savings/Costs to be allocated to services, subject to business cases to be delivered in the year	(163,600)	(169,000)	(174,900)	(163,600)	Business cases still being worked on, still on target
TOTAL SAVINGS/INCOME		(1,107,737)	(1,426,102)	(1,387,705)	(163,600)	(901,307)

Appendix E - General Fund Capital Programme - Detail - 2023/24

Services & Projects	2023/24 Budget £000						2023/24 Expenditure £000	2023/24 Financing - £000			
	Approved 23/24 Budget	Additional Budget Rolled Forward From 22/23	Further Additions	Budget approved by Cabinet July 2023	Q1 Amendments	Updated Budget 23/24		Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Capital Loans & Company Financing	11,106	2,076	-	13,182	328	13,510	-	13,010	-	-	500
Total: Executive	11,106	2,076	-	13,182	328	13,510	-	13,010	-	-	500
Wellesley 3G Pitch & Tennis Pavilion	-	72	-	72	-	72	20	59	13	-	-
Gorleston Tennis Courts Refurbishment	-	14	-	14	-	14	20	-	14	-	-
Refurbishment of Park at Diana Way, Caister	-	126	-	126	-	126	-	-	126	-	-
UK Prosperity Fund	40	-	-	40	-	40	-	-	40	-	-
Rural England Prosperity Fund	-	-	-	-	160	160	-	-	160	-	-
Total: Communities	40	212	-	252	160	412	40	59	352	-	-
St Nicholas Minster West Boundary Wall	-	67	-	67	-	67	-	67	-	-	-
St Nicholas car park north Boundary Wall	-	25	-	25	-	25	-	25	-	-	-
Height Barriers for Seafront Short Stay Car Parks	13	-	-	13	-	13	-	13	-	-	-
Crematorium Main Roof Works	60	-	-	60	-	60	-	60	-	-	-
Crematorium Tearooms	-	31	-	31	-	31	-	31	-	-	-
Total: Customer Services	73	123	-	196	-	196	-	196	-	-	-
Phoenix Pool & Gym car park extension	94	-	-	94	-	94	-	94	-	-	-
Town Deal - O&M	-	1,500	-	1,500	-	1,500	-	1,500	-	-	-
Town Deal - Incubator Units	440	45	-	485	-	485	5	-	485	-	-
Town Deal - North Quay	1,551	96	-	1,455	3,561	5,016	8	0	5,016	-	-
Town Deal - Learning Centre	3,159	-	-	3,159	-	3,159	-	-	3,159	-	-
Town Deal - Wintergardens	300	-	-	300	-	300	-	-	300	-	-
Town Deal - Restoration of Vacant Historic Buildings	250	26	-	224	-	224	22	-	224	-	-
Town Deal - Restoration & Adaptation of the Ice House	390	110	-	500	-	500	-	-	450	50	-
Town Deal - Connectivity & Public Wayfinding	5	25	-	30	-	30	-	-	30	-	-
Town Deal - Train Station Improvements	202	-	-	202	-	202	-	-	202	-	-
Town Deal - Digital Connectivity	177	-	-	177	-	177	-	-	177	-	-

Appendix E – General Fund Capital Programme – Detail – 2023/24

Services & Projects	2023/24 Budget £000						2023/24 Expenditure £000	2023/24 Financing - £000			
	Approved 23/24 Budget	Additional Budget Rolled Forward From 22/23	Further Additions	Budget approved by Cabinet July 2023	Q1 Amendments	Updated Budget 23/24	Actuals to 30-06-23	Borrowing	Grants & Contributions	Revenue/Earnmarked Reserves	Capital Receipts
Future High Street Fund - Market Place - 6 Day	1,677	-	456	1,221	-	1,221	332	636	-	-	585
Future High Street Fund - Market Place - Realm	4,099	14	14	4,114	-	4,114	2	-	4,114	-	-
Future High Streets - Library Relocation	814	142	-	956	-	956	88	-	956	-	-
Future High Streets - Low Carbon & Digital	251	-	-	251	-	251	-	-	251	-	-
Future High Streets - Conge	308	23	-	331	-	331	71	116	214	-	-
Future High Streets - Densification	3,105	1,734	-	4,839	-	4,839	17	2,873	1,966	-	-
Heritage Action Zone (HAZ)	51	-	-	51	-	51	-	-	51	-	-
Total: Inward Investment	16,874	3,016	-	19,890	3,561	23,451	545	5,220	17,596	50	585
Disabled Facilities Grants	2,652	21	-	2,673	-	2,673	172	-	2,673	-	-
Better Care Fund Projects	-	-	-	-	-	-	2	-	-	-	-
Empty Homes	510	-	-	510	-	510	-	482	-	-	28
Norfolk & Waveney Equity Loan Scheme	114	50	-	164	-	164	-	-	-	-	164
Equity Home Improvement Loans	569	36	-	605	-	605	-	-	-	-	605
HMOs /Guesthouse Purchase & Repair Scheme	1,093	77	-	1,170	-	1,170	3	1,170	-	-	-
Temporary Accommodation Decent Homes	50	-	-	50	-	50	-	-	-	50	-
Acquisition of property for transitional housing	799	25	-	823	-	823	3	626	165	-	33
Sustainable Warmth - LAD 3	-	727	-	727	-	727	-	-	727	-	-
Homes Upgrade Grants (HUG 1)	-	1,363	-	1,363	-	1,363	-	-	1,363	-	-
Homes Upgrade Grants (HUG 2)	-	-	2,700	2,700	-	2,700	-	-	2,700	-	-
LAHF Funded Temporary Accommodation	-	-	-	-	1,230	1,230	-	704	526	-	-
Community Housing Fund	540	-	-	540	-	540	-	-	-	540	-
Total: Housing	6,327	2,298	2,700	11,326	1,230	12,556	180	2,982	8,154	590	830
ICT Investment to deliver GYBC ICT Strategy	647	302	-	950	-	950	5	-	-	30	920
Total: IT, Communications & Marketing	647	302	-	950	-	950	5	-	-	30	920

Appendix E – General Fund Capital Programme – Detail – 2023/24

Services & Projects	2023/24 Budget £000						2023/24 Expenditure £000	2023/24 Financing - £000			
	Approved 23/24 Budget	Additional Budget Rolled Forward From 22/23	Further Additions	Budget approved by Cabinet July 2023	Q1 Amendments	Updated Budget 23/24	Actuals to 30-06-23	Borrowing	Grants & Contributions	Revenue/Earmarked Reserves	Capital Receipts
Euston Rd Public Toilet Refurbishment	-	88		88		88	-	88	-	-	-
Footway Lighting	315	8		323		323	34	323	-	-	-
External Redecoration & Repair of the Wellesley Grandstand	14	26		40		40	-	40	-	-	-
Esplanade Resurfacing	176	70		246		246	-	246	-	-	-
Gorleston Beach Huts	-	53		53		53	-	53	-	-	-
Great Yarmouth Beach Huts	-	192		192		192	119	-	-	-	192
Hensby Rock Provision	735	-		735		735	474	235	500	-	-
Changing Places	-	38		38		38	-	-	38	-	-
Aspire Building & Mkt Row Boiler Replacement	46	-		46		46	-	12	34	-	-
Peggotty Rd Community Centre Flooring	-	32		32		32	-	32	-	-	-
Cemetery Flint Walls & Gates	77	-		77		77	-	77	-	-	-
Gorleston Seafront Improvements	77	-		77		77	-	77	-	-	-
Playgrounds	305	-		305	117	422	-	125	297	-	-
Office Accommodation	-	-		-	225	225	-	225	-	-	-
Beacon Park Projects	700	96		796		796	2	676	120	-	-
Beacon Park Relocation & Improvement of Play Facilities	-	-		-	400	400	-	-	-	-	400
Energy Park - South Denes	1,845	-		1,845		1,845	-	1,845	-	-	-
Total: Property & Asset Management	4,290	604	-	4,893	742	5,635	630	4,054	989	-	592
Refuse Vehicle Purchases	1,713	1,094		2,807	233	3,040	0	456	-	-	2,584
Total: Environmental Health	1,713	1,094	-	2,807	233	3,040	0	456	-	-	2,584
Capital Contingency	2,500	-		2,500	585	1,915	-	-	-	-	1,915
Match Funding Capital Allocation	2,200			2,200		2,200	-	2,200	-	-	-
Projects requiring further approval before commencement	1,128	-		1,128		1,128	-	1,128	-	-	-
Overall Total	46,897	9,726	2,700	59,323	5,669	64,992	1,400	29,305	27,091	670	7,926

General Fund Reserves Schedule - 2023/24

Summary and Purpose of Reserve

Planning Delivery Grant		Opening Balance 01/04/23 £	Budgeted Movement 2023/24 £	Actual Movement (inc forecast) 2023/24	Updated Closing Balance 31/03/24 £	Budgeted Movement 2024/25 £	Updated Closing Balance 31/03/25 £	Budgeted Movement 2025/26	Updated Closing Balance 31/03/26 £
	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	112,891	0	0	112,891	0	112,891	0	112,891
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.	421,056	0	0	421,056	0	421,056	0	421,056
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	400,000	0	400,000	0	400,000
Restricted use grant	This reserve holds unspent grants received for specific purposes for which the spend has not yet been incurred.	529,263	(52,000)	(57,000)	472,263	(22,000)	450,263	(20,000)	430,263
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.	1,524,888	(49,747)	(126,517)	1,398,371	(25,047)	1,373,324	0	1,373,324
Specific budget	This reserve is utilised as expenditure is incurred.	347,012	(62,967)	(97,967)	249,045	0	249,045	0	249,045
Repairs and Maintenance	This reserve is utilised as expenditure is incurred.	317,639	0	0	317,639	0	317,639	0	317,639
Waste Management	This reserve is utilised as expenditure is incurred in relation to the service.	2,420	(2,420)	(2,420)	(0)	0	(0)	0	(0)
Collection Fund (Business Rates)	Earmarked to mitigate the fluctuations in business rate income between years.	376,810	0	0	376,810	0	376,810	0	376,810
Community Housing Fund	This represents grants previously received to assist with the delivery of Community Housing.	551,242	(30,000)	(30,000)	521,242	(30,000)	491,242	0	491,242
Enforcement	Earmarked for enforcement related works to address issues and bring properties back into use.	30,254	0	(20,000)	10,254	0	10,254	0	10,254
Special Project Reserve	Earmarked for projects and for use as matched funding as appropriate to access external funding, includes capital and revenue projects.	222,581	(35,000)	(35,000)	187,581	0	187,581	0	187,581
Benefits/Revenues Reserve	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	217,895	0	0	217,895	0	217,895	0	217,895

General Fund Reserves Schedule - 2023/24

Summary and Purpose of Reserve

		Opening Balance 01/04/23 £	Budgeted Movement 2023/24 £	Actual Movement (inc forecast) 2023/24	Updated Closing Balance 31/03/24 £	Budgeted Movement 2024/25 £	Updated Closing Balance 31/03/25 £	Budgeted Movement 2025/26 £	Updated Closing Balance 31/03/26 £
Homelessness	Utilised for service expenditure from previous grant allocations	659,311	(642,323)	(392,077)	267,234	0	267,234	0	267,234
Treasury Management reserve	Used to mitigate fluctuations in investment income received.	200,000	0	0	200,000	0	200,000	0	200,000
Asset Management reserve	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.	1,460,336	(247,745)	(642,323)	818,013	(289,692)	528,321	(289,692)	238,629
Coast Protection	Held for match funding and mitigate one-off costs in relation to coast protection.	141,841	0	0	141,841	0	141,841	0	141,841
Empty Business Property Incentive Fund	Earmarking of funds to be used for incentivising bringing properties back into use.	100,000	0	0	100,000	0	100,000	0	100,000
Community Fund	Includes community grant funding held prior to draw down against spend areas, timescales to be determined.	522,395	0	0	522,395	0	522,395	0	522,395
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.	2,320,590	0	0	2,320,590	0	2,320,590	0	2,320,590
Other Reserves	These Reserves are budget carry forwards to be used in future years.	2,553,814	(22,472)	(40,972)	2,512,842	(15,083)	2,497,759	0	2,497,759
Total GF Earmarked Reserves		13,012,237	(1,144,674)	(1,444,276)	11,567,961	(381,822)	11,186,139	(309,692)	10,876,447
General Fund Reserve	Current recommended balance of £3.5 million	4,645,889	(1,143,250)	(1,410,108)	3,235,781	0	3,235,781	0	3,235,781
Total GF Reserves		17,658,126	(2,287,924)	(2,854,384)	14,803,742	(381,822)	14,421,920	(309,692)	14,112,228

Appendix G - Summary of HRA Income & Expenditure for Month 3 2023/24

	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Comments
Income						
Dwelling Rents	(24,738,951)	(24,738,951)	(6,518,248)	(24,738,951)	0	
Non Dwelling Rents	(295,498)	(295,498)	(117,064)	(295,498)	0	
Charges for Services and Facilities	(1,390,078)	(1,390,078)	(366,895)	(1,390,078)	0	See Appendix H for details of significant variances.
Contribution towards expenditure	(5,000)	(5,000)	(105)	(5,000)	0	
Total Income	(26,429,527)	(26,429,527)	(7,002,311)	(26,429,527)	0	
Expenditure						
Repairs And Maintenance	9,673,395	9,673,395	1,056,842	9,737,284	63,889	See Appendix H for details of significant variances.
Supervision and Management	6,961,472	7,354,022	1,023,170	7,379,259	25,237	See Appendix H for details of significant variances. Support services recharges between HRA and general fund have been revised following 22/23 outturn.
Rents, Rates, Taxes and Other Charges	457,501	457,501	4,054	457,501	0	
Dwelling Depreciation	3,747,646	3,747,646	0	3,747,646	0	
Dwelling revaluation losses/(gains) reversing prior year losses charged	0	0	0	0	0	
Net - Dwelling Depreciation	179,415	179,415	0	179,415	0	
Net Management Costs	150,000	150,000	0	150,000	0	
Total Expenditure	21,169,429	21,561,979	2,084,067	21,651,105	89,126	
Net Service Expenditure/Income						
(Gain) / Loss on Sale of HRA non-current Assets	0	0	0	0	0	
Changes in fair value of HRA investment properties	0	0	0	0	0	
Interest Payable and Similar Charges	3,156,251	3,156,251	(197,689)	3,156,251	0	
Interest and investment income	(40,000)	(40,000)	0	(40,000)	0	
Pension interest cost and expected return on pensions assets	0	0	0	0	0	
revenue grants and contributions receivable	0	0	0	0	0	
Capital Grants & Contributions receivable	(336,000)	(336,000)	(11,533)	(336,000)	0	
In Year Pension Adjustments	24,578	24,578	0	24,578	0	
Capital Expenditure funded by Revenue (including Grants)	4,343,981	4,343,981	0	4,343,981	0	
Net Charges made for Retirement Benefits in accordance with IAS 19	(647,681)	(647,681)	0	(647,681)	0	
Employer's Contributions Payable to or from Norfolk County.	703,975	703,975	47,634	703,975	0	
Non Service Expenditure/Income	7,205,104	7,205,104	(161,588)	7,205,104	0	
Deficit/(Surplus) for the year on HRA Services.	1,945,006	2,337,556	(5,079,833)	2,426,682	89,126	

Appendix H - HRA - Budget monitoring and commentary 2023/24

Note 1 Significant variances requiring commentary:

Significant variances of +/- £10,000 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.

Income

Dwelling Rents	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Dwelling Rents	(24,738,951)	(24,738,951)	(6,518,248)	(24,738,951)	0
Total:	(24,738,951)	(24,738,951)	(6,518,248)	(24,738,951)	0
Net Dwelling Rents	(295,498)	(295,498)	(117,064)	(295,498)	0
0	(295,498)	(295,498)	(117,064)	(295,498)	0
Contribution towards expenditure	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Contribution towards expenditure	(5,000)	(5,000)	(105)	(5,000)	0
Total:	(5,000)	(5,000)	(105)	(5,000)	0
Charges for Services and Facilities	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Day to Day Repairs & Voids	(15,000)	(15,000)	30,528	(15,000)	
Housing Income	(310,456)	(310,456)	(73,723)	(310,456)	
Environmental Services	(368,043)	(368,043)	(58,018)	(368,043)	
Sheltered Support	(393,715)	(393,715)	(125,332)	(393,715)	
Alarms	(302,864)	(302,864)	(140,350)	(302,864)	0
Total:	(1,390,078)	(1,390,078)	(366,895)	(1,390,078)	0
Total Income	(26,429,527)	(26,429,527)	(7,002,311)	(26,429,527)	

Appendix H - HRA - Budget monitoring and commentary 2023/24

Note 1 Significant variances requiring commentary:

Significant variances of +/- £10,000 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.

Expenditure

Repairs And Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Compliance	2,282,010	2,282,010	120,229	2,282,010	0
Planned Cyclical	1,568,259	1,568,259	100,869	1,568,259	0
Efficiency Savings from GYN	(750,000)	(750,000)	0	(750,000)	0
RR & Voids	5,324,595	5,324,595	532,048	5,324,595	0
R&M Other	1,248,531	1,248,531	303,697	1,312,420	63,889
					Partnership Fee with Great Yarmouth Services Revised as per SLA agreement
Total:	9,673,395	9,673,395	1,056,842	9,737,284	63,889

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Supervision and Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Income	(315,370)	(315,370)	(22,865)	(315,370)	0
Staff Pay	3,870,274	3,870,274	741,170	3,876,389	6,115
Agency Costs	68,111	68,111	32,130	68,111	0
Premises Costs	363,552	363,552	27,506	363,552	0
Transport Costs	30,712	30,712	7,987	30,712	0
Supplies and Services	838,105	838,105	232,306	857,227	19,122
Support Services	1,677,850	2,070,400	2,062	2,070,400	0
S&M Other	428,238	428,238	2,873	428,238	0
					Property Software System Renewal Costs for the year.
Total:	6,961,472	7,354,022	1,023,170	7,379,259	25,237

Rents, Rates, Taxes and Other Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Rents, Rates, Taxes and Other Charges	457,501	457,501	4,054	457,501	0
Total:	457,501	457,501	4,054	457,501	0

Dwelling Depreciation	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Appendix H - HRA - Budget monitoring and commentary 2023/24

Note 1 Significant variances requiring commentary:

Significant variances of +/- £10,000 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.

Dwelling Depreciation	3,747,646	3,747,646	0	3,747,646	0
Total:	3,747,646	3,747,646	0	3,747,646	0

Non - Dwelling Depreciation	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Non - Dwelling Depreciation	179,415	179,415	0	179,415	0
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Total:	179,415	179,415	0	179,415	0
Dwelling revaluation losses/(gains) reversing prior year losses charged	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £

Dwelling revaluation losses/(gains) reversing prior year losses charged	0	0	0	0	0
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Total:	0	0	0	0	0
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Debt Management Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Debt Management Costs	150,000	150,000	0	150,000	0
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Total:	150,000	150,000	0	150,000	0
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Expenditure Totals	21,169,429	21,561,979	2,084,067	21,651,105	89,126
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Non Service Expenditure/Income

Interest Payable and Similar Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Interest Payable and Similar Charges	3,156,251	3,156,251	(197,689)	3,156,251	0
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Total:	3,156,251	3,156,251	(197,689)	3,156,251	0
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Note 1 Significant variances requiring commentary:

Significant variances of +/- £10,000 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.

Interest and investment income	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Interest and investment income	(40,000)	(40,000)	0	(40,000)	0
Total:	(40,000)	(40,000)	0	(40,000)	0
Capital Grants & Contributions receivable	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Capital Grants & Contributions receivable	(336,000)	(336,000)	(11,533)	(336,000)	0
Total:	(336,000)	(336,000)	(11,533)	(336,000)	0

Appendix I - Summary of HRA Income & Expenditure for Month 3 2023/24

	Original Budget 2023/24 £	Current Budget 2023/24 £	P3 YTD actual 2023/24 £	Full Year Variance £	Full Year Forecast £
Employee	4,447,495	4,447,495	824,074	6,115	4,453,610
Premises	8,940,341	8,940,341	1,040,271	63,889	9,004,230
Transport	30,712	30,712	7,987	0	30,712
Supplies & Services	2,316,714	2,316,714	222,139	19,122	2,335,836
Third Party Payments	0	0	0	0	0
Transfer Payments	54,950	54,950	20,450	0	54,950
Support Services	1,627,076	2,099,740	2,062	0	2,099,740
Capital Charges	11,597,841	11,597,841	(160,043)	0	11,597,841
Income	(27,070,123)	(27,150,237)	(7,036,772)	0	(27,150,237)
	1,945,006	2,337,556	(5,079,833)	89,126	2,426,682

Appendix J - HRA Capital Programme 2023/24

HRA Capital Programme	Original Budget 2023/24	Current Budget 2023/24	P3 YTD actual 2023/24	Full Year Forecast	Full Year Variance £
CAPITAL ASSETS PROGRAMME					
Boiler Service and Maintenance	120,000	120,000	(26,383)	120,000	0
Decent Home Yearly Programme	3,900,000	3,900,000	0	3,900,000	0
Decarb / Energy Efficiency	791,700	791,700	(1,016,186)	791,700	0
Capital Improvements Works	1,000,000	1,000,000	327,027	1,000,000	0
Specific Planned Projects	250,000	250,000	0	250,000	0
Works (Capital works)	1,341,000	1,341,000	192,836	1,341,000	0
Improvement windows & doors	453,000	453,000	28,937	453,000	0
Planned Maintenance	225,000	225,000	49,479	225,000	0
AFFORDABLE HOUSING PROGRAMME					
Additional Housing	1,485,000	1,485,000	0	1,485,000	0
New Affordable Housing	1,000,000	1,000,000	356,744	1,000,000	0
OTHER HRA CAPITAL PROGRAMMES					
Non Dwelling	0	0	(1,735)	0	0
Housing Transformation Budget	0	0	9,000	0	0
Capital Programme Total	10,565,700	10,565,700	(77,822)	10,565,700	0

Scrutiny Committee Annual Work Programme 2023/2024

Date	Topic	Responsible Officer / Portfolio Holder	Aims, Objectives and Desired Outcomes	Method of delivery (i.e Committee Meeting or workshop)	Timescale
Standing items					
19 Sept 2023	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes To include an exceptions report of those that are not meeting the required target. 	Committee	Quarterly Review
12 Dec 2023	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Quarterly Review
19 March 2024	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Quarterly Review
23 April 2024	Scrutiny Annual Report	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> Production of the Scrutiny Committee Annual Report to Council 	Committee	Annual
June 2024	Annual performance report	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Annual Review
19 Sept 2023	1/4ly Financial Report	Executive Director, Resources	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. 	Committee	Quarterly Review

	including Exemptions		<ul style="list-style-type: none"> To outline those areas not currently on target or likely to be achieved 		
12 Dec 2023	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. To outline those areas not currently on target or likely to be achieved 	Committee	Quarterly Review
19 Mar 2024	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. To outline those areas not currently on target or likely to be achieved 	Committee	Quarterly Review
19 Mar 2024	Annual Action Plan	Cabinet Member, Chief Executive Officer, and Information governance Leader	<ul style="list-style-type: none"> Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee. 	Committee	When required
Confirmed Scrutiny Committee items					
Thursday 20 June 2023					
20 June 2023	2023/24 Annual Work-Programme Workshop session	Scrutiny committee, & ELT	<ul style="list-style-type: none"> To enable the scrutiny committee to ensure that the work of the committee is relevant and achievable 	Workshop session Location : Town Hall	Re-set annually and revised periodically
Thursday 19 September 2023					
19 September 2023	Housing Investment Plan and Sheltered Housing Asset Review	Director of Housing Assets Cabinet Member	<ul style="list-style-type: none"> Update presentation on the Housing Investment Plan Update presentation on the Sheltered Housing Asset Review 	Committee	TBC

19 Sept 2023	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> • Identification of any causes for concern and note successes • To include an exceptions report of those that are not meeting the required target. 	Committee	Quarterly Review
19 Sept 2023	1/4ly Financial Report including Exemptions	Executive Director, Resources	<ul style="list-style-type: none"> • Identification of any causes for concern and note successes. • To outline those areas not currently on target or likely to be achieved 	Committee	Quarterly Review
Thursday 24 October 2023					
24 Oct 2023	Review of Planning / Development Management	Cabinet Member, Executive Director Place, Head of Planning and Growth	<ul style="list-style-type: none"> • Strategic Director overview update report – with actions that have been undertaken • Capacity, need, timelines. • Data on decisions within recommended periods etc. • Enforcement understanding of capacity and demands • 	Committee	TBC
Thursday 28 November 2023					
28 Nov 2023	1990 Environment Act	Cabinet Member, Executive Director Place, Head of Environment and Sustainability	<p>How the act controls issues which impact on local residents. Disposal of waste, burning of waste, bonfires etc.</p> <p>Does GYBC require a policy re particular issues in line with other LAs.</p>	Committee	TBC
Thursday 12 December 2023					
12 Dec 2023	Social Housing Applications	Cabinet Member, Executive Director, People, Head of Strategic Housing	<ul style="list-style-type: none"> • Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc. 	Committee	TBC
12 Dec 2023	Quarterly performance data	Cabinet Member, Information governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review

12 Dec 2023	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. <p>To outline those areas not currently on target or likely to be achieved</p>	Committee	Quarterly Review
Thursday 23 January 2024					
23 Jan 2024	PRE-SCRUTINY Consideration of the draft budget report	Cabinet Member, Chief Executive Officer, Executive Director, Resources	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.	At committee	Annual
Thursday 19 March 2024					
19 March 2024	Quarterly performance data	Cabinet Member, Information governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
19 Mar 2024	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. <p>To outline those areas not currently on target or likely to be achieved</p>	Committee	Quarterly Review
19 Mar 2024	Annual Action Plan	Cabinet Member, ELT representative, Information governance Leader	<ul style="list-style-type: none"> Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee. 	Committee	When required
Thursday 23 April 2024					
23 April 2024	Scrutiny Annual Report	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> Production of the Scrutiny Committee Annual Report to Council 	Committee	Annual
Training					
8 June 2023 6pm	Overview training offered to all Members followed by more in depth	All Members		External training provider Location : Town Hall	6pm – 7pm – Scrutiny overview

	detailed Scrutiny Committee training for Scrutiny Committee Members				for All Members 7pm – 7.15pm – Break 7.15pm – 8.30pm Scrutiny for Cttee Members
Work Programme items to be added					
TBC	Community Centres and Communal Rooms	Executive Director, People		Committee	
TBC	Delivery of Affordable Homes in the Borough	Executive Director, Housing Assets		Committee	
TBC	Play Parks	Executive Director, Place		Committee	
TBC	Retrofits on Council Homes	Executive Director, Housing Assets		Committee	
TBC	City Fibre	Cabinet Member, ELT, Head of Capital Projects and Growth	Monitoring of delivery / roll-out of the City Fibre project 2023-2026	Committee	