



GREAT YARMOUTH
BOROUGH COUNCIL

Council

Date: Thursday, 19 December 2019
Time: 19:00
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

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

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

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

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

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

3 MAYORS ANNOUNCEMENTS

To consider any announcements from His Worship the Mayor.

4 MINUTES

5 - 11

To confirm the minutes of the meeting held on the 7 November 2019.

5 PROPOSAL TO RENEW PUBLIC SPACES PROTECTION ORDER 12 - 41
NO.2

Report attached.

6 SERVICE COMMITTEE DECISION LIST FOR THE PERIOD 5 42 - 63
SEPTEMBER TO 26 NOVEMBER 2019

Report attached.

7 BULKY WASTE SERVICE CHARGES 64 - 69

Report attached.

8	ST GEORGES TRUST - LIAISON BOARD	70 - 74
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Report attached.

9	<u>LOAN TO GREAT YARMOUTH PRESERVATION TRUST TO</u>	75 - 79
	PURCHASE 14 KING STREET GREAT YARMOUTH	

Report attached.

10 COUNCIL TAX SUPPORT SCHEME 2020 80 - 85

Report attached

11	<u>COUNCIL TAX DISCOUNTS 2020-21</u>	86 - 89
	Report attached.	
12	<u>COUNCIL TAX - TAX BASE 2020</u>	90 - 93
	Report attached.	
13	<u>FEES AND CHARGES POLICY 2020-21 TO 2024-25</u>	94 - 101
	Report attached.	
14	<u>MEDIUM TERM FINANCIAL STRATEGY 2020-21</u>	102 - 135
	Report attached.	
15	<u>REVIEW OF THE TWO DAY MARKET FEES</u>	136 - 139
	Report attached.	
16	<u>FEES AND CHARGES BEACH HUTS</u>	140 - 146
	Report attached.	
17	<u>ANY OTHER BUSINESS</u>	
	To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.	
18	<u>EXCLUSION OF PUBLIC</u>	
	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."	

19 CONFIDENTIAL BEACH HUT FEES AND CHARGES APPENDIX

Details

**20 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST FOR
THE PERIOD 18 OCTOBER 2019 to 26 NOVEMBER 2019**

Details

21 CONFIDENTIAL MINUTES

Details

Council

Minutes

Thursday, 07 November 2019 at 19:00

Present :-

His Worship the Mayor Councillor Jeal (in the Chair); Councillors Annison, Bensly, Bird, Borg, Cameron, Candon, G Carpenter, P Carpenter, Cordiner-Achenbach, Fairhead, Flaxman-Taylor, Galer, Grant, Hacon, D Hammond, P Hammond, Martin, Mogford, Plant, Robinson-Payne, Scott- Greenard, Smith, Smith-Clare, Stenhouse, Talbot, Thompson, Wainwright, B Walker, C Walker, C M Walker, Waters-Bunn, Wells, Williamson, B Wright and T Wright.

Also in attendance :-

Mrs L Barker (Strategic Director); Ms C Whatling (Monitoring Officer); Mrs K Sly (Finance Director); Mrs C Dyble (Head of Communications and Marketing), Mr D Wiles (Press and Communications Manager), Mrs L Goodman (Events Manager), Mrs T Bunn (PA to Chief Executive Officer) and Mrs S Wintle (Corporate Services Manager).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Freeman and Lawn.

2 DECLARATIONS OF INTEREST

Councillor Williamson declared a personal interest in the item relating to the confidential Compulsory Purchase and Loan request in his capacity as

Chairman of the Great Yarmouth Preservation Trust. Councillor Williamson also declared a personal interest in the item relating to the Phoenix Pool and Gym Car Park extension in his capacity as a member of the Sentinel Leisure Trust Partnership

Councillor Wells declared a personal interest in the item relating to the confidential Compulsory Purchase and Loan request in his capacity as a Member of the Great Yarmouth Preservation Trust.

Councillor Hacon declared a personal interest in the item relating to the confidential Compulsory Purchase and Loan request in her capacity as a Member of the Great Yarmouth Preservation Trust.

Councillor Fairhead declared a personal interest in the item relating to the confidential Compulsory Purchase and Loan request in her capacity as a Member of the Great Yarmouth Preservation Trust.

Councillor Flaxman-Taylor declared a personal interest in the item relating to the Phoenix Pool and Gym Car Park extension in her capacity as a member of the Sentinel Leisure Trust Partnership.

3 ITEMS OF URGENT BUSINESS

There were no items of urgent business to be discussed.

4 MAYORS ANNOUNCEMENTS

His Worship the Mayor advised Members that item 8 had been removed from the agenda and would now be considered by the Policy and Resources Committee.

Members were reminded that the Civic Carol Service and Freedom Ceremony would be held on the 9 December at 6:30 in the Minster, His Worship asked Members to ensure that they advise the Events Manager of attendance to the event.

His Worship advised that due to the General Election being held, no electioneering or political speeches should take place during a Council meeting.

His Worship reminded Members that when requesting to speak during the meeting, these should only be made once using the request buttons.

5 MINUTES

The minutes of the meeting held on the 12 September 2019 were confirmed.

Proposer : Councillor Smith

Seconded : Councillor Candon

CARRIED

6 PUBLIC QUESTION TIME

Councillor considered the following question from R Hudson :-

Can the Leader of the Council explain how the proposed sculpture of a herring, will improve and enhance the town.

The Leader commented that whilst he had agreed that the sculpture was a good idea, he advised that the Borough Council did not own the roundabouts, these were the responsibility of Highways England. The Leader stated that the main priority for the Council was the dualling of the A47 and for the works to be completed on the roundabouts, he advised that work was currently being undertaken to look at the road infrastructure.

Mr R Hudson hereby asked a supplementary question :-

Would the Council be funding the sculpture.

The Leader responded and advised that the Council would not be funding such a sculpture and that should the sculpture be introduced this would be funded from a private funding source.

7 OUTSIDE BODIES REPRESENTATION

Proposer : Councillor Smith

Seconded : Councillor Grant

That Councillor Smith replace Councillor Plant on the Great Yarmouth Town Centre Partnership.

CARRIED

Proposer : Councillor Smith

Seconded : Councillor Wainwright

That Councillor T Wright replace Councillor G Carpenter on the Great Yarmouth Transport and Infrastructure Steering Group.

CARRIED

8 ST GEORGES - MEMBER LIAISON BOARD

This item was removed from the agenda and will be considered by the Policy and Resources Committee.

9 REVIEW OF MARKET CHARGES

Council considered the Head of Property and Asset Managements report which asked Council to consider amendments following the Policy and Resources Committee held on the 15 October 2019.

The Leader presented the report to Members, he advised that the report formed part of a review of the Market occupation over the last year but also reviewed fees in relation to the 2 day market. He reported that the occupation of the 2 day market had reduced significantly since the change in rate which happened in April of this year, the recommendation to Council represented a proposal to reduce the footage rate with a view to increasing the incentive for traders on the two day Market.

Members were advised that overall there had been a 25% reduction in the footage occupied by traders since April this year. The Leader reported that the recommendation for consideration proposed by the Policy and Resources Committee was equivalent to that of the previous offer and is hoped to encourage traders to both continue to support and bring new traders to Great Yarmouth Market for the future. he also reported that to further encourage casual traders to become permanent the rate for casuals is recommended to increase by 20% this will bring the permanent trader footage rate to 50p per foot and the casual trader rate to 75p per foot.

Councillor Wainwright referred back a previous Council meeting whereby an amendment to the recommendations to reduce the fees and charges for the two day markets to a year round rate of 50p per foot was lost and therefore proposed an amendment to the recommendation as follows :-

That the fees and charges for the two day Markets year round rate for permanent traders of £0.50 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders be backdated to April 2019 and continue through to March 2021.

Councillor Smith stated that no costing had been undertaken on this amendment and therefore he could not support the amendment without appropriate costings, Councillor Plant agreed with Councillor Smith and commented that there was a need for Members to be aware of the cost to the budget.

Councillor C Walker commented on the recommendation and stated that traders within the town were suffering and people were not shopping in the the

Town Centre. Councillor T Wright commented that there was a need to send a message to traders to show that the Council were looking to make the market thrive once again.

Councillor Talbot asked if the backdated recommendation was to be approved, how this would be given back to the traders and it was advised that this matter would be looked into if the amendment were to be approved.

A recorded vote was taken on the amendment as follows :-

For the amendment :-

Councillors Borg, Cordiner-Achenbach, Fairhead, Jeal, Martin, Robinson-Payne, Scott-Greenard, Smith-Clare, Wainwright, B Walker, C Walker, C M Walker, Waters-Bunn, Williamson, B Wright and T Wright.

Against the amendment :-

Councillors Annison, Bensly, Bird, Cameron, Candon, G Carpenter, P Carpenter, Flaxman-Taylor, Galer, Grant, Hacon, D Hammond, P Hammond, Mogford, Plant, Smith, Stenhouse, Thompson and Wells

Abstentions :-

Councillor Talbot

The amendment was LOST.

Councillor Smith proposed a further amendment to the recommendations :-

That the amendment as proposed be taken back to the Policy and Resources Committee on the 26 November 2019 for discussion.

Proposer : Councillor Smith

Seconder : Councillor Plant

CARRIED

10 AMENDMENTS TO THE CONSTITUTION REGARDING MOTIONS ON NOTICE

Council considered the Monitoring Officer's report which proposed amendments to the Constitution regarding Motions on Notice.

Proposer : Councillor Smith

Seconder : Councillor Candon

CARRIED

11 PHOENIX POOL & GYM CAR PARK EXTENSION

Council considered the Strategic Director's report which provided recommendations to address the issues of car parking at the Phoenix site.

The Leader reported that the success of the Phoenix Pool & Gym following its refurbishment in 2016 has resulted in additional car parking pressures which have impacted on neighbouring residential properties. In addition to this the footfall through the Phoenix is set for further increase due to the closure of the Marina Centre on 31st October 2019.

Attempts to mitigate the parking of people using the pool and gym in the surrounding residential area have been made by Sentinel Leisure Trust and the Council but the 63 spaces available are just not enough to meet the increasing demand.

Sentinel, officers of the Great Yarmouth Borough Council and representatives from the Lynn Grove Academy (part of the Creative Education Trust) have been looking at options of extending the current Phoenix Pool & Gym car park onto the adjacent school playing field land and come up with a viable option which is before Council today.

Proposer : Councillor Smith

Seconder : Councillor Plant

That approval be given to the recommendations within the report as follows :-

1. The proposed car park extension detailed within the report is approved subject to agreed terms between the Borough Council, Sentinel Leisure Trust with Lyn Grove School and subject to planning permission.
2. A planning application for the car park extension is submitted, once the final specification for works is confirmed.
3. Maximum funding of £130,000 is allocated to progress this project as a capital project.
4. The project is overseen by the Council's Partnership Board, which meets regularly with Sentinel Leisure Trust.

CARRIED

12 EXCLUSION OF PUBLIC

RESOLVED :-

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 2,3 and 6b of Part I of Schedule 12(A) of the said Act.

13 CONFIDENTIAL - COMPULSORY PURCHASE ORDER

(Confidential Minute on this Item)

14 CONFIDENTIAL - LOAN REQUEST REPORT

(Confidential Minute on this Item)

**15 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST FOR THE PERIOD
5 SEPTEMBER TO 17 OCTOBER 2019**

(Confidential Minute on this Item)

16 CONFIDENTIAL MINUTES

(Confidential Minute on this Item)

The meeting ended at: 19:45

Subject: PROPOSAL TO RENEW PUBLIC SPACES PROTECTION ORDER NO.2
VEHICLE RELATED ANTI-SOCIAL BEHAVIOUR

Report to: Full Council, 19th December 2019

Report by: Jason Williams, Community Protection Manager

SUBJECT MATTER

The current Great Yarmouth Borough Council Public Spaces Protection Order No. 2 (the Order) was introduced in 2017 to tackle vehicle-related anti-social behaviour. The Order is due to expire on 2 February 2020. Following a consultation exercise with the police, public and businesses, it is evident that the Order has had a positive impact on reducing vehicle-related anti-social behavior and that these stakeholders would like to see the Council renew the Order for a further 3 years.

RECOMMENDATIONS

That Council agree that the Order be renewed for a further three years.

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1 Current Order and Map of Area	
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3 Police Statistics on Vehicle-related Anti-social Behaviour	
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1. INTRODUCTION / BACKGROUND

- 1.1 This report will look at the effectiveness of Public Spaces Protection Order No.2 (Vehicle-Related Anti-social Behaviour) (the Order, PSPO) and make recommendations on whether it should be renewed or discharged (removed). It will look at data via complaint statistics collected by Environmental Services and the police. Information gathered during a 4-week consultation with the public and businesses will also be examined.
- 1.2 The report will describe the behaviours that have consistently affected the seafront, in particular South Beach Parade, over a great number of years and how these were dealt with prior to the designation of the Order. It will then describe how PSPOs can be used to tackle these behaviours followed by data on how the current Order has affected overall vehicle-related anti-social behaviour. Finally, the report will discuss financial, legal, risk and crime implications, followed by conclusions and recommendations.

2. VEHICLE-RELATED ANTI-SOCIAL BEHAVIOUR ALONG GREAT YARMOUTH SEAFRONT

- 2.1 Historically Great Yarmouth has had a problem with vehicle-related anti-social behaviour (VRASB) along its seafront. Familiarly known as the 'Jetty Boys', vehicle enthusiasts regularly meet socially, particularly on Sundays, along South Beach Parade.
- 2.2 While most of the group are generally well-behaved, there are a small number of individuals whose manner of driving / riding gives rise to harassment, alarm or distress in the community and potentially endangers the safety of the public.
- 2.3 In the past, the principal means of controlling noise and anti-social behavior along the seafront was via Operation Clarion, a joint campaign with the police. In the absence of practical enforcement powers to deal with ASB, the Council concentrated on the noise element of the activities of the car enthusiasts while the police used the Road Traffic Act 1988 in an attempt to tackle anti-social driving. Other than being not particularly effective in dealing with the range of anti-social behavior being

perpetrated, it was particularly resource-heavy for the Council.

- 2.4 While this approach was reasonably successful in dealing with noise issues from car stereos, the wider issues of anti-social behavior from activities such as wheel spinning, 'burn-outs' and drag racing could not be effectively addressed using legal means.
- 2.5 The Anti-Social Behaviour (Crime and Policing) Act 2014 (the Act) came into force in October 2015, providing local authorities with wider powers to tackle anti-social behavior in the community. One of these powers is the Public Spaces Protection Order.
- 2.6 These Orders are designed to make public spaces more welcoming to law abiding people and communities. Councils may make a Public Spaces Protection Order only based on evidence, and after consultation with the public, police and other relevant bodies. There is also a requirement for public notification of the proposal.
- 2.7 In 2016, the Council commenced consultation on whether an Order to deal with VRASB should be implemented within a defined area of the seafront. A map of this area, along with a copy of the Order can be seen in Appendix 1.
- 2.8 Following this consultation, a report recommending the implementation of the Order was produced and agreed by Council. This Order came into force on 2nd February 2017 for a period of three years (the maximum period allowed).

3. REQUIREMENTS OF PUBLIC SPACES PROTECTION ORDER NO.2

- 3.1 The current Order seeks to place controls on the behaviour of car enthusiasts who frequent the Great Yarmouth Seafront.
- 3.2 The Order provides authorised officers, including the police, with a mechanism to act against individuals who carry out prohibited behaviours. Sanctions include:
 - issuing a written warning,
 - issuing a fixed penalty notice (FPN) of £80, reduced to £60 if paid within 10 days
 - commencing direct prosecution action in a magistrate's court

3.3 Fixed Penalty Notices

3.3.1 In the event of a FPN being issued, the person may discharge their liability to prosecution by paying the Council a charge of £80, reduced to £60 if paid within 10 days.

3.3.2 Where an FPN is not paid, the Council may prosecute the person in a magistrate's court. The maximum fine, upon conviction, is currently £1000.

3.4 Commencing direct prosecution action in a magistrate's court carries the same level of fine of £1000

4. EFFECT OF THE CURRENT PSPO

4.1 Since the implementation of the PSPO, the resources expended during enforcement along the seafront have reduced dramatically. Prior to the PSPO, Environmental Services dedicated in the region of 100 hours annually, at overtime rates, dealing with noise, anti-social behavior and littering during Operation Clarion.

4.2 Over the past 3 years, this has been reduced to approximately 75 hours and 50 hours during 2016/17 and 2017/18 respectively. During 2018/2019, just 8 hours were spent monitoring the seafront.

4.3 Throughout these 3 years, the Council has received only 1 noise complaint from residents in the area.

4.4 A statement has been received by Superintendent Mike Britton, Great Yarmouth & North Norfolk Policing Commander Superintendent on the impact of the PSPO from a policing perspective (Appendix 2). It is clear from the statement that the police believe the implementation of the PSPO has reduced the amount of vehicle-related ASB and that, without an extension to the current PSPO, they believe levels of community ASB will rise.

- 4.5 This evidence was reinforced with police statistics for the PSPO area for the period 2016-2019, broken down by year (Appendix 3). These show a 29% reduction in VRASB complaints between these dates.
- 4.6 It can be seen from the report submitted by the police that 22 breaches of the PSPO were noted by the police since the implementation of the PSPO. In all but one case, FPNs were issued by the Council. To date, no prosecution action has been required in relation to the offences

5 ALTERNATIVES TO THE USE OF PSPOs

- 5.1 Contained within the Act are powers, separate from the use of PSPOs, to deal with ASB of any kind. This is achieved via a 2-stage process. Where ASB is witnessed by an authorised officer (of the Council or the police), a Community Protection Warning (CPW) may be issued to the person responsible for the behavior. A CPW is a formal request to stop causing ASB and has no legal standing.
- 5.2 The CPW must describe:
- the prohibited behavior
 - how it affects the public
 - what they need to do to comply with the warning
 - the timescale by which they must comply with the warning and
 - that a Community Protection Notice (CPN) will be served on them if they fail to comply
- 5.3 Where the CPW is not complied with and the authorised officer duly serves a CPN following repeated VRASB, an offence is committed if the person continues the prohibited behavior.
- 5.4 Offences may be pursued in the same manner as for offences under the PSPO as described in 3.2 above, although the maximum fine upon conviction is increased to £2500.

5.5 Pursuing action via CPW/CPN is a lengthier process than for PSPO enforcement. It requires the authorised officer(s) to observe the prohibited behavior on more than one occasion which may prove difficult as the PSPO area is very large. The potential offender may therefore continue causing VRASB while out of sight of the officer(s). They may also take the view that they can 'get away with it' once before formal action is taken.

5.6 While there is no reason why CPW/CPN cannot be used to enforce against VRASB, guidance provided by the Home Office suggests that they should be used where the ASB is caused by individuals, as opposed to groups, where the PSPO process should be considered instead

6. CONSULTATION AND PUBLICITY ON THE PROPOSED RENEWAL OF THE PSPO

6.1 Subject to the provisions of Section 72 of the Act, where the Council intend to renew a PSPO, it must seek the views of the local police, community representatives and the owner/occupier of land within the restricted area of the proposed extension. There is also a requirement to publicise this proposal.

6.2 A press release was issued by the Council on 6th November 2019 while a formal consultation was commenced and duly publicised on Friday 8th November 2019. The closing date for the consultation was set for Friday 6th November 2019.

6.3 The consultation documents were published on the Council's website and were available at 5 Council offices. 300 letters were also delivered to domestic properties and businesses in the PSPO area.

6.4 Consultation responses

There were 31 responses received via the Council's "Have your Say" page on the Council's website. 2 responses were received via paper copy. In summary:

- 93% of respondents live within the Borough
- 10% no of respondents were visitors

- 6% of respondents were business
- 80% of respondents had witnessed VRAB in last 12 months while 20% hadn't.
- 91% were in favour of renewing the PSPO, 9% against

In addition to the request for the above responses, the consultation also sought general comments from respondents. These comments can be seen in Appendix 4.

6.5 The above responses suggest that

- a) Residents, businesses and visitors continue to be significantly affected by VRASB in the PSPO area
- b) Support for the renewal of the PSPO is considerable

7. ALTERNATIVE OPTIONS TO THE RENEWAL OF THE PSPO

7.1 Not to consider renewing the PSPO. This would be contrary to the view of the police that the PSPO is an effective tool in dealing with vehicle-related ASB and crime and that levels would rise if the PSPO was discharged on 2nd February 2020. It would also be contrary to the wishes of the public and businesses in the area.

8. FINANCIAL IMPLICATIONS

8.1 The PSPO provides a simplified means of VRASB enforcement compared with the use of Community Protection Warnings and Community Protection Notices. Therefore, its discharge would result in an increase in resources required by the Council to tackle what is a genuine ongoing problem.

9. RISK IMPLICATIONS

9.1 Taking all available data into account, a decision to end the PSPO may lead to a rise in anti-social behaviour in the seafront area. This would result in increased sufferance by residents, business and visitors to the area.

- 9.2 It would also impact on an area looking to attract investment in the offshore renewable energy sector and earmarked for further economic regeneration generally.

10. LEGAL CONSIDERATIONS

- 10.1 A PSPO may not have effect for more than 3 years unless renewed under section 60 of the Act. A PSPO can be renewed more than once, but any extension cannot be for more than three years. Thus, a PSPO can continue indefinitely if renewed every 3 years.
- 10.2 A PSPO must be renewed before it is due to expire and under section 60(2) of the 2014 Act, this PSPO may be renewed if the Council is satisfied on reasonable grounds that it is necessary to renew the order to prevent:
- (a) Occurrence or recurrence after that time of the activities identified in the order; or
 - (b) an increase in the frequency or seriousness of those activities after that time
- 10.3 As required under Section 72(1) (3) of the 2014 Act the council has carried out the necessary consultation and notification before deciding to renew a PSPO. A notice regarding the proposal to renew the PSPO will be published on the Council's website identifying the order which is to be renewed and confirming that the Council has consulted with the local police (formally with the chief officer of police and MOPAC), relevant local community groups, business and individuals.

11. EQUALITY

- 11.1 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to; tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation); advance equality of opportunity between people who share those protected characteristics and people who do not; and foster good relations between people who share those characteristics and people who do not.

- 11.2 The PSPO will apply to all individuals committing antisocial behaviour within the defined area, without discrimination.

12. CRIME AND DISORDER

- 12.1 According to police statistics, the implementation of PSPO has had a positive impact on crime and disorder. An extension of the PSPO would benefit those in the community and links in with the Council's 2015-2020 Plan to work with partner agencies in tackling crime and anti-social behaviour.

13. CONCLUSIONS

- 13.1 The PSPO has had a positive effect on the regulation of Vehicle-Related Anti-Social Behaviour along Great Yarmouth Seafront
- 13.2 However, VRASB continues to affect stakeholders. Therefore, continued regulation of prohibited activities is required.
- 13.3 The extension of the PSPO for a further 3 years is supported by the police and the majority of the public and businesses.
- 13.4 Not renewing the PSPO would lead to an increase in negative health impacts suffered by those living and working in the vicinity of the PSPO area.
- 13.5 Not renewing the PSPO would result in an increase in resources required by the Council to regulate ASB along the seafront

14 RECOMMENDATIONS

- 14.1 It is therefore recommended by Environmental Services that the PSPO is renewed for the maximum 3 years as permitted by the Secretary of State.

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

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

Associated legislation and documents

The Anti-Social Behaviour (Crime & Policing) Act 2014

<http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>

Local Government Association: Public Spaces Protection Orders, Guidance for councils

<https://www.local.gov.uk/public-spaces-protection-orders-guidance-councils>

GREAT YARMOUTH BOROUGH COUNCIL

PUBLIC SPACES PROTECTION ORDER No. 2

VEHICLE RELATED ANTI-SOCIAL BEHAVIOUR

1. This Order may be cited as the Great Yarmouth Borough Council Public Spaces Protection Order No. 2.
2. The Great Yarmouth Borough Council (the "Council") makes this Order under its powers contained in s59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"), being satisfied on reasonable grounds that the activities set out in paragraph 5 in the location described in paragraph 4 of this Order being within the area marked on the plan contained in the schedule to this Order have had or are likely to have a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried out within that area and have such an effect. The Council is also satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.
3. This Order comes into force at midnight on 1 February 2017 for a period of up to three years thereafter, unless extended by further order under the Council's statutory powers.
4. This Order applies to any public place within that part of Great Yarmouth shown outlined in red on the plan contained in the schedule of this Order ("the restricted area"). A public place is any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission. This includes but is not limited to: car parks, sports fields and playing fields and their attached facilities, parks and recreation grounds, public highways including footway and verge, esplanades, public open space land and communal open space owned by the Council or other landowner.

5. Subject to paragraph 6 below any person is prohibited from personally carrying out or assisting or encouraging any other person to carry out any of the behaviours specified in (a) to (h) below at any time in the restricted area:
- (a) Driving a motor vehicle ("motor vehicle" is defined in the schedule) at excessive speed causing or being likely to cause a nuisance to persons in the locality of the restricted area.
 - (b) When driving a motor vehicle causing repeated sudden and rapid acceleration or deceleration of the motor vehicle causing or being likely to cause a nuisance to persons in the locality of the restricted area.
 - (c) Racing other motor vehicles causing or being likely to cause a nuisance to persons in the locality of the restricted area.
 - (d) Performing stunts using a motor vehicle causing or being likely to cause a nuisance and/or danger to persons in the locality of the restricted area. Performing stunts includes but is not limited to doughnutting, drifting, handbrake turns, wheelies, wheel spins or any other motor vehicle related activities which cause or are likely to cause a nuisance and/or danger to persons in the locality of the restricted area. Descriptions of the activities of doughnutting, handbrake turns, drifting, wheelies and wheel spins are set out in the schedule.
 - (e) Sounding motor vehicle horns other than in accordance with the Highway Code in a manner causing or being likely to cause a nuisance to persons in the locality of the restricted area.
 - (f) Playing amplified music in a motor vehicle or powered from a motor vehicle causing or being likely to cause a nuisance to persons in the locality of the restricted area.
 - (g) During an activity specified in paragraphs (a) to (f) above, using threatening and/or abusive language or otherwise intimidating another person causing or likely to cause a nuisance to persons in the locality of the restricted area.

(h) Dropping litter from a motor vehicle.

6. An activity or behaviour which is authorised by the owner of that part of the restricted area where the activity or behaviour is taking place is not a breach of this Order.
7. Section 67 of the Act states that it is an offence for a person without reasonable excuse:
- (a) To do anything that the person is prohibited from doing by a public spaces protection order or,
 - (b) To fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

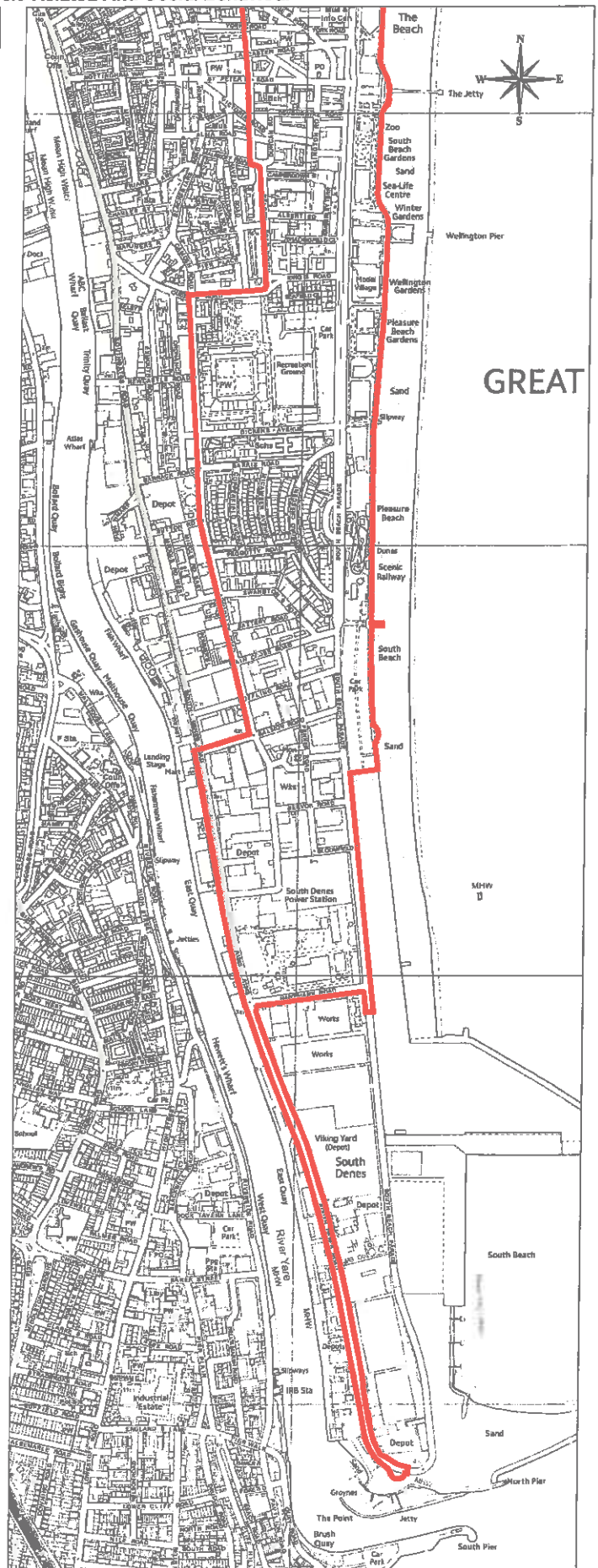
A person does not commit an offence under section 67 of the Act by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order.

A fixed penalty notice could be issued for a breach of this Order which if it remains unpaid could lead to prosecution.

Challenging the validity of orders

An interested person may apply to the High Court to question the validity of this Order and an interested person means an individual who lives in the restricted area or who regularly works in or visits that area. Any such interested person may apply to the High Court within six weeks from the date on which this Order was made on the grounds that the Council did not have the power to make the Order or to include particular prohibitions or requirements imposed by the Order or that a requirement under Chapter 2 of the Act was not complied with in relation to this Order.

Public Spaces Protection Order No 2, 2016
Great Yarmouth Seafront – Vehicle Related Anti-Social Behaviour



**Strategic Planning, Housing and
Regeneration Development**
Town Hall, Hall Plain
Great Yarmouth, Norfolk, NR30 2QF
Customer Contact Centre Tel: (01493) 856100
Email: plan@great-yarmouth.gov.uk
Web: www.great-yarmouth.gov.uk

Drawn by:	
Checked by:	
Drawing No:	
Date: 22-08-16	Scale: 1:10000

Definition of Motor Vehicle:

In this Order, the term 'motor vehicle' means a mechanically propelled vehicle, intended or adapted for use on roads.

Description of prohibited activities:

Doughnutting - driving around in a repetitive manner, for example in a figure of eight at the central reservations.

Hand brake turns - using the handbrake to turn the vehicle.

Drifting - use of the accelerator when going into a bend causing the tail end of the vehicle to slide.


Wheel spins – (1) use of the accelerator when the vehicle is stationary and before releasing the handbrake causing the wheels of the car to spin and noise and/or smoke to be produced. Or (2) accelerating at speed which causes the wheels of the vehicle to spin in a manner a competent driver would expect not to happen in the normal course of driving.

Wheelies - A trick or manoeuvre whereby a motorcycle or other motor vehicle is ridden for a short distance with the front wheel or wheels raised off the ground.

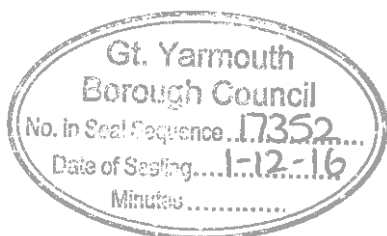
Dated 6/12/16

THE COMMON SEAL of Great Yarmouth Borough
Council was hereunto affixed in the presence of





Jane Beck
Director of Customer Services
Great Yarmouth Borough Council



Appendix 2

Superintendent Mike Britton, Great Yarmouth & North Norfolk Policing Commander, said: "I believe over the last three years the PSPO, which relates to anti-social behaviour using vehicles on the seafront in Great Yarmouth, has been a really positive piece of legislation which has helped tackle anti-social behaviour from low level nuisance associated with vehicles congregating.

"Officers have used the legislation appropriately to engage with drivers and vehicle enthusiasts that come together in Great Yarmouth. Since its implementation, seven breaches have been recorded by police which highlights that the legislation is being applied proportionally and the majority of vehicle owners and users are law abiding and understand the reason for the order.

"I am confident that this preventative tool has helped engage with vehicle owners and allows them to appreciate and show their vehicles appropriately without causing harassment, alarm or distress to local residents and other road users.

"It is my belief that the legislation is both proportionate and necessary for the current levels of vehicle associated anti-social behaviour reported to us for the area that is covered. Without this order we would see a rise in reports of anti-social behaviour linked to vehicles around the seafront in Great Yarmouth, the PSPO sends a clear message to car owners and drivers that using a vehicle inappropriately is unacceptable."

Strategic, Business & Operational Services

Renewal of PSPO for car enthusiasts in Great

Yarmouth

Name: Lisa Johnson, Operational Researcher

Date: 27/09/2019



POLICE
NORFOLK & SUFFOLK
working together for you

Executive Summary

- Since April 2016, the number of vehicle nuisance incidence reports has reduced each year in G13 G14. There has been a 17% reduction in the number of vehicle ASB reports recorded from 2016 to 2018.
- In the PSPO area, the number of reports has also reduced. From 2016 to 2018 there has been a 29% reduction in vehicle ASB reports.
- There is also a reduction in the number of mapped hot spots in G13 and G14. This is evident in the PSPO area as well. For example, in 2018 there was a concentrated hot spot in the area near Chaucer Road but in 2019 there were only 3 reports of vehicle nuisance in this area in 6 months. However, the anti-social behaviour with vehicles continues to be focused along South Beach Parade near Pleasure Beach and Marine Parade near the Marina Centre.
- The number of non-crime reports submitted each year are constant. They all relate to motorists failing to comply with the PSPO and refer to motorists causing alarm and distress by using their vehicles inappropriately such as wheel spins, wheelies and driving at excessive speed. The mapping analysis illustrates majority of reports are located on South Beach Parade near Pleasure Beach.
- Previous work illustrates vehicle nuisance as was one of the top 6 ASB incident types in 2017 across the whole district of Great Yarmouth. Another piece of work illustrated vehicle nuisance had the fifth highest demand in Caister-on-Sea in 2017/2018 and had the third highest demand in 2018/2019. Therefore anti-social vehicle nuisance does continue to have an impact on demand in the Borough of Great Yarmouth.
- To conclude, the evidence suggests the existing PSPO has had a beneficial impact on the seafront at deterring anti-social motorists. The trend lines illustrate there is a decreasing trend each year. Even though there is only five months worth of data representing 2019, the forecasted trend is still reducing.

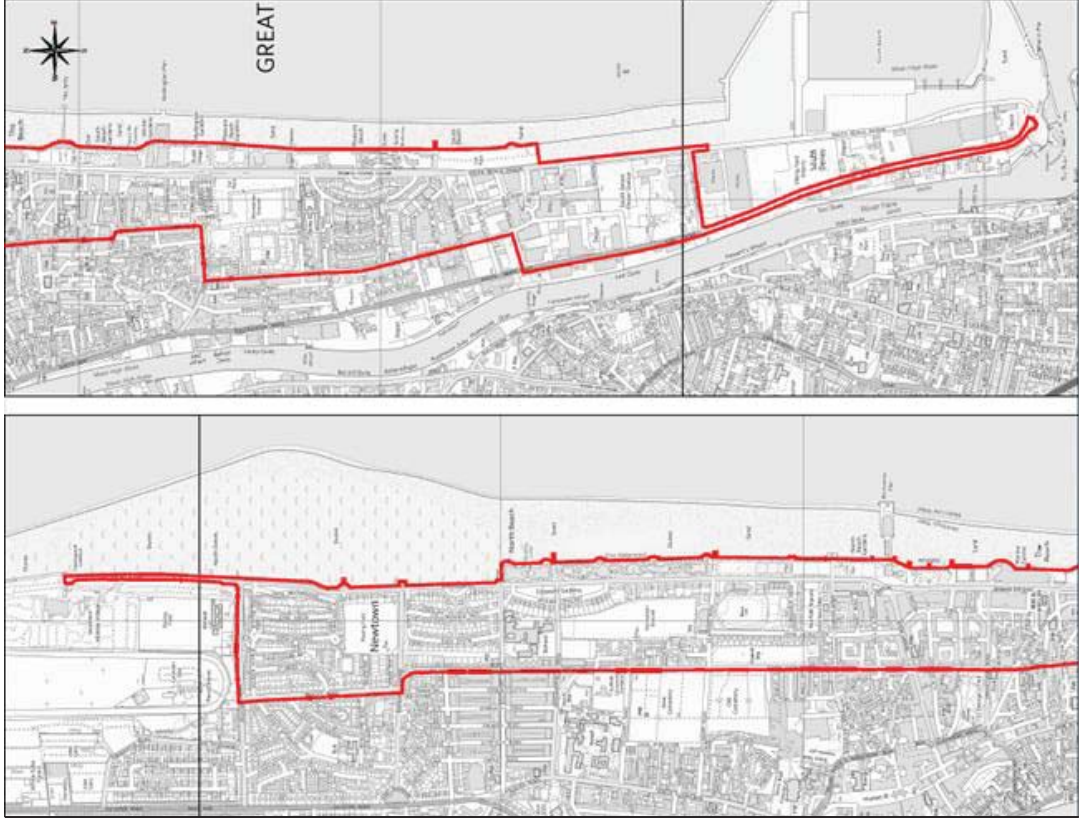
Intro

The existing Public Space Protection Order (PSPO) area is outlined by the red line on the map.

This has been in place for approximately three years and aims to tackle the anti-social behaviour of car enthusiasts attending the seafront, particularly Marine Parade and South Beach parade.

The PSPO is due renewal at the end of 2019 and SBOS have been requested to provide analytical data to support the renewal application.

The customer has requested for data relating to motorists causing ASB in G13 and G14 since 2016.



Method

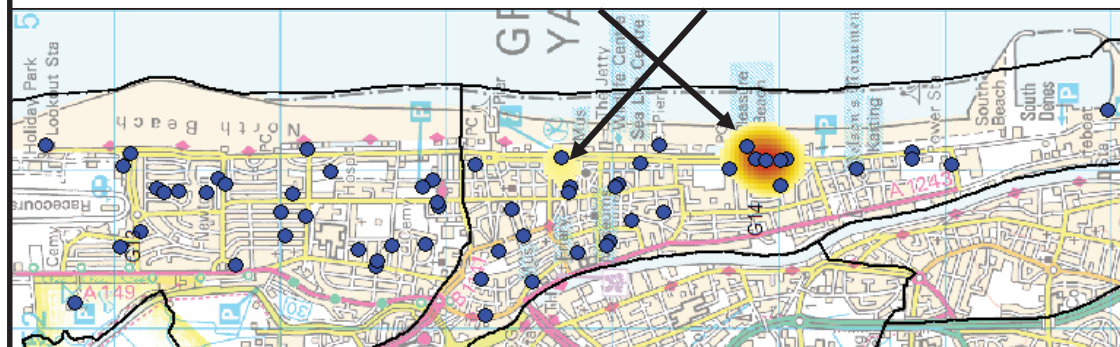
CAD data was exported from Webstorm from the past four years. The date parameters used were 01/04/2016 to 05/09/2019. The data was filtered by each financial year from 1st April to 31st March. The query extracted all reports with disposal code vehicle-nuisance/inappropriate (ASB26) from G13 and G14. These CADs were **not** individually read.

The PSPO breaches have been exported from Norfolk's crime recording system for the past three years. The date parameters used were from 01/01/2017 to 05/09/2019 and the data has been divided into calendar years. Two queries were run; the first searched for keyword "PSPO" in the investigation summary. The second exported the investigation classification "Fail to comply with public spaces protection order". The district location used for both queries was Great Yarmouth. Each report was read to ensure the breach applied to vehicle nuisance.

The locations for CADs and PSPO breaches have been mapped by plotting the eastings and northings (when provided) on MapInfo.

Additional prepared data has been provided to demonstrate the demand anti-social behaviour has on the Constabulary within the Borough of Great Yarmouth.

Vehicle ASB Reports



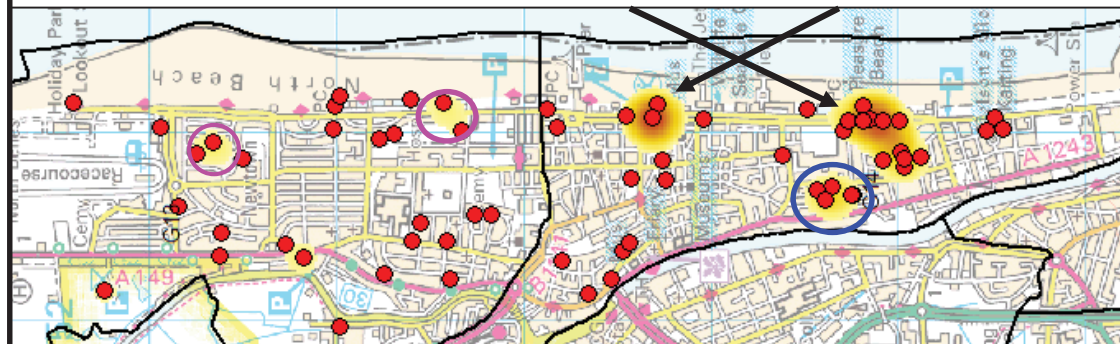
2016

112 REPORTS (65% IN THE PSPO AREA)

From 01/04/2016 to 31/03/2017, there were 112 reports of vehicle nuisance reported in G13 and G14. However, there were 73 reports located within the existing PSPO area.

In 2016, there are two hot spots of vehicle nuisance. There is one large hot spot mapped along South Beach Parade near Pleasure Beach.

There is also another smaller hot spot located along Marine Parade near the Marina Centre.



2017

95 REPORTS (52% IN THE PSPO AREA)

From 01/04/2017 to 31/03/2018, there were 95 reports of vehicle nuisance in G13 and G14. However, 49 reports were located within the existing PSPO area.

In 2017, there are four hot spots of vehicle nuisance. The hot spot at Pleasure Beach remains however it has spread towards Admiralty Road. This could potentially be viewed as two separate hot spots; one along South Parade and another along Admiralty Road.

The hot spot near the Marine Centre has increased in size and become more concentrated.

There are two additional hot spots within the PSPO area (highlighted in pink); one around Chaucer Road and near the waterways. There is one hot spot which borders the PSPO area on Newcastle Road (highlighted in blue).

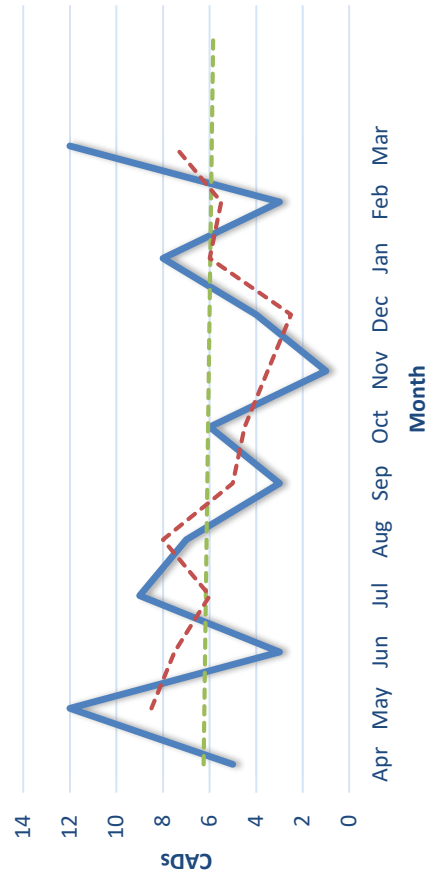
Vehicle ASB Reports

<div data-bbox="293 1644 1410 1984"> </div> <div data-bbox="316 1330 368 1442"> <h3>2018</h3> </div> <div data-bbox="411 1173 507 1603"> <h4>93 REPORTS (56% IN THE PSPO AREA)</h4> </div> <div data-bbox="547 1151 711 1626"> <p>From 01/04/2018 to 31/03/2019, there were 93 reports of vehicle nuisance in G13 and G14. However, there were only 52 reports located within the existing PSPO area.</p> </div> <div data-bbox="751 1151 916 1626"> <p>In 2018, there's still four hot spots of vehicle nuisance in G13 and G14. The hot spot around Chaucer Road observed in 2017 has increased in size and become more concentrated.</p> </div> <div data-bbox="956 1151 1015 1626"> <p>The small hot spot adjacent to the Venetian Waterways remains.</p> </div> <div data-bbox="1054 1151 1182 1626"> <p>The hot spot along Marine Parade mapped in 2017 appears to have dispersed and moved towards Nelson Road Central.</p> </div> <div data-bbox="1222 1151 1350 1626"> <p>The hot spot along South Parade is more concentrated in the area of Peggotty Road. There are no reports on Admiralty Road.</p> </div>	<div data-bbox="293 779 1410 1120"> </div> <div data-bbox="316 465 368 577"> <h3>2019</h3> </div> <div data-bbox="411 309 507 739"> <h4>37 REPORTS (69% IN THE PSPO AREA)</h4> </div> <div data-bbox="547 286 780 761"> <p>From 01/04/2019 to 05/09/2019, there were 36 reports of vehicle nuisance in G13 and G14. However, there were 25 reports located within the existing PSPO area. The numbers are significantly lower than previous years because there is only six months of data.</p> </div> <div data-bbox="820 286 916 761"> <p>Only two hot spots have been mapped. The hot spot from Marine Parade to Nelson Road Central remains.</p> </div> <div data-bbox="956 286 1083 761"> <p>The hot spot along South Parade near Pleasure Beach also remains however, this has extended up South Parade towards Kings Road.</p> </div> <div data-bbox="1123 286 1219 761"> <p>The concentrated hot spot that was observed around Chaucer Road in 2018 has disappeared.</p> </div>
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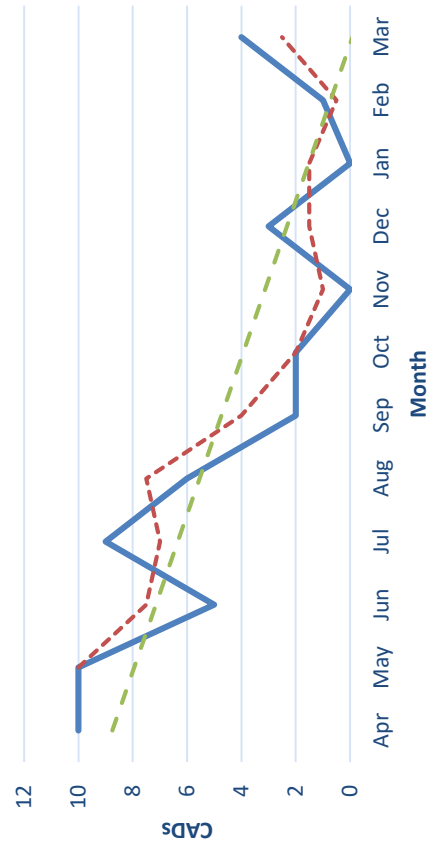
Temporal analysis of vehicle ASB incidents

Monthly temporal analysis of vehicle nuisance shows there is a high demand during the spring and summer months (March to August) and November has the lowest demand. The trend line indicates there is a reducing trend in vehicle ASB in the PSPO area. The forecasted trend line for 2019 also supports this.

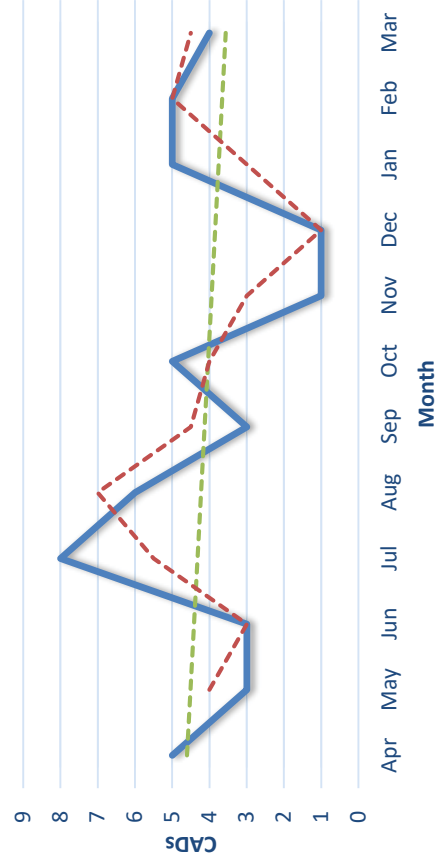
2016/2017



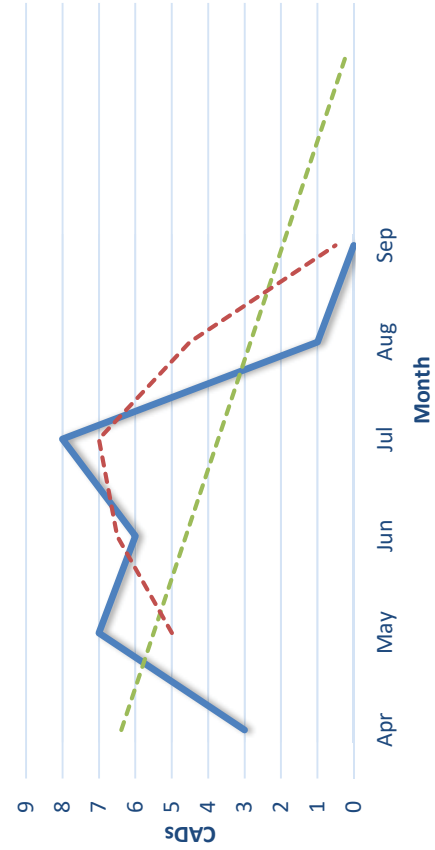
2018/2019



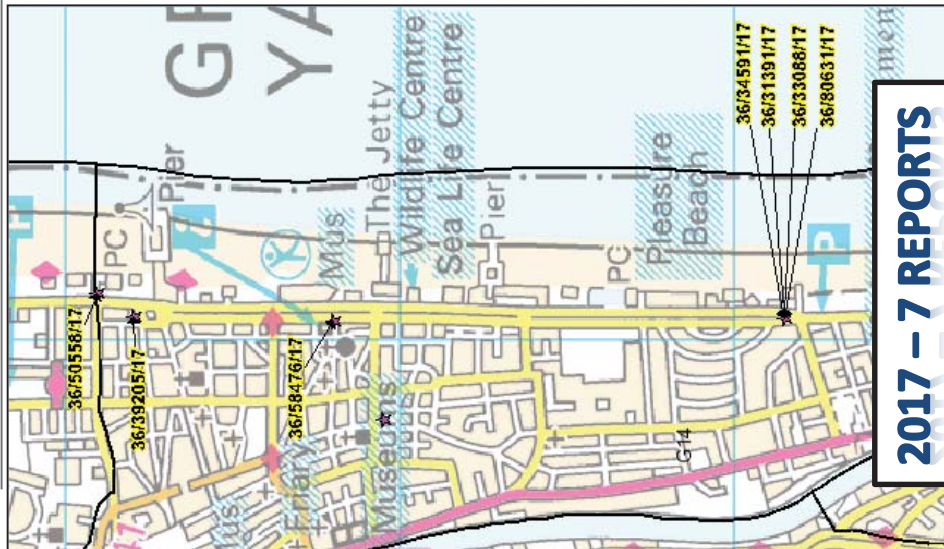
2017/2018



2019



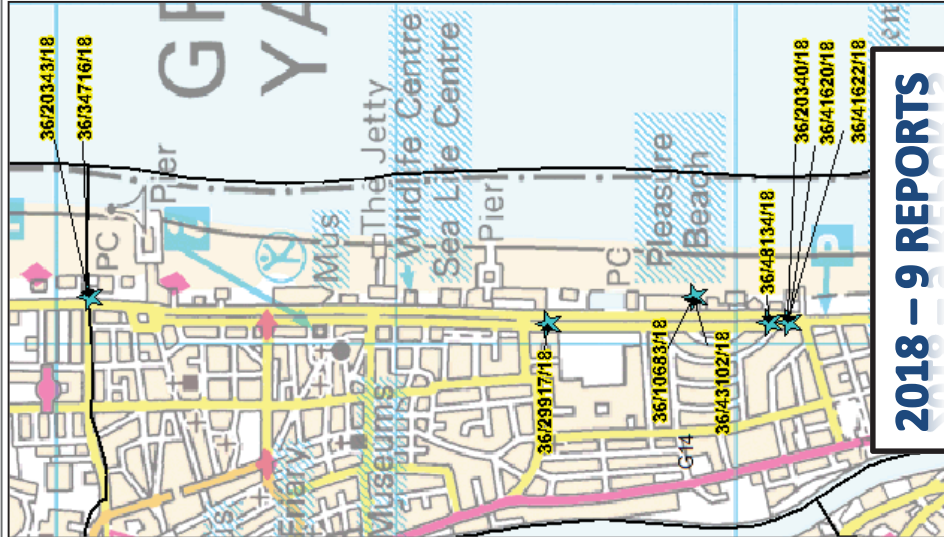
Non-crime Reports – Fail to comply with PSPO



7 non-crime reports were submitted in 2017 which dealt with motorists failing to comply with the PSPO for vehicles.

4 were located along South Beach Parade with one along Marine Parade and two along North Drive.

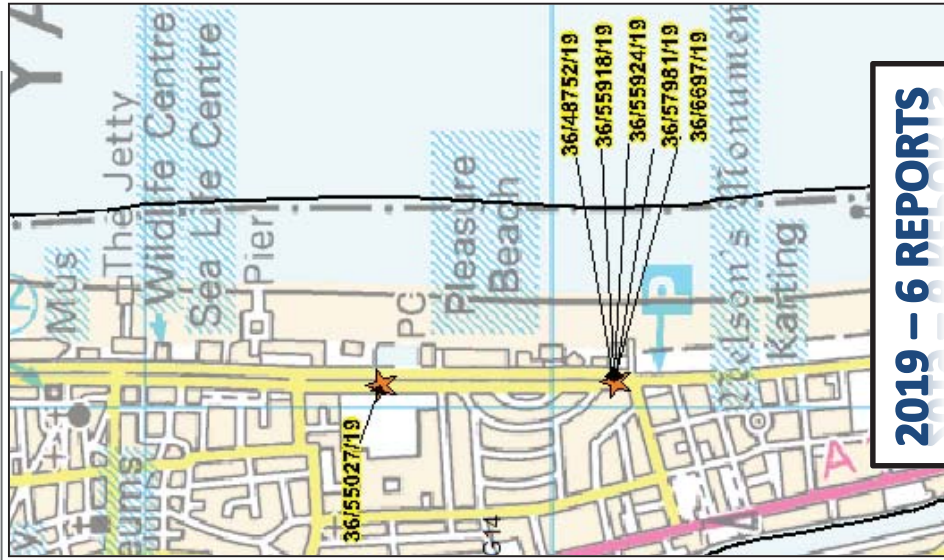
STRATEGIC, BUSINESS & OPERATIONAL SERVICES



9 non-crime reports were submitted in 2018 which dealt with motorists failing to comply with the PSPO for vehicles.

There were 2 along North Drive and 7 were along South Beach Parade.

OFFICIAL

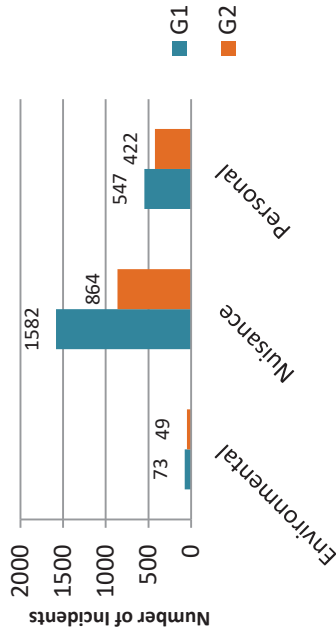


6 non-crime reports were submitted in 2019 to date which dealt with motorists failing to comply with the PSPO for vehicles. All reports were along South Beach Parade.

Pre-prepared data to demonstrate ASB in Great Yarmouth

Data was prepared and presented by Hannah Jarvis in 2017. The data illustrates the ASB incident types and the number of each type in the district of Great Yarmouth. The data below shows ASB incidences from 2017. Vehicle nuisance is one of the top 6 incident types which has the highest demand.

ASB Incident Type



Type of ASB Incident

Great Yarmouth (G1)

Most prevalent type of ASB incident: Nuisance

Most prevalent types of report:

Groups congregating in public areas (309 Incidents)

Drunken behaviour (303 Incidents)

Nuisance/Noisy Neighbours (262 Incidents)

Gorleston (G2)

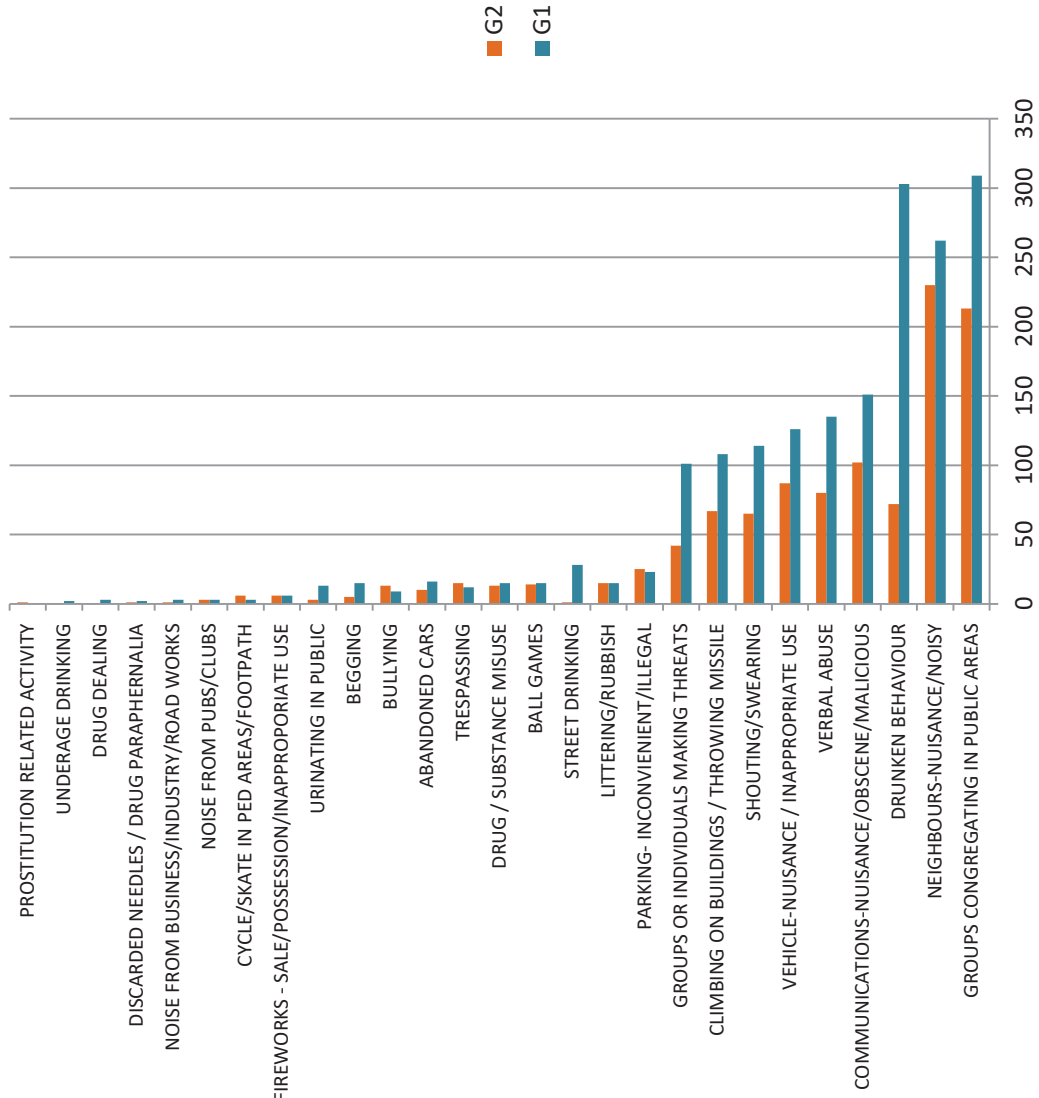
Most prevalent type of ASB incident: Nuisance

Most prevalent types of report:

Nuisance/Noisy Neighbours (230 Incidents)

Groups congregating in public areas (213 Incidents)

Communications – Nuisance/obscene/malicious (102 Incidents)



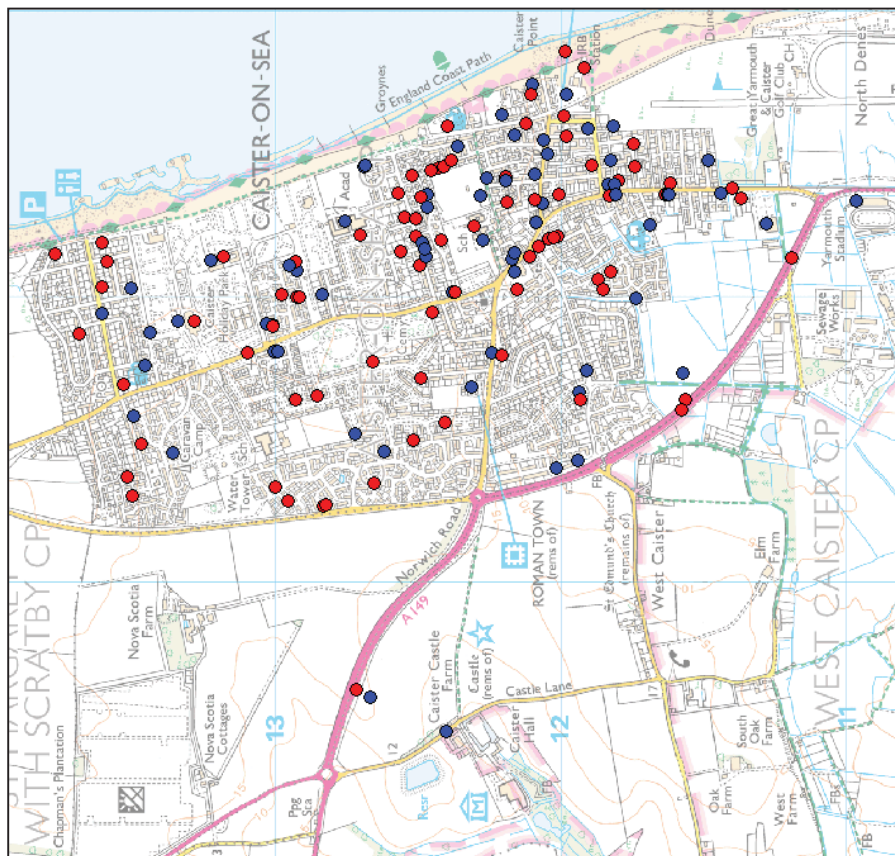
OFFICIAL

STRATEGIC, BUSINESS & OPERATIONAL SERVICES

9

Pre-prepared data to demonstrate ASB in Caister-on-Sea

Data was prepared and presented by Charlie Armiger in 2019. The data illustrates the ASB incident types in Caister-on-Sea. Data was compared between two financial years 2017/2018 and 2018/2019. The data illustrates which ASB incident types reduced or increased in the two years. In 2017/2018, vehicle nuisance had the fifth highest demand. Whereas in 2018/2019, it had the third highest demand.



Disposal Type	2017/18	2018/19	Change
Neighbours - Nuisance/Noisy	27	20	-7
Groups congregating in public areas	23	18	-5
Drunken Behaviour	16	11	-5
Communications - Nuisance/Obscene/Malicious	17	6	-11
Vehicle - Nuisance/inappropriate use	11	12	+1
Groups or individuals making threats	6	5	-1
Verbal abuse	6	5	-1
Shouting & swearing	7	4	-3
Bullying	3	5	+2
Trespassing	1	6	+5
Drug/substance misuse	0	7	+7
Parking - Inconvenient/illegal	2	4	+2
Climbing Building/Throwing missiles	2	4	+2
Fireworks Sale/Possession/inappropriate use	3	1	-2
Abandoned cars	1	2	+1
Littering Rubbish	0	2	+2
Vehicle - Nuisance/inapp use	1	1	0
Noise from business/industry/road works	0	1	+1
Ball Games	0	1	+1
Grand Total	126	115	-11

APPENDIX 4 – CONSULTATION COMMENTS

- The problem usually occurs after 10pm on weekends. They ride past the Premier hotel up to the harbour then race back to the seafront very annoying especially when having to get up for work the next day.
- Continuous illegal parking with little or zero intervention from parking wardens. Police just drive by ignoring it all. The men out there are rude and intimidating. Cars and motorcycles racing up and down evenings and nights is also an unregistered quad that's ridden at speed on the road and on the pavement. Again nothings done no police or traffic wardens present. My life is miserable because of it its a ghetto!! PLEASE HELP
- Much more prevalent in summer months.
- Although there are still occasional incidents of anti-social behaviour, we consider that the scheme has, on the whole, worked and is a deterrent for future issues.
- Perhaps bigger/more signage to make more awareness could be considered.
- I would assume that cctv cameras that I have seen here have a very important role to play in these situations that may arise.
- I've lived on the seafront for two years now and every single night without fail there has been a breach of this order. There's only ever been a handful of times in the two years where a police cctv vehicle has been parked up to witness the breaches. This needs to be enforced. We pay a higher council tax to live here and I'm disgusted by the way the council just lets this continue. I have children that are kept awake TIL gone 1am on Sunday evening every week without fail. I have called the police numerous of times and not only do I get put on hold sometimes for longer than 40 mins only for no further action to be taken. It's absolutely shocking the council do nothing whatsoever to enforce this. How about speed bumps or cameras or actually getting out of your cosy offices and doing something about it. The way to stop this is to fine these drivers until they stop. These nuisances don't even live here. They leave rubbish all over the place and play loud music as well as smoking drugs and it's a disgrace you continue to let it happen. I would live a response from someone with regards to what is going to happen to prevent this from continuing. A public spaces protection order is pointless if it is not being enforced. Starting issuing penalties and clean up this once beautiful area. Please.
- This order has made very little difference to anti social behaviour. Both my children are kept awake due to the constant noise of cars accelerating.
- Would be useful if the police would inforced this more rigulously as as soon as they have done their stint in their yellow hi vi's. That's when we then get the high rev chases past the pleasure Beach or might also help having sleeping policemen as they have further down the sea front

- The parking on footpaths is a problem all around town. The driving across the park in Gorleston, outside Peterhouse School is very alarming
- If the protection is lifted, it would be just like telling people that anti social behaviour is ok now. NO IT'S NOT. Keep the order in place. Please

Service Committee Decision List from 5th September to 17th October 2019

	Details of Decision	Officer Lead
	<p>Housing and Neighbourhoods Committee – 5 September 2019</p> <p>HRA BUDGET MONITORING REPORT</p> <p>RESOLVED :</p> <p>That the 2019/20 Housing revenue and capital budget monitoring position as at the end of period 3 be noted.</p>	<p>Danielle Patterson</p>
	<p>Housing and Neighbourhoods Committee – 5 September 2019</p> <p>H&N PERFORMANCE REPORT QUARTER 1</p> <p>RESOLVED :</p> <p>That the Committee note the report.</p>	<p>Trevor Chaplin</p>
	<p>Housing and Neighbourhoods Committee – 5 September 2019</p> <p>COMMUNITY HOUSING FUND POLICY</p> <p>RESOLVED :</p> <ol style="list-style-type: none"> (1) That the committee approved the Community Housing Fund Policy and the use of the community housing fund monies to offer financial support to Community Led Housing Organisations through the provision of grants and loans in accordance with the Community Housing Fund Policy. (2) That delegated authority is given to Strategic Directors in consultation with the Section 151 Officer to approve the allocation of grants and loan to Community Led Housing Organisations. (3) That approval is given for the use of capital funding to purchase land to assist Community Led Housing Organisations as set out in the Community Housing Fund Policy subject to the approval of the use of capital funding by the appropriate committee 	<p>Sue Bolan</p>

1	<p>Housing and Neighbourhoods Committee – 5 September 2019</p> <p>REPAIRS SERVICE CUSTOMER SATISFACTION WITH GYN</p> <p>RESOLVED :</p> <p>That the committee note the report.</p>	Jane Beck
2	<p>Policy and Resources Committee – 10 September 2019</p> <p>QUARTER ONE KEY PROJECT AND PERFORMANCE REPORT</p> <p>RESOLVED :</p> <p>(1) That all measures be monitored during the next quarter.</p> <p>(2) That all Key Projects continue to be monitored over the next quarter with aim of maintaining a green status and where possible attaining a green status for those key projects which are currently amber.</p>	Neil Shaw
3	<p>Policy and Resources Committee – 10 September 2019</p> <p>2019-20 PERIOD 4 BUDGET MONITORING</p> <p>RESOLVED :</p> <p>(1) That the budget monitoring position for 2019/20 be noted.</p> <p>(2) That approval be given to a £15,000 contribution being made to the Scratby Steps scheme to be funded from the coastal fund earmarked reserve.</p>	Lorna Snow

4	<p>Policy and Resources Committee – 10 September 2019</p> <p>COUNCIL MOTION, LOWERING THE COUNCIL'S CARBON FOOTPRINT</p> <p>RESOLVED :</p> <p>(1) That approval be given to the commissioning of specialist external support to map the Council's carbon footprint and develop a carbon reduction plan.</p> <p>(2) That approval be given to the allocation of a maximum of £12,000 from the Council's special projects reserve to support this work along with providing re-usable cups/glasses for staff, Members and visitors to the Council.</p> <p>(3) That the Committee agrees that the Environment Committee become the Members Working Group, and will receive regular updates on the progress of this work and will approve the resultant carbon reduction plan and pass onto full Council for ratification.</p>	Kate Watts
5	<p>Policy and Resources Committee – 10 September 2019</p> <p>ENFORCEMENT GROUP PROGRESS UPDATE</p> <p>RESOLVED :</p> <p>That the Committee note the contents of the report.</p>	Kate Watts

6	<p>Policy and Resources Committee – 10 September 2019</p> <p>WINTERGARDENS STABILISATION WORKS</p> <p>RESOLVED :</p> <p>The Committee note the contents of the report and approve the allocation of up to £100,000 from the asset Management reserve to fund stabilisation works.</p>	Jane Beck
	<p>Economic Development Committee – 16 September 2019</p> <p>LOCAL INDUSTRIAL STRATEGY & ACCOMPANYING DRAFT NORFOLK & SUFFOLK LOCAL INDUSTRY STRATEGY</p> <p>RESOLVED :</p> <p>That Members endorse the LIS, however subject to the amendments suggested at the meeting, request that this would be on the basis that more reference and importance should be placed on:</p> <ul style="list-style-type: none"> • The importance of infrastructure to the economy, in particular the need to dual the Acle Straight which is supported by the Local Enterprise Partnership, Norfolk County Council, Transport East & the A47 Alliance, • The significance of the Tourism Sector and Visitor Economy in Greater Yarmouth, in particular, the need to reference the importance of the "Golden Mile" regeneration , and how Arts, Culture & Heritage should take centre stage in the "Underpinning Sectors" section and in the "Places" section of the strategy; specifically within the objectives, • The significance of Start-Up businesses , enhancing existing businesses and scaling up existing businesses and that the LIS should recognise this, • The role of the Apprenticeship Levy and the impact this could have on local SMEs and also the employment of local people if the levy could be redirected; and • The role that the "Future High Street Fund" and "Stronger Towns Fund" will take in the development of "Places". 	Michelle Burdett

	<p>Economic Development Committee – 16 September 2019</p> <p>QUARTER 1 PERFORMANCE REPORT 2019-20</p> <p>RESOLVED :</p> <p>That the Committee note the report and that all measures to be monitored during the next quarter.</p>	David Glason
	<p>Environment Committee – 18 September 2019</p> <p>QUARTER 1 PERFORMANCE REPORT 2019-20</p> <p>RESOLVED :</p> <p>That all measures be monitored during the next quarter.</p>	James Wilson
	<p>Environment Committee – 18 September 2019</p> <p>CHILDREN AND YOUNG PEOPLES PLAY AREAS</p> <p>RESOLVED :</p> <p>(1) That the Committee approve the recruitment of a Outdoor Play Project Officer on a six month fixed term contract.</p> <p>(2) The Strategic Director added that a further report on the outcome of the research will be sent to Committee following the Summer of 2020 when the usage figures will be measured.</p>	Daniel Hastings

	<p>Environment Committee – 9 October 2019</p> <p>ABANDONED VEHICLES</p> <p>RESOLVED :</p> <p>The Environment Committee note the findings of the report and the continue to monitor the service provision.</p>	<p>James Wilson</p>
	<p>Policy and Resources Committee – 15 October 2019</p> <p>NORTH QUAY SUPPLEMENTARY PLANNING DOCUMENT - PUBLIC CONSULTATION</p> <p>RESOLVED :</p> <p>That subject to the some of the wording being adjusted in line with Members comments :-</p> <ul style="list-style-type: none"> (1) The Committee endorse the leaflet questionnaire attached to the Strategic Planning Manager's report. (2) The Committee endorse the consultation approach as set out in the Strategic Directors report. 	<p>Sam Hubbard</p>
	<p>Policy and Resources Committee – 15 October 2019</p> <p>12 MONTH REVIEW OF PRE-APPLICATION CHARGING FOR POTENTIAL PLANNING APPLICATION</p> <p>RESOLVED :</p> <ul style="list-style-type: none"> 1) That the Committee note the successful first year of pre-application charging. 2) That approval be given to the exemption from charging for proposed “relocation” schemes within Coastal Change Management Areas being introduced. 3) That approval be given to an appropriate proposed review in fees to be made at a later date through the Council's Fees and Charges Schedule for 2020/21. 	<p>Adam Nichols</p>

	<p>Policy and Resources Committee – 15 October 2019</p> <p>NORFOLK MINERALS AND WASTE LOCAL PLAN - PREFERRED OPTIONS CONSULTATION RESONSE</p> <p>RESOLVED :</p> <p>That subject to the Head of Planning and Growth undertaking so work to strengthen the wording used within the document to highlight the strong views of the Borough Council :-</p> <p>(1) The Committee agrees with the County Council's proposed non-allocation of two potential minerals sites in Great Yarmouth Borough</p> <p>(2) The Committee agree to seek to have Beacon Business Park and the Port and Harbour area excluded from areas judged acceptable in principle for general waste management activities.</p>	<p>Sam Hubbard</p>
	<p>Policy and Resources Committee – 15 October 2019</p> <p>REVIEW OF THE TWO-DAY MARKET FEES AND AMENDMENTS TO MARKET POLICY</p> <p>RESOLVED :</p> <p>(1) That approval be given to the amendments to the Market Policy.</p> <p>(2) That the Committee recommend to Full Council</p> <p>(a) The approval of the January 2019 – April 2020/21 fees and charges for two day Markets rate for permanent traders of £0.50 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders.</p> <p>(b) The approval of a fixed rate daily electricity charge of £3.</p>	<p>Jane Beck</p>

7	<p>Policy and Resources Committee – 15 October 2019</p> <p>REVIEW OF POLLING DISTRICTS, POLING PLACES AND POLLING STATIONS</p> <p>RESOLVED :</p> <p>That approval be given to the final recommendations as detailed within the Licensing and Election Managers report</p>	Denise Wilby
8	<p>Policy and Resources Committee – 15 October 2019</p> <p>DIGITAL STRATEGY</p> <p>RESOLVED :</p> <p>(1) That approval be given to the Digital Strategy and Action Plan.</p> <p>(2) That approval be given to the IT partnership agreement with Norfolk County Council being renewed for a further four years from June 2020</p>	Neil Shaw
9	<p>Policy and Resources Committee – 15 October 2019</p> <p>POLICY FOR REGISTRATION AND DECLARATION OF OFFICER INTERESTS</p> <p>RESOLVED :</p> <p>That approval be given to the Policy and associated documents.</p>	Caroline Whatling

10	<p>Housing and Neighbourhoods – 17 October 2019</p> <p>WARD HEALTH DATA REPORT</p> <p>RESOLVED :</p> <p>Members note the Ward Health Data Report.</p>	Neil Shaw
11	<p>Housing and Neighbourhoods – 17 October 2019</p> <p>HOUSING REVENUE ACCOUNT PERIOD 6 BUDGET MONITORING</p> <p>RESOLVED :</p> <p>That the 2019/20 Housing revenue and capital budget monitoring position – Period 1 to 6 (April – September 2019) and the full forecast budgets for 2019/20 be noted.</p>	Danielle Lee
12	<p>Housing and Neighbourhoods – 17 October 2019</p> <p>NEIGHBOURHOODS THAT WORK PROGRAMME</p> <p>RESOLVED:</p> <p>1) That following the receipt of the evaluation report, a meeting is arranged by the Strategic Director with the Big Lottery to assess the potential for future external funding streams.</p> <p>2) To work with Norfolk County Council's newly appointed VCSE Manager over the next 6 months to ascertain the value of community and voluntary sector work in the borough.</p> <p>3) To bring a further report outlining current provision; identifying any gaps or duplication; with a view to informing the future priorities of the Neighbourhoods & Communities Team from October 2020 onwards.</p>	Neil Shaw

13	<p>Housing and Neighbourhoods – 17 October 2019</p> <p>PERIOD POVERTY QUARTERLY REPORT</p> <p>RESOLVED :</p> <p>To transfer the remainder of the project board to DIAL and for DIAL to take over the lead partner role enabling the project to develop and attract additional external funding.</p>	Michelle De Oude
14	<p>Housing and Neighbourhoods – 14 November 2019</p> <p>TEMPORARY ACCOMODATION STRATEGY</p> <p>RESOLVED :</p> <p>The Committee approved the Temporary Accommodation Strategy and Action Plan.</p>	Nicola Turner

15	<p>Housing and Neighbourhoods – 14 November 2019</p> <p>HOUSING ADAPTATIONS SERVICE REVIEW</p> <p>RESOLVED :</p> <p>The Committee resolved:-</p> <ul style="list-style-type: none"> • To agree an increase in the Housing Revenue Account (HRA) revenue budget by £84,500 p.a. to enable the recruitment of one full time Technical Officer and one full time Occupational Therapist on fixed term contracts for 2 years, subject to a report on this matter being presented to the committee in 18 months time for review. • To an increase in the Housing Revenue Account (HRA) capital adaptations budget of £200,000 per annum for 2020/21 and 2021/22 • To agree to minor modifications to the current Adaptations Policy for Council Tenants as set out in section 7 of the report. 	Nicola Turner
16	<p>Housing and Neighbourhoods – 14 November 2019</p> <p>HRA DEBT CAP</p> <p>RESOLVED :</p> <p>That the Committee agree that:</p> <ul style="list-style-type: none"> • Subject to normal budget approval processes, the repairs and maintenance budget is reduced by £500,000 in 2020/21 and the subsequent two years. • The released revenue funding is used to support borrowing to fund a programme of acquisition or development of new Council homes within the HRA as set out in the report. • A review of further opportunities to fund new affordable housing is undertaken following the completion of the next stock condition survey in 2022. • Opportunities for sites are identified and a programme of delivery including numbers and time frames is developed and reported back to Members as set out in the report. • The Council's new build programme is delivered to be as energy efficient as possible and built to an agreed standard which is designed to reduce ongoing repair and maintenance costs, where this is both viable and appropriate. 	Nicola Turner / Karen Sly

17	<p>Housing and Neighbourhoods – 14 November 2019</p> <p>BOROUGH PROFILE DATA</p> <p>RESOLVED :</p> <p>That the committee noted the presentation and requested further data be brought to the December meeting.</p>	Nicola Turner
18	<p>Housing and Neighbourhoods – 14 November 2019</p> <p>SELECTIVE LICENSING</p> <p>RESOLVED :</p> <p>That the committee noted the contents of the update report ahead of future updates.</p> <p>Agreed the Members representing the Nelson Ward and The Housing & Neighbourhood Committee may attend a quarterly Nelson Ward Private Rented Sector Group.</p>	James Wilson

19	<p>Economic Development – 18 November 2019</p> <p>GREAT YARMOUTH TRANSPORT STRATEGY</p> <p>RESOLVED :</p> <ul style="list-style-type: none"> (i) That the Committee endorsed the outcome of the consultation and agreed to the changes to the draft Stage 3: Strategy Report as set out in Appendix A, including the removal of the word "Key" in relation to stakeholders (ii) That the Committee endorsed the Transport Strategy, subject to the completion of a Strategic Environmental Assessment. (Should this materially affect the Strategy, changes would need to be returned to, and agreed by, the Great Yarmouth Transport & Infrastructure Member Steering Group); and (iii) That the Committee endorsed the Great Yarmouth Transport Strategy for adoption through the Norfolk County Council Transport & Infrastructure Select Committee on 29 January 2020 & Norfolk County Council Cabinet on 3 February 2020. 	David Glason
20	<p>Economic Development – 18 November 2019</p> <p>ECONOMIC DEVELOPMENT - PROGRESS REPORT</p> <p>RESOLVED :</p> <ul style="list-style-type: none"> (i) That the Committee received and reviewed Economic Development progress against delivery of the adopted Economic Growth Action Plan (Annex A) (ii) That the Committee noted the progress and achievements made within the Enterprise GY service. 	Nicola Turner

21	<p>Economic Development – 18 November 2019</p> <p>ECONOMIC DEVELOPMENT PERFORMANCE REPORT Q2 2019-2020</p> <p>RESOLVED :</p> <p>(i) That the Committee note the Quarter 2, Economic Development Performance report, 2019-20.</p>	David Glason
22	<p>Environment – 20 November 2019</p> <p>COASTAL MANAGEMENT AT HEMSBY</p> <p>RESOLVED :</p> <p>That the Environment Committee approve the following recommendations:</p> <ol style="list-style-type: none"> 1. Approve draft purpose and objectives of the project. 2. Support the development of short term adaptation options for further consideration. 3. Council to support and lead the development and delivery, if viable, of the option of a rock berm for the short term defence option. 4. Funding of £75,000 to be allocated from the Coastal Repairs and Maintenance Revenue budget to undertake short term defence option development including, EIA process, apply for consents and design. 	Jane Beck

23	<p>Environment – 20 November 2019</p> <p>GULLS POLICY UPDATE AND REVIEW OF ACTIONS</p> <p>RESOLVED :</p> <p>The Committee agreed the minor amendments to the gull’s policy and agreed the workplan for the next 2 years.</p>	James Wilson
24	<p>Environment – 20 November 2019</p> <p>BULKY WASTE SERVICE CHARGES</p> <p>RESOLVED :</p> <p>The Committee resolved to defer the item to the next Policy and Resources Committee.</p>	James Wilson
25	<p>Policy and Resources – 26 November 2019</p> <p>INTRODUCTION OF CHARGES FOR STREET NAMING AND NUMBERING</p> <p>RESOLVED :</p> <p>That approval be given to :-</p> <p>1) The introduction of charges for applications for street naming and numbering of new developments as set out in the report.</p> <p>2) The introduction of those charges on the 1st January 2020.</p>	Sam Hubbard

26	<p>Policy and Resources – 26 November 2019</p> <p>QUARTER 2 KEY PROJECT AND PERFORMANCE</p> <p>RESOLVED :</p> <p>(1) That all measures be monitored during the next quarter</p> <p>(2) That all key projects continue to be monitored over the next quarter with the aim of maintaining a green status and where possible attaining a green status for those key projects which are currently amber.</p> <p>(3) That a Wellsley Recreation Ground Members Working Group be arranged.</p>	James Wedon
27	<p>Policy and Resources – 26 November 2019</p> <p>BULKY WASTE SERVICE CHARGES</p> <p>RESOLVED :</p> <p>(1) The April 2020/21 fees and charges for the Bulky Waste service being set at £20 for 1-3 items and £40 for 4-6 items.</p> <p>(2) That the revised charging structure for the Bulky Waste service be included within the existing fees and charges list for the Council to review annually in line with the Council's fees and charges policy from 21/22 onwards.</p> <p>(3) That a cost effective service for local communities and landlords for large collections such as after a tenant has vacated a house be developed.</p>	James Wilson

28	<p>Policy and Resources – 26 November 2019</p> <p>2019-20 PERIOD 6 BUDGET MONITORING</p> <p>RESOLVED :</p> <p>That the Committee considered and noted the 2019/20 budget monitoring position.</p>	Lorna Snow
29	<p>Policy and Resources – 26 November 2019</p> <p>2019-20 TREASURY MANAGEMENT MID YEAR REPORT</p> <p>RESOLVED :</p> <p>That approval be given to the Treasury Management half yearly report for 2019/20</p>	Karen Sly

30	<p>Policy and Resources – 26 November 2019</p> <p>COUNCIL TAX SUPPORT SCHEME 2020</p> <p>RESOLVED :</p> <p>To recommend to Council approval of the following :-</p> <p>To continue with the existing scheme for 2020 - a maximum award of 91.5% of the Council Tax Liability for Working Age but including:</p> <ol style="list-style-type: none"> 1) The introducing of a flat rate non-dependant deduction of £5.00 per week 2) A self-employed minimum income floor based on the minimum wage for existing council tax support recipients. 3) Extend the period of backdated council tax support to 12 months, with discretion for a longer period under exceptional circumstances 4) To combine smaller adjustments of council tax support entitlement until such a time that a revised Council Tax bill should be practically issued 	Miranda Lee
31	<p>Policy and Resources – 26 November 2019</p> <p>COUNCIL TAX DISCOUNTS 2020-21</p> <p>RESOLVED :</p> <p>That the following be recommended to Council for approval :-</p> <ol style="list-style-type: none"> 1) To approve the council tax discounts as shown in Section 3.1 which will apply for 2020/21 2) To approve in principal to adopt the discount changes in 2.3 for the future years, subject to recommendations and approvals each year. 	Stuart Brabben

32	<p>Policy and Resources – 26 November 2019</p> <p>COUNCIL TAX - TAX BASE 2020</p> <p>RESOLVED :</p> <p>That Council be recommended to approve the following :-</p> <p>(1) That the estimated tax bases for the Borough and for each parish, as shown in Appendix A of the Revenue's Manager's report be approved.</p>	Stuart Brabben
33	<p>Policy and Resources – 26 November 2019</p> <p>FEES AND CHARGES POLICY 2020-21 TO 2024-25</p> <p>RESOLVED :</p> <p>That the revised fees and charges policy 2020/21 to 2024/25 be considered and recommend the policy to Council for approval.</p>	Karen Sly

34	<p>Policy and Resources – 26 November 2019</p> <p>MEDIUM TERM FINANCIAL STRATEGY 2020-21</p> <p>RESOLVED :</p> <p>That the following be recommended to Council for approval :-</p> <ul style="list-style-type: none"> a) The updated Medium-Term Financial Strategy b) The current financial forecast for 2020/21 c) The revised reserves statement as included at Appendix B to the financial strategy d) That Great Yarmouth Borough Council takes part in the Norfolk Business Rates Pool for 2020/21.and approvals each year. 	Karen Sly
35	<p>Policy and Resources – 26 November 2019</p> <p>ST GEORGES TRUST - LIAISON BOARD</p> <p>RESOLVED :</p> <p>That Council be asked to approve the following :-</p> <p>(1) The creation of a St Georges Trust Liaison Board in accordance with the Terms of Reference as detailed within the Head of Inward Investment's report.</p>	Michelle Burdett

36	<p>Policy and Resources – 26 November 2019</p> <p>CORPORATE PLAN</p> <p>RESOLVED :</p> <p>That approval be given to the final draft version of the Corporate Plan for consultation with Key Stakeholders.</p>	Sheila Oxtoby
37	<p>Policy and Resources – 26 November 2019</p> <p>REVIEW OF THE TWO DAY MARKET FEES</p> <p>RESOLVED :</p> <p>That Council be asked to approve the following :-</p> <p>(1) January 2020 – April 2020/21 fees and charges for two day Markets. Rate for permanent traders of £0.50 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders.</p> <p>(2) Fixed rate daily electricity charge of £3.</p>	Sheila Oxtoby

38	<p>Policy and Resources – 26 November 2019</p> <p>LOCATION OF COUNCIL CHAMBER - OPTIONS APPRAISAL</p> <p>RESOLVED :</p> <p>That approval be given to a budget of £130,000 for the relocation of the Council Chamber to Room 16, First Floor, Town Hall.</p>	Sheila Oxtoby
39	<p>Policy and Resources – 26 November 2019</p> <p>FEES AND CHARGES BEACH HUTS</p> <p>RESOLVED :</p> <p>To recommend the following to Council :</p> <p>(1) To approve the rental and sale options for the Beach Huts located on the Lower Promenade, Gorleston-on-Sea.</p>	Sheila Oxtoby

Subject: **Bulky Waste Service Charges**

Report to: **ELT – 4/11/19**

Policy and Resources – 26/11/19
Council - 19/12/19

Report by: **James Wilson - Head of Environmental Services**

RECOMMENDATION

To recommend to Full Council the following:

- **April 2020/21 fees and charges for the Bulky Waste service are set at £20 for 1-3 items and £40 for 4-6 items.**
- **To include the revised charging structure for the Bulky Waste service within the existing fees and charges list for the Council to review annually in line with the Council's fees and charges policy from 21/22 onwards.**
- **To develop a cost effective service for local communities and landlords for large collections such as after a tenant has vacated a house.**

1. BACKGROUND

- 1.1. The Bulky Waste service is undertaken by GYBS. The council is responsible for setting the fees/charges associated with the service.
- 1.2. There has been no increase in the cost of the service from the decision being made to charge in 2000 until 2016 with the introduction of a charge for fridge freezers. In subsequent years there has been a nominal increase to the cost of the service of £1 per annum. The service charge therefore has not increased in line with inflation and is significantly lower than our neighbouring authorities and only just covers the cost of the service.
- 1.3. The GYBS review discussed at the Environment Committee on 28 March 2018 resolved a recommendation to review the charging structure for the Bulky Waste service. The service has been discussed at the Environment Committee on 8 July and 5 September 2018. These discussions have helped to shape this report.

2. INTRODUCTION

- 2.1. GYBS operate a charged for service for bulky waste collection throughout the borough. The service is provided 52 weeks per year excluding Bank Holidays. The service is undertaken by two GYBS operatives using a tail lift truck. Bulky items may be heavy and difficult to move and can require more than one operative to effect collection and may require additional handling equipment. GYBS ensures that wherever possible the waste collected through this service is re-used and/or recycled, now this is predominately electrical equipment but could extend in the future. The same crew are also used to deliver new and replacement bins throughout the Borough.
- 2.2. There are strict guidelines on items which cannot be collected as part of the bulky waste scheme due to the nature of the items. These include gas bottles, asbestos, chemicals and sunbed tubes. Items such as washing machines, furniture and barbeques can be collected as part of the bulky waste service.
- 2.3. In 2015 there were 2977 collections made of bulky items, this increased to 3875 in 2016. In 2018/19, the service has seen a significant increase in usage to 4329.

3. CURRENT CHARGING STRUCTURE

- 3.1. The current structure of charges for the service (and how this has changed over recent years) is summarised in the table, below.

Number of items for collection	2016/17	2017/18	2018/19
1	£11	£12	£14.00
2-3	£16	£17	£19.00
4	N/A	N/A	£33.00
5-6	N/A	N/A	£38.00
More than 6	N/A	N/A	On request

- 3.2. As a result of this charging structure in 2018/19 the Council received income of £74,999. The service cost £74,733 to operate in the same year, making a small income of £266.
- 3.3. The service has only broken even this year due to the increase in uptake of approximately 45% over the last 3 years. If this increase in uptake were to reduce even by a small amount the service would not cover its costs and would be loss making.
- 3.3. The Council is seeking to review these charges to ensure we continue to cover our increasing costs of collection and disposal and as part of the overall Council budgetary pressures but ensure we are still providing a service people can afford.

4. COMPARING THE CHARGES

- 4.1. When reviewing the charges for the service, information has been gathered from other local authorities in the region. This comparison is summarised and attached in an appendix 1.
- 4..2 The fees charged by the Council are significantly out of line compared to all other districts in Norfolk and neighbouring authorities in Suffolk and only just cover the cost of providing the service.

5. PROPOSED INCREASE IN CHARGE

- 5.1. The cost of the bulky waste collection service is increasing at a greater rate than the fee charged, due to factors associated with cost of disposal and fuel prices. In order for the service to continue to breakeven it is proposed a revised charging structure for the service is introduced with effect from 1 April 2020 as outlined, below.

Number of items for collection	2019/20 Current charges	2020/21 Proposed new charges
1	£14.00	£20.00
2-3	£19.00	
4	£33.00	£40.00
5-6	£38.00	
More than 6	On request	On request
Projected Income		£108,225

- 5.2. Analysis of collection data shows that 75% of requests are for up to 3 items and 25% are for between 4 and 6. By creating only two price bands it will simplify the charging structure as well as ensuring the service provided is cost neutral. Even with the price increases we are still providing the cheapest service within Norfolk.
- 5.3. The council will also update its webpages to highlight the other options to disposal of good condition unwanted items before considering a bulky waste collection. This aims to encourage the reuse of good quality items and ensure that wherever possible items can be removed from resident's property at no charge to the individual. This will include signposting to organisations such as Furnishaid.
- 5.4 The Council could also look to work with the local communities and landlords to offer a service for large collections after tenants have left a property or where a number of properties in community have bulky items to remove.

6. FINANCIAL IMPLICATIONS

There is a cost implication if the fees were not increased as the costs for disposal and running the service are increasing at a greater rate then the fees

charged, it is anticipated that during 20/21 with collection and disposal costs the service will longer be cost neutral.

7. LEGAL

The Council has a statutory requirement to collect household waste which includes Bulky Waste items over 25kg, regulations states we can charge for this service.

8. RISKS

- 8.1. There is a risk that the change in the charge could lead to less people using the service and additional fly-tipping throughout the borough. However, when initial charging was brought in during 2000, there was no noticeable increase in the number of fly-tipping events. The County Council changed the pricing structure at the waste transfer station in April 2018 and the council has seen an increase in the take up of the bulky waste collection service but no noticeable increase in the number of fly-tipping complaints throughout the borough.
- 8.2. An increase in the charge for removal of bulky waste items and a single charge for up to 3 items instead of charging for individual items may reduce the demand for the service and as such could reduce the level of income. The service is still comparatively very competitive to the cost of WEE removal and recycling charges made by retailers.
- 8.3. By redesigning the council web pages, we can provide alternative options for disposal which will include an educational aspect to encourage reuse. We will not see an increase in the cost of disposal of items as we are the collection authority and the disposal costs are paid by the County Council as the disposal authority.

9. RECOMMENDATION

To approve the revised charging structure for the Bulky Waste service.

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Yes
Existing Council Policies:	Yes
Financial Implications:	Yes
Legal Implications (including human rights):	No
Risk Implications:	Yes
Equality Issues/EQIA assessment:	N/A

Crime & Disorder:	N/A
Every Child Matters:	N/A

Appendix 1

Number of items	Great Yarmouth	East Suffolk	Broadland	South Norfolk	Breckland	Kings Lynn and West Norfolk	Norwich	North Norfolk	West Suffolk
1	£14.00	N/A	N/A	N/A	N/A	N/A	£23.50	N/A	N/A
2	N/A	N/A	N/A	N/A	N/A	N/A	£27.00	N/A	N/A
3 (or up to 3 items)	£19.00	£44.00	£27.70	£47.75	£30.00	£31.00	£30.00	£39.00	N/A
4	£33.00	N/A	N/A	N/A	N/A	N/A	£50.00	N/A	N/A
5 (or up to 5 items)	N/A	N/A	N/A	N/A	N/A	N/A	£53.50	N/A	£32
6 (or 4-6 items/5-6 items)	£38	N/A	N/A	N/A	N/A	N/A	£56.50	£44.50	N/A
7	N/A	N/A	N/A	N/A	N/A	N/A	£77.00	N/A	N/A
8	N/A	N/A	N/A	N/A	N/A	N/A	£80.00	N/A	N/A
9 (or 7-9 items)	N/A	N/A	N/A	N/A	N/A	N/A	£83.00	£60.00	N/A
10	N/A	N/A	N/A	N/A	N/A	N/A	£103.50	N/A	N/A
Additional Charge	On request	£15 per additional item	£9.20 per additional item up to max of 6 items.	£5.30 per additional item	£5 per additional item up to max of 6 items.	£10.50 per additional item over 3.	N/A	£10.00 per additional item over 9.	£3 per additional item up to max of 10 items.

Subject: St Georges Trust – Liaison Board

Report to: Policy and Resources – 26th November 2019
Council - 19th December 2019

Report by: Michelle Burdett, Head of Inward Investment

EXECUTIVE SUMMARY

On 12th June 2018 the Policy and Resources Committee resolved to bring together a politically balanced Member Working Group consisting of 5 members to consider the contents of a consultants report (prepared by David Clarke Associates – “DCA”) and its recommendations on the Trusts operations, governance and business plan. This working group met a number of times with the Trust, other Council officers, the Arts Council and Seachange Arts.

On the 10th January 2019 Policy and Resources Committee resolved to provide the Trust with a £25,000 management fee per annum (for 19/20 and 20/21) and that a formal grant agreement be prepared and agreed between the two parties. At that same meeting members resolved to change the Member Working Group to a Liaison Board where quarterly reports would be provided and fund draw down agreed. This decision was made so that the Trust has a clear platform to account for the progress made against their business plan and Key Performance Indicators to assure the Council that sufficient progress was being made to deliver the activities proposed.

RECOMMENDATIONS

That Committee agree:

- 1) to create a St Georges Trust Liaison Board in accordance with the Terms of Reference attached as Appendix 1

1. BACKGROUND

- 1.1 Over the course of 2017 and 2018 St Georges Theatre have received business plans and advice from both the Arts Council and DCA consultants. As a result, the Trust presented a business plan to the Borough Council, alongside requests for grant funding which the

Trust required to stabilise itself in business terms, and to put itself in position to deliver an audience programme which is sustainable in the long term.

- 1.2 On the 10th January 2019 Policy and Resources Committee resolved to provide the Trust with a £25,000 management fee (per annum) for both 19/20 and 20/21 and that a formal grant agreement be prepared and agreed between the two parties.
- 1.3 At that same meeting members resolved to change the Member Working Group to a Liaison Board at which quarterly reports would be provided by the Trust and fund draw down agreed. This would give the Trust a platform to identify the progress made against their business plan and Key Performance Indicators in order to reassure the Council that sufficient progress is being made to deliver the activities proposed. This report pertains to that recommendation.
- 1.4 To clarify, members of the Policy and Resources Committee are being asked to agree to the creation of a new St Georges Trust Liaison Board which will function in a similar way to the Council's other Liaison Boards.

2 PROGRESS

- 2.1 Following the January Policy and Resources Committee meeting, with the support of Seachange Arts, St Georges Trust submitted an Arts Council bid for funding to deliver a programme of activities within the Borough. The Trust were informed in the spring of this year that this funding application was successful.
- 2.2 As a result, officers have been working with Legal Advisers to finalise the legal agreement, known as the 'Funding Agreement' between the Council and the Trust and ensure that the Trust's Business Plan and the Key Performance Indicators are included within that agreement as a way of monitoring the Trust's activities and to secure oversight and accountability.
- 2.3 St Georges Trust have considered the Terms of Reference for this group (as appended to this report) and have agreed to sign up to these in their most recent Trustee meeting, held on Friday the 15th November.

3 PROPOSED NEXT STEPS

- 3.1 As previously stated on the 10th January 2019 Policy and Resources Committee to create a Member Liaison Board where quarterly reports should be provided by the Trust. This paper is seeking members agreement to create a new politically balanced Liaison Board.
- 3.2 To ensure that the Liaison Board remains politically balanced it will require at least one member from each main political group. Members are being asked to nominate members for this Board which will be proposed to Full Council for formal ratification.
- 3.3 Members should be reminded that the Council is separate from the Trust and should exercise no control over its governance or business operations. It is not for the Council to intervene in the governance of the Trust in any way, particularly as the Trust has now completed its renewal of the Trustee Board, with a new Chair and supporting Trustees.

4 FINANCIAL IMPLICATIONS

- 4.1 St George's Theatre is owned by the Council and is leased to St Georges Theatre Trust for 25 years from the 1st May 2015. The January 2019 Policy and Resources Committee resolved to provide a £25,000 management fee (per annum) for both 19/20 and 20/21. This budget was included in the base budget and was not growth to the revenue account. Further additional grant subsidies are not requested at this time.

5 RISK IMPLICATIONS

- 5.1 St Georges Trust have previously faced financial pressures, however, with their recent successful Arts Council application and a successful summer delivering programmes of work, their financial position is more robust.
- 5.2 However, the Council has invested sums of money in the Trust over the years, both in terms of management fees and one off grants and is therefore exposed to financial risks including the loss of these funds should the Council not oversee the delivery of the Trusts business plan. The Council also needs to be mindful of the issue of State Aid, and needs to have a clear understanding of how any funding it provides will be applied. The Funding Agreement referred to at paragraph 2.2 will address this, but the Liaison Board will have

a role to play in deciding on draw down and monitoring whether projects are delivered in accordance with the Funding Agreement.

RECOMMENDATIONS

That Committee agree:

- 1) to create a St Georges Trust Liaison Board in accordance with the Terms of Reference attached as Appendix 1

Area for consideration	Comment
Monitoring Officer Consultation:	Completed – comments within the report
Section 151 Officer Consultation:	Completed
Existing Council Policies:	N/A
Financial Implications:	As referenced within the report
Legal Implications (including human rights):	Completed via monitoring officer and NPLaw
Risk Implications:	As referenced within the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

TERMS OF REFERENCE

Committee: St George's Theatre Liaison Board

Members: 2 GYBC Members (A minimum of 1 x GYBC member from each political group)
2 members of St George's Theatre Trust. (A Trustee and Theatre Director)
Head of Inward Investment
Chair (to be elected from the above)

Quorum: 3 including one representative from St Georges Trust

Lead Officer: GYBC Culture, Heritage and Design Manager
SGT Theatre Director

Frequency of Meetings: Quarterly

Reports to: P&R Annually

Functions

A) OVERSIGHT AND ACCOUNTABILITY:

For GYBC to secure oversight and accountability in relation to any funding given to SGT; by particular reference to GYBC corporate objectives

B) ASSESMENT OF PROPOSALS AND SIGN-OFF OF FUNDS:

For GYBC Members to asses project proposals/ business plan against criteria set out in the Funding Agreement, and to make decisions on funding accordingly

C) REPORTING AND MONITORING:

To receive/ present reports concerning processes of the business plan, any specific projects, KPIs and delivery of GYBC corporate objectives.

Subject: **Loan to Great Yarmouth Preservation Trust to Purchase 14 King Street Great Yarmouth**

Report to: Council - 19th December 2019

Report by: Darren Barker Heritage Culture and Design Manager

SUBJECT MATTER/RECOMMENDATIONS

The report recommends the decision to offer Great Yarmouth Preservation Trust a £230,000 loan to purchase 14 King Street (Greenwoods), to repair and convert the building into a Heritage Centre / Tourist Information Centre with residential unit above. Thereby supporting the aims of the Future High Streets Fund initiative.

1. INTRODUCTION

- 1.1 Great Yarmouth Preservation Trust is a registered charity working to preserve the heritage and culture of Great Yarmouth. The Trust, which was established in 1979, often works in partnership with Great Yarmouth Borough Council on joint projects such as the Waterways, St Georges Theatre and the repair of the mediaeval town wall.
- 1.2 The council supports the work of the trust by allowing council officers to dedicate time to Trust projects. Five elected council members are trustees of Great Yarmouth Preservation Trust.
- 1.3 In recent years GYPT has made use of a historic loan arrangement with the Council to borrow capital in order to purchase historic buildings for repair and reuse. The loan is then repaid from revenue generated from the reuse of the building.
- 1.4 14 King Street is a good historic building situated within the King Street Conservation Area it makes a positive contribution to the character of the

conservation area and is ideally positioned as a corner building. It was last used as a gentleman's clothes shops and has been closed for 8 months. The building is currently on the market for sale.

- 1.5 Funding for the buildings full repair and creation of a sustainable end use has provisionally been identified as an intervention within a wider Future High Streets Fund initiative.

2. BACKGROUND

- 2.1 GYPT currently has three separate loans from the council, these were used to purchase 133,135 and 33 King Street.
- 2.2 133, 135 and 33 King Street are grade II listed building which were vacant and neglected and on the Buildings at Risk Register. They were purchased between 2013 and 2017 with mortgage type loans from council.
- 2.3 This approach has a number of positive benefits and outcomes. It secures and maintains the important historic building stock of the town, it generates sustainable and viable uses for vacant buildings and makes a significant contribution to the regeneration of King Street, and the town.
- 2.4 Employment is created both during the construction phase and during the buildings reuse. The residential units provide much needed accommodation.
- 2.4 The approach allows GYPT to be more resilient and better equipped to continue its charitable aims and to work in partnership with the council.

3. PROPOSAL

- 3.1 No. 14 King Street currently vacant and is a corner building with the potential to assist in linking the town centre and market place together through a creative

reuse, thus supporting the long term regeneration of the town.

- 3.2 GYPT is willing to purchase 14 King Street (subject to a loan from GYBC) to undertake scheme design, repair and adaptation securing a long term viable and sustainable use. Revenue generated from the new use will repay the loan and keep the building maintained into the future.

4. FINANCIAL IMPLICATIONS

- 4.2 The Council has the power to make the loan pursuant to section 1 of the Localism Act 2011 and/or section 57 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 4.3 Loans that are provided for service purposes outside of the treasury management function are treated as capital expenditure and therefore require a capital budget to be approved which forms part of the recommendation in the report.
- 4.4 The repayment of the loan would include interest and principal for which the principal element would be treated as a capital receipt. The rate chargeable would be at a market rate and will be established to ensure that it is at a nil cost to GYBC.

5. RISK IMPLICATIONS

- 5.1 The risks of providing the loan facility to GYPT are considered in the context of the success of previous loan arrangements. GYPT has never defaulted on an existing repayment for the 3 current loans and has a strong track record in delivering successful conservation schemes recognised nationally. A capacity assessment has been undertaken by the trust to ensure that this scheme is deliverable within the resources available.
- 5.2 Funding from the FHSF has been provisionally identified for the repair and reuse of the building. This will be subject to a full scheme and detailed

specification for repair and a business plan for sustainable reuse.

- 5.3 The risk to the Council will be mitigate through the loan agreement with the trust including the security of a charge on the property.

6. **CONCLUSIONS**

- 6.1 Based on the proposal put forward by GYPT and detailed in this report it is considered that this is a positive scheme complementing wider ambitions in the corporate plan, linked to town centre regeneration and reviving the historic nature of King Street. The council will need to draw up a refreshed loan agreement with clear terms, penalties and expectations to minimise any financial risk to the council.
- 6.2 If the FHSF was not secured GYPT would still undertake development, this would be a mixture of residential with ground floor use (retail/commercial/cultural). Funding would be sought from the Architectural Heritage Fund.
- 6.3 The benefit of this approach reduces the risk for GYBC as ownership and delivery is with GYPT. It means that the purchase price of circa £320k is not taken from the FHSF fund and instead can be used as match funding to support the application as a financial contribution to the FHSF.

7. **RECOMMENDATIONS**

- 7.1 The council is asked to approve the proposal to offer a further loan facility to GYPT to purchase No 14 King Street and approve the establishment of a capital budget of £230,000 subject to providing a full specification for repair and reuse, together with a clear business plan.

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	Requests a loan of £230,000
Legal Implications (including human rights):	Will be addressed in loan agreement.
Risk Implications:	Considered within the body of the report.
Equality Issues/EQIA assessment:	Access issues will be addressed as part of the scheme.
Crime & Disorder:	
Every Child Matters:	

Subject: Council Tax Support Scheme 2020

Report to: ELT 13th November 2019
Policy & Resources Committee 26th November 2019
Council 19th December 2019

Report by: Miranda Lee Head of Customer Services

SUBJECT MATTER/RECOMMENDATIONS

This report seeks decision and approval of the 2020 Local Council Tax Support Scheme for 2020

Recommendations:

To continue with the existing scheme for 2020 - a maximum award of 91.5% of the Council Tax Liability for Working Age but including:

- 1) The introducing a flat rate non-dependant deduction of £5.00 per week
- 2) A self-employed minimum income floor based on the minimum wage for existing council tax support recipients.
- 3) Extend the period of backdated council tax support to 12 months, with discretion for a longer period under exceptional circumstances
- 4) To combine smaller adjustments of council tax support entitlement until such a time that a revised Council Tax bill should be practically issued

1. INTRODUCTION/BACKGROUND

- 1.1 The Committee Report of the 23rd July 2019 requested permission to commence consultation in relation to the 2020 Local Council Tax Support Scheme.
- 1.2 In April 2013 Council Tax Benefit was replaced with a new Local Council Tax Support Scheme. This followed the Government announcement in the Spending Review 2010 that financial support for council tax would be localised.
- 1.3 Initially the amount of funding provided to local authorities to run the scheme was approximately 10% less than what was previously spent on the council tax benefit scheme. For the first 2 years funding had been specifically ring-fenced for allocation towards the scheme.
- 1.4 In 2014, the Government announced that future funding towards the Council Tax Support Scheme would be included within the overall Revenue Support Grant and would not be separately identified or ring-fenced from within the grant.
- 1.5 In designing a local scheme for 2020 the council has to consider:
 - The amount of funding the Council decides to allocate towards the scheme

- Support for pensioners must be protected and would not be affected by the local scheme meaning that the rules around a localised scheme would only apply to those customers of working age.

2. CURRENT POSITION

- 2.1 Consultation in relation to the 2020 scheme has now closed with again a very small number of responses, only 14 taking the consultation survey.
- 2.2 As in previous years the consultation was available through the council's website. Consultation was based on retaining the existing scheme for 2020 for a working age with pensioners being protected.
- 2.3 The consultation ran for a 12 week period. Due to the lack of response the results of the consultation are negligible in helping to determine the scheme, however out of the responses received most favoured retaining the existing scheme for a further year. Appendix 1 provides an overview of the results of the consultation.

3. OPTIONS CONSIDERED FOR THE 2020 SCHEME

- 3.1 The following options have been considered for the 2020 scheme with the aim to keep the scheme similar to previous years, however, to include:
 - Discretion to enable a longer backdating period where customers circumstances would allow
 - Simplified assessment of minor changes in circumstances resulting in small adjustments
 - Scheme alignment to ensure existing claims are assessed in the same way as new claims – Minimum income floor for existing applicable self-employed claims (currently 116 claims are based on self employed income)
 - Simplified flat rate non-dependent deduction of £5.00 per week (This affects 142 council tax support claims of which 49 will receive more entitlement)
*No deduction will be taken if the customer or partner receives DLA Care element, Personal Independence Payment or Attendance Allowance, or, if the non-dependent is receiving a passported benefit, Universal Credit with no earnings or is a Full Time Student

4. REQUIREMENTS FOR CHANGE

- 4.1 Schedule 1A of the Local Government Finance Act 1992 states:
 - 1) For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme: and
 - 2) The authority must make any revision to its scheme, or any replacement scheme,

no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect.

- 4.2 As each Local Authority decides their local scheme it is possible that other nearby Local Authorities can have different types of scheme with varying financial implications for customers. Please refer to Appendix 2 which gives information on the proposals for schemes locally for 2020.

5 FINANCIAL IMPLICATIONS

- 5.1 Initially an element of Government funding for Local Authorities to administer their local schemes was an identified sum from within the Revenue Support Grant (RSG). Since 2015, this amount has not been separately identifiable from the overall grant and RSG continued to significantly reduce year on year. As Council Tax Support is a discount it reduces the Councils tax base, along with a reduction in the tax base for Norfolk County Council and the Norfolk Police & Crime Commissioner.
- 5.2 The individual Council needs to decide how much of this grant will be used to cover the cost of the 2020 scheme.
- 5.3 For illustrative purposes the following gives the financial breakdown of the cost for the recommended Option 1 (91.5% maximum award against liability)

Table 1	£
Estimated Cost of Scheme	9,321,793
Precept Split	
Norfolk County Council	7,084,563
Police	1,305,051
GYBC	838,961
Parish	93,218

- 5.4 This year, Great Yarmouth Borough Council received no Revenue Support Grant funding as we are part of a Business Rates Pool.

The Government is yet to confirm the funding settlement arrangements for 2021/22.

6 RISK IMPLICATIONS

- a. The cost of the scheme

Whilst we can predict anticipated costs of the scheme for 2020 based on continuing with the existing scheme for 2019, any increases in demand, changes in composition of current caseload or unforeseen changes to other welfare benefits during the year could represent a financial risk by increasing the cost of the overall scheme.

b. Council Tax collection

Collection rates of council tax have been impacted with the introduction of the localised scheme but it is worth noting that they have not been as low as first anticipated. Tax base has been calculated to take into consideration the costs of the Council Tax Support Scheme with some provision for impact on collection rates.

7 RECOMMENDATIONS

- 7.1 To continue with the existing scheme for 2020 - a maximum award of 91.5% of the Council Tax Liability for Working Age but including:
- 1) The introducing a flat rate non-dependant deduction of £5.00 per week
 - 2) A self-employed minimum income floor based on the minimum wage for existing council tax support recipients.
 - 3) Extend the period of backdated council tax support to 12 months, with discretion for a longer period under exceptional circumstances
 - 4) To combine smaller adjustments of council tax support entitlement until such a time that a revised Council Tax bill should be practically issued

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Yes – Financial impact as outlined
Existing Council Policies:	Yes – Council Tax Reduction Scheme/Council Tax Legislation
Financial Implications:	Yes as outlined
Legal Implications (including human rights):	Yes – 2020 Council Tax Reduction Scheme must be agreed by Council by 31 st January 2020
Risk Implications:	Yes as outlined
Equality Issues/EQIA assessment:	Yes
Crime & Disorder:	N/A
Every Child Matters:	Yes

Appendix 1 – Consultation Results

Question 1

We are considering retaining the current Council Tax Support Scheme for next year. The current scheme limits the maximum amount of Council Tax Support to 91.5% of the Council Tax liability for Working Age customers. Do you think the Council should retain the current scheme for 2020?

Answer Choice		Response Percent	Response Total
1	Yes	57.1%	8
2	No	21.4%	3
3	Not sure	21.4%	3
		answered	14
		skipped	0

Question 2

An option to consider would be to introduce a standard level of non-dependant deduction of £5.00 for all customers claiming Council Tax Support who have a non-dependant reside with them.

Answer Choice		Response Percent	Response Total
1	Yes	42.9%	6
2	No	50.0%	7
3	Not sure	7.1%	1
		answered	14
		skipped	0

Question 3

Our current scheme will assess a Self-Employed person working 35 hours per week based on the National minimum wage (or National minimum wage if you are under 25). Any income above that amount is based on actual amount earned. This only applies after 1 year of business set up and new claims received after 1st April 2017. An option is to apply this to existing claims that are already in receipt of Council Tax Support and been in business for 1 year or more.

Answer Choice		Response Percent	Response Total
1	Yes	78.6%	11
2	No	7.1%	1
3	Not sure	14.3%	2
		answered	14
		skipped	0

Appendix 2 Local Proposals for 2020 Schemes

Local Authority	Max Award of Liability	Savings limit	Other benefits counted as income?	Second adult rebate reduced or abolished?	Changes made to non-dependent deductions?	Support restricted to a particular council tax band?	Changes made to backdating rules?	Changes made to conditions around starting work?
Great Yarmouth	91.5%	16000	No	No	Yes	No	Yes	No
ARP	91.5%	16000	No	Yes	No	No	No	No
Broadland	83.00%	16000	No	Yes	Yes flat rate deduction	No	No	No
North Norfolk	91.5%	16000	No	No	No	No	No	No
Norwich	100%	16000	No	No	No	No	No	No
South Norfolk	70% or 50%	16000	Yes	Yes	Yes flat rate deduction	Band D	No	No
King's Lynn and West Norfolk	75%	16000	No	Yes	Yes flat rate deduction	No	No	Yes

Subject: Council Tax Discounts 2020/21

Report to: ELT 13th November 2019
Policy and Resources Committee 26th November 2019
Council 19th December 2019

Report by: Stuart Brabben – Revenues Manager

SUBJECT MATTER/RECOMMENDATIONS

This report asks the Council to approve the levels of council tax discount that shall apply for 2020/21 as set out in the report

RECOMMENDATIONS:

- 1) To approve the council tax discounts as shown in Section 3.1 which will apply for 2020/21
- 2) To approve in principal to adopt the discount changes in 2.3 for the future years, subject to recommendations and approvals each year.

1 Council Tax Discounts

- 1.1 Under Section 11A of the Local Government Finance Act 1992 as enacted by Section 75 of the Local Government Act 2003, Section 11B of the Local Government Finance Act 1992, as enacted by Section 11 and Section 12 of the Local Government Finance Act 2012 and in accordance with the provisions of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 the mechanism for levying council tax discount on unoccupied and empty domestic properties is set out. The regulations allow Councils some discretion in setting the level of council tax charged in respect of these unoccupied properties and second homes.
- 1.2 For the financial year 2020/21 it is proposed that there is one change to these discounts following a change in legislation on Long-Term Empty Premiums in 2018.

2 Long Term Empty Property Premium

- 2.1 The Council has discretion to be able to add a premium charge to properties that have been empty over more than two years. This premium was introduced in 2013 as part of the Government's range of measures to bring empty homes into use. Empty homes are wasted assets and are often a blight on the local community, harming the local amenity of neighbouring properties. Therefore, putting empty homes more quickly back into productive use will increase housing supply.

2.2 Currently this premium can be up to 100%. However, from 2020/21 regulations allow a further discretion, which means that the Council can now also increase the premium to 200% for properties that have been empty for more than five years. It is recommended that this increase is approved.

2.3 The Government has also within the regulations allowed Councils further discretion for 2021/22, that allow for a further higher premium. The table below shows this

Financial Year	Premiums for Long-Term Empty Property (Discount Class C)	Premium Value
2021	Properties empty for greater than two years less than 5 years	100%
	Properties empty for more than 5 years but less than 10 years	200%
	Properties empty for more than 10 years	300%

3 Recommended Council Tax Discounts to be applied for 2020/21

3.1 The table below shows the recommended council tax discounts to be applied in 2020/21

Discount Class	Equivalent in 2019/20	2020/21
Class C: Properties vacant (unoccupied and unfurnished) for one month or less	100% discount	100% discount
Class C: Properties vacant (unoccupied and unfurnished) for one month and one day or more and up to 2 years	0% discount (full 100% charge)	0% discount (full 100% charge)
Class C: Properties vacant (unoccupied and unfurnished) for 2 years or more.	200% charge (100% Empty Property Premium)	200% charge (100% Empty Property Premium)
Class C: Properties vacant (unoccupied and unfurnished) for more than 5 years	200% Charge (100% Empty Property Premium)	300% charge (200% Empty Property Premium)
Class B: Furnished properties and second homes that are no one's main residence.	0% discount (Full 100% charge)	0% discount (Full 100% charge)

<p>Class D: Property that is vacant (unoccupied and unfurnished) and</p> <p>(a) it requires or is undergoing major repair work to render it habitable,</p> <p>(b) It is undergoing structural alteration or</p> <p>(c) it has undergone major repair works to render it habitable or structural alteration and less than six months have elapsed since the date on which the work was substantially completed and the dwelling has remained vacant since that date.</p>	0% discount (full 100% charge)	0% discount (full 100% charge)
<p>Class A: Properties that fall into Class A of Section 11A of the Local Government Finance Act 1992 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012</p> <ul style="list-style-type: none"> - A property that is not the sole or main residence of an individual, - which is furnished, and - the occupation of which is restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in a relevant year. 	10% discount	10% discount
<p>Care Leavers Discount</p> <p>A care leaver is defined as a person aged 25 or under, who has been looked after by a local authority for at least 13 weeks since the age of 14; and</p>	100% Discount	100% Discount

who was looked after by the local authority at school-leaving age or after that date.		
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4 FINANCIAL IMPLICATIONS

- 4.1 Extra revenue could be generated by this change to Long-Term Empty Premiums, but the main purpose of the increase is to get empty properties back into use

5 RECOMMENDATIONS

- 1) To approve the council tax discounts as shown in Section 3.1 that will apply for 2020/21
- 2) To approve in principal to adopt the discount changes in 2.3 for the future years, subject to recommendations and approvals each year.

Area for consideration	Comment
Monitoring Officer Consultation:	None
Section 151 Officer Consultation:	Section 151 Officer consulted
Existing Council Policies:	
Financial Implications:	As above
Legal Implications (including human rights):	Yes as outlined in report
Risk Implications:	None
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

Subject: Council Tax – Tax Base 2020

Report to: ELT 13th November 2019
Policy and Resources Committee 26th November 2019
Council 19th December 2019

Report by: Stuart Brabben – Revenues Manager

SUBJECT MATTER/RECOMMENDATIONS

This report asks the Committee to approve the calculation of the 2020/21 tax base totaling 29,048. This is the total number of domestic properties in the Borough using band D as the average property band.

Recommendations:

It is recommended that the estimated tax bases for the Borough and for each parish, as shown in Appendix A be approved.

1. INTRODUCTION/BACKGROUND

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

2. TAX BASE CALCULATION

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

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

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

will pay.

- 2.2 A tax base calculation must be done in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 1992 and Local Authority (Calculation of Council Tax Base) Regulations 2012 as amended, for each parish based on the number of taxable dwellings calculation in terms of band D equivalent.
- 2.3 The calculation involves the following:
- (a) The number of current chargeable dwellings for each band shown in the valuation list;
 - (b) The number of discounts and disabled reductions which apply to those dwellings;
 - (c) The estimated changes during the coming year, for example, for new properties, discounts and appeals;
 - (d) The proportion which dwellings in a band bear to dwellings in band D (as shown in paragraph 1.1); and
 - (e) The estimated collection rate (98.25%).
- 2.4 For the purposes of this report the Local Council Tax Support Scheme has been estimated for a maximum award of 91.5% for working age claimants
- 2.5 The overall tax base for the Borough has increased by 488 Band D equivalents compared to last year. The main reasons for this are:
- (a) The estimated net number of Band D equivalent new properties to be added the remainder of this year and next year is 473
 - (b) The Council has carried out a review of single resident discounts during 2019/20 and this has resulted in properties previously receiving a single resident discount now receiving a full council tax charge
 - (c) A Reduction in Local Council Tax Reduction that has been awarded
 - (d) A change in the Levy Charge on Long-Term Empty Properties in respect of properties that have been empty for longer than 5 years. The Levy for these will be 200% with effect from 1 April 2020

3. **FINANCIAL IMPLICATIONS**

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

4. **RECOMMENDATIONS**

To approve the calculation of the 2020/21 tax base totaling 29,048 and the estimated tax bases for the Borough and for each parish, as shown in Appendix A.

5. **BACKGROUND PAPERS**

Local Authority (Calculation of Tax Base) Regulations 1992 and 2012.

The Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003.

Area for consideration	Comment
Monitoring Officer Consultation:	None
Section 151 Officer Consultation:	Section 151 Officer consulted
Existing Council Policies:	
Financial Implications:	To comply with a statutory requirement as the first stage of the Council Tax setting process.
Legal Implications (including human rights):	As above
Risk Implications:	None
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

TAX BASE -EQUIVALENT BAND'D' for 2020/21 -OVERALL TAXBASE

Appendix A

	Current Data base after discounts	Adjustments for Assumptions					Non- collection 1.75%	TAX BASE	Current % in parish
		+ New Props	Less Appeals	Less Seasonal	Discount Changes	Adjusted total			
PARISH:									
Gt Yarmouth/Gorleston	12,921	218	0	0	42	13,181	-231	12,950	43.98%
Ashby with Oby	24	0	0	0	0	24	0	24	0.08%
Belton with Browston	1,146	2	0	0	0	1,148	-20	1,128	3.90%
Bradwell	3,678	54	0	0	0	3,732	-65	3,667	12.52%
Burgh Castle	467	11	0	-13	0	465	-8	457	1.59%
Caister on Sea	2,858	53	0	0	0	2,911	-51	2,860	9.73%
Filby	338	10	0	0	0	348	-6	342	1.15%
Fleggburgh	399	15	0	0	0	414	-7	407	1.36%
Fritton with St Olaves	268	4	0	0	0	272	-5	267	0.91%
Hemsby	1,554	38	0	-149	0	1,443	-25	1,418	5.29%
Hopton	1,042	1	0	0	0	1,043	-18	1,025	3.55%
Martham	1,132	44	0	0	0	1,176	-21	1,155	3.85%
Mautby	148	1	0	0	0	149	-3	146	0.50%
Ormesby St Margaret	1,785	13	0	-120	0	1,678	-29	1,649	6.08%
Ormesby St Michael	115	1	0	0	0	116	-2	114	0.39%
Repps with Bastwick	152	2	0	0	0	154	-3	151	0.52%
Rollesby	350	0	0	0	0	350	-6	344	1.19%
Somerton	119	2	0	0	0	121	-2	119	0.41%
Stokesby	120	1	0	0	0	121	-2	119	0.41%
Thurne	52	0	0	0	0	52	-1	51	0.18%
West Caister	75	0	0	0	0	75	-1	74	0.26%
Winterton	637	3	0	-49	0	591	-10	581	2.17%
TOTAL	29,380	473	0	-331	42	29,564	-516	29,048	100%

STUART\TAXBASE2020/21\tbac01for20-2 (sheet 'C')

Subject: Fees and Charges Policy 2020/21 to 2024/25

Report to: Policy and Resources Committee 26 November 2019

Council 19 December 2019

Report by: Finance Director

SUBJECT MATTER/RECOMMENDATIONS

This report is recommending the fees and charges policy for the period 2020/21 to 2024/25. The current policy was introduced in 2015/16 and covered the period up until the current financial year. Income from fees and charges provide Local Authorities with funds for the provision of services and should be kept under regular review. The updated policy provides the framework within which fees and charges should be considered for approval.

RECOMMENDATION:

It is recommended that Members consider the revised fees and charges policy 2020/21 to 2024/25 and recommend the policy to Council for approval.

1. BACKGROUND

- 1.1. The Council introduced the Fees and Charges policy for the period 2015/16 to 2019/20 in December 2014 as part of its efficiency and financial planning process to move to a sustainable medium-term financial position. The policy that was introduced allowed for annual increases of RPI plus 2% in order that fees would be increased to a level that are in line with the market and also make steps to become cost recovery.
- 1.2. Fees and charges represent an integral part of income for the Council and apply to a variety of activities. They provide financial assistance in supporting the Council's priorities and objectives whilst sustaining the work it undertakes.
- 1.3. The continuing financial pressures arising in the current economic climate have reinforced the need for a charging policy and continuous review of prices. It is particularly important to ensure that prices are competitive with the market, that services are not being inappropriately subsidised, that the council is maximising income where appropriate to do so and that income is reviewed within a framework.
- 1.4. The authority should review its position on fees and charges and be consistent and provide an informed approach in determining its charges moving forward and be flexible with the changing economic climate.
- 1.5. This policy has been reviewed and refreshed with a view to providing a framework in setting appropriate levels of fees and charges, proposes a cycle for review and ensures that all charges are set within a framework of value for money and represent a transparent and practical approach.

2. FEES AND CHARGES POLICY

- 2.1 It is proposed that fees and charges for services are set to recover the cost of delivery. Each charge should be identified as belonging to one category, as detailed in table 1, in the fees and charges policy. This will assist in the appropriate charging policy being adopted when establishing and reviewing the level of charge.
- 2.2 GYBC should adopt a method of full recovery, including all costs of handling initial enquires through the collection of payment. These include costs of employment, department, corporate and financial costs.
- 2.3 The Council may allow to provide discretionary services without charge or a level that does not fully recover the cost of delivery, however the impact of this could divert funding from other services. All decisions should support the Council corporate plan, priorities and its objectives.
- 2.4 Statutory fees and charges are set in line with legal obligations and national government charging policy. These charges can only be set to recover the costs attributable to the provision of that particular activity.
- 2.5 All charges are expected to be increased in line with the policy of RPI plus upto 2% and approved by Policy and Resources committee. Any subsidies outside of the policy require consideration by Policy and Resources and approval by Council. By adopting a policy allows for annual increases of RPI plus upto 2% allows a tolerance level to review fees and charges in line with the market and also changes in costs of services and respond accordingly ensuring that the fees and charges can still be set within policy. For example, an increase of RPI only in one year may be sufficient to maintain cost recovery, however the following year an increase of RPI plus 2% may be appropriate in response to the cost of the service being delivered.
- 2.6 The previous policy allowed for annual increases of RPI plus 2% across all services. Since the introduction of the policy not all fees and charges recover costs. For example, in the three-year period 2016/17 to 2018/19 some of the fees ie car parking and crematorium can clearly demonstrate that the costs are recovered, however others for example some of the environmental services and planning related charges do not cover the costs of service provision. By having a policy that allows flexibility for example an annual increase of RPI plus upto 2% provides increases to be applied that are appropriate as opposed to having one blanket policy.

3. FINANCIAL AND LEGAL IMPLICATIONS

- 3.1 As part of the annual budget cycle each department will review existing fees and charges, together with opportunities to raise additional income from new areas of charging. The review must take into account the current and forecast cost of service provision to inform the setting of the annual fees.
- 3.2 There is a risk that there is a reduced level of demand for discretionary services following proposed price increases, particularly if there are viable alternative providers. This could impact current income levels and reduce net budgets for services and will therefore be subject to regular review.
- 3.3 However, heads of service are expected to undertake a regular review to ensure and

provide assurance that all costs are being recovered and fees are set at appropriate levels.

- 3.4 Local Authorities have specific powers that allow for the charging of services including the Local Government Act 2003 which introduced the general power to charge for the provision of any discretionary service.

4. RISK IMPLICATIONS

- 4.1 The 2020/21 fees and charges policy recommend heads of services consider the impact of increases adversely affecting demand for the service as well as the need to recover the costs of providing the service and in turn on the achievement of the council's priorities.
- 4.2 Any risk associated with fees and charges will be monitored through the Council's various relevant performance indicators and the monthly budget monitoring process

5. CONCLUSIONS

- 5.1 Establishing a framework for the setting of fees and charges provides transparency and clarity of the annual setting of fees in line with the budget. Where fees and charges are set in line with the policy these will be considered by Policy and resources Committee, recommendations for fees and charges outside of the policy would be reported to Council for approval.

6.0 BACKGROUND PAPERS

- 6.1 Fees and charges policy, cipfa and LGA guidance.

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

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

1 Introduction and Background

- 1.1 Fees and Charges are an important source of income, providing funds to assist achieving the corporate objectives of Great Yarmouth Borough Council. Where no charges are made, or where charges do not recover the full cost of providing a discretionary service, council tax payers subsidise these services.
- 1.2 The overriding aim of this charging policy is to maximise income generation and collection to enhance the social and economic wellbeing of the community the Council serves. This includes ensuring a fair price for all services is delivered, charges are affordable, costs are recovered and that the relative service demand has been considered.
- 1.3 The decision on whether to make a charge and the amount to charge is not always under the control of the council, some charging levels are set by government nationally and by their nature are not covered by this policy.
- 1.4 This policy sets out a framework for Great Yarmouth Council, within which fees and charges levied by the council are agreed and regularly reviewed.
- 1.5 This policy provides a framework on;
 - Cost delivery, recovery and generating income
 - Setting new charges, consultations and notification of new fees
 - Reviewing of existing charges
- 1.6 This policy does not apply to services provided on a commercial basis, for example property rentals including commercial rents, which are undertaken in accordance with different legislative provisions.
- 1.7 This policy will not cover housing rental income or related tenant service charges, as these are undertaken separately in accordance with different legislation provisions and detailed in the housing finance budget setting report.
- 1.8 The policy will be reviewed every four years or as required following legislative changes.
- 1.9 Fees and Charges set within the framework will be reported to Policy and Resources and only to Council when fees are set outside of the policy.

2 Legislation

- 2.1 Discretionary services are those which an authority has the power to but is not obliged to provide. Section 3 of the Localism Act 2011 allows authorities to charge for discretionary services offered under their general power of competence, alongside the powers already available to local authorities to charge for discretionary services in function related areas, under Section 93 of the local government Act 2003. Authorities cannot charge for services that they have a statutory duty to provide unless relevant legislation permits charging (refer to 2.6 also).
- 2.2 Additions or enhancements to mandatory services above the standard an authority has a duty to provide may be provided as discretionary services.
- 2.3 The Act introduced some key points to follow:
 - The recipient of the discretionary service must have agreed to its provision and agreed to pay for it
 - Charges may be set differently, so that different people are charged different amounts.

- 2.4 Legislation recognises the difficulties a council may face in estimating the charges, as this is highly dependent on the demand for the services concerned. Taking one year with another, over a period of time (1-3 years), any under recovery can be addressed in setting charges for future years, so that over time income equates to costs.
- 2.5 Legislation refers to CIPFA's definition of total cost. This allows for the recovery of all costs in the organisation, including a proportion or all central and unallocated overheads including democratic costs, depreciation, interest, pension back funding and working capital costs.
- 2.6 Some services are bound by further specific legislation and setting of such fees should refer to the relevant legislation.

3 Managers Guidance

- 3.1 The policy has been written to provide information to heads of services and managers responsible for applying fees and charges to goods and services delivered by the Council. The aim is to encourage a consistent and cost-effective approach to the setting of charges for services provided by:
 - Establishing parameters for calculating different levels of charges
 - Recommending criteria for applying concessions or discounted charges consistently across the council.
 - Providing guidance on the factors that need to be taken in consideration when new charges are introduced, or existing charges are being reviewed
 - Requiring more active use of market intelligence when setting charges
 - Specifying the process and frequency for reviewing existing charges

4 Policy

- 4.1 The general principles of the policy are:

“Fees and charges for services are set to seek to cover the cost of delivery and increases are applied annually of RPI plus up to 2%.”
- 4.2 Each charge should be identified as belonging to one category in Table 1 below. This assists in the appropriate charging policy being adopted when establishing and reviewing the level of charge. Consideration should also be given to the wider equalities implications which may be involved affecting accessibility of groups to council services.

Table 1 – Category of charges

Type	Objective
A) Full cost recovery	Service is generally available with no rationale for providing a subsidy from general taxation
B) Full cost recovery with concession discounts	Service is generally available and subsidised to ensure disadvantaged groups have access to the service. Concessions are only for those services that seek to improve health and well being within the borough.
C) Statutory	Charges are set in line with legal obligations and national government charging policy.

4.3 Cost Recovery

- 4.4 Adopting a method of full recovery includes the cost of handling the initial enquiry through to the collection of the payment. These costs include employment, department, corporate and financial costs. The policy of RPI plus up to 2% allows for flexibility for annual increases, for example in one year, fees for one service could be increased by RPI alone and for another RPI plus 2%.
- 4.5 **Review of new and existing fees and charges**
- 4.6 As part of the annual budget cycle each department will carry out a review of existing fees and charges, together with opportunities to raise additional income from new areas of charging and present proposals for revised charges.
- 4.7 Annual increases in accordance with the policy can be within the range of RPI (only) up to RPI plus 2%.
- 4.8 Each service is responsible for reviewing their services and ensuring appropriate decisions are taken for all discretionary services provided. Any proposals for new fees and charges must be considered by Policy and Resources committee.

5 Implementation and Process

- 5.1 Notification of charges should be given in a reasonable time period. This allows for service users following amendments to significantly change or introduce new fees or charges for services that were previously delivered either for free or at a higher subsidy. Reasonable notice would be deemed as one month, unless legislation or statute stipulates otherwise.
- 5.2 Users of discretionary services must be aware of charges prior to ordering and delivery of services requested. Charges are expected to be quoted inclusive of VAT. Collection of payments should be efficient, practical and simple to understand by users. Payment will be expected to be collected in advance of service delivery.
- 5.3 When fees and charges are set and in accordance with the policy, Heads of services are required to ensure fees and charges are applied to all service users.
- 5.4 **Market intelligence**
- 5.5 Market intelligence is information that is gathered for the purpose of making business decisions, market research is the systematic gathering, recording, analysis and interpretation of information about markets, competitors and customers.
- 5.6 Heads of departments and managers need to use market intelligence and research information to look at trends, competitor pricing and customer (existing, lost and targeted) monitoring. Market information can be gathered and analysed specifically for accurate and confident decision-making in determining new or updated fees and charges.
- 5.7 **Periodic review**
- 5.8 Decisions to charge or not to charge will be reviewed by services annually, with sufficient time for any impact of any revisions to be included in the budget setting process. All charges are expected to be increased inline with the policy unless there are exceptional reasons not to do so.
- 5.9 Heads of services are expected to undertake a regular review every four years – to ensure and provide assurance that all costs are being recovered. The Finance service will monitor the cost recovery position.

- 5.10 Charges must be reviewed during the year if there are any significant changes, such as cost, market changes, demand, service levels or new service provisions provided which materially affect the current charges and cost recovery.
- 5.11 The guidance in the ANNEX should be used to record the outcome of any periodic in-depth reviews. In-depth reviews will be required where there is evidence that the current fees and charges are below comparable benchmarks or where there is evidence confirming that a subsidy is being provided.
- 5.12 **Recording of fees and charges**
- 5.13 The Council's fees and charges are set prior to each financial year and published as part of the budget process. Users of discretionary services must be made aware of any changes prior to using services, this may be achieved by publishing information alongside service information on the Councils website.
- 5.14 Services are expected to maintain a schedule of fees and charges levied and advertise these accordingly. These schedules should include charges that are set nationally, the date of the last in-depth review and any relevant committee decision to provide a subsidy or concession.

6 Governance

- 6.1 The Council may decide to provide discretionary services without charge or at a level that does not fully recover the cost of delivery, in doing so this would mean the general tax payer will be subsidising service users, as the impact of the decision could divert funding from other services. Such decisions should support the Council Corporate Plan, Priorities and its objectives and will be subject to member approval by Council as this would be outside of policy.
- 6.2 Any new fees and charges which are introduced or changed must be in line with the policy. Any changes outside of the policy will lead to a review of the service and a report to members for approval.
- 6.3 Heads of services are responsible for ensuring that the fees and charges within their area of responsibility comply with the policy, ensuring that the policy is applied to all discretionary services and not just those for which a charge is currently made.
- 6.4 When considering any subsidy or approval of fees outside of the policy, the following should be considered:
 - That the subsidy supports a corporate priority, objective or policy
 - That it is reasonable to assume that the impact of the policy can be measured
 - The cost of the subsidy can be estimated and is affordable in the council's budget
 - The proposed subsidy is the most effective approach to deliver the policy objective
 - Any other relevant information
- 6.5 Where fees and charges are set at a level that provides a subsidy to the service, these are outside of the policy and require consideration by Policy and Resources Committee and approval by Council.

ANNEX: GUIDANCE FOR NEW FEES & CHARGES AND THE PERIODIC REVIEW OF FEES & CHARGES

Charging Policy	
The charging policy must be stated and an explanation of why this is being proposed (for example cost recovery, subsidised or nominal as defined in the policy)	
Comparative Information	
Include details of comparative charges levied by other local authorities	
Financial	
Level of charge	Proposed new level of charge
Start Date	Implementing date for the new charge or new level of charge
Income	Expected gross income to be generated by the new charge (per annum)
Costs	The estimated cost of supplying the service including all administrative and overhead costs.
Subsidy	The amount of subsidy (if relevant) – subject to approval
Concessions	The type and amount (if any) or any proposed concessions – subject to approval
Impact Assessment	
Identify the likely impact on service users including this that currently benefit for the service, the effects of the changes proposed and the impact of any proposed subsidies or concessions. Equality issues must be specifically considered and reported.	
Council Impact	
Note any consequences that the services or charge may have on other council services.	
Method of collection	
Proposals for new charges (or the periodic in-depth review of existing charges) must identify what collection methods will be used, this should be in accordance with the policy.	
Consultation	
Include a summary of the consultation conducted and the results of the consultation including any adjustments that have been made as a result or the consultation.	

Subject: Medium Term Financial Strategy 2020/21

Report to: Policy and Resources Committee 26 November 2019

Council 19 December 2019

Report by: Finance Director

SUBJECT MATTER/RECOMMENDATIONS

This report presents an updated medium-term financial strategy for 2020/21. The strategy has been updated to support the Corporate Plan and will be used to inform the detailed budget for 2020/21.

Members are asked to consider and approve the following:

- a) The updated Medium-Term Financial Strategy;**
- b) The current financial forecast for 2020/21;**
- c) The revised reserves statement as included at Appendix B to the financial strategy**
- d) That Great Yarmouth Borough Council takes part in the Norfolk Business Rates Pool for 2020/21.**

1. INTRODUCTION/BACKGROUND

- 1.1 The attached document “Medium Term Financial Strategy 2020/21 to 2022/23” (MTFS) sets out how the external financial challenges and internal budget pressures will impact on the overall financial position of the Council.
- 1.2 The Strategy provides an updated position on the Council's financial projections for the 2020/21, highlighting the budgetary pressures on the Council during this period. It takes account of inflation, service pressures, income streams, reserves and the capital programme along with the impact of the delay to the fair funding review and resetting of the business rates baseline. These have provided a benefit to the Council in the short term in that the funding for 2020/21 will be a roll forward of the current funding arrangements.
- 1.3 Whilst the roll over the funding is only a short term benefit there still remains a need to identify strategies for addressing future forecast budget gaps and these are detailed in section eight of the document focusing on key themes.
- 1.4 Revised funding projections have been made and are included within the MTFS. These have been informed by the previous financial years outturn position along with the in-year budget monitoring and updating for known and new savings and additional income that can be factored into the current and future financial forecasts as part of the 2020/21 budget process.
- 1.5 The Financial Strategy is the first of a number of pieces of work which culminate in setting the annual budget and Council Tax for the forward financial year in February 2020.

2. FINANCIAL AND RISK IMPLICATIONS

- 2.1 The detail within the strategy document has highlighted the financial challenges that continue to face the Council in terms of forecast funding reductions.
- 2.2 The strategy provides an update to the funding forecasts from 2020/21 which will be revised over the coming months as the full detail of the budget for 2020/21 and forward projections are finalised to be considered by Members in February as part of setting the budget for the forthcoming financial year.
- 2.3 The Strategy outlines a number of the key themes and priorities of the business strategy that are currently ongoing that will assist in reducing the forecast budget gap.
- 2.4 The detailed work on the future budgets will be completed over the coming months which will provide an update to the position as currently forecast and also be informed by the announcements on local government funding.
- 2.5 Whilst the Council does hold a number of earmarked reserves along with the general reserve (currently above the recommended level), this funding only provides short term one-off funding and does not provide a means for producing a robust sustainable position in the longer term.
- 2.6 In addition, the report is also seeking ratification of the continuation of Great Yarmouth being a member of the Norfolk Business Rates pool for 2020/21. The implications and risk of the pool arrangements are outlined within the report. The risks are essentially due to the uncertainty of the impact of the NHS business rates appeals. It is for circumstances such as these that the Council has been maintaining a business rates earmarked reserve which can be used to mitigate the impact to the Council of an outcome that is not in the favour of the Local Authority.

3. CONCLUSIONS

- 3.1 The projections are currently forecasting a deficit of just over £600,000 for 2020/21; work is ongoing on the detailed budget to present to members for approval in February 2020. The MTFS identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.

4. BACKGROUND PAPERS

- 4.1 Current year budget monitoring reports;
- 4.2 2018/19 outturn report.
- 4.3 Spending review announcement and financial modelling.

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

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	Detailed in attached strategy

Legal Implications (including human rights):	
Risk Implications:	Detailed in report and strategy
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

1. INTRODUCTION

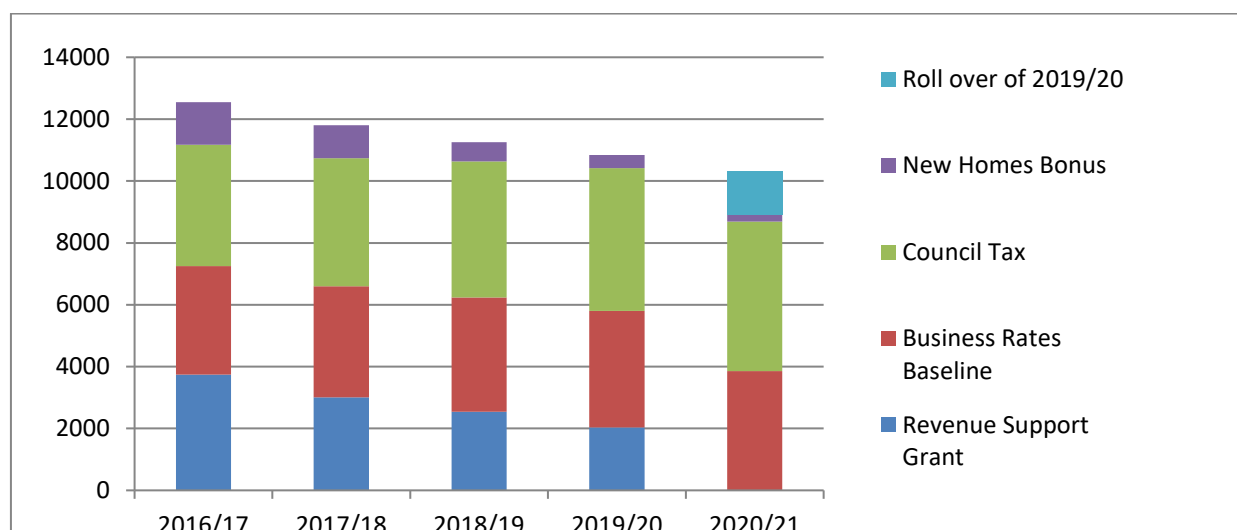
- 1.1 The Medium Term Financial Strategy (MTFS) sets out the Council's budget strategy for the medium term and is refreshed annually in response to changing pressures and opportunities. The strategy provides important preparatory work for the budget setting informing members and stakeholders alike of the future funding gaps and outlines the Council's strategy to deliver a medium to long term sustainable position.
- 1.2 The MTFS supports the delivery of the Council's priorities by setting out the framework within which resources are available to the Council over the medium term and the financial challenges facing the Council in terms of future funding gaps.
- 1.3 The MTFS of an authority is a strategic document that supports the delivery of the Corporate Plan. Great Yarmouth Borough Council's sets out the Council's commitment to drive and facilitate in the following four strategic areas:
- A strong and growing economy
 - Improved housing and strong communities
 - High-quality and sustainable environment
 - An efficient and effective council.
- 1.4 The plan expands on the above key priorities, highlighting the Council's ambition, and approach to delivery.
- 1.5 The MTFS provides a high-level assessment of available resources and outlines the medium term financial projections. It provides a refresh of the financial projections taking into account a number of local and national factors which inform the assumptions upon which the projections are based, including known spending pressures and commitments, forecast of future funding reductions and the economic outlook.
- 1.6 The MTFS outlines the demands on the capital programme of both ambition and resources, the impact on the revenue account (for both housing and non-housing) and on the level of reserves held by the Council.
- 1.7 Finally, the strategy addresses both the sustainability of the Council's financial position and examines the more significant risks inherent in the proposals.
- 1.8 The MTFS includes the following:
- Background and Context – providing an overview of the wider financial issues and current assumptions made in the strategy and financial projections;
 - Resources – an overview of financial resources available to the Council;
 - Financial Forecast – detailing the latest financial projections taking into account forecast changes to spending and funding plans as applicable;
 - Reserves – this section provides an overview of reserves held by the Council;
 - Capital – an overview of the current capital programme and resources;
 - Financial and Business Strategy – outlines priorities that are currently in progress or due to commence in the short to medium term to reduce the forecast deficit;
 - Risk and Sensitivity – this section outlines the more significant financial risks facing the Council along with scenarios of the impact of changes to some of the assumptions.

2. BACKGROUND AND CONTEXT

- 2.1 The Council approved the 2019/20 budget in February 2019. At the same time, the forward financial projections and funding gaps for the following two years were reported. These were based on then current service delivery spending and income plans taking into account inflationary increases where applicable along with agreed planned savings and additional targets and high level future funding assumptions for the years following the four year finance settlement which ends in 2019/20. At that time it was assumed that the outcome of the fair funding review and business rates retention would be implemented from April 2020.
- 2.2 The financial projections have been updated being informed by both local and national factors that are expected to have an impact on the overall financial position for the Council, moving forward and will inform the detailed work on the 2020/21 budget and future forecasts.
- 2.3 There continues to be a number of important issues facing the public sector along with the associated financial impact. This section of the report seeks to outline a number of these issues.

Funding

- 2.4 The Local Government Finance Settlement (LGFS) sets out the annual determination of funding to local government. The 2019/20 budget year reflected the final year of the four-year financial settlement for Local Authorities in England.
- 2.5 Some of the key messages from the settlement statement and the subsequent analysis were as follows:
- **New Homes Bonus** – The 0.4% threshold for growth was still used in the allocation of NHB for 2019/20, i.e. there was no increase in the threshold as was previously intimated. The baseline was introduced in 2017/18 at the same time as other reforms to the NHB system including the reduction to a four-year scheme.
 - **Core Spending Power** - The figures announced indicated that Core Spending Power rose by an average of 2.8% in 2019/20, although the actual changes compared to 2018/19 differ between tiers of local government. GYBC received a reduction of 3.1% in core spending power for 2019/20 mainly due to no 'new' New Homes Bonus being receivable.
 - **Business Rate Pilots** – A further 16 pilots for 2019/20 (one year only) were announced for piloting 75% rates retention (10 pilots for 100% rates retention had been agreed in 2018/19, these were for one year only also). For 2019/20 the Norfolk pilot application was one of those approved.
 - **Council Tax** – The referendum principles for 2019/20 for shire districts were set at the greater of £5 or 3% for a band D. (For GYBC this equated to a maximum increase of £5 per annum equating to 3.2%).
- 2.6 Each of the funding elements are discussed in more detail in section 3, as an overview Chart 1 below illustrates the net funding (after fees and charges) over the period of the multi-year finance settlement. This highlights the potential funding reduction and uncertainty around this from 2020/21 onwards. At this time there is no certainty of the level of funding beyond 2020/21, whilst projections can be made, the actual level of funding in 2021/21 will be dependant upon the outcome of a number of significant national reviews, ie the fair funding review and the future of business rates retention.



Funding Changes and Review

2.7 Spending Review – In early September 2019 the Chancellor announced details of the Spending Review 2019 (SR19). Some of the key messages of the announcement are as follows and also covered the planned changes to business rates funding and the fair funding review:

- It was confirmed that business rates baseline funding would increase in line with inflation;
- The implementation of 75% rates retention and fair funding review would be delayed until April 2021 (these were previously planned to be implemented from April 2020);
- The Spending Round assumed a 2% core referendum principle although it did not confirm the £5 increase (as seen in previous years)¹;
- The spending review in 2019 will set out the allocations of funding for government departments and will inform funding from 2020/21.

2.8 Fair Funding Review – The future review will inform the future funding of Local Government from April 2021 and will set new baseline funding allocations for all local authorities from its implementation taking into account:

- Relative Need – to inform the assessment of need, including cost drivers;
- Relative Resources – this will include how income from council tax will be taken into account and whether other income sources are taken into account;
- Transitional Arrangements – it is expected that there will be some transition to the new system of funding to mitigate significant changes in funding for local authorities, the timeframe for the transitional arrangements is not known, although these will be removed overtime.

2.9 Retention of Business Rates – New baselines will be set for the new system from 21 and will be informed by the fair funding review. The change will see the move to 75% of business rates retained by local government compared to the current 50% rates retention system². The new system will see the rolling in of funding streams into the new formula, including Revenue Support Grant, Rural Services Delivery Grant and Public Health Grant. Further details on the implications for Local Authority funding is not expected until later in 2020.

¹ Implications to GYBC if the referendum principles are 2% alone and not the greater of £5 or 2% would be reduction in income of approx. £51,500 per annum.

² Currently (2019/20) 50% except for those 75% pilot areas of which North Norfolk was one.

3. RESOURCES

3.1 This section outlines the main sources of funding that the Council receives both externally and from fees and charges.

3.2 The delay in the implementation of the fair funding review and business rates reset means that the current system will remain the same for a further year. This will benefit the council in the short term, although the medium-term assumptions around funding will assume reductions, as further national announcements are made and confirmed the financial forecasts will be updated accordingly.

Revenue Support Grant (RSG)

3.3 As one of the largest receivers of RSG, it is assumed that this will be received in 2020/21. From 2021 onwards the RSG will be rolled into the wider funding for local government to be allocated through the business rates retention system.

Business Rates Retention

3.4 The following outlines the main elements of the current business rates retention scheme:

3.5 Business rates collected are shared between central and local government. The current splits are 50% local (40% Borough and 10% County) and 50% central government. These are the splits outside of the pilot system, for 2019/20 Norfolk is in a 75% rates retention pilot which means 75% is retained locally and 25% passed to central government.

3.6 The system includes a mechanism of tariffs and top ups to reflect local spending needs, and resources allocated from business rates, essentially districts pay a tariff and counties (i.e. NCC) receive a top-up.

3.7 The business rates baseline is increased annually by RPI (in line with the actual business rates payable) and the tariffs and top-ups are also increased by RPI annually. The baseline allocation forms part of annual budget finance settlement announcements.

3.8 Local Authorities can keep up to 50% of the growth in business rate income. They will however be required to pay a levy (to central government outside any business rates pool) to ensure there is not disproportionate growth within the overall system;

3.9 The system includes a 'safety net' element which provides protection to those authorities when the year-on-year income falls by more than 7.5%, i.e. they are protected beyond the 7.5% reduction.

3.10 Business rates' pooling provides a mechanism for the growth from business rates, to be retained locally and used as agreed by the authorities within the pool. The Council was part of the Norfolk business rates pool in 2018/19 and this was then replaced by the pilot in 2019/20.

3.11 Mandatory business rate reliefs and those introduced by the government which reduce the amount of business rates collected locally are normally reimbursed via a section 31 grant. The future forecasts assume that these measures continue, and that Local Authorities continue to be recompensed accordingly as the current system.

3.12 Business rate information on reliefs and income received or expected is collected via the National Non Domestic Rate (NNDR) returns submitted in January (projection) and May (actual). The returns are reviewed as part of the annual audit process and inform the actual business rates retained. The business rates baseline funding and tariff is included in the annual finance settlement announcement and these increase by inflation each year. Table 1 below provides a summary of the local share, tariff and baseline funding level for 2016/17 to 2019/20.

Table 1 - Business Rates Retained

	Four Year Settlement Period				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000
Retained Business Rates	12,143	12,244	11,530	11,751	11,712
Less Tarriff	(8,657)	(8,729)	(7,943)	(8,057)	(7,935)
Baseline Funding	3,486	3,515	3,587	3,694	3,776
Movement £000		29	72	108	82
Movement %		0.8%	2.0%	3.0%	2.2%

3.13 The annual National Non-Domestic Rates Return (NNDR1 form) provides an estimate of what the Council will collect in business rate income for the following financial year. The variation between the estimate and the actual is then accounted for through the surplus/deficit on the (business rates) collection fund in the following year, in a similar way to the operation of the council tax collection fund account. The actual position will be influenced by fluctuations in business rate income received in the year, for example as a result of appeals and reductions in property rateable value, new business rate growth and changes in the level of eligible reliefs and business closures. Increases in business rate income compared to the baseline will be used to calculate the amount of saved levy paid into the Norfolk Business Rate Pool.

3.14 **Business Rates Pool**

3.15 As referred to above the current business rate retention system includes a mechanism whereby growth in business rates over a set level (the levy) can be retained locally as opposed to being paid to the government. GYBC has been part of the Norfolk pool since 2018/19. As part of the pooling arrangements the levy that is retained locally (contributed to by all council's in the county) is then allocated to projects for which bids can be made by all Norfolk Authorities (to the business rates pool fund).

3.16 There are risks associated with operating a business rates pool in that if a local authority in the pool has a reduction of business rates of over 7.5% (compared to their baseline), outside of a pool the local authority would be protected (beyond the 7.5%) by a safety net payment (from central government). Within a pool this protection by the government is not available and the governance set up for the pool would mean that the pool would need to 'step in' and therefore would reduce the pool funding available for allocating to projects across Norfolk.

3.17 Ahead of establishing the pool arrangements the forecast of rates income compared to the baseline and potential impact have been taken into account, for example when there has been significant appeals within the system for example the power station and in recent years the potential impact of the NHS appeals.

3.18 The timing of the outcome of the NHS trust appeal is not yet known, there was an initial court hearing in November for which no judgement has been made. Across Norfolk there is a potential impact on the pooling arrangements and depending on the timescales of a favourable outcome (to the NHS) this would have an impact on the rates retained in the fund. Equally it is not clear whether there would be any action by the Government in response to this, bearing in mind the national impact of the outcome in that it would have significant detrimental impacts to the funding of local government on a national scale.

3.19 Due to the timescales of the confirmation of pooling arrangements for 2020/21 the Norfolk leaders have approved in principle to continue to operate a pool for the 2020/21 financial year. Approval of the MTFS is seeking ratification from GYBC to continue to take part in the pool arrangements for 2020/21.

- 3.20 The New Homes Bonus (NHB) has been included within the core funding for local government since 2011/12. The scheme was introduced to incentivise and reward councils and communities for building new homes in their areas. The grant is calculated by multiplying the national average council tax by the net additional homes growth (net of movements in long-term empty properties), in addition there is an additional supplement of £350 per affordable dwelling.
- 3.21 The system splits the grant between local authority tiers; 80% to the lower tier (GYBC) and 20% to the upper tier (NCC) with annual allocations of NHB Grant being announced as part of the finance settlement based on annual returns³.
- 3.22 Since the introduction of the scheme, the grant has been reduced from being payable for six years to now payable for four years. In addition, since 2018/19 a 0.4 % threshold below which no bonus would be payable was introduced, for the last two years this has resulted in the council receiving no 'new' NHB allocation. The funding received via the NHB grant to date is illustrated in Appendix A.

Council Tax

- 3.23 Council Tax flexibilities have allowed annual increase of band D equivalent council tax levels within referendum limits in the region of £5 per annum. 2019/20 saw the third year of annual increases to the band D equivalent for the boroughs element of Council Tax of £5 to £161.48.
- 3.24 As part of the annual Local Government Finance Settlement, the government make announcements on referendums relating to Council Tax increases (Principles). These require that over a threshold an authority would be required to hold a referendum in order to increase Council Tax. For 2019/20 the amount of council tax increase deemed to be excessive if it exceeded either 3% of £5 increase. As a guide a 3% increase in GYBC's council tax would generate income of approximately £140,000.
- 3.25 The Council tax base is an assessment of the number of dwellings expressed in Band D equivalents; it allows for non-collection, discounts and new property growth and influences the level of council tax income for funding in the year. For 2019/20 the tax base was set at 28,560 (28,064 in 2018/19), current projections for 2020/21 are 29,048, an increase equivalent to 488 band D properties.
- 3.26 Table 2 below shows the current forecast of Council Tax income for the period 2018/19 to 2021/22. This currently assumes tax base growth each year and increases to Council Tax in line with the funding principles as included in the Local Government Finance Settlement.

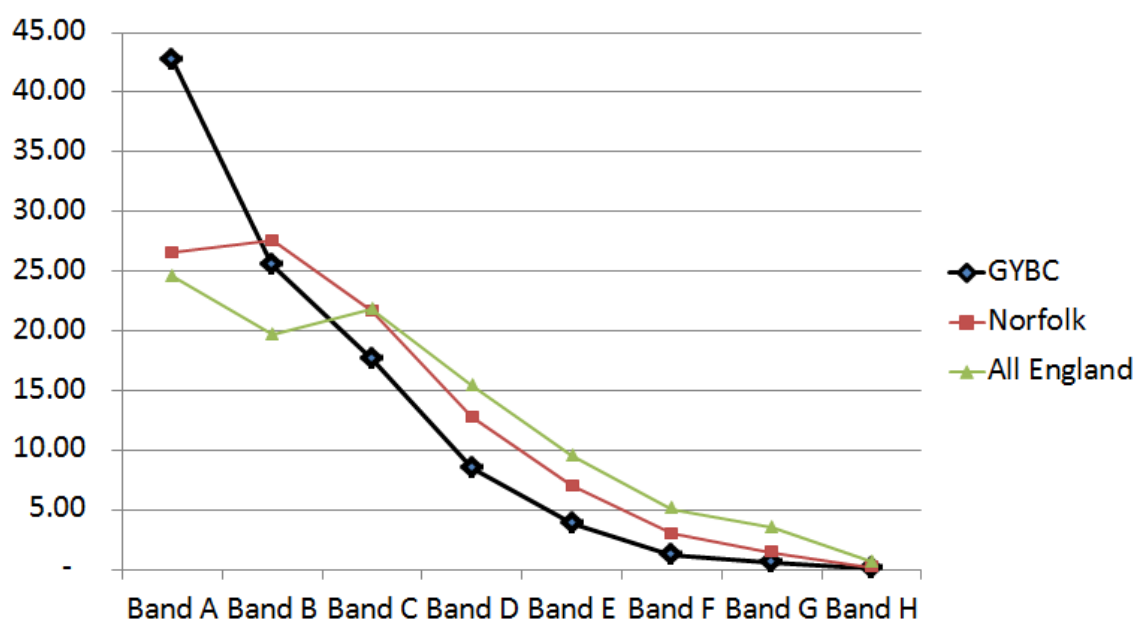
Table 2 – Council Tax Income

	2018/19 Budget £000	2019/20 Forecast £000	2020/21 Forecast £000	2021/22 Forecast £000
Council Tax Income	4,391	4,612	4,836	5,069
Increase/(Decrease) in Yield	249	221	224	233
<i>Note the Council Tax Income equates to the tax base multiplied by the Band D equivalent.</i>				

- 3.27 The following chart gives a profile of the current number of properties in each of the council tax band within the borough compared to the rest of Norfolk and all English authorities; this illustrates the high proportion in the lower bands. Appendix C illustrates

³ Council Tax Base Returns submitted to government annual covering twelve months October to September. The calculation of the bonus does not take into account planning permissions or any other elements of the planning processes.

the profile of all lower tier local authorities band D Council tax for 2019/20 including and excluding parish precepts.



Local Council Tax Support (LCTS)

- 3.28 Local Council Tax Support was introduced in April 2013 and replaced Council Tax Benefit as part of a national funding reduction programme and to encourage people to work. Billing Authorities have the discretion to set their own scheme, although at the outset the government did stipulate that the scheme would not change the support for low income pensioners, i.e. they would receive the same level of support as under the system of Council Tax Benefit and is still the case.
- 3.29 Funding for LCTS is within the overall Local Government Funding system as non-ring-fenced funding, within the revenue support grant and baseline funding level. The overall level of funding for LCTS is reduced each year in line with the funding reductions to Local Authorities.
- 3.30 The local scheme (for Great Yarmouth Borough Council) has remained the same since the introduction of LCTS in 2013/14. The local scheme means that those that were previously entitled to 100% council tax benefit would be required to pay 8.5%.
- 3.31 The funding for LCTS includes an element in relation to parishes; this funding has been passed to parish councils since the commencement of the scheme and has been reduced year on year to reflect the reductions in funding that the Council has received.

Empty Homes Premium

- 3.32 During 2018/29 the Ministry of Housing, Communities and Local Government announced further measures to help councils tackle empty homes through the proposal of powers to charge higher premiums on empty homes over a period of three years as outlined below. Changes to the premiums are considered as part of the Council Tax Discounts report to Policy and Resources committee in November 2019.

Table 3		
Financial Year	Length of Time Property is empty for	Premium Value (of Council Tax)
2019/20	Greater than two years	100%
2020/21	Greater than two years and less than five years	100%
	Greater than five years	200%
2021/22	Greater than two years and less than five years	100%
	Greater than five years but less than 10 years	200%
	Greater than 10 years	300%

Resources Summary

- 3.33 The Council's net current revenue budget for 2019/20 (excluding Parish and Town Council Precepts) is £11.3 million and is summarised in table 5 below. Projections for the following two financial years have been added which show the carry forward of the 2019/20 settlement and the assumptions for 2021/22 based on the rolling in of funding with the business rates retention and an element of transitional funding, although these are very indicative forecasts at this stage as the fair funding review will inform future years funding.

Table 4 – Funding Sources			
	2019/20 Budget £000	2020/21 Forecast £000	2021/22 Forecast £000
Council Tax – Borough	4,612	4,836	5,067
Retained Business Rates	4,250	5,190	7,000
Revenue Support Grant	2,029	2,029	0
New Homes Bonus	426	230	20
Total	11,316	12,285	12,087

Fees, Charges and Other Income

- 3.34 The Council has a number of sources of income available from service fees, charges and property rentals and lease. Some charges for services are set by statute, for example some licence fees and planning fees, others are set locally to break even over a three year period and others set to fund the provision of wider Council services. The current fees and charges policy has been refreshed for approval as part of the 2019/20 budget process and set of proposed fees and charges will be considered by Policy and Resources Committee in January 2020 ahead of the full budget report in February 2020.
- 3.35 A number of the more significant income budgets are subject to factors which the Council has limited control over, for example some demand led services including Car Parking, Crematorium fees, Planning and Building Control fees and Waste and Recycling credits which are influenced by both the level of recycling achieved as a Borough and the market

for recycled materials. These areas are highlighted within the annual budget setting report and the risk of not achieving the budgeted figures is reflected in the assessment of the level of general reserve.

4. FINANCIAL FORECAST UPDATE

- 4.1 The Council approved the 2019/20 budget in February 2019, at the same time the forward financial projections for the following two years to 2021/22 were reported. The projections were based on the current expenditure and income plans at the time, forecasting a future deficit of £1.5m in 2020/21, increasing to £2.4 million in 2021/22. This forecast position was after allowing for projected savings and income from a number of proposals agreed as part of the 2019/20 budget which were dependent upon future changes to working and provision of services and the funding allocations as detailed in the 2019/20 Local Government Finance Settlement.
- 4.2 The updated forecasts have been informed by revised income projections for a number of the more significant income areas and reflecting the roll over of the 2019/20 finance settlement.
- 4.3 The Council continues to align its spending plans with the available resources at its disposal. Significant savings and additional income have been realised over a number of years and the continuation of these savings and income have been assumed within the MTFS.
- 4.4 The detailed budget for 2020/21 will be produced over the coming months; this will be presented for approval in February 2020 along with the revised forecasts updated to reflect the latest funding announcements and spending pressures.
- 4.5 The financial forecasts have been updated for known service variances that have been highlighted to date or where revised forecasts based on the 2018/19 outturn position are necessary. The following commentary provides further information as applicable:
 - Service Income – The current year shortfall on a number of demand led services, namely car parking income and crematoria have been reflected in the profile and further work on this budget heading is currently underway.
 - Employee Budgets – A number of posts within the establishment have been or have become vacant in the year. Where applicable, some have been replaced or opportunities taken to replace in a different way to align resources to the current demands of the service and to ensure the capacity exists to deliver the Corporate Plan. The forecasts assume an annual pay award of 2% for the period of the strategy, this is reviewed annually.
 - Business Rates – The forecasts have been informed by the outturn position on the 2018/19 NNDR return and the current year monitoring position, updated in respect of appeals, growth and the collection fund deficit. Whilst at the time of producing the MTFS the 2018/19 statement of accounts remain in draft due to the resourcing of the external auditors, there is not anticipated to be a significant impact to the ongoing level of business rates, other than the forecasts inflationary increase. Future allocations under a greater retained share of business rates income will be reviewed once further guidance is made available.
 - Council Tax/New Homes Bonus – The forecasts take account of the latest projections of tax base growth and discount changes, including those being presented for approval in December 2019⁴. The future financial forecast previously assumed annual tax base growth of 500 band D equivalents. The forecasts have been revised to allow for a small element of NHB allocation in 2020/21.
 - Table 5 provides a summary of the revised position taking into account all the factors identified above, these are based on the current position and before any of the detailed budget work for 2020/21 has been completed.

⁴ Tax base and discounts for 2020/21 to be reported to Policy and Resources Committee in November 2019 for approval by Council in December 2019.

Table 5 – Updated Financial Forecast	2020/21 £000
Forecast Gap (as previously reported February 2019)	1,508
Service Spending Pressures update:	114
Funding Updates (Settlement and Council Tax)	(982)
Revised Forecast Budget Gap	640

- 4.6 Detailed work has already commenced on identifying options to reduce the future funding deficits some of these areas are discussed in section 8 along with targets, which will help to reduce the future-funding gap.

5. HOUSING REVENUE ACCOUNT (HRA) – Overview

5.1 HRA – Overview

- 5.1.1 Since the introduction of self-financing in 2012, the 30-year HRA business plan has continued to be challenged by a number of changes. Right to buy discounts have increased, rent-setting policy has changed and other future new proposals affecting the HRA have been announced and are in the process of being consulted on.
- 5.1.2 In response to these changes, the strategy for the Council is to keep the HRA reserves levels sufficient in order to mitigate any loss of revenue. The Council continues to be prepared for further reductions in resources available to manage, maintain, improve and add to its housing stock and further managing the implications from the stock condition survey.
- 5.1.3 Community Housing continues to review of all of its revenue spending to look at where savings can be made. The Capital programme, which is funded partly by contributions from revenue, is monitored regularly during the year and is reviewed in detail to update the position of the 2019/20 budget.
- 5.1.4 In 2017/18 a full stock condition survey was completed across the Council's dwelling stock. Increased capital programmes were implemented following the survey's conclusion that increase investment was required and have been maintained year to date. As a result of increased investment into the stock, the stock condition has improved, and repairs and maintenance demand has greatly reduced.
- 5.1.5 Additional borrowing currently maintains the affordable housing programme to comply with the right to buy agreement. The requirement is to use retained receipts within three years of a dwelling sale, to support up to 30% of the scheme cost of replacement homes. A consultation from Central Government with Local Authorities was completed to consider introducing flexible options in the future to help spend Retained receipts. This consultation closed in October 2018 and no further guidance has been provided following submission.
- 5.1.6 The majority of fees and charges relating the Housing Revenue Account have been increased in line with the corporate formula adopted by the Council, RPI + 2%, to close the gap in terms of recovery of costs.

5.2 Rent setting policy changes - 1% Reduction over four years

- 5.2.1 The Welfare Reform and Work Act 2016 introduced a 1% reduction per year for four years to social housing rents starting in April 2016. This replaced the Government's rent policy, which commenced in April 2015 to limit rent increases to CPI + 1%. This in itself replaced the previous policy, which aimed to bring parity between social housing rents in the Council and Housing Association sector and had set a target rent for each property.
- 5.2.2 The current 2019/20 financial year is the last year to be subjected to the 1% rent reductions. Following this, the Government has released a Rent policy detailing that from 2020/21 onwards, only limit rent increases of CPI + 1% may be introduced.

5.3 Right to Buy Discounts and Retained Receipts

- 5.3.1 Right to buy discounts have increased since the introduction of Self Financing, the maximum discount increases each year based on the consumer price index (CPI). The business model has been amended to incorporate this change.
- 5.3.2 The HRA is still part of a retention agreement, where the HRA can retain receipts, to support up to 30% of the cost of replacement homes if incurred in a three year period. If retained receipts are not used, the Council is liable for repayment of the receipt plus interest, so it is important to monitor and project RTB sales and RTB receipts in order to plan for their appropriate use and mitigate any repayment liabilities.

5.3.3 Great Yarmouth Borough Council have set out a plan and ambition to use retained receipts to develop affordable council housing and to further increase the supply of affordable housing using a combination of four options:

- Grant contribution to Housing Association development
- Development of new build homes
- Purchasing empty homes on the open market
- Purchase of suitable properties on the open market.

5.4 HRA Debt Cap Summary

5.4.1 In 2018 it was announced that in order to help solve the 'housing crisis', the Government would scrap the borrowing cap limitations on how much councils can borrow against their HRA Assets. The budget stated that the HRA debt cap would be removed with immediate effect and the new determination came into force on 30 October 2018.

5.4.2 Great Yarmouth Borough Council's HRA has previously been subject to a borrowing cap limitation of £89 million. Following the removal of the borrowing cap, the Council is now able to borrow above its original borrowing limit but must remain within its own affordability.

5.4.3 The Council is now actively reviewing the best way to utilise the additional borrowing capacity within the HRA, to deliver further affordable homes within the Borough. The council plans to utilise revenue savings to finance additional borrowing within the HRA along with the use of accrued 1-4-1 receipts, which may have otherwise been repaid to government along with the relevant interest.

5.4.4 Overall, the aim is to increase the levels of new housing within the existing housing stock, and to increase net rent income received. Work is currently underway in terms of modelling the implications to the housing business plan as well as identifying potential sites for the delivery of additional housing. Increased borrowing for the HRA will need to be able to demonstrate affordability and informed decisions taken to understand the longer term impact to the HRA funding.

5.5 Future Plans

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

- Maintaining and improving the housing stock;
- New Affordable council housing, including new housing to replace sales under RTB in line with Government guidance.

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

6. RESERVES

- 6.1 As part of the annual budget and council tax setting process the Chief Financial Officer must report on the adequacy of the reserves that the Authority holds, this is informed by the Policy Framework for Reserves which is reviewed and updated alongside approving the budget each year⁵.
- 6.2 The Council holds a number of useable reserves both for revenue and capital purposes which fall within one of the following categories, each are discussed in the following sections:
- General Reserve
 - Earmarked Reserves (General Fund and Housing Revenue Account)
 - Capital Receipts Reserve
 - Housing Revenue Account Reserve.
- 6.3 The General Reserve is held for two main purposes:
- to provide a working balance to help cushion the impact of uneven cash flows and avoid temporary borrowing
 - a contingency to help cushion the impact of unexpected events or emergencies
- 6.4 As part of setting, the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared including the following factors:
- sensitivity to pay and price inflation;
 - sensitivity to fluctuations in interest rates;
 - the level of savings that have been factored into the budget and the risk they will not be delivered as anticipated, both level and timing;
 - potential legal claims where earmarked funds have not been allocated;
 - emergencies and other unknowns;
 - impact of demand led pressures which impact on both income and expenditure;
 - future funding fluctuations;
 - level of earmarked reserves held;
 - a level of general reserve that is within 5% to 10% of net expenditure.
- 6.5 A financial assessment is made of all the factors to arrive at a recommended level for the general reserve, which is currently £2.75 million.
- 6.6 The general reserve balance at 1 April 2019 was £3.0 million, after allowing for planned movements, the balance by 31 March 2020 is expected to be £2.9 million.
- 6.7 Earmarked Reserves provide a means of building up funds to meet known or predicted liabilities and are used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. Whilst earmarked in nature until the amounts are budgeted to be taken from the reserves, commitments have not yet been made from these reserves. Earmarked reserves can also be held for service projects and business units, which have been established from surpluses to cover potential losses in future years, or to finance capital expenditure. Earmarked reserves also provide a mechanism to carry forward underspends at the year-end for use in the following financial year where no budget exists.
- 6.8 For each earmarked reserve a number of principles should be established:
- the reasons for, or the purpose of the reserve

⁵ Full Council Agenda February 2019

- how and when the reserve can be used – short to long term
 - procedures for the reserve's management and control.
- 6.9 The establishment and use of earmarked reserves is reviewed at the time of budget setting, throughout the year as part of the budget monitoring processes and also as part of the year-end reporting. Review of earmarked reserves throughout the year takes into account the continuing relevance and adequacy of the reserve and also the level of the general reserve.
- 6.10 An updated reserves statement is included at Appendix B. This reflects the latest position for the use of all reserves in the current and future financial years where known. There is still some uncertainty around the exact timing of the use of a number of the reserves, for which some are held as a contingency to mitigate a potential liability although the timing and likelihood of this is dependent upon future events.
- 6.11 The following provides a commentary on some of the more significant reserves that the Council currently holds and maintains:
- 6.11.1 Invest to Save – this earmarked reserve was established to fund one-off/upfront costs for projects that will deliver on-going savings. Examples include, officer restructures, where one-off redundancy or pension strain costs might be payable where a business case delivers an on-going revenue saving within two to five years, or for an investment in IT hardware, software or equipment or one-off costs which will deliver savings through more efficient ways of working (for example the programme of digital transformation projects). The forecast balance at 31 March 2020 is £1.46 million.
- 6.11.2 Collection Fund National Non-domestic Rates reserve – This was established following the introduction of business rates retention. Use of this reserve will be used to offset return of monies to the Government, offset results of appeals and to smooth any fluctuations in business rates income between financial years. The forecast balance at 31 March 2020 is £3.1 million.
- 6.11.3 Asset Management Reserve – This reserve was established in 2018/19 and was set up to provide funds that will support the provision of current and future assets, of the reserve £1.257m has been allocated to smooth the impact to the revenue account of the new leisure facility, the current forecast unallocated balance is £278k.
- 6.12 All reserves, general and earmarked, will be reviewed over the coming months as part of setting the detailed budgets for 2020/21, with a view that where commitments have not been identified and funds or reserve balances are no longer required, these will be re-allocated to specific reserves to address the other requirements as applicable.
- 6.13 The Council also holds a Capital Receipts Reserve, this includes the balance of receipts generated from asset disposals. Capital receipts are generated when an asset is disposed of and can only be used to fund expenditure of a capital nature, i.e. not for on-going revenue expenditure. The balance of capital receipts is used to fund the current approved capital programme.
- 6.14 The use of reserves provides only a short-term measure to reduce the funding gap and whilst it can be used to mitigate the impact in the short-term, to allow time for the implementation of financial strategy options or in response to in-year changes, this does not provide a sustainable solution in the medium to long term.

7. CAPITAL

- 7.1 The capital programme is updated regularly throughout the year as part of the budget monitoring report process. A copy of the current capital programme is included as an appendix to the 2019/20 period 6 budget monitoring report within the November 2019 Policy and Resources Agenda and has therefore not been reproduced within this document.

General Fund Capital Programme

- 7.2 The following tables provide a summary of the current revised capital programme for 2019/20 (adjusted for 2018/19 project budget carry forwards), together with current forecasts for 2020/21, and a breakdown of the relevant scheme financing.

Table 6 – General Fund Capital Programme

2019/20	Forecast Expenditure	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Service Area	£'000	£'000	£'000	£'000	£'000
Executive	2,058	2,058	-	-	-
Director - Neighbourhood Management	201	176	25	-	-
Head of Customer Services	296	296	-	-	-
Head of Inward Investment	6,293	5,987	306	-	-
Head of Housing	1,721	200	1,188	161	172
Head of IT, Communications & Marketing	610	610	-	0	-
Head of Property & Asset Management	1,887	1,850	-	37	-
Total	13,066	11,177	1,519	198	172

2020/21	Forecast Expenditure	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Service Area	£'000	£'000	£'000	£'000	£'000
Executive	1,500	1,500	-	-	-
Head of Inward Investment	20,000	5,680	14,320	-	-
Head of Housing	1,740	490	-	779	472
Head of IT, Communications & Marketing	10	10	-	-	-
Head of Property & Asset Management	4,840	4,840	-	-	-
Total	28,090	12,519	14,320	779	472

- 7.3 The current capital programme is funded from the following sources of finance:

- Capital Receipts – generated from asset disposals (both new and existing within the capital receipts reserve);
- Grants and contributions received from external sources including third parties and government;
- Revenue – by means of making a revenue contribution to capital;

- Prudential Borrowing – by means of loans made to the council by PWLB and other sources;
 - Internal Borrowing – by using of the council's cash balances as opposed to borrowing externally.
- 7.4 Prudential borrowing to fund capital expenditure can only be undertaken when an authority can demonstrate the need to borrow. The need to undertake prudential borrowing is demonstrated through its Capital Financing Requirement, which is driven by the balance sheet of the authority and takes into account reserves (including general and earmarked). Financing costs of the borrowing are charged to the revenue account and therefore any decision to undertake external borrowing would need to take account of the debt costs including interest and the Minimum Revenue Provision (MRP).
- 7.5 As an example, if a £5m capital project is approved the revenue impact from an MRP charge to the revenue account will be made in line with the current MRP Policy – probably over the useful life of the asset – which would amount to £200,000 per annum (assuming a 25 year life).
- 7.6 If a decision is to be taken to use revenue reserves or capital receipts to finance the expenditure, no MRP charge would be necessary, as the expenditure would be financed immediately by a revenue contribution to capital.

Housing Revenue Account Capital Programme

- 7.7 The following provides a summary of the 2019/20 and 2020/21 capital programmes for the HRA along with the financing of these programmes.

Table 7 – Summary of the Housing Revenue Capital Programme

	Budget Expenditure £'000	Borrowing £'000	Revenue £'000	Capital Receipts £'000
2019/20	12,718	2,139	9,108	1,471
2020/21	10,216	2,121	6,593	1,502

8. FINANCIAL AND BUSINESS STRATEGY AND KEY THEMES

- 8.1 The preceding sections set out the updated financial forecast for the period 2020/21 to 2022/23 and some of the context within which the forthcoming budget setting will be set. The future years forecasts are based on a number of assumptions of the outcome of the fair funding review and future financial settlement all which will be subject to updates once announcements are made.
- 8.2 Despite the lack of certainty around future funding levels and outcomes of the fair funding review, the Council's strategy must continue to look for opportunities to maximise income through growth in homes and businesses and the associated return that these will deliver through council tax and business rates, along as the wider benefits of growth. It must continue to take advantage of new funding streams, including one-off funding where there is a direct benefit to the Borough for example through the future high street fund and towns fund, and also proactive opportunities to seek funding locally through the business rates pooled fund and Local Enterprise Partnerships which align wider objectives to the delivery of local growth. At the same time, it should also continue to ensure that it is operating in the most efficient way.
- 8.3 The following outlines in more detail the key themes of the financial and business strategy that are required to work towards reducing the forecast budget gap, along with indicative financial targets for each of the priorities as applicable. Each of the themes should not be seen in isolation and where applicable supporting other themes in the overall delivery:
- 8.4 ***Strategic Asset Management – To review all Council's asset holdings to ensure that income streams are being maximised and costs minimised.***
- 8.5 The continued focus of the work is to identify development opportunities, new investment or recognise assets which are under performing for potential disposal, with a view to adding value to strategic assets. The key aim is to identify the most efficient way to utilise the Council's assets and maximise the return that the Council receives from them. Delivery of this theme is informed by the Asset Management Strategy. This theme will also cover opportunities to grow the asset base and demonstrate linkages with external funding opportunities and grants.
- 8.6 ***Economic and Housing Growth – To maximise income from housing and business rates through enabling growth and retaining existing baselines.***
- 8.7 With an expected greater reliance on income from business rates locally in the future it is important to enhance and protect funding from business rates. There needs to be opportunities to encourage new growth in the Borough, including the enterprise zones and other areas. This will also support new housing growth which will deliver one of the main sources of funding for services from the collection of Council Tax. With the removal of the HRA debt cap and the housing company, the Council already has mechanisms in place to support the priority to maximise housing growth. Identification of potential sites and further opportunities still need to be delivered.
- 8.8 Optimising the Council tax base continues to be the means by which Council Tax income can be maximised. This could be through growth in property numbers, increased collection and reductions in discounts and through proactive work to ensure that all eligible council tax properties are identified.
- 8.9 ***Property Investment and Commercialisation – To identify opportunities for investment in properties to achieve either an income stream or improved returns on investment.***
- 8.10 Opportunities could be indirect through treasury management property investments or direct delivery by the Council or through an appropriate vehicle. These could support, for example, regeneration within the Borough to deliver growth and linkages to the economic growth theme as detailed above. Any direct investment would be subject to a business case, taking into account all risks and the full revenue implications (including borrowing

- costs). Currently these opportunities are identified as part of the current asset management plan or proposals taken forward by the appropriate decision making process.
- 8.11 ***Technological Investment – Enhancement and development of IT to ensure efficient and effective delivery of services.***
- 8.12 Members approved the Digital Strategy in October 2019 which identifies the three strategic aims of Digital Services, Digital Communities and Digital Workforce. Opportunities under this theme could include development of the website and the systems used to improve access to services, flexible working and digital by design. The current capital programme includes approved funding for ICT investment, although there will be a requirement for further investment, these will be subject to business cases which will also identify future efficiencies.
- 8.13 ***Partnerships and Shared Services - Creating efficiencies through collaborative working with others.***
- 8.14 Identifying opportunities must continue at a local level with partners and other organisations, ensuring that realistic and deliverable benefits are achieved. In addition, a strengthened approaches to working with communities and partners in the voluntary sector to;
- Drive better outcomes for local residents;
 - Reduce avoidable demand on council services;
 - Secure investment to drive new partnerships with partners and communities to deliver corporate ambitions;
 - Make better use of council assets and resources to offer greater social value to local communities and to develop a partnership approach with public sector partners to working with communities across the borough.
- 8.15 ***GYBC Operating Model – Ensuring that the model for delivery of services is the most efficient and effective and that this is challenged where necessary.***
- 8.16 There are various strands to considering what the right operating model is for the Council and this includes the Organisational Development work, which is ongoing. This provides an opportunity to continue to review service delivery and the strategic capacity of the organisation. This also ensures that the right people with the right skills are taking decisions in the right place, whilst at the same time empowering staff and Members to challenge and drive forward transformation initiatives, being clear on the benefits they will bring and being accountable for their delivery.
- 8.17 Specific work strands which will continue to drive efficiency, savings, support and other themes as detailed above, include the following:
- a) **Digital Strategy** - To provide an on-line service for residents, businesses and visitors that is supported by a seamless transfer of data in the back office and ensuring that staff have the ability to work in the most effective way with the appropriate tools which automate processes and support joined-up working, and mobile solutions. Ensuring that investment in services are aligned to the digital strategy that has been adopted.
 - b) **Procurement and Contract Management** - To consider the current contracts that are in place and the arrangements for managing these contracts, whether this is through a joint venture or formal contract management, ensuring key governance principles are adopted including the establishment of clear specifications for service delivery under contract arrangement, pro-active budget management of the service and ensuring value for money is being challenged and achieved.
 - c) **Enforcement Strategy** – The enforcement board continue to provide a co-ordinated approach to issues such tackling homes and properties which blight areas and may contribute to anti-social behaviour.

- 8.18 At this stage of the financial planning process it is prudent to allocate indicative financial targets against some of the above themes where agreed plans and projects have commenced or are planned. These have been informed by the Management Team to develop savings and additional income proposals that can be presented for consideration as part of the 2020/21 budget report. These will include some proposals that are operational and improved efficiencies, as well as those that will be subject to Member consideration and approval.
- 8.19 As the projects for the above themes are progressed the associated savings/additional income will be quantified and factored into the budget and will be brought forward to members for approval as part of the setting of the 2020/21 budget.
- 8.20 **Savings and Additional Income**
- 8.21 As part of the budget work for 2020/21 officers have been asked to put forward savings and additional income proposals for consideration as part of the budgets work. These will be presented for approval as part of the budget reports in January and February 2020. These will fall into classifications of the above themes and will cover the following:
- a) Operational proposals – these proposals include savings and additional income identified from internal reviews of current service delivery and those that can be achieved from no changes to current policy, potential savings of £100k to £250k per annum;
 - b) Proposals that require consideration and approval by Policy and Resources Committee as part of the budget process, potential savings of £100k to £300k per annum;
 - c) Areas that are being recommended for further review in the longer term to achieve savings and efficiencies, i.e. beyond 2020/21, potential savings of £50k to £200k.
- 8.22 **Use of Reserves – Invest to Save**
- 8.23 Use of reserves to balance a budget provides only a short-term solution as the funds can only be used once. Reserves can however be used to smooth the impact of funding reductions and fluctuations in funding over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer-term financial benefit through reduced costs or additional income.
- 8.24 Similarly, reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit, for example the invest to save reserve. The use of the reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications.
- 8.25 **Updated Financial Forecast**
- 8.26 Based on the latest financial projections and assuming delivery of the current planned savings there is anticipated to be a shortfall in 2020/21 £640k. Assuming further savings in line with the target savings and additional income detailed above, delivery of a balanced position for the 2020/21 financial year remains achievable. This is clearly predicated on the receipt of the finance settlement outcome currently assumed and the achievement of savings and additional income. A funding gap is still forecast for future years in the region of £1.5m to £1.9m, although this is indicative at the moment and will be subject to change following further announcements on the fair funding review and outcome of the rates retention review.
- 8.27 The updated position above is prior to the detailed work on the budget for 2020/21 being completed, which is currently in progress to be presented to Members in February. Work is continuing with services to identify further options to reduce the forecast gap in the short to medium term.
- 8.28 In terms of the longer term budget forecasts these will be informed by the outcome of the fair funding review during 2020/21.

9. SENSITIVITY ANALYSIS AND RISKS

- 9.1 The Council works within a number of legislative and funding constraints . The continuing downward pressure on external resources continues to constrain the level of service delivery that the Council is able to provide. The annual budget and financial planning process aims to ensure that the Council is prepared and able to respond to these pressures at an early stage. That said, there continues to be significant pressures on the Councils budget, both general fund and housing revenue account, and therefore decisions must be made which take account of the overall financial position of the authority.
- 9.2 There is a legal requirement to set a balanced budget annually, for which the process ensures that care is taken in preparing figures in an informed manner and proposing changes to service levels, which may require upfront investment. Alongside approval of the budget, the level of reserves and robustness of the estimates are factors that are considered in full ahead of approving the budget and the council tax for the coming year. Whilst reserves can be used to mitigate one-off funding gaps, the use of the reserves should not be seen as a longer-term sustainable option to delivering robust budget and financial management.
- 9.3 The forecast projections as detailed earlier in the document are dependent upon a number of key assumptions at a point in time, which are not directly within the control of the Council. The most significant of these are detailed below along with the sensitivities to the financial projections.
- 9.4 **Employee Costs** – As mentioned above the forecasts assume an annual pay award of 2%, the Council is part of a national pay agreement and as a guide for GYBC, 1% equates to approximately £90,000 annually. The base budgets allow for a turnover element from staffing costs, which equate to approximately 1.5% per annum.
- 9.5 **Business Rates Growth** – Within the Local Government Finance Settlement, the Business Rates Baseline funding is assumed to increase annually in line with inflation. Actual increases (or reductions) will result in additional or a reduced level of income retained locally. Some allowance for growth after allowing for appeals has been factored into the projections, as a guide a 1% movement each year would result in approximately £50,000 additional income per annum being retained.
- 9.6 **New Homes Growth/Increase in Tax Base** – The current budget and projections allow for no new NHB allocation for 2020/21. Increases in the tax base generate increases in the locally collected element of the council tax, this is also dependent upon the level of collection. There are risks associated with the NHB funding at a local and national level. Risks at a local level are the continued delivery of housing growth and also reductions in the number of long-term empty properties. The growth in new homes can be informed by the housing trajectory figures, however the fluctuations in the number of long-term empty properties can negatively (should the number increase) impact on the allocation of NHB. This area therefore that continues to be monitored closely with proactive work with homeowners and landlords to bring the properties back into use. In addition, future funding from NHB has not been confirmed and therefore from 2020/21 onwards there is not anticipated to be new further funding from NHB.
- 9.7 **Revenue Support Grant** – The overall reduction in RSG between financial years covered by the four-year settlement period is just over £1.7m. Whilst the current assumptions assume a roll over of the 2019/20 funding, the future resource allocation is not yet known and future funding gaps still remain a risk.
- 9.8 The extent to which the above factors will have an impact on the overall projections and forecast funding gap will vary. Some will have an ongoing impact, for example an increase to the tax base in 2020/21 will have an ongoing benefit in terms of additional Council tax income generated year on year, converse to this an increase in the employee inflation in one year will increase the base budget requirement moving forward cumulatively. Equally

- the assumptions around future council tax increases and changes to these will also have an impact to the overall position.
- 9.9 Fluctuations in the demand for services, say for example a fall in car parking income due to inclement weather over a holiday period could be relatively short term, assuming no changes to other factors, for example the closure of a pay and display car park and the overall reduction in provision. For the short-term fluctuations, these are mitigated through allowing elements within the general reserve.
- 9.10 The Council continues to face a number of risks in terms of future funding and delivery of services. A number of these risks have been referred to within the main body of the Strategy. The detail of the 2020/21 budget will be completed over the coming months in preparation of the Budget and Council Tax setting report which will be presented for approval in February 2020.
- 9.11 The main risks that the authority continue to face are outlined below:
- 9.12 **Future Funding and Business Rates** – Local Authority funding from central government continues to be under pressure with the continued shift from central government grant (from revenue support grant) to locally generated resources including retained business rates. The current work on the fair funding review and increased business rates retention will have an impact on the resources available from 2021/22 onwards.
- 9.13 The greater emphasis on retaining funds from business rates locally to fund the provision of services provides increased risks to funding. There are a number of inherent risks, which will continue to be borne locally including, the status of properties changing, for example business premises becoming empty and the impact of appeals and the resulting outcomes which can result in backdating of refunds. Whilst the process of accounting for and forecasting business rate income will make provisions for appeals, the timing of the outcome can be in future financial years and is dependent upon the outcome of the appeal by the Valuation Office Agency (VOA). The most significant at the moment is in relation to the NHS and timing of this and whether Government take any action if the outcome is not favourable to local government. The Council holds an earmarked reserve which can be used to mitigate any adverse impact to the Council in the short to medium term.
- 9.14 Equally, business growth and addition of new businesses to the baseline will have a positive impact on funding.
- 9.15 **Savings and Additional Income Opportunities**– The Council is continuing to deliver against a programme of savings and additional income from current and previous budget decisions. Delivery of the savings at the levels budgeted along with the identification of new opportunities for savings and additional income is vital to delivery of the overall budget and achieving a sustainable future financial position. The delivery of these savings is closely monitored by ELT and Members as part of the ongoing budget monitoring process.
- 9.16 **Service Demand and Income** - Income from a number of demand led services remains a financial risk that cannot be fully influenced by the Council. Whilst annual estimates are set under a robust methodology taking into account current performance, previous actuals and knowledge of current and future service delivery, income levels need to be closely monitored. For example for planning, car park income and fees and charges from crematorium services. Fluctuations in income can be mitigated by the use of reserves and this is a factor that is taken into account as part of the budget setting process when determining the recommended level of general reserve.
- 9.17 **Interest and MRP** - The revenue budget takes account of the planned borrowing and financing of the current and future capital programmes. Slippage of capital schemes will impact on the level of borrowing required along with the associated financing costs. In addition, as new schemes and projects are approved this will have an impact on the associated financing costs and will need to be considered as part of the options appraisal and business case. Equally the risk of future rate rises can have a unfavourable impact

on the future projections, whilst in the short to medium term there is not expected to be a significant impact on planned capital programme expenditure following the increase to the PWLB rates, future rate rises could make planned capital programme spend unaffordable.

- 9.18 **Fair Funding Review and Spending Review 2019** – Further consultations on the fair funding review will be undertaken during 2019, until the detail of this and the spending review are announced the Council continues to operate with a greater level of uncertainty in terms of future funding.
- 9.19 **HRA** – As flagged previously the removal of the debt cap for the HRA provides greater flexibility and opportunity for the HRA in terms of provisions of replacement and additional housing for the HRA as well as maintaining existing stock. Additional borrowing must still be able to demonstrate affordability and modelling and scenario planning will be undertaken to inform future decisions.

Glossary of Acronyms – Financial Strategy

LCTS	Local Council Tax Support
LTE	Long Term Empty
MRP	Minimum Revenue Provision
NHB	New Homes Bonus
RSG	Revenue Support Grant
SFA	Settlement Funding Assessment
VOA	Valuation Office Agency

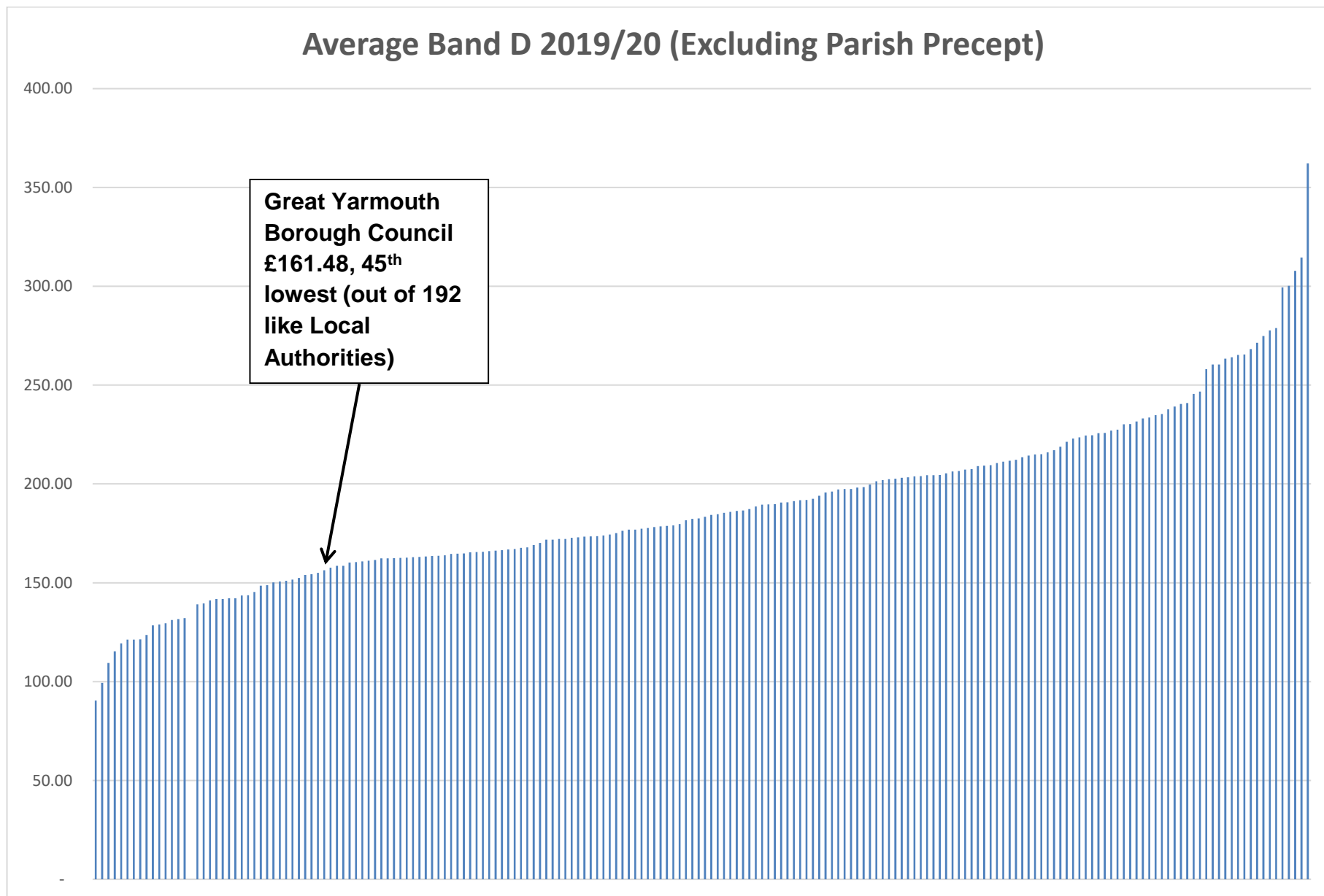
Appendices

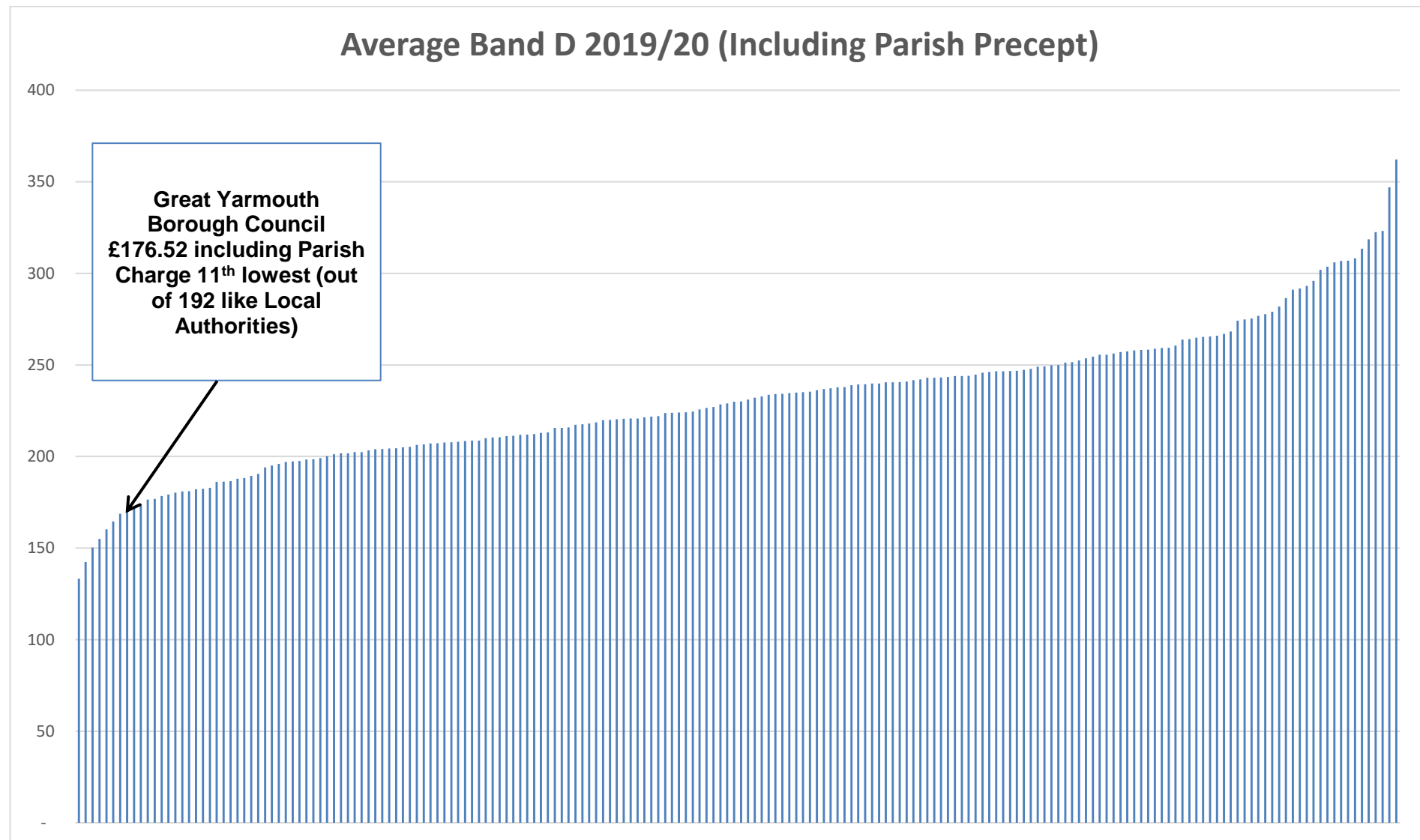
New Homes Bonus Allocations to Date

Allocation	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2011/12	274	274	274	274	274	274			
2012/13		234	234	234	234	234			
2013/14			321	321	321	321	321		
2014/15				119	119	119	119		
2015/16					208	208	208	208	
2016/17						220	220	220	220
2017/18							194	194	194
2018/19								5	5
2019/20									7
Total	274	508	829	949	1,157	1,377	1,063	627	427

General Fund Reserves Schedule - 2019/20		Closing Balance 31/03/19	Budgeted Movement 2019/20	Actual Movement (inc forecast) 2019/20	Updated Closing Balance 31/03/20	Budgeted Movement 2020/21	Updated Closing Balance 31/03/21	Budgeted Movement 2021/22	Updated Closing Balance 31/03/22	Budgeted Movement 2022/23	Updated Closing Balance 31/03/23
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£	£
Planning Delivery Grant	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	62,360	0	0	62,360	0	62,360	0	62,360	0	62,360
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.	215,655	0	45,195	260,850	0	260,850	0	260,850	0	260,850
Town Centre Initiative	Earmarked for spend in relation to the town centre project.	33,310	(33,310)	(33,310)	0	0	0	0	0	0	0
SHARP Funding	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	350,270	0	0	350,270	0	350,270	0	350,270	0	350,270
Restricted use grant	This reserves holds unspent grants received for specific purposes for which the spend has not yet been incurred.	940,610	(169,195)	(230,059)	710,551	(37,802)	672,749	(20,815)	651,934	(20,000)	631,934
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.	1,589,249	(134,076)	(258,065)	1,331,184	0	1,331,184	0	1,331,184	0	1,331,184
Specific budget	This reserve is utilised as expenditure is incurred.	102,327	67,520	45,492	147,819	(1,370)	146,449	(1,770)	144,679	(9,560)	135,119
LEGI	As costs are incurred, these are offset by the reserve.	523,671	(400,000)	(400,000)	123,671	0	123,671	0	123,671	0	123,671
Repairs and Maintenance	This reserve is utilised as expenditure is incurred.	352,253	0	(19,000)	333,253	0	333,253	0	333,253	0	333,253
Second Homes Council Tax	This reserve is utilised as expenditure is incurred.	155,962	(155,962)	(155,962)	(0)	0	(0)	0	(0)	0	(0)
Waste Management	This reserve is utilised as expenditure is incurred in relation to the service.	25,170	0	(25,170)	(0)	0	(0)	0	(0)	0	(0)
Collection Fund (Business Rates)	Earmarked to mitigate the fluctuations in business rate income between years.	3,285,976	(180,000)	(180,000)	3,105,976	80,201	3,186,177	0	3,186,177	0	3,186,177

General Fund Reserves Schedule - 2019/20		Closing Balance 31/03/19	Budgeted Movement 2019/20	Actual Movement (inc forecast) 2019/20	Updated Closing Balance 31/03/20	Budgeted Movement 2020/21	Updated Closing Balance 31/03/21	Budgeted Movement 2021/22	Updated Closing Balance 31/03/22	Budgeted Movement 2022/23	Updated Closing Balance 31/03/23
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£	£
Community Housing Fund	This represents grants previously received to assist with the delivery of Community Housing.	573,603	0	0	573,603	0	573,603	0	573,603	0	573,603
Enforcement	Earmarked for enforcement related works to address issues and bring properties back into use.	46,022	0	0	46,022	0	46,022	0	46,022	0	46,022
Special Project Reserve	Earmarked as per the 2017/18 budget report for project spend and also for matched funding as appropriate.	743,681	(323,529)	(249,917)	493,764	(6,455)	487,309	0	487,309	0	487,309
Treasury Management reserve	This reserve is held to mitigate year on year fluctuations of investment income received.	200,000	0	0	200,000	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. *	1,900,000	0	(1,620,445)	279,555	0	279,555	0	279,555	0	279,555
Benefits/Revenues Reserve	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	144,621	0	0	144,621	0	144,621	0	144,621	0	144,621
Homelessness	These Reserves are utilised as expenditure is incurred.	426,366	0	0	426,366	0	426,366	0	426,366	0	426,366
Coast Protection	Established as part of the 2019/20 budget process for match funding and mitigate one-off costs in relation to coast protection.	0	150,000	20,000	20,000	0	20,000	0	20,000	0	20,000
Empty Business Property Incentive Fund	Earmarking of funds to be used for incentivising bringing properties back into use. Policy to be developed.	0	100,000	100,000	100,000	0	100,000	0	100,000	0	100,000
Other Reserves	These Reserves are budget carry forwards to be used in future years	729,984	0	(669,006)	60,978	0	60,978	0	60,978	0	60,978
Total GF Earmarked Reserves		12,401,090	(1,078,552)	(3,630,247)	8,770,843	34,574	8,805,417	(22,585)	8,782,832	(29,560)	8,753,272
General Fund Reserve	Current recommended balance of £2.75 million (as at Feb 2019)	3,049,617	155,962	125,962	3,175,579	0	3,175,579	0	3,175,579	0	3,175,579
Total GF Reserves		15,450,707	(922,590)	(3,504,285)	11,946,422	34,574	11,980,996	(22,585)	11,958,411	(29,560)	11,928,851
Note: * Transfer in 2019/20 reflects the current commitment for the new leisure facility.											





Subject: Review of the Two-Day Market Fees and amendments to Market Policy

Report to: Management Team – 1st October 2019
Policy and Resources Committee – 15th October 2019
Council – 7th November 2019

Report by: Head of Property and Asset Management

RECOMMENDATIONS

Amendment following Policy and Resources 15th October 2019

Two Day Market Fees & Charges

To recommend to Full Council the following:

- January 2020 – April 2020/21 fees and charges for two day Markets. Rate for permanent traders of £0.50 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders.
- Fixed rate daily electricity charge of £3.

1. Introduction

- 1.1 Great Yarmouth Market continues to be recognised as an important part of Great Yarmouth's Town Centre and one of the key priorities for the Council as part of the Town Centre Masterplan and the Future High Street Fund.
- 1.2 This report looks at the fees and charges for the two day market in addition to addressing issues around operational times of the six day market and holiday payments.
- 1.3 The six day market has seen stable occupation over recent years with some vacancies taken up by traders renting stalls rather than purchasing but some stalls have already changed hands through market sale.
- 1.4 Trader numbers on the two day market have reduced this year due to a number of issues including long term traders retiring and casual traders leaving. Overall numbers are clearly significantly down on years past although this is representative of many markets.
- 1.5 Policy and Resources Committee of January 2019 received a report recommending a rate for permanent traders of £1 per foot on the two day market and this was introduced from April 2019.

- 1.6 As part of the Full Council meeting in November 2017 a range of benefits were agreed for both the two and six day traders including: reduced price parking permits, 5% discount for payment in advance or by direct debit and holiday allocation for the equivalent of two weeks per year for both areas of the market.
- 1.7 The Market Policy agreed by Economic Committee in October 2017 mentions the operation of the six day market on Sundays by agreement with the Council this will also be considered as part of this report to provide clear guidance for all traders.

2. Current Position – Two Day Market

- 2.1 The following table presents an average over the last three and a half years in relation to attendance and booked footage:

Two Day Market Occupation levels			
Year	Overall Number of Permanent Traders	Overall Number of Casual Traders	Total footage occupied by permanent traders
2016/17 (prior to rent reduction)	26	16	468
2017/18 (prior to rent reduction)	18	16	428
2017/18 (winter period following rent reduction)	25	18	583
2018/19	23	31	565
2019/20 (April to September)	15	19	417

- 2.2 The current rate for two day traders is £1 per foot for permanent traders and £1.30 per foot for casual traders. We have seen two of our casual traders move over to permanent during this financial year. Number of permanent traders has however reduced with traders retiring.
- 2.4 Below is a table of other local market pricing:

Location	Price per foot
North Walsham	Permanent - £0.85p per foot (no restriction on depth)
Dereham	Permanent – £0.87 per foot plus £2.67 per day electricity Casual - £1.09 per foot plus £2.67 per day electricity
Fakenham	3mx3m pitch - £10
Bury St Edmunds	Permanent - £2.23 per foot plus £3 per day electricity (none catering units) £5 per day (catering units)

- 2.5 Going forward based on evidence above from markets within the Norfolk and Suffolk area the rate of £1 per foot as an all inclusive rate may benefit from a different approach.
- 2.6 Markets charge separately in some cases for electricity, the option would therefore be to mirror this approach to incorporate a reduced footage rate and charge individually for electricity should it be required.
- 2.7 Based on the information above the suggestion would be as follows:
- Permanent Traders £0.50 per foot
 - Casual Traders £0.75p per foot (increase from 30% to 50% additional charge for casual traders)
 - Daily electricity charge £3.00

3. Current Position – Six Day Market

- 3.1 The current six day market rate has reduced by 8% based on the 2016/17 charges. A further 5% reduction can be obtained by traders when paying in advance by direct debit therefore representing an overall 13% reduction.
- 3.2 In addition to the above savings there is the opportunity for traders to claim a holiday allocation which offers a rent free period for the equivalent of up to two weeks per year.
- 3.3 In reviewing fees and charges comparisons have again been taken with the nearest permanent market location. Overall rates remain similar to those of other markets.
- 3.4 Occupation on the six day market continues to be stable and interest in pop-up facilities has increased in recent months with the opportunity to use additional space produced through the removal of two units which were beyond their useful life. During 2016/17 the occupation rate was 86% (31 of 36 stalls occupied) this then increased to 92% (33 of 36 stalls occupied) and is currently 91% (31 of 34 stalls occupied) with two of the 31 occupied stalls taken on a rental rather than ownership basis.

4. FINANCIAL AND RISK IMPLICATIONS

- 4.1 There are financial implications in relation to the two day market proposals and they are detailed below.
- 4.2 The proposed changes in relation to the two day market rate would result in an annual loss to the Council of £32k an element of this cost may be able to be mitigated by additional stall holders and the use of pop-up stalls in the six day market area although this cannot be guaranteed.

- 4.3 The current footage in use by traders of the two-day market is considerably less than the budgeted footage, there may be an additional budgetary impact should additional usage not be forthcoming.
- 4.4 Inclusion of Sunday trading is not suggested to generate additional income however will enable the traders to benefit from additional opening hours at no additional charge should they wish.
- 4.5 At a time when the Council is facing funding reductions and future budget gaps where there are forecast to be reductions in income and/or expenditure growth options to mitigate these need to be considered. Based on the assumed reduction of income of £32k per annum there would need to be an increase in the number of stall holders and use of pop-up stalls to offset the impact to the revenue account. The actual number of increased stall holders will depend on the size of the stalls, as an example an average of 20 foot stalls would require an additional 10 stall holders per week to offset the reduction of income. With a reduced stall frontage the numbers would need to be greater. The overall impact to the revenue account will be monitored to understand the impact of the reduction in fees.

5. CONCLUSIONS AND RECOMMENDATIONS

- 5.1 That the Committee considers the content of this report and recommends to Full Council the Fees and Charges for the two-day market from January 2020 to March 2021.

Recommendation for Two Day Market Fees & Charges

To recommend to Full Council the following:

- January 2020 – March 21 fees and charges for two day Markets a year-round rate for permanent traders of £0.50 per foot (depth calculations will remain unchanged) with a 50% addition for casual traders.
- Fixed rate daily electricity charge of £3 if required.

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Considered
Existing Council Policies:	Considered
Financial Implications:	Considered
Legal Implications (including human rights):	No
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Exempt Information: Not for publication

(1)The content of this appendix qualifies as exempt information under Section 100(A)(4) and paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 as it is “information relating to the financial or business affairs of any particular person (including the authority holding that information)” and

(2)In relation to the “exempt” information, it has been determined that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure would adversely affect the authority’s ability to manage its commercial financial and business affairs. Accordingly, Appendix 1 should remain exempt.

Subject: Fees and Charges Beach Huts

Report to: Executive Leadership Team – 11th November 2019

Policy and Resources – 26th November 2019

Report by: Head of Property and Asset Management

SUBJECT MATTER/RECOMMENDATIONS

To approve the rental and sale options for the Beach Huts located on the Lower Promenade, Gorleston-on-Sea.

1. BACKGROUND

Beach Huts have now been located on the Gorleston Lower Promenade since May 2019.

Since installation four units have been sold with others being rented both monthly and for the remaining annual period.

The original scheme offered the opportunity to purchase Beach Huts based on a 25-year lease. Following the initial installations in July 2019 a short-term rental option was approved by Council. The rental options were based on a weekly and monthly rental for the financial year to end March 2020.

The sale price for the Beach Huts was reached through independent valuation and is based on a lease together with an annual ground rent charge for the use of the amenity block including cleaning and services together with an onsite Beach Hut Warden.

It should be noted that Beach Huts are subject to Business Rate charging.

This report now considers options around the sale and rental of Beach Huts going forward.

2. CURRENT SITUATION

Initial interest in the Beach Huts was significant and seen as a positive addition to the Gorleston promenade. Following a tender submission from local Estate Agents the sale price of £16,500 excl. VAT was agreed. This price was based on a 25 year ground lease.

This report sets out the opportunity to consider an optional shorter lease period which although still based on the original sale price would give purchasers additional options.

The introduction of a 10 year lease period together with the option to purchase for 25 years would enable a wider range of purchasers to become owners of the units. The calculation would consider the total lease period and the cost of the Beach Hut. The calculation is included as part of the confidential appendix 1 for reference.

In addition to the above it is also proposed to widen out the opportunity for rentals of the units. Offering the ability to rent for a week, month or annually with prices varying across the low, medium and high season.

All rental options would be managed and operated through the Property and Asset Department.

3. PROPOSAL

The additional sale option and the rental fees are based on the original sale price but have also taken into consideration charges for Beach Huts in the surrounding areas, appendix 2. The following table outlines the proposals for the 2020/21 year. Following this all Beach Hut charges will form part of the annual Fees and Charges review:

Beach Hut Rates	2019/20	2020/21
	Charges excluding VAT	Charges excluding VAT
Beach Hut Purchase with 25 year ground lease	16,500	16,500
Beach Hut Purchase with 10 year ground lease		9,000
Ground Rent Fees and Hire Charges 2019/20		
Annual Ground Rent Charge - owners	750	
Part year rental 8 months	1,000	
Weekly Rental Charge	100	
Monthly Rental Charge	250	
Ground Rent Fees 2020/21		
Annual Ground Rent Charge - owners RPI+2%		780
Hire Charges 2020/21		
Annual rental April - March per year		1,571
Weekly rental		
Low Season - April / November / December / January / February / March		£40pw
Mid Season- May / June / September / October		£100pw
High Season - July / August		£150pw
Monthly Rental Charge		
Low Season - April / November / December / January / February / March		£120pm
Mid Season- June / September / October		£300pm
High Season - July / August		£450pm

The above information is in accordance with Section 19 of the Local Government (miscellaneous Provisions) Act 1976, a Local Authority is entitled to apply for recreational facilities and apply such charges as it feels appropriate.

4. RISKS

Risk	Mitigation
Additional units will need to be constructed on site to ensure availability for purchasers and rentals they may not be fully utilised reducing in additional cost to the Council.	Marketing and promotion of the site to be reviewed including both sale and rental options to enable wider marketing opportunities for the units.
Owners who have purchased without the reduced lease option being disadvantaged	Longer lease offering increased opportunity to sell together with reduced premium payment on sale.

5. RECOMMENDATION

For the Fees and Charges to be agreed as per of the following proposal:

Beach Hut Rates	£ (excl VAT)
Beach Hut Purchase with 25 year ground lease	16,500
Beach Hut Purchase with 10 year ground lease	9,000
Ground Rent Fee	780
Hire Charges 2020/21	
Annual rental April - March per year	1,571
Weekly rental	
Low Season	
April / November / December / January / February / March	£40pw
Mid Season- May / June / September / October	£100pw
High Season – July / August	£150pw
Monthly Rental Charge	
Low Season	
April / November / December / January / February / March	£120pm
Mid Season- May / June / September / October	£300pm
High Season – July / August	£450pm

Area for consideration	Comment
Monitoring Officer Consultation:	Considered
Section 151 Officer Consultation:	Considered and included

Existing Council Policies:	Fees and Charges Policy
Financial Implications:	Yes
Legal Implications (including human rights):	Yes
Risk Implications:	Yes
Equality Issues/EQIA assessment:	No
Crime & Disorder:	No
Every Child Matters:	No

Appendix 2

<u>Beach Hut Location</u>	<u>Max Rent Week/Min Rent Week</u>	<u>Max Rent Day/Min Rent Day</u>
Hunstanton, Norfolk	£200/w - £150/w	£40/d - £30/d
Sea Palling, Norfolk	N/A	£40/d - £35/d
Hunstanton, Norfolk	N/A	£70/d first 4 days then £60/d
Hunstanton, Norfolk	£150/w - £100/w	£30/d - £25/d
Wells-Next-The-Sea, Norfolk	£250/w - £200/w	£50/d - £40/d
Wells-Next-The-Sea, Norfolk	£330/w - £210/w	£55/d - £36/d
Wells-Next-The-Sea, Norfolk	£240/w - £105/w	£55/d - £35/d
Wells-Next-The-Sea, Norfolk	£210/w - £210/w	£35/d - £35/d
Wells-Next-The-Sea, Norfolk	£250/w - £150/w	N/A
Wells-Next-The-Sea, Norfolk	£220/w - £200/w	£50/d - £40/d
Wells-Next-The-Sea, Norfolk	£420/w - £210/w	£60/d - £32/d
Wells-Next-The-Sea, Norfolk	£275/w - £200/w	£50/d - £30/d
Wells-Next-The-Sea, Norfolk	N/A	£50/d - £50/d
Old Hunstanton, Norfolk	£150/w - £100/w	£30/d - £15/d
Lowestoft, Suffolk, Pakefield	£150/w - £70/w	£30/d - £15/d
Lowestoft, Suffolk, Pakefield	£140/w - £50/w	£30/d - £15/d
Lowestoft, Suffolk, Pakefield	£125/w - £40/w	N/A
Lowestoft Beach, Suffolk	£120/w - £49/w	£20/d - £10/d
Southwold, Suffolk	£275/w - £250/w	£65/d - £60/d
Southwold, Suffolk	£180/w - £135/w	£45/d - £35/d
Southwold, Suffolk	£220/w - £190/w	£55/d - £50/d
Southwold, Suffolk	£195/w - £195/w	N/A
Southwold, Suffolk	£339/w - £195/w	£65/d - £55/d
Southwold, Suffolk	£190/w - £190/w	£40/d - £40/d

<u>Distance to Toilet</u>	<u>Distance to Tap</u>	<u>Distance to Parking</u>	<u>Distance to Shower</u>
100m	50m	100m	N/A
400m	N/A	10m	400m
40m	20m	40m	N/A
50m	20m	50m	N/A
100m	20m	100m	N/A
30m	3m	200m	N/A
100m	80m	200m	100m
20m	10m	200m	N/A
300m	200m	200m	N/A
100m	20m	100m	100m
100m	50m	200m	100m
75m	25m	50m	N/A
100m	50m	400m	N/A
200m	100m	200m	N/A
50m	50m	50m	N/A
5m	5m	10m	100m
25m	25m	50m	1000m
50m	50m	50m	100m
5m	20m	10m	N/A
100m	30m	400m	1500m
100m	6m	3m	100m
300m	10m	3m	N/A
5m	20m	10m	N/A
10m	20m	20m	N/A

Calor Gas

[illegible]