



GREAT YARMOUTH
BOROUGH COUNCIL

Policy and Resources Committee

Date: Tuesday, 10 September 2019
Time: 18:30
Venue: Supper Room
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.

POLICE AND CRIME COMMISSIONER PRESENTATION

Details

ITEMS OF URGENT BUSINESS

Details

2 **DECLARATIONS OF INTEREST**

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

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

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

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

matter.

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

3 MINUTES 4 - 9

To confirm the minutes of the meeting held on the 23 July 2019.

4 FORWARD PLAN 10 - 13

Report attached.

5 QUARTER ONE KEY PROJECT AND PERFORMANCE REPORT 14 - 50

Report attached.

6 2019-20 PERIOD 4 BUDGET MONITORING 51 - 81

Report attached.

7 COUNCIL MOTION, LOWERING THE COUNCIL'S CARBON FOOTPRINT 82 - 89

Report attached.

8 ENFORCEMENT GROUP - PROGRESS UPDATE 90 - 102

Report attached.

9 ANY OTHER BUSINESS

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

10 EXCLUSION OF PUBLIC

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

11 ENFORCEMENT GROUP - PROGRESS UPDATE CONFIDENTIAL

APPENDIX

Details

12 CREMATORIUM TEA ROOM CONFIDENTIAL BUSINESS CASE

Details

13 LAND DISPOSAL

Details

Policy and Resources Committee

Minutes

Tuesday, 23 July 2019 at 18:30

Councillor Smith (in the Chair); Councillors P Carpenter, Flaxman-Taylor, Grant, P Hammond, Myers, Wainwright, B Walker, C M Walker, Wells and T Wright.

Councillor Cordiner-Achenbach attended as a substitutes.

Also in attendance : Mrs S Oxtoby (Chief Executive Officer), Mrs K Watts (Strategic Director), Mrs L Snow (Capital Projects and Senior Accountant), Mrs M Lee, (Head of Customer Services), Mr A Nicholls (Head of Planning and Growth), Mrs C Whatling (Monitoring Officer), Mr K Balls (Senior Strategic Planner) Mrs J Beck (Head of Property and Asset Management) and Mr S Ellwood (Interim Democratic Services Manager)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Williamson.

2 DECLARATIONS OF INTEREST

There were no declarations of interests.

3 MINUTES

The minutes of the meeting held on 11 June 2019 were confirmed.

4 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Policy and Resources Committee.

5 NORFOLK STRATEGIC PLANNING FRAMEWORK V2 - ADOPTION

The Committee considered the Senior Strategic Planner's report on the completed joint Norfolk Strategic Planning Framework (Version 2) seeking approval for the continuation of the established arrangements for joint working between the Norfolk Planning Authorities.

RESOLVED :

(1) That the Norfolk Strategic Planning Framework (Version 2) be endorsed.

(2) That the continuation of the joint working arrangements that were established to prepare the Norfolk Strategic Planning Framework, in order to continue to meet the evolving requirements of the planning 'duty to cooperate' be agreed.

6 REVISION OF LOCAL DEVELOPMENT SCHEME

The Committee considered the Senior Strategic Planner's report advising that the Council needs to update its current 'Local Development Scheme' (LDS), which dates from January 2018.

Progressing the completion of the Local Plan is identified as a priority in the Corporate Plan. The Local Development Scheme is a statutory obligation and sets out the timetable and range of future documents, including those involved in completing (and eventually replacing) the Local Plan.

RESOLVED :

That the replacement Local Development Scheme attached to the report be adopted.

7 LOCAL PLAN PART 2 UPDATE - FOCUSED CONSULTATION ON AMENDMENTS

The Committee considered the Senior Strategic Planner's report advising that the Council consulted on its Draft Local Plan Part 2 (Development Management Policies, Site Allocations and Reduction in Housing Target) during August and September 2018. The Strategic Planning Team has considered representations, updates and other recommendations in confirming, revising or deleting Draft Policies to form the Proposed Local Plan Part 2, the next formal stage of the preparation/adoption process.

Officers responded to a number of queries and questions from Members.

RESOLVED :

(1) That it be noted that a focused six-week public consultation will take place on significant revisions/additions to the draft Local Plan Part 2.

(2) That authority be delegated to the Director of Development to, prior to the start of the public consultation:

(a) finalise key supporting documents (such as the Draft Sustainability Appraisal report)

(b) make any further appropriate minor refinements/clarifications to policies and supporting text in the Focused Consultation in consultation with the Leader and Shadow Leader.

8 HALL QUAY PLANNING BRIEF CONSULTATION UPDATE AND ADOPTION

The Committee considered the Senior Strategic Planner's report updating Members on the progress of the Hall Quay Planning Brief including: a report of public consultation, refinements to the planning brief and subsequent adoption as a Supplementary Planning Document (SPD) to the Great Yarmouth Development Plan.

RESOLVED

1) That the progress of the Hall Quay Planning Brief, including the report of public consultation and post-consultation changes be endorsed.

2) That the Hall Quay Planning Brief (appendix 2) be adopted as a Supplementary Planning Document (SPD).

3) That authority be delegated to the Director of Development (in consultation with the Chairperson of Policy & Resources Committee) prior to the publication of the Hall Quay Planning Brief, for minor amendments and presentation improvements.

9 ANNUAL DEBT RECOVERY REPORT FOR 2018-19

The Committee considered the report of the Revenues Manager on the Annual Debt recovery for 2018/19.

The report included :

- A summary of debts written off in each debt area showing the reasons for write-off and values.
- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

RESOLVED :

That the annual debt recovery report for 2018/19 giving details of the Council's write-offs in accordance with the Council's Recovery Guidelines and performance in relation to revenues collection be approved.

10 REVENUES WRITE OFF REPORT

The Committee considered the report of the Revenues Manager requesting approval to write-off debts.

RESOLVED :

That authority be given to the individual write offs as detailed within the Schedule 1 (Business Rates) and Schedule 2 (Sundry Debt) of the report.

11 COUNCIL TAX SUPPORT (REDUCTION) SCHEME 2020

The Committee considered the report of the Head of Customer Services advising that the Great Yarmouth Borough Council Scheme for 2019 was introduced following a consultation with customers, stakeholders and other organisations.

There is a legal requirement to conduct a further consultation where the Council is considering changing the Council Tax Support (Reduction) Scheme for future years. It is considered best practice to consult each year even where the Council decides to retain the existing scheme for the following year.

RESOLVED :

That permission be granted to consult on retaining the current scheme for 2020 but including the further options as outlined in section 3.2 of the report.

12 PROVISION OF BODY WORN VIDEO CAMERAS

The Committee considered the report of the Head of Customer Services on the requirements and options considered for the provision and introduction of Body Worn Video Cameras to relevant officers across the organisation as an additional form of protection against potential harm from lone working and/or anti-social behaviour and abuse

RESOLVED :

- 1) That authority be delegated to Officers to proceed with the proposal as outlined in Section 3 of this report, namely to proceed with the fully hosted and managed service provision for the introduction and use of Body Worn Video Cameras for designated staff within this organisation
- 2) That the budget provision as set out in Section 4.2 and 4.3 of the report be approved.

13 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

The Committee considered the report of the Licensing and Elections Manager advising that it is necessary to carry out a compulsory review of polling districts, polling places and polling stations. Final approval will be required by Members once all representations have been received.

The timetable for the review was outlined in Paragraph 2.2 of the report and the following updates were provided - the report to Policy and Resources committee would now be on 15 October and the final decision published on 31 October.

RESOLVED

That the consultation period and timetable for the review (as amended) be noted.

14 RECORDS MANAGEMENT AND DATA PROTECTION

The Committee considered the report of the Corporate Services Manager and Interim Data Protection Officer advising that the Council requires a Records Management Policy to provide a strategic approach to records management. The report also provided an update of the Council's compliance with the General Data Protection regulations.

RESOLVED :

1. That the publication of the Records Management Policy attached to the report be approved.
2. That the updating report on the Borough Council's compliance with the General Data Protection Regulations 2016/679 and the Data Protection Act 2018 be noted.

15 ANY OTHER BUSINESS

The Chairman referred to the following additional items of business :

- Beach hut Charge for 2019/20
- Retirement of Superintendent Roger Wiltshire

16 BEACH HUT CHARGE FOR 2019/20

The Committee considered the report of the Head of Property and Asset Management advising that the Beach Hut and Amenity Block works have now been completed, the first phase has been offered for sale and this report requests approval for an all-inclusive fee for rental of a Beach Hut.

RESOLVED :

1) That the rate for rental of a Beach Hut be as follows :

- Weekly rental of £100 plus VAT
- Monthly rental of £300 inclusive of VAT
- Annual - 8 month rental of £1200 inclusive of VAT

2) That a budget of £500 for the provision of tables and chairs for hired facilities be approved.

Note: Councillors Cordiner-Achenbach, Wainwright, C M Walker and T Wright voted against this decision and requested that it be recorded in the minutes.

17 SUPERINTENDENT ROGER WILTSHIRE

The Chairman advised that Superintendent Roger Wiltshire is due to retire after over 30 years service in the Norfolk Constabulary, the last 6 being based at Great Yarmouth.

He wished it to be recorded in the minutes the appreciation to Superintendent Roger Wiltshire for the work he has carried out in the Borough of Great Yarmouth.

The meeting ended at: 20:10

Forward Plan for Policy & Resources Committee

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources	Economic Development	Environment	Housing & Neighbourhoods
1	Climate change and sustainability	Strategic Director (KW)	02/09/19	10/09/19			
3	Crematorium Tea Room - Business Case for Capital	Head of Customer Services	02/09/19	10/09/19			
4	Enforcement Group Update	Strategic Director (KW)	02/09/19	10/09/19			
5	Quarter 1 Performance Report	Strategic Director (KW)	02/09/19	10/09/19			
7	Period 4 Budget Monitoring - General Fund	Finance Director	02/09/19	10/09/19			
6	Pops Meadow	Head of Property and Asset Management	07/10/19	15/10/19			
8	Sentinel Partnership Board - Six Monthly Report from Board	Strategic Director (KW)	07/10/19	15/10/19			
9	Review and updating Pre-Application Charging (Development Control)	Head of Planning & Growth	07/10/19	15/10/19			
10	Fees and Charges Policy	Finance Director	07/10/19	15/10/19			
11	Medium Term Financial Strategy	Finance Director	07/10/19	15/10/19			
12	Council Tax Discounts Report	Head of Customer Services	18/11/19	26/11/19			
13	Council Tax Reduction Scheme Report	Head of Customer Services	18/11/19	26/11/19			
14	Council Taxbase Report	Head of Customer Services	18/11/19	26/11/19			
15	Period 6 Budget Monitoring - General Fund	Finance Director	18/11/19	26/11/19			
16	2020/21 Budget Report - General Fund	Finance Director	27/01/20	04/02/20			
17	Period 10 Budget Monitoring - General Fund	Finance Director	09/03/20	17/03/20			
18	Annual Action Plan 2019/20	Strategic Director (KW)	TBC	TBC			

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources	Economic Development	Environment	Housing & Neighbourhoods
19	Customer Services - Customer Care Standards	Head of Customer Services	TBC	TBC			
20	Housing System Capital Budget - Business Case for the Housing Management IT System Replacement	Housing Director	TBC	TBC			
21	Market Redevelopment - Options	Head of Property and Asset Management	TBC	TBC			
22	Review of Corporate Plan	ELT	TBC	TBC			

Council
07/11/19
07/11/19
19/12/19
19/12/19
19/12/19
20/02/20

Council

Subject: Quarter 1 Key Project and Performance Report

Report to: Policy & Resources Committee – 10 September 2019

Report by: Senior Performance Officer

SUBJECT MATTER/RECOMMENDATIONS

The following gives an update on current performance for the first quarter of 2019/20 (Apr – Jun) where progress is assessed against Targets which are set at the start of the financial year.

The report also gives an update to the position of key projects that are linked to the corporate priorities from 'The Plan 2015-2020'. A summary of progress for the suite of key projects and individual highlight reports for each of these key projects are presented in Appendix 1 of this report.

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

RECOMMENDATIONS

The actions are:

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





1. INTRODUCTION/BACKGROUND

To consider all measures and key projects within the report and to continue to monitor throughout the year and report quarterly to Executive Leadership Team (ELT)/Management Team (MT). Performance measures will be presented to the relevant service Committees on a quarterly basis with the complete suite going to Policy & Resources Committee. The suite of ten Key Projects will be reported to Policy & Resources Committee quarterly.

2. PROGRESS OVERVIEW OF KEY PROJECTS

A review of all projects was conducted at the end of the 2018/19 financial year and a new list of key projects was established and was included in the Council's Annual Action Plan 2019/20 which was approved by Policy & Resources Committee on 24 July 2018. Each highlight report details a summary of the project, milestones and achievements, alongside open issues, mitigation and a financial summary.

Each report also has a current status, which can be green, amber or red. Out of the ten reports, eight have a current green status defined as no problems or minor issues and two have an amber status defined as having problems which have been identified but with a contingency plan in place.

 Key Project Current Status	Total
 Green - no problems or minor issues	8
 Amber - problems identified but contingency plan in place	2
 Red – serious problems out of tolerance	0

KP04 – Wellesley Site:

Sporting Assets have finalised their business case but there has been a delay in presenting this to Members while the Council explores additional investment opportunities for this site. It is therefore proposed that a final business case will be presented to Members in October 2019.

KP08 – Improving the Markets and the Market Place:

Due to further trader consultations which were undertaken at the close of 2018 and start of 2019 along with the suggested design, the project was delayed. The trader consultations have been concluded and the results of the consultations have been analysed for future reference. This Project will now need to be considered in light of the Future High Street Fund

3. Performance Measures





Performance Measures – Highlights

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

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

There are 49 targeted measures reported in the First Quarter performance. The performance information regarding 3 of the targeted measures is reported for contextual information only, the data is important information for the Council where the actions of the Council may make improvements but there is not sufficient control over the outcome to set a target. There is one further measure (PR13 - Percentage of priority 1 Internal Audit recommendations completed on time) where the information has not been available.

Breakdown of the remaining 45 targeted measures is shown below.

	Performance Measures against Targets	Total
	Green - Performance has met or exceeded target	27
	Amber - Performance is below target but within tolerance	14
	Red – Performance is below target and tolerance	4

Nearly 89% of measures are performing within an acceptable level or above target, with particularly improved performance in:

- PR10: Percentage of FOI and EIR requests responded to within 20 working days
- PR01: Average time to assess Housing Benefit & Council Tax Support New claims (Quarterly Cumulative)

The five measures that are within the Red status and are not achieving the target and below the tolerance level set are:

- PR09: % of completed Full Performance Reviews (Quarterly Cumulative)
- EN06: Contamination rate in dry recycling
- HN01: Great Yarmouth Community Housing rent - Total rent arrears
- HN04 Average cost of a Void repair (Quarterly Cumulative)

The following areas of performance are brought to your attention:

Improved performance:

1. Percentage of FOI and EIR requests responded to within 20 working days (PR10)

The number of FOI's and EIR's continues to increase (182 FOI & 135 EIR received in this quarter). Despite this performance has increased to 89% compared to 75% in the same quarter last year and only 1% off our target.

A lot of work has been put into ensuring requests are distributed to the relevant departments within a few days of them being received and responses that are due within the next 7 days are chased up, if these were still not provided they were then escalated to the manager.

2. PR01: Average time to assess Housing Benefit & Council Tax Support: New claims (Quarterly Cumulative)

Performance has increased to completing new claims in 17 days compared to 24 days in the same quarter last year, this is also an improvement of 2 days over the last quarter. A shortage of staff was addressed in the second quarter of last year and the new staff are now fully trained which has resulted in the increased performance now shown.

Reduced performance:

3. PR09: % of completed Full Performance Reviews (Quarterly Cumulative)

Completion of Performance Development Reviews in Q1 has been hampered by the deadlines imposed by year-end activities and pending restructures. It is anticipated that the % completion rate will improve significantly in Q2 and reminders will be sent out to Heads of Service.

4. EN06: Contamination rate in dry recycling (Quarterly Cumulative)

Our dry recycling rate is up on the same Quarter last year but remaining steady between 20% and 24%. This is an area of work that is being tackled across Norfolk through the Norfolk Waste Partnership. There is a specific workstream around reducing this contamination level as this has an impact on the quality of the recycled goods and thus on the finances received through the agreement. An update will be provided to the Environment Committee on this work later in the year.

5. HN04 Average cost of a Void repair (Quarterly Cumulative)

Works to voids are to be delivered through an alternative model to reduce costs particularly for kitchens and bathrooms, this work has been delayed due to the position with the delivery company going into administration. A new provider is being sort from the Eastern Procurement Framework. A higher number of properties are also coming through as major voids having previously refused works to be undertaken this is also having an impact on the overall cost of voids.

Data Quality note

All data included in this report for the current financial year is provisional unaudited data and is categorised as management information. All current in-year results may therefore be subject to later revision.

4. FINANCIAL IMPLICATIONS

None

5. RISK IMPLICATIONS

None

6. CONCLUSIONS

None

7. RECOMMENDATIONS

The actions are:

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

8. BACKGROUND PAPERS

None




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

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

KEY PROJECTS – SUMMARY REPORT QUARTER 1 2019/20 (APR- JUN)**Key projects that impact on the corporate priorities in ‘The Plan 2015 – 2020’.**

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

Project	Project Lead	Lead ELT	Current Position
KP01 – Energy Park & South Denes Regeneration	Stuart Dawson	David Glason	
KP02 - Beacon Park Housing Development	Dawn Edwards	Neil Shaw	
KP03 –Middlegate Estate	Anthony Moore	Kate Watts	
KP04 – Wellesley Road Recreation Ground	Claire Sullivan	Kate Watts	
KP05 – Marina Centre	Michelle Burdett	Kate Watts	
KP06 – Winter Gardens	Michelle Burdett	Kate Watts	
KP07 – Venetian Waterways	Claire Sullivan	Kate Watts	
KP08 – Improving the Markets and the Market Place	David Helsdon	Kate Watts	
KP09 – Go Trade	David Helsdon	Kate Watts	
KP10 - Community Economic Development Inclusion Project	David Helsdon	Neil Shaw / Kate Watts	

Key	
	No problems or minor issues
	Problems identified but contingency plan in place
	Serious problems out of tolerance

Project Progress Report

Project Name	Energy Park & South Denes Regeneration		
Date	22 nd July 2019		
Lead ELT Officer	David Glason		
Support ELT Officer			
Project Manager	Stuart Dawson		
Status			Green - no problems or minor issues
Summary of the whole project			
<p>The Great Yarmouth Energy Park was launched in late 2013 by the Great Yarmouth Development Company (a joint venture between GYBC & Norfolk County Council) and its purpose is to seek to regenerate the project area thereby targeted redevelopment and re- use of sites by private and public sectors, focusing on the energy industry.</p> <p>The ambition is to secure inward investment to the area, to generate economic growth and improve the environment by redevelopment. The strategy is a reflection of the demand on the port area, in particular by the renewables sector. The Enterprise Zone status of the port area predicts a demand for sites that is likely to be higher than the supply within the port area creating a pressure on land adjacent to the port.</p> <p>The Great Yarmouth Energy Park is complementary to the Enterprise Zone at the port. The forecast arrival of the East Anglia Array, as well as other Round 2 (windfarm) Projects is a limited window of opportunity to secure inward investment to Great Yarmouth, with the supply chain and operations and maintenance requiring proximity to the windfarm and potentially both deep water harbour and river port access.</p> <p>The strategy of the GYEP addresses the 'need' to regenerate the project area due to the outdated and generally run down appearance. The opportunity presented by the new economic activity has been the trigger.</p> <p>Part funding for the project has been put in place by Norfolk County Council from the Norfolk Infrastructure Fund, this is recorded by the NIF Annual report dated 3 March 2014 where it is decided to support the project to £2.75m. The remaining funding, £250,000, will come from Great Yarmouth Borough Council from its capital reserves</p>			
Key Project achievements	Milestones		Target Date/Outcome
November 2013	Launched late 2013		Completed
January 2014	Established locations for relocating non-energy business's 'off site'		Completed
March 2014	Marketing strategy /particulars produced		Completed
January 2015	The first non-energy business to relocate away from the Energy Park has completed freeing up just under an acre of land.		Completed
February 2017	Millora Works – 2 acre site acquired February 2017		Completed
January 2018	Vanguard Point site clearance completed		Completed
August 2018	Ocean Yard site clearance complete		Completed
May 2019	Millora Works site clearance completed		Completed

May 2019	Commercial Agents appointed	Completed	
Summary of Project Quarter Performance			
<ul style="list-style-type: none">Officers continue to review opportunities for land assembly within the park working closely with other stakeholders and businesses.Following a procurement exercise, commercial agents (Arnolds Keys & Bycroft Commercial) have been appointed to support the marketing of sites acquired within the park.Block 1 (Tectra) & Block 4a (Ocean Yard North) – Brineflow Properties & Handling Ltd are nearing the completion of Phase 1 & 2 (the Tecta site) of their £4 million expansion & relocation to Great Yarmouth Energy Park. Phase 3 of their expansion plans (Ocean Yard North) is to be progressed this year and will comprise of warehousing and offices. As part of the agreement with GYBC they will release their current 5-acre site beside the outer harbour which will be promoted by the Council to offshore energy businesses, ensuring the borough is best placed to capture the significant jobs, investment and regeneration opportunities in these growing areas.Completion of the site clearance of Millora Works & the former squash court (Block 12 and 13b 2.67 acres approx.) has concluded with contractors arranging hoarding to secure the site.The prospect of relocating a manufacturing operation currently based in South Denes is under review with the business concerned.Construction of the 81 Bedroom Premier Inn hotel (Edge development, South Denes) is open			
Open issues	Mitigation		
Legal agreement with NCC regarding NIF funds to be completed	Lawyers drafting agreement		
Development Surveyor role to fill	Role being advertised via recruitment consultants and in the interim recommendation to employ consultant.		
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
Capital - £3,000,000 Revenue - £9,000	Capital - £1,090,000 Revenue - £31,000	£ N/A	£ N/A
Financial data verified by (name of finance officer):			Date:
Lorna Snow			22/07/2019

Project Progress Report

Project Name	Beacon Park Housing Development		
Date	24/7/19		
Lead ELT Officer	Neil Shaw		
Support ELT Officer			
Project Manager	Dawn Edwards		
Status			Green - no problems or minor issues
Summary of the whole project			
Housing development project on Eastwood - Site 25, Beacon Park. The project is separated into three phases. The first phase of 56 properties received detailed planning approval in 2016 and is scheduled to be complete by 2020. Planning for phase 2 will start during 2018/19 once construction on phase 1 has progressed. The project is being delivered through the council's Local Authority Trading Company: Equinox Enterprises.			
Key Project achievements	Milestones		Target Date/Outcome
Nov 2016	Approval of the original business case		Met
Mar 2017	Outline planning permission for the whole site and detailed planning consent for phase 1		Met
Mar 2017	Completion of s106 agreement and transfer of land to Equinox		Met
June 2018	Installation of rising main		Met
June 2018	Upgrade of Woodfarm Lane		Met
Feb 2017	Tendering process (phase 1)		Met
May 2018	Final agreement of tender (phase 1)		Met
June 2018	Contract signature		Met
Aug 2018	Commence procurement, mobilise contractors, site set up		Met
Sept 2018	Commence construction		Met
Jul 2019	Completion of first tranche of development inc show home (phase 1)		Jul 2019 (Not met)
Nov 2019	Completion of second tranche of development (phase 1)		Nov 2019
Jan 2020	Completion of third tranche of development (phase 1)		Jan 2020
Mar 2020	Completion of fourth tranche of development (phase 1)		Mar 2020
Jun 2020	Completion of fifth tranche of development (phase 1)		Jun 2020
Sep 2020	Final site completion (phase 1)		Sep 2020
Summary of Project Quarter Performance			
Construction is currently taking place on all 56 plots. The foundations of all properties have been laid and work is progressing at various stages in tranches of 6/7 plots at a time. Work on the first 15 plots are well progressed, with internal fit out of the first 7 plots nearing completion. Tranche 1 also includes the show home for the site. There has been approx. 4 weeks slippage in construction milestones but the developers will seek to recover this during the coming months. Overall, the			

construction phase of the project overall is marginally off track (by 4 weeks) but being managed within tolerances.

July/Aug – Completing internal fit out of properties in tranches 1 and 2. It is anticipated the first tranche of properties will be complete by 31 August 2019. Connection of the rising main and utilities to the site. Active marketing of the properties will begin in August, with on-going dialogue between Lovells and Bycroft to ensure practical sale of plots and completed properties is sequenced appropriately.

Autumn 2019 – the council will consider a proposal to develop out Phase 2 of the East Wood site. An outline design is being developed and financial modelling will take place in Aug-Sept to explore the mix of tenures in order to identify a feasible proposal.

Open issues		Mitigation	
Potential delays in construction due to unforeseen issues e.g. adverse weather.	Project management of contractors (and currently on track). Good weather to date has not created significant delays to construction		
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£9,460,000 (LATCSC approved 25/4/18 Equinox investment by GYBC of £8,933k)	£6,882,000 (of which £1.7m Equity, £5.1m Loan)	£ N/A	GYBC sold land to Equinox for £1,293,000
	Equinox spend to date £4,315k (as at 26/06/19)		
Financial data verified by (name of finance officer):			Date:
Jane Bowgen			

Project Progress Report

Project Name	Middlegate Estate		
Date	July 2019		
Lead ELT Officer	Kate Watts		
Support ELT Officer			
Project Manager	Anthony Moore		
Status			Green - no problems or minor issues
Summary of the whole project			
A feasibility study for potential to regenerate Middlegate Estate.			
Key Project achievements	Milestones	Target Date/Outcome	
A high level options appraisal for the site has been undertaken alongside extensive stakeholder engagement. As a result these options have been finalized and developed to form part of a master plan for the whole site, which will include detailed financial analysis.	Create project team	Met	
	Tender consultants	Met	
	Appoint Consultant	Met	
	Area Appraisal – Member’s review	Met	
	Viability Report – Member’s review	Met	
	Options Appraisal – Member and Stakeholder participation	Met	
	Options Appraisal report -member’s review and recommendation to H & N Committee	09/19	
	Final Report to H & N Committee	11/19	
	Final Report to DCLG	12/19	
	Final Report to Council	12/19	
	Project Review	01/20	
Summary of Project Quarter Performance			
Masterplanning and feasibility work completed. Draft report has been redrafted and is being finalise subject to ongoing financial work and phasing investigations.			
There is potential for a sensible phased scheme of selective demolition and wider refurbishment, however, revenue implications require further work to make it viable for GYBC in the long term.			
MCHLG have been kept appraised of the situation and remain supportive.			
Working party members and officers to receive briefing on the scheme once report finalised.			
Open issues	Mitigation		

Page 25 of 102

Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£320,000 (DCLG)	£149,112	£ N/A	£ N/A
Financial data verified by (name of finance officer):			Date:
Danielle Lee			19.06.2019

Project Progress Report

Project Name	Wellesley Recreation Ground	
Date	July 2019	
Lead ELT Officer	Kate Watts	
Support ELT Officer		
Project Manager	Claire Sullivan	
Status		Problems identified but contingency plan in place
Summary - the whole project		
<p>Develop a clear future direction for the Wellesley Road Recreation Ground, including current and future usage, potential 3G facilities, onsite buildings and future management of the site. A review of income, expenditure, management, maintenance, issues, risks and opportunities on the site to present a calculated, coherent and comprehensive plan for the site which addresses all areas, either as one study or as linked studies.</p> <p>As well as the design and management of a borough wide sports and activity participation survey the evidence from stakeholders will help us develop options to present to committee.</p>		
Key Project achievements	Milestones	Target Date/ Outcome
Develop options for Wellesley Recreation Ground	Create project team	Met
Undertake a sports participation and activity survey across the borough.	H & N Committee	Met
	Tender consultants	Met
	Appoint Consultant	Met
	Area Appraisal – Member’s review	Met
	Viability Report – Member’s review	Met
	Public survey and engagement recommendation report to ELT. 28 th August 2018	Met
	Officers Short List Development Meeting on Wellesley. 29 th August 2018	Met
	Members Short List Development Meeting Wellesley. 29 th August 2018	Met
	Housing and Neighbourhood Committee - Wellesley Short List option report. 6 th September 2018	Met
	Planning and Resource Committee - Public consultation on sports participation in the Borough report. 11 th September 2018	Met
	Public survey sports participation 17 th September 2018 until 12 th October 2018	Met
	Wellesley Member Working Group Meeting – Discuss short option appraisal 6 th November	Met
	CP Wellesley proposals short list options. 6 th November 2018	Met

	ELT Wellesley follow up report on preferred option. 12 th November 2018	Met	
	Joint Marina and Wellesley Working Group meeting. 27 th November 2018	Met	
	Housing and Neighbourhood Committee - Wellesley Options report on preferred option for further analysis. 6 th December 2018	Met	
	Housing and Neighbourhood Committee –Activity Participation Survey Update with Active Norfolk. 6 th December 2018.	Met	
	Meeting with Sporting Assets on Preferred Option Business Case Development following committee	Met	
	CPB	May 2019 - Overdue	
	Members Working Group	March 2019 - Overdue	
	Housing and Neighbourhood Committee	June 2019 - Overdue	
Summary of Project Quarter Performance			
Whilst sporting assets have finalised their business case there has been a delay in presenting this to Members while the Council explores additional investment opportunities for this site. It is therefore proposed that a final business case will be presented to Members in October 2019.			
Open issues		Mitigation	
Stakeholder engagement		Stakeholder engagement is critical to the success of any option appraisal or potential proposal. The Wellesley is a well-loved asset within the borough with long standing uses. Any ongoing work will engage and involve key stakeholders.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£25,000	£23,546	£0	£0
Financial data verified by (name of finance officer):			Date:
Keith Phillips confirmed			22 July 2019

Project Progress Report

Project Name	Marina Centre		
Date	July 2019		
Lead ELT Officer	Kate Watts		
Support ELT Officer	Sheila Oxtoby		
Project Manager	Michelle Burdett		
Status			Green - no problems or minor issues
Summary of the whole project			
<p>This project will deliver a new leisure Centre on the existing site of the current Marina Centre.</p> <p>The project has been completed up to RIBA stage 3, with the full funding for the project to be decided by full Council in July 2019.</p> <p>The next stages of the project are the submission of the planning application and launching of the build contract PQQ tender stage, with a closure date for the Marina Centre being confirmed as 31st October 2019. The new Centre should be opened by late summer 2021.</p>			
Key Project achievements	Milestones		Target Date/Outcome
RIBA Stage 1	P & R Approval to move to next stage		met
RIBA Stage 2	Council approval to move to next stage		met
RIBA Stage 3	RIBA Stage 3 – Developed Design commences		met
	Public engagement		met
	Develop Gen. Arrangement plans and layouts		met
	Complete surveys		Nearly complete
	Issue RIBA 3 design snapshot for costing		met
	April Council costing exercise		met
	May Full Council		met
	Issue RIBA Stage 3 design information for pricing		met
	Issue formal RIBA Stage 3 report		met
	RIBA Stage 3 Gateway (July Council)		met
RIBA Stage 4 onwards	Submit Planning		Aug 2019
	Issue tender documents		Aug 2019
	Demolition issue tender documents		Aug 2019
	Planning Approval		October 2019
	Demolition contract award		November 2019
	Earliest start for demolition		31/10/19 (as advised by council)
	Earliest Start on Site Date		November 2019
	Construction Contract award		February 2020
	Earliest start on site date (based on demo completion)		March 2020

	Main Construction Earliest Start on Site Date	March 2020	
	Practical Completion	Late Summer 2021	
Summary of Project Quarter Performance			
<p>March to April: Mace are now undertaking the Project Management role as lead consultant. A Public Engagement exercise was successfully carried out, with open sessions held across both Great Yarmouth and Gorleston over a two week period. This was part of RIBA Stage 3 of the project development, and was supported by a communications and engagement plan. Feedback from respondents helped to shape the look and feel of the final design, which will be subject to formal consultation as part of the planning application process.</p> <p>May - June: May Council received the report that focused on the outcomes of the public engagement exercise and the questions posted by members of the public. The design team and Building Control have been working together to develop the suite of documents required for the planning submission. The planning application is due to be submitted in August.</p> <p>Accessibility has been fully reviewed by an independent Equalities Adviser, who also supported the drafting of the final EqIA's and accessibility report, which has since been ratified by the Members.</p>			
Open issues	Mitigation		
Capital Funding	A full and robust business model has been developed which has closed this funding gap. Capital funds are being sought by the Regen and Funding Manager from the LEP, and Sport England. Additional discussions are also taking place with other funders seeking support.		
Construction Programme	This is currently presented as impacting two summer seasons. Mace presented the 3 options and members took the decisions to commence in October this year and complete / open in Summer 2021.		
Planning	The design team and officers have been working together to ensure a successful submission of the planning documents.		
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£560,000 RIBA 3	£635,000	£0	£0
£141,022 RIBA 2			
Financial data verified by (name of finance officer):			Date:
Keith Phillips confirmed			22 July 2019

Project Progress Report

Project Name	Winter Gardens		
Date	July 2019		
Lead ELT Officer	Kate Watts		
Support ELT Officer			
Project Manager	Michelle Burdett		
Status			Green - no problems or minor issues
Summary - the whole project			
The project is to restore the building and structural elements of the Heritage asset, as well as to give the building a new life by transforming both the internal and external spaces into a distinctive attraction for both the local community and the visitors to Great Yarmouth. It is intended that the facility will provide an all year round attraction along the Golden Mile.			
Key Project achievements	Milestones		Target Date/ Outcome
To achieve capital investment in the steel works restoration	Investor open day 19 and 31 July		Completed
To identify a commercial end user	Arrange Project Team meeting		Completed.
	Prepare procurement tender		Completed
To generate council income and boost the local economy	commence tender process		Completed
	Score tender expressions		Completed
	Commence competitive dialogue		Ongoing
	Select Preferred operator		Ongoing
	Assess what is required for HLF application submission		In progress
	Write up application submission		August to October 19
Summary of Project Quarter Performance			
The procurement tender to identify an end-use operator closed the 20 th March 2019. A number of operators submitted an expression of interest.			
Officers have met with these operators to discuss their business proposal, further outlining the next steps of working together, requesting a full business case for submission to the officers before presenting to the Member Working Group.			
Shortlisting the potential operators has now taken place, and there is an anticipating that an operator will be chosen in July with the work for the application (Expression of Interest) to take place in the months leading up to the submission.			
The HLF have launched their Horizon Awards (£5m+) ; guidance and Expression of Interest details have been obtained, officers continue to evaluate what supporting information is required in order to complete an EOI for the October deadline.			
Discussions with Property Services and Allman Woodcock to complete the Conservation Deficit report continue. The Morton Partnership (TMP) have been procured through consultants framework, to conduct an up to date structural assessment of the building to inform this report.			

Page 31 of 102

The project remains within tolerance.			
Open issues		Mitigation	
Tenderers' proposals are contingent upon securing external funding (e.g. capital funding to conserve the structure) such applications may be unsuccessful despite collective best endeavours.		GYBC are proceeding on the basis that officers work together to submit an HLF bid, but should that not be successful then officers will look at alternative options	
Unsuccessful identifying a commercial operator		Further engagement with the business sector organised to attract smaller-scale investors for phase works. Continued liaison with interest parties. Promotion of the tender via press and media with Victorian Society now developing a press piece for the Guardian with our comms manager.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£70,188	£6,259	£0	£0
Norfolk Leaders' Group has agreed to make a contribution to your project from the 2017-18 Business Rates Pool of £25,000.00 or 50% of total project costs, whichever is the lesser			
Financial data verified by (name of finance officer):			Date:
Keith Philips confirmed			22 July 2019

Project Progress Report

Project Name	The Waterways		
Date	July 2019		
Lead ELT Officer	Kate Watts		
Support ELT Officer	Sheila Oxtoby		
Project Manager	Claire Sullivan		
Status			Green - no problems or minor issues

Summary - the whole project

The aim of the whole project is to undertake comprehensive restoration and repair, engaging experts, trainees and volunteers throughout the duration of the project. The legacy will be a restored heritage asset, a highly skilled workforce with traditional construction and horticulture skills which will be supported into employment. In addition to this, the project will closely work with the Community, particularly those presently disconnected from the labour market or whom face multiple disadvantages when trying to access employment.

Key Project achievements	Milestones	Target Date/ Outcome
	Contractor Award and Appointment	complete
	Start date on site	complete
	Decision on café / restaurant offer	complete
	Volunteers to start physical works on site	Complete
	Launch of tender for whole of site operation	Complete
	HLF and Members Working group Stakeholders Meeting	Complete
	Recruitment of Gardeners	complete
	Beginning of Planting on site with volunteers	complete
	Beginning of graphic design works	Commenced
	Restoration work to Boat Heads	Commenced
	Thatching Work to Shelters	Complete
	Joinery works to shelters to begin	Commenced
	HLF and Members Working group and Stakeholders Meetings	20/9/18
	Oral History Interpretation	Commenced
	Apprentice Employed	September 2019 (re-recruitment)
	Tender completed, assessed and awarded	Complete
	Completion of Waterways and Boating Lake	Summer (May) 19
	Completion of all site works	15/5/19

Summary of Project Quarter Performance

Volunteers

Volunteer opportunities were identified with various groups. East Coast College have a really good partnership forming with various students. 20 young people with learning difficulties have taken on

one garden and will come along every week and create a legacy. Also, carpentry students will start with support from Preservation Trust.

Communication and Publicity

Communications plan progress meetings are ongoing with positive press via Radio Norfolk and via social media. Interpretation Boards have been designed and are ready for printing and installation. Project Board and Stakeholder Board update met on 24th June, the meeting was a good opportunity to introduce the new Community Engagement and Activities Coordinator and develop the activities plan together.

Boating Lake and Café

Access Community Trust (ACT) were awarded the tender to run the Boating Lake Café and manage the park. Officers are working alongside ACT to ensure contracts and KPI's are being developed. ACT have appointed a manager and assistant manager for the site and are looking at apprentices and fitting out (as at June 2019).

Water filled, and black dye ordered and added to stop algae growth. CCF fund progressing with structural engineer to dam and test one section as well as install six aerations units

Waterways Park

The Waterways section opened on Easter Sunday with the Rotary Duck Race and Easter Egg Hunt. This was greatly successful with over 5,000 visitors and a lot of positive media attention. GYBC submitted an application for Green Flag status, judging took place early May and the Council was informed of its confirmed status the end of June. This is alongside also achieving Green Heritage Status for conservation.

Listening posts being finalized ready for installation. Memorial prices agreed at P&R, awaiting final agreement at Full Council before the scheme is implemented. Anticipated opening last week in July

Open issues		Mitigation	
That suitable site operator is not identified as part of tender process		Negotiated tender process to be undertaken – tender launched and 22 so far expressed an interest	
Delay in opening		Negotiation with contractor on opening date and progress of repairs and work.	
Delay in official launch event		Require a firm date for construction to be finished, café fitted out, boats delivered before event invites are sent.	
Financial Summary – Actuals			
Budget	Spend up to Q2 1920	Savings Achieved	Income Achieved
£667,727 Revenue £2,884,480 Capital	£244,800 Revenue £2,360,000 Capital	£	£68,607 DCLG £27,500 Great Places £250,000 LEP £1,773,600 HLF
Financial data verified by (name of finance officer):			Date:
Lorna Snow confirmed			22 July 2019

Project Progress Report

Project Name	Improvement to the Marketplace		
Date	21 August 2019		
Lead ELT Officer	David Glason		
Support ELT Officer	Jane Beck		
Project Manager	David Hesldon		
Status		Amber - problems identified but contingency plan in place	
Summary - the whole project			
By 2025, trade and custom in the 6- and 2-day markets is greatly improved, supported by new stalls and service facilities and by the newly-paved Market Place which has created a beautiful setting for an expanded programme of outdoor events and improved building frontages			
Key Project achievements	Milestones		Target Date/ Outcome
B1. Better market operations	Better management of both markets Restructure has taken place and Market Management is on site 6 days a week. New market fees for 2 day traders has encouraged new traders to join and the 6 day market remains stable ahead of development options. Regular marketing meetings are held with trader representation to strengthen the market offer.		
	Better facilities for 6 day market Under consideration as part of the redevelopment of the market place		
	Better facilities for 2 day market Revised fees in place.		
B2. Business support	Shopfront improvement scheme Now on the 5 th tranche of applications. Should all Shopfront Improvement Scheme applications be approved the figure will total £57,648.71 to date £44,288.48 has been claimed and released. The scheme has now closed.		Completed May 2019
B3. Public Realm investment	Market Place and Church Square Design concept included within the Future High Street Funds Bid submission. Design team has been appointed and 2 nd design meeting arranged. P&R Committee have deferred a decision on the redevelopment until the consultation with individual Market Traders has been completed. No timeframe was submitted on the deferment by the P&R Committee.		In progress

	An application to NRBP has been successful, the agreed contributions will be as follows: 2017 – 2018 Business Rates Pool: £70,000 or 50% of total project costs, whichever is lesser. £1,082,500.00 will be held from the 2018 – 19 and 2019 – 20 Business Rates Pool rounds. Acceptance forms Pooled Business Rates funding have been returned.		
Summary of Project Quarter Performance			
<p>The project has met some resistance from traders. Jane Beck and her team have been worked hard to speak to the traders and alleviate concerns. Their main concerns relate to compensation and ownership of the units.</p> <p>The P&R committee requested GYBC officers set up meetings with all six day traders so they can individually voice their concerns. The meetings started on the 8th November 2018, scheduled to finish on the 14th December 2018. Consultations finished on the 31st January 2019. All traders will sign a document of common understanding to ensure all their issues are recorded accurately.</p> <p>The key documents are in place to support the project.</p> <ul style="list-style-type: none">• Project Plan• Critical Path• Risk Register• Roles and Responsibilities• Terms of Reference• Statement of common ground <p>As of June 2019, the project is on hold until further decisions are made by elected members with regards to the future of the Market Place redevelopment.</p> <p>Due to additional trader consultations being called a new project plan has been produced.</p>			
Open issues		Mitigation	
A shortfall of £1.5m in the £2.7m development plan will impact on building of the Market Place infrastructure due to new funding avenues being sought.		The PM office has made an application to the Pool Business Rates fund to meet the shortfall in funding. The application was successful see details in section B3. The first claim to the Business Rates Poll was made in March 2019.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
90,000	43,844.49	-	-
Financial data verified by (name of finance officer):			Date:

Project Progress Report

Project Name	Go Trade		
Date	July 2019		
Lead ELT Officer			
Support ELT Officer			
Project Manager	David Helsdon		
Status			Green - no problems or minor issues
Summary - the whole project			
Go Trade is a project that is bringing together a total of 16 English and French partners from south east England and northern France with the aim of boosting visitor numbers, dynamism and attractiveness of Great Yarmouth Market. To achieve this aim Great Yarmouth Borough is working with the 15 project partners to develop the Go Trade brand, themed events, promotional videos, market trader training and a click and collect trial.			
Key Project achievements	Milestones		Target Date/ Outcome
KP 1. Set-up back office admin/ project management support of the Go Trade project.	Complete		Complete
KP 2. To use Interreg project management reporting system.	Complete		Complete
KP3. Deliver agreed GYBC partner deliverables:	Complete		Complete
KP4. 1. Delivery of Go Trade Animations (Events) schedule. 2. Set up a visiting Go Trade French market with project partner Amiens.	1. Full schedule set for animations for 2019. 2. To work with Amiens to identify ten traders to visit Great Yarmouth Market.		1. January – May 2019 2. July – September 2019
KP5. 1. Attendance of Partners meeting to stress importance of research for brand.	Complete		Complete
KP6. Attend Go Trade partners meeting.	Complete		Complete
KP7. Introduction of Market Place Wi-Fi for digital corner.	1. Technology to be agreed with NCC IT. 2. A solution has been found to the Digital Corner deliverable. The PMO team is working with GYBC IT team to install an affordable Wi-Fi network within Great Yarmouth Market place. GYBC is working with GYBC IT to procure a contractor. 3. To work with GYTCP to install Wi-Fi in the market place. 4. Wi-Fi to enhance GYTCP click and collect service Shop Happy. 5. Wi-Fi to provide data for future research projects or future bid application.		1. March 2019 2. March – May 2019 3. March – August 2019 4. August 2019 5. September 2019 onwards

<p>KP8.</p> <ol style="list-style-type: none"> 1. Design of business development webinars and trial roll outs to traders. 2. Develop a young entrepreneurs/ business advisory programme with project partner NMTF and GYBC Business advisors. 	<ol style="list-style-type: none"> 1. Agree upon content of webinar with Basildon Borough Council, Gravesham Borough Council, NMTF and the UOG. 2. Schedule of business advisory programme to be created. 3. Business Advisory programme to commence. 	<ol style="list-style-type: none"> 1. Complete. 2. May 2019. 3. May – December 2019
<p>KP9.</p> <p>Work with the UOG and all partners on the content of the Go Trade website then roll out to all partners and traders.</p>	<ol style="list-style-type: none"> 1. Agree upon online platform content with all partners and developer Cyberkix. 2. Train GYBC team on CMS of website. 3. Ensure all market traders are aware of the website. It will be vital to link the website to the click & collect service. 	<ol style="list-style-type: none"> 1. Complete 2019 2. July 2019 3. July 2019
<p>KP10. Traders Passport system</p>	<p>Agree upon content of traders' passport based on Go Trade values and agreed business webinars.</p>	<p>December 2019 – March 2020.</p>
<p>KP11.</p> <ol style="list-style-type: none"> 1. Launch of Go Trade video to media. 2. Production of second Go Trade video 	<ol style="list-style-type: none"> 1. Complete. 2. Second Go Trade video to focus upon Heritage of Great Yarmouth. 	<ol style="list-style-type: none"> 1. Complete 2. July – September 2019.
<p>KP12. Attend Basildon partners meeting.</p>	<ol style="list-style-type: none"> 1. Complete 	<p>12th – 14th June.</p>
<p>KP13. Attend ITB 2019 March Travel Trade Show (permission to attend as a project has been granted by the JS).</p>	<p>Promote Great Yarmouth tourism offer and three-day tourism itinerary.</p>	<p>Complete</p>

Summary of Project Quarter Performance

The Go Trade project consists of two key functions; Project deliverables and project administrative management. The summary of progress for both functions is as follows:

Project Deliverables

Go Trade promotional video was launched at the end of February 2019. This is featured on the Council's website and Great Yarmouth Town Centre Partnership (GYTCP).

GYBC are working with GYBC IT and GYTCP and have agreed a plan to deliver Wi-Fi to the market place of Great Yarmouth.

Project Officers have been developing the implementation of a business advisory service to traders on the marketplace and those looking to join it. Furthermore, Great Yarmouth has actively joined the South East of England region of National Market Traders Federation (NMTF) initiative to host Young Trader Markets. Officers have scoped the market offer and begun recruitment of people aged 18 to 30 to take part.

Project/ administrative management

The third EMS claim was submitted March 2019 as per the deadline date confirmed by lead partner, Basildon Borough Council.

Fourth EMS claim is currently being collated ready for submission for 8th August. Deadline date was confirmed by lead partner Basildon Borough Council.

Open issues		Mitigation	
No-deal Brexit – cooperation with French partners may have to cease until a deal is agreed.		Weekly/ Daily monitoring of the situation.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£199,292	£	£0	£137,511
Go Trade is funded via Intereg and consists of 224,215 Euros at the agreed Exchange Rate of 1 Euro = £1.125059 (Average exchange rate November 17).			
These above figures are based on £199,292 x 31% contribution July 17 to June 21			
Financial data verified by (name of finance officer):			Date:

Project Progress Report

Project Name	Community Economic Development Inclusion Project		
Date	July 2019		
Lead ELT Officer	Kate Watts/Neil Shaw		
Support ELT Officer			
Project Manager	David Helsdon		
Status			Green - no problems or minor issues
Summary - the whole project			
The project will support new and innovative neighbourhood-based employability services to meet gaps identified by local residents with governance provided by a Community Economic Development Group and Panel. This group will be chaired by a local resident with 50% community representation and sector specialists. Inclusion Grants will be targeted at social economy SMEs, with support provided by an Inclusion Worker who will help these organisations and participants to access community support. All grants provided will aim to reduce the disconnection between people who face complicated life challenges and the benefits of economic growth.			
Key Project achievements	Milestones	Target Date/ Outcome	
Project Coordinator to award 16 – 24 grants to SME Not for profit organisations.	1. To award £28k in grants by August 2019. 2. Grants to be signed off by senior management.	1. Call for applicants opens on Monday 10 th June and closes Monday 8 th July.	
Project Inclusion Worker to identify and engage targeted residents within the targeted wards of Great Yarmouth.	To engage with 88 residents by the end of June 2019 who benefit from support offered by the inclusion support worker. These individuals will benefit from the programs offered by the SME's.	June 30 th 2019 Note: Inclusion Worker under target (47), measures have been put in place.	
Complete and Submit PCR (Project Change Request)	Complete all actions by May 2019.	Complete/ Awaiting DWP sign off.	
Submit first claim to ESF	Claim submitted by 31 st May 2019.	Claim ready to submit currently an issue with the DWP online portal. DWP providing online support.	
Summary of Project Quarter Performance			
DWP Senior management have signed of the PIV documents. A PCR has been submitted during April 2019, this requested changes to budget allocation and to outcomes based on delays to project start date. Awaiting feedback/approval from DWP Senior Managers.			
The second call for grant applications closed in February 2019 and seven applications were received. The Community Economic Panel assessed all applications and decided to award four of the seven applications. The third call for applications opened in June 2019 and closes 8 th July 2019.			
The first four grant beneficiaries are all successfully delivering, and they have submitted their first project reports. The last three beneficiaries are in the beginning stages of launching their projects, all of which will be running by the beginning of June 2019.			
Marketing campaigns successfully ran in Archant publications furthermore promoting the third round call for applications.			
The Inclusion worker to date is currently working with 47 residents for the project, slightly under target and measures have been put in place to ensure targets are met within the next quarter. The Inclusion Worker is working in partnership with the Neighbourhood's That Work Project to deliver a			

series of 'pop-ups' around the Borough to target residents suitable for the project; of which 15 residents completed workshops to date.

The team is working predominately out of the Neighbourhood offices and the hub. The Neighbourhood teams are fully supporting the project, referrals are coming through from the Neighbourhood teams and the Job Centre.

Open issues		Mitigation	
Inclusion worker not to have met project targets by end of March.		Marketing budget to be used to promote project to potential candidates via social media. Series of workshops organized and due to start in March 2019.	
Grants have not been awarded to successful beneficiaries before the end of March 2019.		Project Coordinator to ensure all paperwork is filed correctly and maintain regular communications with successful grant beneficiaries.	
Successful beneficiaries have not submitted their reports in line with their grant acceptance terms.		Project Coordinator to ensure all paperwork is filed correctly and maintain regular communications with successful grant beneficiaries.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£563,552	£100,301	£0	£0
Financial data verified by (name of finance officer):			Date:
Keith Philips confirmed			22 July 2019

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (Apr – Jun) 2019/20

POLICY & RESOURCES COMMITTEE

Indicators	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
PR01: Average time to assess Housing Benefit & Council Tax Support: New claims (Quarterly Cumulative)	19 days	17 days	17 days	24 days	G	↑	↑
PR02: Average time to assess Housing Benefit & Council Tax Support: Change in circumstances (Quarterly Cumulative)	9 days	12 days	9 days	13 days	A	↓	↑
PR03: Collection rates Council Tax (Quarterly Cumulative)	29.1%	28.9%	28.9%	28.7%	G	↓	↑
PR04: Empty Homes: a) Number of long term empty homes (6 months or more) b) Number of long term empty homes (Over 2 years) (Snapshot at last day of quarter)	533	602	Less than 600	546	A	↓	↓
	New Measure	176	Less than 160	New Measure	A	N/A	N/A
PR05: Collection rates NNDR (Quarterly Cumulative)	29.8%	28.9%	26.5%	26.5%	G	↓	↑
PR06: Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)	93.44%	88.94%	90%	81.18%	A	↓	↑

Month on month we have been achieving target of 90% service level however last month a couple of things impacted the team's ability to achieve this level therefore quarter % has been affected.

Council tax sent out a large amount of reminders 1748 & 1450 summons and on top of this all customer service staff had to attend their H & S training with Validium over 2 days during June which meant we could not provide normal level of resource during these periods.

Indicators	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
PR07: Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly)	00:57	01:16	1:30 minutes	02:54	G	↓	↑
PR08: Percentage of FOI and EIR requests responded to within 20 working days (Quarterly Cumulative)	87%	89%	90%	75%	A	↑	↑
PR09: % of completed Full Performance Reviews (Quarterly Cumulative)	85%	69%	100%	58.65%	R	N/A	↑
Completion of Performance Development Reviews in Q1 has been hampered by the deadlines imposed by year-end activities and pending restructures. It is anticipated that the % completion rate will improve significantly in Q2 and reminders will be sent out to Heads of Service.							
PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)	2.84	2.35	2.1	1.69	A	↑	↓
PR11: Council spend on apprenticeships as a % of apprenticeship levy (Quarterly Cumulative)	41.4%	61%	Monitor	31.73%	NA	↑	↑
Note : The apprenticeship levy is 0.5% of the Council's pay budget. The percentage figure shown represents how much the Council has spent on apprenticeships as a percentage of the levy taken from the Council.							
PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)	28%	20%	20%	20%	G	↓	↔
PR13: Percentage of priority 1 Internal Audit recommendations completed on time (Quarterly cumulative)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PR14: Corporate Property Portfolio Revenue Growth per annum (Quarterly Cumulative)	1.06%	1.76%	1.88%	4.38%	A	↑	↓
PR14 – This is a measure of growth on projected return from commercial leases. There is an increase in growth compared to the last quarter of last year and Property continues to review and identify opportunities to increase income over that originally budgeted.							
PR15: Corporate Property Portfolio Arrears per annum (Quarterly Cumulative)	New Measure	6.8%	5%	New Measure	G	N/A	N/A
PR16: Corporate Property Overall Occupancy levels per annum (Quarterly Cumulative)	95.68%	95.75%	95%	93.9%	G	↑	↑
PR17: Payment of Invoices within 30 days (%) (Quarterly Cumulative)	93.7%	96.4%	90%	95.8%	G	↑	↑

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (Apr - Jun) 2019/20

ECONOMIC DEVELOPMENT COMMITTEE

Measure	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
ED01: Planning applications: Major applications determined within 13 weeks or as agreed extension (Quarterly Cumulative)	87.5%	100%	75%	80%	G	↑	↑
ED02: Planning applications: Non Major (Minor or Other) applications determined within 8 weeks or as agreed extension (Quarterly Cumulative)	83.6%	71%	75%	78%	G	↓	↑
ED03: Percentage of Major planning applications processed within 13 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	87.57%	93%	75%	93%	G	↑	↔
ED04: Percentage of Non Major planning applications processed within 8 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	81%	78.4%	75%	78.6%	G	↓	↓
ED05: Percentage of Major planning applications overturned on appeal over the last 24 months (Quarterly Cumulative)	2.27%	2.3%	9%	0%	G	↑	↑
ED06: Planning Appeals: Percentage of Non Major Planning applications overturned on appeal over the last 24 months of an authority's total number of decisions on applications (Quarterly Cumulative)	0.3%	0.44%	9%	0.69%	G	↑	↓
ED07: Building Control: The percentage of building regulation applications where a decision notice is issued within the eight week statutory period. (Quarterly Cumulative)	100%	100%	100%	100%	G	↔	↔
ED08: Percentage of Land Charges search returns sent within 10 working days. (Quarterly Cumulative)	96%	92.5%	90%	97.4%	G	↓	↓
ED09: Enterprise Zone: Beacon Park: % of empty floor space across Beacon Park (Quarterly Snapshot at last day of quarter)	14.2%	13.55%	12.5%	15.56%	A	↓	↓

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (Apr - Jun) 2019/20

ENVIRONMENT COMMITTEE

Measure	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
EN01: Food Hygiene							
a) % of food premises scoring 3 star food hygiene ratings or above (Snapshot at last day of quarter)	96.6%	96%	94%	96.2%	G	↓	↓
b) Number of food premises inspected (Quarterly)	New Measure	128	New Measure	New Measure	G	N/A	N/A
EN02: Garden waste service: Number of households taking up garden waste bin service. (Quarterly Cumulative)	9,588	9290	10,000	8,968	A	↓	↑
The garden waste service continues to grow with numbers slowly progressing towards the 10,000 target. As we get closer to the 10,000 target the Council will review options to increase collection capacity in order to ensure the current collection schedule is able to be maintained.							
EN03: Percentage of total domestic waste collected which is sent for recycling (Quarterly Cumulative)	33.27%	34.35%	40%	34.4	A	↑	↓
EN04: Number of Flytips reported (Quarterly Cumulative)	1,554	365	Monitor	366	NA	NA	↓

Measure	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
EN05: Number of streets in the Borough meeting street cleanliness levels							
a) Litter (formerly NI195a)	93.28%	98.04%	97%	99%	G	↑	↓
b) Detritus (formerly NI195b) (Snapshot at last month of quarter)	94.03%	96.69%	97%	99%	G	↓	↓
<p>The cleansing figures are taken from the GYBS scorecard and the data for these measures are provided by Environmental Services. Historically these figures were provided solely based on audits carried out by GYBS however as the figure being reported was routinely close to 100% it was felt that this was not reflective. Independent audits being carried out by the GYBC's Waste and Cleansing Manager reported the figure more in the region of 90%. As a result, during 2018/19 how this figure is reported was reviewed. It was agreed that for reporting purposes an average figure would be used using a combined figure of monthly audits carried out by GYBS and those that are carried out by the Waste and Cleansing Manager.</p> <p>When considering this figure, it should be remembered that the it is not solely based on cleansing within the town centre but is a Boroughwide figure. The rating is based on national litter standards using the old N195 audits which uses a A-D grading system for the amount of litter and detritus. The reported figure is the amount of roads which are inspected which are above a level C which is the standard of acceptance. The reported figure does not necessarily mean that the road is litter free but does mean that it reaches national standards. For consideration it may be deemed appropriate that the two figures are reported separately rather than combined or alternatively that there is a separate line just for audits within the town centre.</p> <p>The litter working group has now met twice. Members have been out with the cleansing crews to understand working practises and issues the staff face and on audits to understand the national standards. In September and October staff and members will be visiting other local authorities which are felt to be similar to Great Yarmouth with a view to seeing their resourcing levels, how these are utilised and what challenges they also face or have addressed.</p>							
EN06: Contamination rate in dry recycling (Quarterly Cumulative)	22.2%	23.5%	19%	20.2%	R	↑	↑
<p>Our dry recycling rate is up on the same Qtr last year but remaining steady between 20% and 24%. This is an area of work that is being tackled across Norfolk through the Norfolk Waste Partnership. There is a specific workstream around reducing this contamination level as this has an impact on the quality of the recycled goods and thus on the finances received through the agreement. An update will be provided to the Environment Committee on this work later in the year.</p>							

PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (Apr – Jun) 2019/20

HOUSING AND NEIGHBOURHOODS COMMITTEE

Measure	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
HN01: Great Yarmouth Community Housing rent: GYCH rent collection rate							
a) % of rent & arrears collected	99.72%	93.47%	99%	95.64%	G	↓	↓
b) Arrears as a % of rent debit	1.11%	1.65%	1.4%	1.49%	G	↑	↑
c) Total rent arrears (Quarterly Cumulative)	£243,732	£377,732	£300,000	£345,095	A	↑	↑
<p>Performance in rent collection is measured on an annual basis, over the course of the year the amount of arrears as a total amount and percentage of rent collected does vary. At the end of quarter 1 in 2019/20 the amount of arrears was higher than the same period in 2018/19 due to a number of factors including a number of tenants in higher level of arrears. The Rents Team are pro-actively working to ensure that tenants are engaged with at an early stage to address arrears and to ensure that timely and appropriate support is provided to tenants to allow them to pay off the arrears. A range of workstreams are being used to ensure that the level of arrears, will as usual, decrease over the financial year to the target level of a maximum of £300,000 of rent outstanding by the end of quarter 4.</p>							
HN02: Number of			N/A – (Demand Lead)		N/A	↑	↑
a) Social housing applicants in allocation pool	347	451		304			
b) Social housing new applicants awaiting assessment (Snapshot at last day of quarter)	383	324	350	395	A	↓	↓
<p>An increased number of applicants in the Allocation Pool will contribute to a lower average void time (HN03) and lower nomination time (HN08) due to the immediate availability of prospective tenants and was an expected outcome of the introduction of Level One priority following Members approval of the revised Housing Allocation Scheme on 21st March 2018 which was then implemented on 5th November 2018.</p>							

Work has been undertaken to reduce the number of Social housing new applicants awaiting assessment and the number outstanding on 30th August 2019 has reduced to 228 cases, out of these 132 (58%) have been received in the last two months and 96 (42%) are older than two months.

The Housing Options Team are working on introducing a new online housing application form which when introduced early next year should work to assist in improving the customer's experience.

HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	20 days	19 days	25 days	29 days	G	↑	↑
HN04: Average cost of a Void repair (Quarterly Cumulative)	£4,175.42	£3,320.14	£2,745	£2,690.63	R	↓	↑








Works to voids are to be delivered through an alternative model to reduce costs particularly for kitchens and bathrooms, this work has been delayed due to the position with the delivery company going into administration. A new provider is being sort from the Eastern Procurement Framework. A higher number of properties are also coming through as major voids having previously refused works to be undertaken this is also having an impact on the overall cost of voids.

Following the failure of the provider all works have been completed with assistance of the Administrator.

Two new contractors have now been identified to deliver the kitchen and bathroom replacements and the programme should recommence in September.

] HN05: Percentage of residents very or fairly satisfied with the repairs service they received (Quarterly Cumulative)	97.73%	98.44%	95%	96.99%	G	↑	↑
HN06: Costs – Total Void Works (service provision) as % of Total Repairs Costs (Quarterly Cumulative)	24.00%	24.27%	24.27%	24.40%	G	↑	↑
HN07: Costs – total responsive repairs as a percentage of total repairs costs	76.00%	75.73%	75.73%	75.60%	G	↓	↑

HN08: Number of Disabled Facilities Grant (DFGs) Numbers of calendar days from initial request to works complete (Quarterly Cumulative)	249 days	239 days	240 days	New indicator	A	↑	N/A
HN09: Neighbourhoods That Work programme							
a) Number of self-help resident led community groups supported to develop.	36	3	6	3*	A	N/A	↓
b) Number of residents who have overcome issues preventing them from getting and holding down a job, resulting in them sustaining employment.	36	5	7	11*	A	N/A	↑
c) Number of residents with complex needs supported to overcome at least one personal challenge. (Quarterly)	76	21	21	20*	G	N/A	↑
Note: *The programme for Neighbourhoods at Work started in September 2018 so the project years run from 1 September to 31 August each year so the reporting period is not in line with our performance cycle of 1 April to 31 March.							

Key	
Status	
	Current performance has met or exceeded target/ has met or exceeded trend
	Current performance is below target but within tolerance/ is below trend but within tolerance
	Current performance is below target and tolerance/ is below trend and tolerance
	Contextual information only
Trend	
	Performance for quarter is improving (up) or deteriorating (down) compared to previous quarter.
	Performance for period (quarter) is improving (up) or deteriorating (down) compared to same quarter last year.
	Performance for quarter is showing improvement (up) or deterioration (down) compared to same quarter last year for measures that are for contextual information.

Key:

NA = No target set, contextual information only

N/A = Not available/not applicable

Subject: 2019/20 Period 4 Budget Monitoring

Report to: Policy and Resources Committee 2nd September 2019

Report by: Capital Projects and Senior Accountant

SUBJECT MATTER/RECOMMENDATIONS

To consider the 2019/20 budget monitoring position.

To recommend a £15,000 contribution is made to the Scratby Steps scheme to be funded from the coastal fund earmarked reserve.

1. Introduction

- 1.1 This report compares the actual expenditure and income position at the end of July 2019 to the updated budget for 2019/20. The Original Base Budget as agreed by Full Council in February 2019 has been updated for in-year virements and for 2018/19 year end budget carry forwards for planned expenditure in the now current financial year.
- 1.2 The Base Budget for 2019/20 as approved a surplus budget with a transfer from the general reserve of £87,137 for the year. This report gives the position for the year to date and forecast outturn against this target, adjusted for any in year approved budget movements from reserves.

2. Budget Monitoring Position – Revenue Services

- 2.1 The General Fund Summary at Appendix A shows the high level budget monitoring position at 31 July 2019 which shows an underspend to date of (£187,995) compared to the profiled budget to date. The full year forecast shows a surplus against the budget of (£15,770). The forecast is made of a (£13,286) underspend in relation to service variances, £15,000 additional transfer from earmarked reserves for the Scratby Step Scheme, and a further underspend of (£17,484) in relation to the Non Service expenditure and income.
- 2.2 Appendix A and Appendix B provide commentary on the more significant variances (£+/- £20,000 year to date and +/- £10,000 full year) from the budget monitoring process

carried out between finance and services for the position at the end of period 4 and where there is anticipated to be a full year under/overspend. Appendix C provides a summary of the general fund service income and expenditure by type (e.g. employee costs).

- 2.3 The employee turnover reported to the end of period 4 is 5.91% (as provided by Human Resources. 2018/19 in comparison was 14.09%). Employee turnover is the total number of leavers as a percentage of the average head count of employees over the period. The median average turnover reported by Councils for 2015/16 was 13.2% per cent (latest available data). In financial terms turnover will result in underspends against direct employee related budget, for example pay, NI and pension when posts become vacant up to the point of recruitment. Turnover savings will be also be accrued from restructuring and where there have been significant delays in-between a post becoming vacant and then being filled. Some of the in-year vacancy savings will be offset by the use of agency and interim appointments. Overall for the period to the end of July there is an underspend of (£240,094) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.

3. Budget Monitoring Position – Summary

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

Table – Summary of Full Year Effects 2019/20	Estimated Full Year Effect
Service Area	(13,286)
Non Service Areas	(17,484)
Use of/transfer to reserves	15,000
Total Deficit/ (Surplus)	(15,770)

- 3.2 This report is requesting that the Committee recommends that Great Yarmouth Borough Council contributes £15,000 towards the Scratby Steps scheme, to be funded from the coastal fund reserve, to support a wider project which Scratby Parish Council are running. The budget monitoring report for period 4 (Appendices A to C) reflects the budget position should the contribution be agreed.

3.3 There is a forecast overspend on the GYBS contract of £71,728 split across service areas for 2019/20, with a year to date variance of £34,416.

3.4 The overall position will continue to be monitored in the current financial year and will be reported to Management Team and Members accordingly.

4. Budget Monitoring Position – Capital

4.1 Actual spend until the end of July 2019 totals £0.9m as summarised under Appendix D. This is in line with expectations as capital spending tends to occur in the final quarters of the financial year.

4.2 The original 2019/20 budget set the General Fund capital programme at £1.9m.

4.3 Details of the revised 2019/20 budget are provided under Appendix D and the revised programme is largely due to approval of the following projects after the budget was set:

- £25.9m on a new Health and Fitness Centre;
- £2.5m for capital works in the North Quay area;
- £2.0m HMO's/Guesthouse Purchase and Repair scheme;
- £1.2m Market Place Redevelopment.

The remaining balance £2.7m change reflects roll forwards than those predicted when the 2019/20 budget was set following the 2018/19 outturn being finalised.

4.4 The forecast spend for 2019/20 on capital projects is estimated at £11.5m at the end of period 4, recognising that a number of the large projects (as flagged under paragraph 4.3) will span financial years.

5. Conclusion

5.1 The revenue budget is showing a forecast full year underspend of (£15,770). The overall financial position will continue to be closely monitored and where appropriate, the timing of the use of reserves in the year will be considered as part of consideration

of the overall outturn position to the reported to members later in the year.

- 5.2 The capital budget has a revised forecast spend of £11.5m for the full year based on the expectation of capital expenditure increasing in the final quarter of the financial year. The position will continue to be monitored as projects progress.

6. Financial Implications and Risks

- 6.1 The detail within Appendices A and B of the report highlight the significant variances including those that are estimated to result in a full year impact.
- 6.2 The overall position for 2019/20 will continue to be monitored during the year and further review of the service budgets and savings targets will be considered as part of the preparatory work on the budget for 2020/21 to ensure that the implications of variances flagged in the report are taken into consideration.

EXECUTIVE BOARD OR DIRECTOR CONSULTATION:

Management Team

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

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

Appendix A - General Fund Summary Period 4 2019/2020

	Original Budget 2019/20 £	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Net Cost of Services								
Executive	248,207	262,390	354,394	348,614	(5,780)	262,390	0	See Appendix B for details of significant variances.
Housing	1,137,657	1,114,845	278,604	312,344	33,739	1,175,804	60,959	
Inward Investment	2,619,317	3,138,012	1,233,156	1,262,571	29,415	3,138,012	0	
Organisational Development	355,223	574,006	464,621	426,000	(38,622)	523,189	(50,817)	
Planning and Growth	936,827	938,753	89,692	50,260	(39,432)	923,696	(15,057)	
Customer Services	(650,104)	(680,712)	(150,702)	(190,156)	(39,454)	(682,344)	(1,632)	
Property and Asset Management	503,263	468,358	(117,949)	(86,472)	31,477	494,395	26,037	
IT, Communications and Marketing	668,796	718,619	571,746	494,006	(77,740)	666,119	(52,500)	
Environmental Services	4,771,286	4,564,572	3,323,328	3,256,971	(66,357)	4,594,017	29,445	
Finance	163,146	258,122	526,217	510,975	(15,242)	248,401	(9,721)	
	10,753,618	11,356,965	6,573,107	6,385,112	(187,995)	11,343,679	(13,286)	
Non Service Expenditure/Income								
Loan Interest Payable	859,299	859,299	201,076	217,628	16,552	859,299	0	
Interest Receivable	(401,013)	(401,013)	(29,199)	(35,981)	(6,782)	(401,013)	0	
Capital Charges Reversal	(1,931,389)	(1,931,389)	0	(11,374)	(11,374)	(1,931,389)	0	
Revenue Contribution to Capital	0	0	0	0	0	0	0	
Transfers to/(from) Earmarked Reserves	(525,728)	(1,584,321)	0	0	0	(1,569,321)	15,000	£15,000 contribution to Scratby Steps scheme from the coastal fund earmarked reserves. Recommended for approval as part of this budget monitoring report.
Pension Back Funding	1,690,232	1,704,276	577,454	575,781	(1,673)	1,704,276	0	
Contingency	0	0	0	0	0	0	0	
Parish Precepts & Concurrent Grants	459,403	459,403	229,702	229,906	204	459,403	0	
Provision for Load Repayment (MRP)	1,196,495	1,196,495	0	0	0	1,196,495	0	
Collection Fund Adjustments	0	0	0	0	0	0	0	
Accounting Adjustments - soft loans, acc absences	0	0	0	0	0	0	0	
Vacancy Management & Apprenticeship Levy	(169,367)	30,633	10,211	11,626	1,415	30,633	0	
	1,177,932	333,383	989,243	987,585	(1,658)	348,383	15,000	
Income								
Council Tax - Parishes	(459,403)	(459,403)	(459,403)	(459,403)	0	(459,403)	0	
Council tax - Borough	(4,581,789)	(4,581,789)	(4,581,789)	(4,581,789)	0	(4,581,789)	0	
Business Rates	(4,347,457)	(6,376,580)	(576,168)	(576,145)	23	(6,376,580)	0	
Revenue Support Grant	(2,029,123)	0	(0)	0	0	0	0	Funding now part of business rates retained.
New Homes Bonus	(426,641)	(426,641)	(213,320)	(213,321)	(1)	(426,641)	0	
Other Grants	0	0	0	(17,484)	(17,484)	(17,484)	(17,484)	EU exit funding.
	(11,844,413)	(11,844,413)	(5,830,680)	(5,848,142)	(17,462)	(11,861,897)	(17,484)	
(Surplus)/Deficit	87,137	(154,065)	1,731,670	1,524,555	(207,115)	(169,835)	(15,770)	

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Note 1 Significant variances requiring commentary:

Significant variances of +/- £20,000 year-to-date or +/- £10,000 full year forecast variances only require commentary. This is based on the total variance for the service line level for the services as Heads of Service are able to vire budgets within their areas as required.

Note 2 Support Services Recharges:

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

Note 3 IAS19 Accounting Adjustment:

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

Executive

Executive Team	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	634,513	218,016	215,862	(2,154)	634,513	0	
Non-pay	22,522	4,758	4,594	(164)	22,522	0	
Gross Direct Income	0	0	(35)	(35)	0	0	
Net Direct Expenditure/(Income) Total:	657,035	222,774	220,421	(2,353)	657,035	0	
Support Services Recharges	(650,736)	0	0	0	(650,736)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	6,299	222,774	220,421	(2,353)	6,299	0	No significant variance.

Legal	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	245,760	80,056	80,056	0	245,760	0	
Gross Direct Income	(35,000)	(8,333)	(13,543)	(5,210)	(35,000)	0	
Net Direct Expenditure/(Income) Total:	210,760	71,723	66,513	(5,210)	210,760	0	
Support Services Recharges	(208,028)	0	0	0	(208,028)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	2,732	71,723	66,513	(5,210)	2,732	0	No significant variance.

Equinox	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	30,177	0	5,217	5,217	30,177	0	
Gross Direct Income	(39,862)	(13,287)	(18,504)	(5,217)	(39,862)	0	
Net Direct Expenditure/(Income) Total:	(9,685)	(13,287)	(13,287)	(0)	(9,685)	0	
Support Services Recharges	79,110	0	0	0	79,110	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	69,425	(13,287)	(13,287)	(0)	69,425	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Town Centre Initiative	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	16,189	8,094	8,094	0	16,189	0	
Non-pay	13,781	13,781	13,781	(0)	13,781	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	29,970	21,875	21,876	1	29,970	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	29,970	21,875	21,876	1	29,970	0	No significant variance.

Corporate Costs	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	152,564	51,309	53,092	1,783	152,564	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	152,564	51,309	53,092	1,783	152,564	0	
Support Services Recharges	1,400	0	0	0	1,400	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	153,964	51,309	53,092	1,783	153,964	0	No significant variance.

Total Executive:	262,390	354,394	348,614	(5,780)	262,390	0	
-------------------------	----------------	----------------	----------------	----------------	----------------	----------	--

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Housing

Housing Needs	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	679,828	230,844	232,600	1,756	679,828	0	
Non-pay	309,214	103,584	180,683	77,100	437,214	128,000	B&B and rent payable costs overspent by a cumulative £74k. These are demand led services which have received increased requests year to date and are subject to increased summer accommodation price rises. Income recovery figures have also increased to partly offset the overspend as per below.
Gross Direct Income	(452,879)	(132,534)	(186,966)	(54,432)	(532,879)	(80,000)	Increased income recovery from B&B and rent payable in line with increased service demand as per above.
Net Direct Expenditure/(Income) Total:	536,163	201,894	226,318	24,424	584,163	48,000	
Support Services Recharges	217,880	0	0	0	217,880	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	11,806	0	0	0	11,806	0	
Total:	765,849	201,894	226,318	24,424	813,849	48,000	

Housing Strategy	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	80,124	27,387	34,440	7,053	91,083	10,959	
Non-pay	44,028	17,745	14,387	(3,358)	44,028	0	
Gross Direct Income	(15,000)	0	0	0	(15,000)	0	
Net Direct Expenditure/(Income) Total:	109,152	45,132	48,828	3,696	120,111	10,959	
Support Services Recharges	76,190	0	0	0	76,190	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	23,215	0	0	0	23,215	0	
Total:	208,557	45,132	48,828	3,696	219,516	10,959	No significant variance.

Traveller's Site/Gapton Hall	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	18,000	6,000	9,957	3,957	18,000	0	
Gross Direct Income	(20,000)	(6,667)	(7,846)	(1,179)	(20,000)	0	
Net Direct Expenditure/(Income) Total:	(2,000)	(667)	2,111	2,778	(2,000)	0	
Support Services Recharges	14,950	0	0	0	14,950	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	12,950	(667)	2,111	2,778	12,950	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Better Care Fund (NEW)	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	58,665	19,877	22,879	3,002	60,665	2,000	
Non-pay	26,450	1,632	1,362	(270)	26,450	0	
Gross Direct Income	(87,080)	(9,600)	(10,009)	(409)	(87,080)	0	
Net Direct Expenditure/(Income) Total:	(1,965)	11,909	14,232	2,323	35	2,000	
Support Services Recharges	28,860	0	0	0	28,860	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	26,895	11,909	14,232	2,323	28,895	2,000	No significant variance.

Safe at Home	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	226,581	75,716	76,098	382	226,581	0	
Non-pay	75,711	12,336	11,509	(827)	75,711	0	
Gross Direct Income	(319,318)	(67,715)	(66,752)	963	(319,318)	0	
Net Direct Expenditure/(Income) Total:	(17,026)	20,337	20,855	518	(17,026)	0	
Support Services Recharges	117,620	0	0	0	117,620	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	100,594	20,337	20,855	518	100,594	0	No significant variance.

Total Housing:	1,114,845	278,604	312,344	33,739	1,175,804	60,959	
-----------------------	------------------	----------------	----------------	---------------	------------------	---------------	--

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Inward Investment

Projects and Programmes	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	397,187	108,444	74,297	(34,146)	397,187	0	
Non-pay	(44,207)	(14,735)	1,238	15,973	(44,207)	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	352,980	93,709	75,536	(18,173)	352,980	0	
Support Services Recharges	193,320	0	0	0	193,320	0	
IAS19 Accounting Adjustment	(1,671)	(557)	0	557	(1,671)	0	
Capital Charges	0	0	0	0	0	0	
Total:	544,629	93,152	75,536	(17,616)	544,629	0	No significant variance.

Inclusion Project (ESF)	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	15,857	15,857	0	0	
Non-pay	0	0	46,496	46,496	0	0	
Gross Direct Income	0	0	(62,354)	(62,354)	0	0	
Net Direct Expenditure/(Income) Total:	0	0	(0)	(0)	0	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	0	0	(0)	(0)	0	0	No significant variance.

Parks and Outdoor spaces	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	191,860	163,982	164,947	965	191,860	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	191,860	163,982	164,947	965	191,860	0	
Support Services Recharges	14,180	0	0	0	14,180	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	3,522	0	0	0	3,522	0	
Total:	209,562	163,982	164,947	965	209,562	0	No significant variance.

Outdoor Sports	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	440,803	400,030	400,460	430	440,803	0	
Gross Direct Income	(122,755)	(46,995)	(46,841)	154	(122,755)	0	
Net Direct Expenditure/(Income) Total:	318,048	353,035	353,619	584	318,048	0	
Support Services Recharges	26,330	0	0	0	26,330	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	36,997	0	0	0	36,997	0	
Total:	381,375	353,035	353,619	584	381,375	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

CCTV	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	147,153	75,970	71,591	(4,379)	147,153	0	
Gross Direct Income	(4,000)	(4,000)	(4,000)	0	(4,000)	0	
Net Direct Expenditure/(Income) Total:	143,153	71,970	67,591	(4,379)	143,153	0	
Support Services Recharges	16,560	0	0	0	16,560	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	159,713	71,970	67,591	(4,379)	159,713	0	No significant variance.

Culture and Leisure	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	128,705	35,620	34,475	(1,145)	128,705	0	
Gross Direct Income	0	0	1,825	1,825	0	0	
Net Direct Expenditure/(Income) Total:	128,705	35,620	36,300	680	128,705	0	
Support Services Recharges	50,470	0	0	0	50,470	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	179,175	35,620	36,300	680	179,175	0	No significant variance.

Voluntary Sector Grants	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	93,500	54,500	35,228	(19,272)	93,500	0	
Gross Direct Income	(53,000)	(41,333)	(17,000)	24,333	(53,000)	0	
Net Direct Expenditure/(Income) Total:	40,500	13,167	18,228	5,061	40,500	0	
Support Services Recharges	17,580	0	0	0	17,580	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	58,080	13,167	18,228	5,061	58,080	0	No significant variance.

Indoor Leisure - Phoenix Pool & Marina Centre	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	187,721	39,364	41,067	1,704	187,721	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	187,721	39,364	41,067	1,704	187,721	0	
Support Services Recharges	35,800	0	0	0	35,800	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	386,500	0	0	0	386,500	0	
Total:	610,021	39,364	41,067	1,704	610,021	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Neighbourhood Management	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	318,821	85,748	78,759	(6,989)	318,821	0	
Non-pay	766,107	139,473	133,896	(5,577)	766,107	0	
Gross Direct Income	(776,518)	(29,398)	(25,658)	3,740	(776,518)	0	
Net Direct Expenditure/(Income) Total:	308,410	195,823	186,997	(8,826)	308,410	0	
Support Services Recharges	(94,140)	0	0	0	(94,140)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	214,270	195,823	186,997	(8,826)	214,270	0	No significant variance.

Waterways	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	184,643	61,548	41,241	(20,308)	184,643	0	
Non-pay	192,488	112,829	84,670	(28,159)	192,488	0	
Gross Direct Income	(184,124)	(61,375)	40,777	102,152	(184,124)	0	Awaiting receipt of funding.
Net Direct Expenditure/(Income) Total:	193,007	113,002	166,687	53,685	193,007	0	
Support Services Recharges	63,310	0	0	0	63,310	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	256,317	113,002	166,687	53,685	256,317	0	

Conservation	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	110,767	36,922	37,260	338	110,767	0	
Non-pay	116,291	92,120	99,969	7,849	116,291	0	
Gross Direct Income	(30,000)	0	(6,852)	(6,852)	(30,000)	0	
Net Direct Expenditure/(Income) Total:	197,058	129,042	130,377	1,335	197,058	0	
Support Services Recharges	47,780	0	0	0	47,780	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	26,904	0	0	0	26,904	0	
Total:	271,742	129,042	130,377	1,335	271,742	0	No significant variance.

Economic Development	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	93,929	24,349	20,505	(3,844)	93,929	0	
Non-pay	30,081	628	1,566	938	30,081	0	
Gross Direct Income	0	0	(322)	(322)	0	0	
Net Direct Expenditure/(Income) Total:	124,010	24,977	21,749	(3,228)	124,010	0	
Support Services Recharges	129,050	0	0	0	129,050	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	253,060	24,977	21,749	(3,228)	253,060	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Enterprise GY	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	68	23	7,273	7,250	68	0	
Gross Direct Income	0	0	(7,800)	(7,800)	0	0	
Net Direct Expenditure/(Income) Total:	68	23	(527)	(550)	68	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	68	23	(527)	(550)	68	0	No significant variance.

Enterprise Zone	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	0	0	(477,527)	(477,527)	0	0	
Gross Direct Income	0	0	477,527	477,527	0	0	
Net Direct Expenditure/(Income) Total:	0	0	0	0	0	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	0	0	0	0	0	0	No significant variance.

Total Inward Investment:	3,138,012	1,233,156	1,262,571	29,415	3,138,012	0	
---------------------------------	------------------	------------------	------------------	---------------	------------------	----------	--

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Organisational Development

Corporate Strategy	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	121,911	67,637	60,842	(6,795)	121,911	0	
Non-pay	7,250	5,289	5,058	(231)	7,250	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	129,161	72,926	65,900	(7,026)	129,161	0	
Support Services Recharges	(76,148)	0	0	0	(76,148)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	53,013	72,926	65,900	(7,026)	53,013	0	No significant variance.

Elections	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	186,479	109,829	124,334	14,505	199,179	12,700	
Non-pay	122,854	71,726	109,640	37,914	161,254	38,400	
Gross Direct Income	(19,700)	(233)	(50,658)	(50,425)	(70,800)	(51,100)	
Net Direct Expenditure/(Income) Total:	289,633	181,322	183,316	1,995	289,633	0	
Support Services Recharges	185,290	0	0	0	185,290	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	474,923	181,322	183,316	1,995	474,923	0	No significant variance.

Licensing	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	70,030	23,342	20,938	(2,405)	70,030	0	
Non-pay	28,623	5,488	6,486	998	28,623	0	
Gross Direct Income	(276,013)	(133,250)	(141,435)	(8,185)	(276,013)	0	
Net Direct Expenditure/(Income) Total:	(177,360)	(104,420)	(114,011)	(9,591)	(177,360)	0	
Support Services Recharges	91,060	0	0	0	91,060	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	(86,300)	(104,420)	(114,011)	(9,591)	(86,300)	0	No significant variance.

Member Services	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	186,440	57,691	40,889	(16,802)	173,440	(13,000)	A vacancy has been held by the department to date but this is now being advertised.
Non-pay	313,039	120,004	120,416	412	301,339	(11,700)	An underspend has occurred as the budget anticipated 21 member allowances being paid for the year however as three members have dual Committee responsibilities they only receive one allowance, so only 18 allowances have been paid. This has resulted in a cumulative savina of (£4.4k) with a full year forecast of (£11.7k).
Gross Direct Income	0	0	(111)	(111)	0	0	
Net Direct Expenditure/(Income) Total:	499,479	177,695	161,194	(16,502)	474,779	(24,700)	
Support Services Recharges	(415,952)	0	0	0	(415,952)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	83,527	177,695	161,194	(16,502)	58,827	(24,700)	

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Human Resources	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	379,496	115,883	109,664	(6,219)	350,879	(28,617)	The underspend reflects an element of the vacancy of the Head of Service post which is partly 'off-set' by agency & consultancy costs.
Non-pay	93,105	21,215	19,936	(1,279)	95,605	2,500	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	472,601	137,098	129,600	(7,498)	446,484	(26,117)	
Support Services Recharges	(423,758)	0	0	0	(423,758)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	48,843	137,098	129,600	(7,498)	22,726	(26,117)	
Total Organisational Development:	574,006	464,621	426,000	(38,622)	523,189	(50,817)	

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Planning and Growth:

Building Control	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	240,393	79,831	80,917	1,086	240,868	475	
Non-pay	41,857	7,384	10,324	2,940	45,717	3,860	
Gross Direct Income	(268,500)	(107,700)	(115,633)	(7,933)	(268,500)	0	
Net Direct Expenditure/(Income) Total:	13,750	(20,485)	(24,392)	(3,907)	18,085	4,335	
Support Services Recharges	97,630	0	0	0	97,630	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	111,380	(20,485)	(24,392)	(3,907)	115,715	4,335	No significant variance.
Development Control	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	572,768	189,810	176,260	(13,550)	557,460	(15,308)	Staff vacancies have resulted in a (£37k) underspend year-to-date, which is forecast to be (£47k) by the year end. This is partially offset by employing temporary cover, forecast to cost £32k for the year.
Non-pay	46,682	10,821	16,913	6,092	56,431	9,749	
Gross Direct Income	(474,900)	(210,566)	(220,166)	(9,600)	(479,900)	(5,000)	
Net Direct Expenditure/(Income) Total:	144,550	(9,935)	(26,994)	(17,058)	133,991	(10,559)	
Support Services Recharges	108,480	0	0	0	108,480	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	253,030	(9,935)	(26,994)	(17,058)	242,471	(10,559)	
Land Charges	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	46,951	15,651	16,062	411	46,822	(129)	
Non-pay	37,217	10,317	8,873	(1,444)	37,217	0	
Gross Direct Income	(123,000)	(41,000)	(47,440)	(6,440)	(123,000)	0	
Net Direct Expenditure/(Income) Total:	(38,832)	(15,032)	(22,505)	(7,473)	(38,961)	(129)	
Support Services Recharges	46,010	0	0	0	46,010	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	7,178	(15,032)	(22,505)	(7,473)	7,049	(129)	No significant variance.
Strategic Planning	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	355,394	118,465	109,560	(8,905)	346,690	(8,704)	
Non-pay	103,237	20,080	74,817	54,737	162,009	58,772	
Gross Direct Income	(16,495)	(3,400)	(60,226)	(56,826)	(75,267)	(58,772)	
Net Direct Expenditure/(Income) Total:	442,136	135,145	124,150	(10,994)	433,432	(8,704)	
Support Services Recharges	125,029	0	0	0	125,029	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	567,165	135,145	124,150	(10,994)	558,461	(8,704)	No significant variance.
Total Planning and Growth:	938,753	89,692	50,260	(39,432)	923,696	(15,057)	

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Customer Services

Benefits	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	608,082	204,474	198,356	(6,118)	608,082	0	
Non-pay	27,545,524	9,148,015	7,690,439	(1,457,576)	27,545,524	0	
Gross Direct Income	(28,394,487)	(9,643,433)	(8,180,402)	1,463,031	(28,394,487)	0	
Net Direct Expenditure/(Income) Total:	(240,881)	(290,944)	(291,607)	(663)	(240,881)	0	
Support Services Recharges	470,873	0	0	0	470,873	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	229,992	(290,944)	(291,607)	(663)	229,992	0	No significant variance.

Crematorium and Cemeteries	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	212,439	70,812	62,601	(8,211)	212,439	0	
Non-pay	611,652	445,755	473,564	27,809	610,020	(1,632)	
Gross Direct Income	(1,569,987)	(504,380)	(518,253)	(13,873)	(1,569,987)	0	
Net Direct Expenditure/(Income) Total:	(745,896)	12,187	17,912	5,725	(747,528)	(1,632)	
Support Services Recharges	144,370	0	0	0	144,370	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	58,540	0	0	0	58,540	0	
Total:	(542,986)	12,187	17,912	5,725	(544,618)	(1,632)	No significant variance.

Customer Services	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	659,112	218,891	203,305	(15,586)	659,112	0	
Non-pay	2,923	4,017	998	(3,019)	2,923	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	662,035	222,908	204,303	(18,605)	662,035	0	
Support Services Recharges	(501,860)	0	0	0	(501,860)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	160,175	222,908	204,303	(18,605)	160,175	0	No significant variance.

Support Services	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	178,705	59,568	59,918	350	178,705	0	
Non-pay	5,678	1,893	1,344	(549)	5,678	0	
Gross Direct Income	0	0	(2,063)	(2,063)	0	0	
Net Direct Expenditure/(Income) Total:	184,383	61,461	59,199	(2,263)	184,383	0	
Support Services Recharges	(179,306)	0	0	0	(179,306)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	2,063	0	0	0	2,063	0	
Total:	7,140	61,461	59,199	(2,263)	7,140	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Car Parks	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	394,996	131,157	139,984	8,827	394,996	0	
Non-pay	1,269,845	590,118	529,116	(61,001)	1,269,845	0	
Gross Direct Income	(3,022,403)	(1,026,163)	(965,008)	61,155	(3,022,403)	0	
Net Direct Expenditure/(Income) Total:	(1,357,562)	(304,888)	(295,907)	8,981	(1,357,562)	0	
Support Services Recharges	273,770	0	0	0	273,770	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	54,325	0	0	0	54,325	0	
Total:	(1,029,467)	(304,888)	(295,907)	8,981	(1,029,467)	0	No significant variance.

Revenues	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	682,616	228,281	228,474	193	682,616	0	
Non-pay	296,515	95,301	97,103	1,802	296,515	0	
Gross Direct Income	(516,925)	(175,008)	(209,632)	(34,624)	(516,925)	0	Summons income is (£39.5k) ahead of budget at period 4 but this assumed to be a timing issue so no variance is expected by the yearend.
Net Direct Expenditure/(Income) Total:	462,206	148,574	115,945	(32,629)	462,206	0	
Support Services Recharges	32,228	0	0	0	32,228	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	494,434	148,574	115,945	(32,629)	494,434	0	

Total Customer Services:	(680,712)	(150,702)	(190,156)	(39,454)	(682,344)	(1,632)	
---------------------------------	------------------	------------------	------------------	-----------------	------------------	----------------	--

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Property and Asset Management

Public Toilets	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	240,060	198,731	199,604	873	240,060	0	
Gross Direct Income	(4,000)	(1,333)	0	1,333	(4,000)	0	
Net Direct Expenditure/(Income) Total:	236,060	197,398	199,604	2,206	236,060	0	
Support Services Recharges	64,650	0	0	0	64,650	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	99,016	0	0	0	99,016	0	
Total:	399,726	197,398	199,604	2,206	399,726	0	No significant variance.

Repairs and Maintenance	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	24,154	5,147	6,841	1,694	24,154	0	
Gross Direct Income	(209,000)	0	0	0	(209,000)	0	
Net Direct Expenditure/(Income) Total:	(184,846)	5,147	6,841	1,694	(184,846)	0	
Support Services Recharges	61,050	0	0	0	61,050	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	260,003	0	0	0	260,003	0	
Total:	136,207	5,147	6,841	1,694	136,207	0	No significant variance.

Footway Lighting	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	315,605	57,955	55,141	(2,814)	315,605	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	315,605	57,955	55,141	(2,814)	315,605	0	
Support Services Recharges	59,990	0	0	0	59,990	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	66,260	0	0	0	66,260	0	
Total:	441,855	57,955	55,141	(2,814)	441,855	0	No significant variance.

Coast Protection	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	52,704	17,566	18,023	457	52,704	0	
Non-pay	112,156	23,601	31,939	8,338	112,156	0	The current budget & forecast include the £15,000 contribution to the Scratby Steps scheme. Recommended for approval as part of this budget monitoring report.
Gross Direct Income	(550)	0	0	0	(550)	0	
Net Direct Expenditure/(Income) Total:	164,310	41,167	49,962	8,795	164,310	0	
Support Services Recharges	61,160	0	0	0	61,160	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	362,692	0	0	0	362,692	0	
Total:	588,162	41,167	49,962	8,795	588,162	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Community Centres	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	8,652	7,242	7,944	702	8,652	0	
Gross Direct Income	(3,152)	(1,340)	(1,342)	(2)	(3,152)	0	
Net Direct Expenditure/(Income) Total:	5,500	5,902	6,602	700	5,500	0	
Support Services Recharges	6,790	0	0	0	6,790	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	18,932	0	0	0	18,932	0	
Total:	31,222	5,902	6,602	700	31,222	0	No significant variance.

Council Offices - Town Hall	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	201,517	111,899	124,199	12,300	201,517	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	201,517	111,899	124,199	12,300	201,517	0	
Support Services Recharges	(184,382)	0	0	0	(184,382)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	17,135	111,899	124,199	12,300	17,135	0	No significant variance.

Council Offices - Greyfriars	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	114,640	73,781	79,423	5,642	114,640	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	114,640	73,781	79,423	5,642	114,640	0	
Support Services Recharges	(113,300)	0	0	0	(113,300)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	7,710	0	0	0	7,710	0	
Total:	9,050	73,781	79,423	5,642	9,050	0	No significant variance.

Council Offices - Maritime House	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	47,176	28,033	35,140	7,107	47,176	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	47,176	28,033	35,140	7,107	47,176	0	
Support Services Recharges	(42,030)	0	0	0	(42,030)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	4,560	0	0	0	4,560	0	
Total:	9,706	28,033	35,140	7,107	9,706	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Council Offices - Catalyst Centre	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	36,509	21,648	28,708	7,060	36,509	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	36,509	21,648	28,708	7,060	36,509	0	
Support Services Recharges	(36,040)	0	0	0	(36,040)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	4,783	0	0	0	4,783	0	
Total:	5,252	21,648	28,708	7,060	5,252	0	No significant variance.

Beach Huts	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	16,000	5,332	0	(5,332)	4,000	(12,000)	Low take-up of permanent sales and rentals has resulted in both low costs and income to date which has also influenced the estimated full year forecast.
Non-pay	7,000	2,332	0	(2,332)	2,000	(5,000)	
Gross Direct Income	(24,500)	(8,168)	0	8,168	(6,000)	18,500	
Net Direct Expenditure/(Income) Total:	(1,500)	(504)	0	504	0	1,500	
Support Services Recharges	15,760	0	0	0	15,760	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	14,260	(504)	0	504	15,760	1,500	

Easter Fayre	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	2,000	2,000	1,812	(188)	2,000	0	
Non-pay	20,000	20,000	18,438	(1,562)	20,000	0	
Gross Direct Income	(15,265)	(15,265)	(15,072)	193	(15,265)	0	
Net Direct Expenditure/(Income) Total:	6,735	6,735	5,177	(1,558)	6,735	0	
Support Services Recharges	6,000	0	0	0	6,000	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	12,735	6,735	5,177	(1,558)	12,735	0	No significant variance.

Markets	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	68,052	22,683	23,125	442	68,052	0	
Non-pay	288,049	205,293	210,691	5,398	297,230	9,181	
Gross Direct Income	(298,361)	(221,969)	(225,835)	(3,866)	(274,361)	24,000	£20k of the forecast reduction in income is due to two day markets occupancy being lower than budgeted for.
Net Direct Expenditure/(Income) Total:	57,740	6,007	7,981	1,974	90,921	33,181	
Support Services Recharges	106,150	0	0	0	106,150	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	4,820	0	0	0	4,820	0	
Total:	168,710	6,007	7,981	1,974	201,891	33,181	

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Go Trade	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	22,232	7,411	6,038	(1,373)	22,232	0	
Non-pay	29,067	9,689	2,814	(6,875)	29,067	0	
Gross Direct Income	(35,396)	(11,799)	(7,308)	4,491	(35,396)	0	
Net Direct Expenditure/(Income) Total:	15,903	5,301	1,544	(3,757)	15,903	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	15,903	5,301	1,544	(3,757)	15,903	0	No significant variance.

Bretts	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	28,867	9,623	37,645	28,022	57,974	29,107	Overspends have been incurred as actual charges received were higher than the estimated accrual made at the end of the previous financial year. These are partly off-set by higher income recovery from the lessee for these service charges.
Gross Direct Income	(43,401)	(16,700)	(39,196)	(22,496)	(65,877)	(22,476)	
Net Direct Expenditure/(Income) Total:	(14,534)	(7,077)	(1,551)	5,526	(7,903)	6,631	
Support Services Recharges	11,030	0	0	0	11,030	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	(3,504)	(7,077)	(1,551)	5,526	3,127	6,631	

Courts	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	11,616	4,902	6,416	1,514	11,616	0	
Gross Direct Income	(15,819)	(5,271)	2,874	8,145	(10,461)	5,358	
Net Direct Expenditure/(Income) Total:	(4,203)	(369)	9,289	9,658	1,155	5,358	
Support Services Recharges	12,660	0	0	0	12,660	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	8,457	(369)	9,289	9,658	13,815	5,358	No significant variance.

South Denes Energy Park	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	7,078	5,316	150	(5,166)	7,078	0	
Gross Direct Income	0	0	(65)	(65)	0	0	
Net Direct Expenditure/(Income) Total:	7,078	5,316	85	(5,231)	7,078	0	
Support Services Recharges	80,930	0	0	0	80,930	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	88,008	5,316	85	(5,231)	88,008	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Factory Units	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	45,055	21,378	33,155	11,777	54,922	9,867	
Gross Direct Income	(130,481)	(56,755)	(70,351)	(13,596)	(137,981)	(7,500)	
Net Direct Expenditure/(Income) Total:	(85,426)	(35,377)	(37,195)	(1,818)	(83,059)	2,367	
Support Services Recharges	29,460	0	0	0	29,460	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	(55,966)	(35,377)	(37,195)	(1,818)	(53,599)	2,367	No significant variance.

Corporate Estates	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	22	7	0	(7)	22	0	
Non-pay	381,476	336,819	347,177	10,358	392,476	11,000	This mainly relates to additional utility costs incurred. Some of these are recoverable from the lessee as reflected below.
Gross Direct Income	(2,486,410)	(1,237,914)	(1,238,146)	(232)	(2,490,410)	(4,000)	
Net Direct Expenditure/(Income) Total:	(2,104,912)	(901,088)	(890,969)	10,119	(2,097,912)	7,000	
Support Services Recharges	628,300	0	0	0	628,300	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	76,562	0	0	0	76,562	0	
Total:	(1,400,050)	(901,088)	(890,969)	10,119	(1,393,050)	7,000	

Minerva House	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	74,379	47,913	51,622	3,709	74,379	0	
Gross Direct Income	(36,600)	(15,067)	(11,012)	4,055	(36,600)	0	
Net Direct Expenditure/(Income) Total:	37,779	32,846	40,610	7,764	37,779	0	
Support Services Recharges	20,400	0	0	0	20,400	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	58,179	32,846	40,610	7,764	58,179	0	No significant variance.

Onians	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	2,825	941	830	(111)	2,825	0	
Gross Direct Income	(13,310)	(4,890)	(4,807)	83	(13,310)	0	
Net Direct Expenditure/(Income) Total:	(10,485)	(3,949)	(3,977)	(28)	(10,485)	0	
Support Services Recharges	8,000	0	0	0	8,000	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	(2,485)	(3,949)	(3,977)	(28)	(2,485)	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Property Services	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	917,581	305,858	262,756	(43,103)	872,581	(45,000)	The department has held three vacancies during the first four months which have created an underspend. The forecast current assumes that these vacancies will not continue.
Non-pay	63,204	13,411	18,798	5,387	63,204	0	
Gross Direct Income	(222,660)	(71,967)	(29,501)	42,466	(177,660)	45,000	The vacancies held however has reduced the work undertaken for both the Housing Revenue Account and capital projects which has resulted in reduced income from the recharges by the service.
Net Direct Expenditure/(Income) Total:	758,125	247,302	252,053	4,750	758,125	0	
Support Services Recharges	(884,076)	0	0	0	(884,076)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	(125,951)	247,302	252,053	4,750	(125,951)	0	

Beacon Park	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	This underspend relates to business rate costs no longer incurred as two properties have now been leased which was not assumed when the budget was set.
Non-pay	379,349	217,465	184,550	(32,915)	349,349	(30,000)	
Gross Direct Income	(1,022,033)	(391,569)	(397,703)	(6,134)	(1,022,033)	0	
Net Direct Expenditure/(Income) Total:	(642,684)	(174,104)	(213,152)	(39,048)	(672,684)	(30,000)	
Support Services Recharges	83,990	0	0	0	83,990	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	129,221	0	0	0	129,221	0	
Total:	(429,473)	(174,104)	(213,152)	(39,048)	(459,473)	(30,000)	

Property Building Services	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	481,220	158,082	158,013	(69)	481,220	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	481,220	158,082	158,013	(69)	481,220	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	481,220	158,082	158,013	(69)	481,220	0	No significant variance.

Total Property and Asset Management:	468,358	(117,949)	(86,472)	31,477	494,395	26,037	
---	----------------	------------------	-----------------	---------------	----------------	---------------	--

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

IT, Communications & Marketing

ICT	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	352,353	118,191	107,567	(10,624)	352,353	0	
Non-pay	1,026,485	155,680	105,740	(49,940)	954,401	(72,084)	As the invoice for the 2018/19 Shared Service agreement was not received until July 2019, following protracted negotiations, the cost accrued at the end of 2018/19 was prudently estimated in line with the 2018/19 budget. This accrual was higher than the final invoice resulting in the saving in 2019/20 of (£52.5k).
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	1,378,838	273,871	213,307	(60,565)	1,306,754	(72,084)	
Support Services Recharges	(1,502,261)	0	0	0	(1,502,261)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	110,268	0	0	0	110,268	0	
Total:	(13,155)	273,871	213,307	(60,565)	(85,239)	(72,084)	

Communications	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	184,059	43,056	38,813	(4,243)	203,643	19,584	
Non-pay	5,986	2,245	4,551	2,306	5,986	0	
Gross Direct Income	0	0	(5,697)	(5,697)	0	0	
Net Direct Expenditure/(Income) Total:	190,045	45,301	37,667	(7,634)	209,629	19,584	
Support Services Recharges	(168,042)	0	0	0	(168,042)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	22,003	45,301	37,667	(7,634)	41,587	19,584	No significant variance.

Print and Design	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	42,933	14,312	14,499	187	42,933	0	
Non-pay	60,449	20,149	17,501	(2,648)	60,449	0	
Gross Direct Income	(15,000)	(5,000)	(2,539)	2,461	(15,000)	0	
Net Direct Expenditure/(Income) Total:	88,382	29,461	29,461	(0)	88,382	0	
Support Services Recharges	(91,295)	0	0	0	(91,295)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	(2,913)	29,461	29,461	(0)	(2,913)	0	No significant variance.

Tourism	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	96,221	38,459	37,869	(590)	96,221	0	
Non-pay	386,903	170,780	159,827	(10,953)	386,903	0	
Gross Direct Income	(245,963)	(55,961)	(49,084)	6,877	(245,963)	0	
Net Direct Expenditure/(Income) Total:	237,161	153,278	148,612	(4,666)	237,161	0	
Support Services Recharges	297,010	0	0	0	297,010	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	534,171	153,278	148,612	(4,666)	534,171	0	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Civic and Portering	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	179,028	59,675	50,101	(9,574)	179,028	0	
Non-pay	36,237	11,277	18,887	7,610	36,237	0	
Gross Direct Income	(1,500)	(500)	(853)	(353)	(1,500)	0	
Net Direct Expenditure/(Income) Total:	213,765	70,452	68,135	(2,317)	213,765	0	
Support Services Recharges	(148,790)	0	0	0	(148,790)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	64,975	70,452	68,135	(2,317)	64,975	0	No significant variance.

Mayor	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	0	0	1,833	1,833	0	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	1,833	1,833	0	0	
Support Services Recharges	12,900	0	0	0	12,900	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	12,900	0	1,833	1,833	12,900	0	No significant variance.

Events	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	63	63	0	0	
Non-pay	37,798	4,216	3,010	(1,206)	37,798	0	
Gross Direct Income	(14,500)	(4,834)	(8,082)	(3,249)	(14,500)	0	
Net Direct Expenditure/(Income) Total:	23,298	(618)	(5,009)	(4,392)	23,298	0	
Support Services Recharges	77,340	0	0	0	77,340	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	100,638	(618)	(5,009)	(4,392)	100,638	0	No significant variance.

Total IT, Communications and Marketing:	718,619	571,746	494,006	(77,740)	666,119	(52,500)	
--	----------------	----------------	----------------	-----------------	----------------	-----------------	--

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Environmental Services

Environmental Health	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	993,222	331,073	253,914	(77,159)	944,392	(48,830)	Staff vacancies have resulted in a (£88k) underspend year-to-date, which is forecast to be (£124k) by the year end. This is partially offset by employing temporary cover, forecast to cost £66k during the year.
Non-pay	805,851	482,855	490,898	8,043	823,439	17,588	
Gross Direct Income	(117,817)	(45,565)	(42,991)	2,575	(119,981)	(2,164)	
Net Direct Expenditure/(Income) Total:	1,681,256	768,363	701,822	(66,541)	1,647,850	(33,406)	
Support Services Recharges	221,190	0	0	0	221,190	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	9,340	0	0	0	9,340	0	
Total:	1,911,786	768,363	701,822	(66,541)	1,878,380	(33,406)	

Selective Licensing	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	47,612	15,871	36,064	20,194	58,995	11,383	
Non-pay	1,900	633	1,614	981	1,900	0	
Gross Direct Income	(25,000)	(8,333)	(37,678)	(29,345)	(36,383)	(11,383)	
Net Direct Expenditure/(Income) Total:	24,512	8,171	0	(8,171)	24,512	0	
Support Services Recharges	22,740	0	0	0	22,740	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	47,252	8,171	0	(8,171)	47,252	0	No significant variance.

Grounds Maintenance	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:	0	0					
Pay	0	0	0	0	0	0	
Non-pay	567,440	502,587	519,233	16,646	573,580	6,140	
Gross Direct Income	(32,450)	(4,864)	(3,314)	1,550	(32,450)	0	
Net Direct Expenditure/(Income) Total:	534,990	497,723	515,919	18,196	541,130	6,140	
Support Services Recharges	49,080	0	0	0	49,080	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	88,142	0	0	0	88,142	0	
Total:	672,212	497,723	515,919	18,196	678,352	6,140	No significant variance.

Street Cleansing	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	644,716	644,462	649,126	4,664	649,519	4,803	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	644,716	644,462	649,126	4,664	649,519	4,803	
Support Services Recharges	18,220	0	0	0	18,220	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	662,936	644,462	649,126	4,664	667,739	4,803	No significant variance.

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Waste Management	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	2,489,009	2,114,589	2,141,136	26,547	2,540,917	51,908	The forecast overspend of £52k is due to the GYBS joint venture, with a year-to-date variance of £14k. The overall GYBS overspend across the council is £72k, split across various service areas. An increase in gate fees of £12k is offset by additional income from recycling credits.
Gross Direct Income	(1,327,592)	(709,980)	(751,033)	(41,053)	(1,327,592)	0	Income from garden waste collection has a favourable variance year-to-date of (£11k) however the forecast has not been changed as bin sales are seasonal. Bulky waste collection has (£7k) additional income year-to-date and there is an increase in recycling credits of (£20k), although offset by an increase in gate fees of £12k noted above.
Net Direct Expenditure/(Income) Total:	1,161,417	1,404,609	1,390,103	(14,506)	1,213,325	51,908	
Support Services Recharges	91,300	0	0	0	91,300	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	17,669	0	0	0	17,669	0	
Total:	1,270,386	1,404,609	1,390,103	(14,506)	1,322,294	51,908	
Total Environmental Services:	4,564,572	3,323,328	3,256,971	(66,357)	4,594,017	29,445	

Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2019/2020

Finance

Finance	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	591,439	191,693	180,164	(11,529)	581,499	(9,940)	
Non-pay	389,302	241,419	226,706	(14,713)	389,521	219	
Gross Direct Income	(60,195)	(45,195)	(45,195)	0	(60,195)	0	
Net Direct Expenditure/(Income) Total:	920,546	387,917	361,675	(26,242)	910,825	(9,721)	
Support Services Recharges	(800,724)	0	0	0	(800,724)	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	119,822	387,917	361,675	(26,242)	110,101	(9,721)	No significant variance.

North Quay/Conge Project	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	
Non-pay	138,300	138,300	149,300	11,000	138,300	0	
Gross Direct Income	0	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	138,300	138,300	149,300	11,000	138,300	0	
Support Services Recharges	0	0	0	0	0	0	
IAS19 Accounting Adjustment	0	0	0	0	0	0	
Capital Charges	0	0	0	0	0	0	
Total:	138,300	138,300	149,300	11,000	138,300	0	No significant variance.

Total Finance:	258,122	526,217	510,975	(15,242)	248,401	(9,721)	
Grand Totals:	11,356,965	6,573,107	6,385,112	(187,995)	11,343,679	(13,286)	

Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Period 4 2019/2020

	Original Budget 2019/20 £	Current Budget 2019/20 £	P4 YTD Budget 2019/20 £	P4 YTD actual 2019/20 £	P4 YTD actual Variance £	Full Year Forecast £	Full Year Forecast Variance £
Employee	11,036,848	11,260,846	3,760,897	3,520,804	(240,094)	11,116,835	(144,011)
Premises	5,402,641	5,410,836	4,126,682	4,236,527	109,845	5,538,431	127,595
Transport	139,051	139,851	51,761	49,192	(2,569)	139,851	0
Supplies & Services	4,441,187	5,039,704	1,957,823	1,723,576	(234,247)	5,218,460	178,756
Third Party Payments	3,272,711	3,278,403	2,181,690	2,132,110	(49,579)	3,240,325	(38,078)
Transfer Payments	29,159,811	29,159,811	9,644,917	8,125,498	(1,519,419)	29,171,800	11,989
Support Services	134,861	134,861	55,947	46,714	(9,233)	134,861	0
Capital Charges	1,891,192	1,910,192	0	0	0	1,910,192	0
Support Services - Recharges Out	(10,694,338)	(10,694,338)	0	0	0	(10,694,338)	0
Support Services - Recharges In	8,924,700	8,924,700	0	0	0	8,924,700	0
Income	(42,955,046)	(43,222,901)	(15,206,609)	(13,449,309)	1,757,300	(43,372,438)	(149,537)
	10,753,618	11,341,965	6,573,107	6,385,112	(187,995)	11,328,679	(13,286)

Appendix D - General Fund Capital Programme - Detail - Updated 2019/20 Budget

Services & Projects	Expenditure £000					Revised Budget 1920 Financing - £000				
	Original Budget 1920	Revised Budget 1920	Actuals 2019/20	Variances	Forecast 2019/20	Borrowing	Grants & Contributions	Reveue/ Earmarked Reserves	Capital Receipts	
Equinox Enterprises Limited Share Capital	£0	£1,058	£525	(£533)	£1,058	£1,058	£0	£0	£0	£0
North Quay Redevelopment	£0	£2,500	£0	(£2,500)	£1,000	£2,500	£0	£0	£0	£0
Total: Executive	£0	£3,558	£525	(£3,033)	£2,058	£3,558	£0	£0	£0	£0
Childrens Playground Refurbishment	£40	£87	£0	(£87)	£87	£87	£0	£0	£0	£0
Cobholm Skate Park	£0	£99	£0	(£99)	£99	£74	£25	£0	£0	£0
Wellesley CCTV	£0	£15	£0	(£15)	£15	£15	£0	£0	£0	£0
Total: Neighbourhood Management	£40	£201	£0	(£201)	£201	£176	£25	£0	£0	£0
Rebuilding sections of Factory Rd/Belvedere Rd/Nth Denes Rd Gt										
Yarmouth Cemetery Wall	£0	£25	£0	(£25)	£25	£25	£0	£0	£0	£0
St Nicholas Minster West Boundary Wall	£0	£95	£0	(£95)	£95	£95	£0	£0	£0	£0
St Nicholas car park North Boundary Wall	£25	£25	£0	(£25)	£25	£25	£0	£0	£0	£0
Rebuilding sections of Great yarmouth Cemetry Wall - East Road	£25	£25	£0	(£25)	£25	£25	£0	£0	£0	£0
Replacement P&D Machines	£0	£107	£0	(£107)	£107	£107	£0	£0	£0	£0
King Street car parking spaces/ sub-station works	£19	£19	£0	(£19)	£19	£19	£0	£0	£0	£0
Total: Customer Services	£69	£296	£0	(£296)	£296	£296	£0	£0	£0	£0
Health and Fitness Centre	£0	£25,893	£0	(£25,893)	£5,893	£20,886	£3,750	£1,257	£0	£0
The Waterways	£0	£400	£160	(£240)	£400	£94	£306	£0	£0	£1
Total: Inward Investment	£0	£26,293	£160	(£26,133)	£6,293	£20,980	£4,056	£1,257	£1	£1
Disabled Facilities Grant	£1,000	£1,188	£394	(£794)	£1,188	£0	£1,188	£0	£0	£0
Empty Homes	£0	£718	£38	(£679)	£200	£690	£0	£0	£0	£28
DFG Top-up Grants	£0	£250	£0	(£250)	£10	£0	£0	£250	£0	£0
DFG Top-up Loans	£0	£150	£0	(£150)	£50	£0	£0	£150	£0	£0
Norfolk & Waveney Equity Loan Scheme	£0	£72	£40	(£32)	£72	£0	£0	£0	£0	£72
Equity Home Improvement Loans	£0	£544	£6	(£538)	£100	£0	£0	£0	£0	£544
Total: Housing	£1,000	£2,921	£478	(£2,443)	£1,620	£690	£1,188	£400	£644	£644
ICT Investment to deliver GYBC ICT Strategy	£365	£620	£0	(£620)	£288	£590	£0	£30	£0	£0
Total: IT, Communications & Marketing	£365	£620	£0	(£620)	£288	£590	£0	£30	£0	£0
Public Toilet Refurbishment Programme	£155	£265	£63	(£202)	£265	£265	£0	£0	£0	£0
Footway Lighting	£100	£156	£15	(£141)	£156	£156	£0	£0	£0	£0
Gorleston High Street car park resurfacing	£0	£19	£13	(£6)	£19	£19	£0	£0	£0	£0
Cobholm Rugby Club roadway	£0	£20	£10	(£10)	£20	£20	£0	£0	£0	£0
Yacht Station Improvements - welfare facilities	£0	£2	£0	(£2)	£2	£2	£0	£0	£0	£0
Esplande Resurfacing	£0	£331	£0	(£331)	£331	£331	£0	£0	£0	£0
GY Flood Defence Scheme Epoch 2	£50	£50	£0	(£50)	£50	£50	£0	£0	£0	£0
Beach Huts	£145	£178	£103	(£75)	£178	£178	£0	£0	£0	£0
Cycle Sheds & Grey Friars Shower Facility	£0	£37	£15	(£22)	£37	£0	£0	£37	£0	£0
Gorleston Paddling Pool /Splash Pad	£0	£10	£0	(£10)	£10	£10	£0	£0	£0	£0
Beacon Park Projects	£0	£500	£0	(£500)	£200	£500	£0	£0	£0	£0
Market Place Redevelopment	£0	£1,200	£0	(£1,200)	£500	£1,200	£0	£0	£0	£0
HMOs /Guesthouse Purchase & Repair Scheme	£0	£2,000	£0	(£2,000)	£500	£2,000	£0	£0	£0	£0
Energy Park - South Denes	£0	£1,908	£64	(£1,845)	£600	£1,908	£0	£0	£0	£0
Total: Property & Asset Management	£450	£6,677	£283	(£6,394)	£2,869	£6,640	£0	£37	£0	£0
Overall Total	£1,924	£37,008	£921	(£36,087)	£11,566	£29,372	£5,269	£1,724	£645	£645

Subject: Council Motion, Lowering the Council's Carbon Footprint

Report to: Executive Leadership Team, Monday 2nd September 2019
Policy & Resources Committee, 10th September 2019

Report by: Kate Watts, Strategic Director

CONCLUSIONS AND RECOMMENDATIONS

Members resolved a motion at full Council on the 11th July 2019 asking the Council to look at ways to reduce its carbon footprint.

As such this report recommends the following:

- That this committee commissions specialist external support to map the Council's carbon footprint and develop a carbon reduction plan
- That this committee allocates 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.
- That this 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

1. BACKGROUND

1.1 On the 11th July 2019 Full Council considered a Council Motion on lowering the Council's Carbon footprint, and as a result it was resolved to:

- To instruct the Chief Executive to explore measures aimed to prevent the unnecessary and wasteful use of single use plastics within GYBC owned buildings, and to encourage GYBC contractors

to take similar steps.

- That the Policy and Resources Committee will establish a working group to explore ways of lowering the council's carbon footprint. This working group should report to the Policy and Resources Committee, with a final report being presented to Full Council.
- To instruct the leader to write to The Secretary of State, for Business, Energy and Industrial Strategy to reiterate our support for the renewable energy industry, and to encourage them to continue the Government's positive work supporting this important growth industry for Great Yarmouth.

2. INTRODUCTION

- 2.1 This report has been written to provide Members with an update regarding the Council's ongoing work to eliminate single use plastics and delivery of other environmental initiatives, along with presenting Members with recommendations for establishing the Members working group. This report also includes a copy of the letter sent to the Secretary of State for Business, Energy and Industrial Strategy.

3. CURRENT COUNCIL ENVIRONMENTAL INITIATIVES

- 3.1 The Council's staff engagement group has established a green sub group which have developed a work plan for the Council. This workplan focusses on three environmental areas, the first being waste prevention and improved recycling, the second being to reduce the amount of single use plastics used in Council buildings with the third to lead by example in terms of "clean and green" civic pride.
- 3.2 In terms of reducing the Council's use of single use plastics initial work is

- focussing on working with caterers to avoid the use of disposable items such as cutlery and packaging, encouragement of staff to convert to reusable lunch wrappers and boxes and exploration of the provision of reusable cups for staff, members and visitors.
- 3.3 With regards to the provision of reusable cups/glasses, work is in progress to understand the budget savings from not purchasing plastic drinking cups and how this could help off set the purchase of reusable cups/glasses and the provision of energy efficient dishwashers to enable these cups/glasses to be cleaned.
- 3.4 Once these initial initiatives are completed, the green group are committed to identifying and delivering further environmental initiatives for the Council and wider Borough.
- 3.5 It is also worth noting that in In November 2018 the Environment Committee resolved to support the work of the Norfolk Water Partnership by adopting the Courtauld Agreement aimed at reducing food waste across the county. The Courtauld Commitment 2025 is a voluntary agreement bringing together organisations across the food system to make food & drink production and consumption more sustainable. At its heart is a ten-year commitment to identify priorities, develop solutions and implement changes to cut the carbon, water and waste associated with food & drink by at least one-fifth in 10 years.
- 3.6 In order to lead by example, the Council is introducing receptacles for food wastes generated by staff and visitors across the council's offices starting with Greyfriars House and the Town Hall with food waste composted on-site. Whilst small-scale, the compost-like product produced i.e. a soil conditioner will then be used to maintain the Town Hall planters etc.

4. MEMBERS WORKING GROUP – LOWERING OF THE COUNCIL'S CARBON FOOTPRINT

- 4.1 Carbon footprint is defined as the total greenhouse gas emissions caused directly and indirectly by an individual, organisation, event or product.
- 4.2 An organisations carbon footprint measures the greenhouse gas emissions from all the activities across the organisation, including energy used in buildings, industrial processes and company vehicles. The carbon footprint includes the measurement of emissions over the whole life of a product, from extraction of raw materials, to its manufacturing and through to its use and final reuse/disposal.
- 4.3 In calculating an organisations carbon footprint it will help an organisation understand what its key emission sources are, how the organisation contributes to global emissions and what opportunities there are to reduce these emissions. A carbon reduction plan can then be developed to identify ways to reduce the organisations carbon footprint and limit emissions from future emissions. A carbon reduction plan can also be used to measure progress over time.
- 4.4 Whilst the Council motion resolved to establish a Members working group to explore ways of lowering the Council's footprint, it is recommended that external support is commissioned to undertake this work as such support will have the technical expertise in this area and be able to calculate the Council's carbon footprint and develop a carbon reduction plan following detailed national guidance.
- 4.5 As such it is further recommended that this 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.

5. LETTER TO THE SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY

- 5.1 Following on from the Council meeting on the 11th of July a letter was drafted and subsequently sent to the Secretary of state for business, energy and industrial strategy. A copy of this letter can be seen in Appendix A of this report.

6. FINANCIAL CONSIDERATIONS

- 6.1 Officers are in the process of obtaining quotes for the technical expertise required to undertake the Council's calculation for its carbon footprint and the development of an associated carbon reduction plan. In addition to this it is likely that a small investment in purchasing reusable cup/glasses and energy efficient dishwashers will be required.
- 6.2 It is therefore estimated that to complete this work, maximum funding totalling £12,000 would be required from the Council's special projects reserve.
- 6.2 A formal procurement process would subsequently be undertaken to select the company that would then calculate the Council's carbon footprint and develop a carbon reduction plan on behalf of the organisation.

7. CONCLUSIONS AND RECOMMENDATIONS

- 7.1 Members resolved a motion at full Council on the 11th July 2019 asking the Council to look at ways to reduce its carbon footprint.
- 7.2 As such this report recommends the following:
- That this committee commissions specialist external support to map the Council's carbon footprint and develop a carbon reduction plan

- That this committee allocates 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.
- That this 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



GREAT YARMOUTH
BOROUGH COUNCIL

Leader
Town Hall,
Great Yarmouth
Norfolk,
NR30 2QF

The Rt Hon Andrea Leadsom MP
Secretary of State for Business, Energy and Industrial
Strategy
1 Victoria Street
London
SW1H 0ET

Please ask for: Cllr Carl Smith
Direct Line: (01493) 846301

DX: 41121 Great Yarmouth 1

Email: cllr.carl.smith@great-yarmouth.gov.uk

31 July 2019

Dear Minister

As England's offshore energy capital, Great Yarmouth is at the forefront of £39billion of energy investment over the next 20 years and is a growing hub for both offshore windfarms and gas platform decommissioning - a key location to support delivery of the UK Industrial Strategy. Indeed, the recent announcement of the Energy Sector Deal in the east of England was well received.

Our Council recognises that Great Yarmouth can take a leading role in the fight against climate change, thanks to our ever growing renewable energy industry and key infrastructure centred around the deep water outer harbour. The latest project is the installation of 102 wind turbines for the £2.5billion East Anglia ONE windfarm, which is currently being delivered from here. All of the turbine components are being pre-assembled and loaded out from Peel Ports Great Yarmouth, following ScottishPower Renewables' £5million co-investment in the port to prepare it for construction and marshalling activity.

Obviously we welcome the announcement that the Government plans to ensure that Britain will be carbon neutral by 2050 and notes that emissions have already fallen by 25% since 2010. It is also welcomed that last year more than half of the UK's electricity was generated by low carbon sources.

To this end, our Council continues to support the renewable energy industry and we encourage you to continue the Government's positive work supporting this important growth industry for Great Yarmouth.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carl Smith'.

Cllr Carl Smith
Leader of Great Yarmouth Borough Council

Web: www.great-yarmouth.gov.uk



Department for
Business, Energy
& Industrial Strategy

Great Yarmouth Borough Council

22 AUG 2019

Customer Services

Rt Hon Kwasi Kwarteng MP
Minister of State for Business, Energy and
Clean Growth.

Department for Business, Energy &
Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Cllr Carl Smith
Leader
Great Yarmouth Borough Council
Town Hall
Great Yarmouth
NR30 2QF

T +44 (0) 20 7215 5000
E enquiries@beis.gov.uk
W www.gov.uk

Our ref: MCB2019/16388

19th August 2019

Dear Carl

Thank you for your letter dated 31 July to the Rt Hon Andrea Leadsom MP, regarding the renewable energy industry. I am replying as this matter falls within my Ministerial portfolio.

It is clear that Great Yarmouth's leading offshore wind cluster has a key role to play in ensuring that the UK can become carbon neutral by 2050, whilst also bringing high-value jobs and investment to the East of England. Developments such as the East Anglia One windfarm and the projects being developed off the East of England, will help strengthen Great Yarmouth's position as a leading player in renewable energy and will help strengthen the extensive, locally based, marine energy supply chain.

As you know, the Government is supporting the offshore wind industry through the Offshore Wind Sector Deal, which was launched in Great Yarmouth in March 2019. This demonstrates the national importance of renewable energy production in the East of England. The deal deepens the partnership between the Government and the sector, reinforcing the aims of the Government's Industrial Strategy to build a Britain fit for the future.

The Government also continues to support the East of England energy sector through local growth projects, working with the New Anglia Local Enterprise Partnership. The new Energy Skills Centre at the East Coast College, which was awarded £10 million of the Government's Local Growth Funding, will provide new facilities for training the workforce for the energy sector when it opens later this year. The Great Yarmouth Enterprise Zone, focused on growing energy-related businesses, also continues to go from strength to strength.

With ongoing support from your council and the Government, I hope that this leading centre for offshore wind will continue to develop and, crucially, provide more of the clean energy the UK needs to become carbon neutral by 2050.

Yours sincerely,

Page 89 of 102
RT HON KWASI KWARTENG MP
Minister of State for Business and Energy

Subject: Enforcement Group – Progress Update

Report to: ELT, Monday 2nd September 2019

Policy and Resources Committee, Tuesday 10th September 2019

Report by: Kate Watts, Strategic Director

CONFIDENTIALITY

Appendix 3 of this report qualifies as exempt information under section 100(A)(4) and paragraph 2 & 7 of Part I of Schedule 12A of the Local Government Act (1972) as it is “information which is likely to reveal the identity of an individual” and contains “Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime” and

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 undertake its enforcement work.

Accordingly, appendix 3 to this report should remain confidential

OVERVIEW/RECOMMENDATIONS

This paper presents to the Members of the Council’s Policy and Resources Committee progress of the Council’s Enforcement Group, as part of its business strategy.

The progress detailed within this report includes;

- An update of progress against the 18/19 workplan for the enforcement group
- A detailed 19/20 work plan for the enforcement group
- A summary of properties, actions and progress in relation to the Operational Property Enforcement Task Group

- A dashboard of performance measures in relation to this work

This Committee is asked to note the content of this report.

1. INTRODUCTION

- 1.1 The Enforcement Group was created in 2017. Beneath this group sits an Operational Property Enforcement Group (OPEG) which focuses predominantly on empty homes and businesses, alongside complex enforcement matters.
- 1.2 The Enforcement Group has terms of reference and develops an annual work programme. The work programme and progress summary for 18/19 can be seen at Appendix 1 and the work programme for 19/20 can be seen at Appendix 2. Essentially this group deals with strategic cross cutting enforcement issues which affect a number of services across the Council.
- 1.3 In January 2018 Members of the Council's Policy and Resources Committee resolved to allocating funding of £80,000 to support the appointment of;
 - 1 FTE to undertake joint enforcement activities across Building Control, Planning, Conservation and Environmental Health and
 - 1 PT (20 hours a week) to undertake positive engagement with property owners
- 1.4 Subsequently a part time Property Enabling Assistant and a full time Multi Disciplined Enforcement Officer have been appointed to work on behalf of the Operational Property Enforcement Group with the aim of resolving complex issues and liaise positively with owners of properties/businesses listed with OPEG.

2. PERFORMANCE

- 2.1 Performance of the enforcement group is detailed within its work plan, which is reviewed at bi monthly meetings (see Appendix 2). In addition to this, the work of the OPEG is monitored through its case list. Appendix 3 provides an overview of the current list.
- 2.2 To further monitor the progress of the Enforcement Group and the OPEG a suite of performance measures are reported to this Committee. See Appendix 4 for this information.
- 2.3 The number of empty business across the Borough have increased and the impact of the OPEG group in terms of the numbers of properties this work has resolved remains low. The OPEG are currently reviewing the reasons for this. Whilst the work of the OPEG is clearly improving the visual amenity of many premises across the Borough it is slow in moving empty properties back into use. This is partially due to this group working with some of the most complex cases as detailed within Appendix 3, and it is hoped that over the coming months properties that have reached the end of various enforcement options will be evaluated for their potential with regards to compulsory purchase and or enforced sale.

3. CASE STUDIES

Case Study 1;

A property was identified as being in poor condition in a well maintained area popular with tourists. As part of working with this property this successful proactive communication led to a one-off major clearance with regular maintenance now in place. As a direct result of this activity the outside of this property has been transformed – see the following before and after pictures



Case study 2;

A property was highlighted as being in poor condition by officers whilst visiting other properties in the area. It is in a prominent location near commercial businesses. The Property Enabling Assistant liaised positively with the property owner to encourage improvements to be made and assisted with potential changes to access points with highways. Further support was offered in relation to sourcing local companies who could complete required works to improve the visual appearance of the property. As highlighted from the photos below, huge improvements have been made to the property, enhancing the visual amenity of the area.



4. CONCLUSIONS

- 4.1 The activity as part of the Enforcement Group and Operational Property Enforcement Group continues to happen at both strategic and operational levels across the Council, as presented in the attached appendices. The work of the group is aided by additional resource via multi-disciplined Enforcement Officer.

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Member of the enforcement group
Existing Council Policies:	N/A
Financial Implications:	Yes – re reserve funding and compulsory purchase funding
Legal Implications (including human rights):	Yes – Nplaw form part of the enforcement group and operational property task group
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A

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

Appendix 1

Enforcement Group Workplan 18/19 End of Year Summary

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
Review of Nplaws ability to support enforcement issues, concerns raised regarding; <ul style="list-style-type: none"> • Level of support • Consistency of support • Timeliness of responses • Ability to think "outside of the box" 	Karen Sly	Improvement in service provided by Nplaw is sought, KPI's are to be developed as part of the work with Nplaw; proactive and timely legal support for individual projects and cases; improved system for actions being taken.	Issues identified as part of this group have been raised via Karen Sly to Abdus Choudhury from Nplaw	March 19	Completed but ongoing monitoring in place
Completion and Member sign off of ASB Strategy and ASB Policy	Kate Watts	Clear strategy in place to tackle ASB and a clear policy on how the Council operationally with do this, KPI's to be detailed as part of this work	Housing & neighbourhoods approval given in December 2018.	December 2018	Completed
A review of rough sleeping and tent sleeping in the Borough with consideration to Policy changes as appropriate	Trevor Chaplin	An approved Homelessness & Rough Sleeping Strategy, KPI's are as follows; Number of true rough sleepers in the borough (monthly count/estimate).	Draft strategy going to H & N Committee in September asking to formally start a 4 week consultation period around this. Sign off of final policy given in December 2018.	March 2019	Limited work completed but requires further work

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
Strategic thinking about impact on GYBC re low level drug use to include County Lines work	Neil Shaw /Trevor Chaplin	KPI's include; Number of CPW/CPN's issued in relation to drug use. Number of NOSP's/NODOs issued to GYBC tenants in relation to drug use. Number of Anti-Social Behaviour injunctions issued in relation to drug use Number of cases referred to ASBAG under Operation Gravity.	Regular updates given to the enforcement group	March 2018	Completed but ongoing monitoring in place
Monitoring of crime across the Borough including GYBC incidence of crime such as reports of violence etc and to raise with group as appropriate	Grizelle Britton	Real time identification of issues throughout the borough allowing the enforcement board to deal with actual concerns rather than perceived concerns.	Regular updates given to the enforcement group	Quarterly review	Completed but ongoing monitoring in place
Managing business rates avoidance within legal limitations	Miranda Lee	KPI's include; Number of rate avoidance cases identified Number of rate avoidance cases which have been successfully challenged Value of successful/unsuccessful rate avoidance cases	All cases where rates avoidance tactics are being identified are being recorded with effect from 1 st August 2018 Business Rate Compliance (Avoidance) Group established and met June	Quarterly review	Completed but ongoing monitoring in place

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
			<p>18 – CLG, LGA, CIPFA, IRRV (To look at high level legislation changes required to eradicate rate avoidance - will be monitoring welsh consultation on Business Rate legislation changes)</p> <p>GYBC are members of BREACH (IRRV Rates Avoidance Forum – best practice/technical advice)</p> <p>Regular meetings in place with NPLAW – specific cases</p> <p>Rates Avoidance specialist Solicitors, Greenhalgh Kerr engaged on case by case</p> <p>To initiate the setting up of a local forum with Norfolk and Suffolk LA's case studies, best practice</p> <p>Engagement with HMRC/Charity Commission(where appropriate) to combine</p>		

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
			<p>investigations into prolific rate avoidance businesses</p> <p>Staff awareness/training</p> <p>Success I getting Cliff Hotel to pay their arrears and current year</p>		
To review condition of our own property stock outside of the HRA – to include review of lease arrangements as appropriate	Andy Dyson	To provide essential detail for Asset Management Plan	<p>Condition surveys and financial details have been completed and input into Concerto database for all priority 1 and 2 assets. Priority 3 assets condition surveys currently being completed.</p>	September 2019	Completed but ongoing monitoring in place
A review of Seafront and Regent Road enforcement to include the development of policy for this area	Grizelle Britton & Denise Wilby	Reduction in antisocial behaviour and complaints from businesses and visitors to the area	<p>Policy has been developed and circulated for comment. Nplaw have provided an updated opinion on the licensing and enforcement of A-boards. This is now being incorporated into a GYBC enforcement policy.</p>	March 2019	Outstanding

Appendix 2

Enforcement Group Workplan 19/20

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
Development of a corporate enforcement policy that includes service specific appendices and will include seafront enforcement powers	James Wilson	Council approved corporate enforcement policy in place		November 2019	
The development of area-based initiatives including a top ten list of areas to work through being developed	Chair of the Enforcement Group	Top ten list completed and then ongoing reviews of progress and improved standards/resolution of issues		September 19 for the top ten list, then ongoing monitoring	
Development of a clear pathway to assist and undertake enforcement as appropriate in relation to <ul style="list-style-type: none">- Street attached lifestyles- Rough sleeping including tents A review of rough sleeping and tent sleeping in the Borough with consideration to Policy changes as appropriate	James Wilson & Nichola Turner	Review of current approach and development of associated policies/guidance		December 2019	

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
A standard agenda item to identify complex cases and areas of concern that will be reviewed by this group and passed to the OPEG for enforcement action	Chair of the Enforcement Group	Resolution of complex cases using all powers available across all service areas		Ongoing - to be reviewed at each meeting	
Lifted from ASB workplan To work with partners to explore ways to engage with residents to assess their perception of safety	Miranda Lee	To be able to evaluate resident's perception of safety in the Borough and to provide a benchmark figure		March 2020	
Lifted from ASB workplan To provide further training to housing officers, environmental health officers, and Neighbourhood teams on tackling ASB complaints, including both legal and interpersonal aspects of ASB case management	James Wilson & Nichola Turner	Unreasonable behaviour in the community will be addressed using all available tools and powers		December 2019	

Appendix 4

ENFORCEMENT GROUP PERFORMANCE INDICATORS – QUARTER 1 (April - June) 2019/20 POLICY & RESOURCES COMMITTEE

Enforcement Indicators	Previous Quarter	This Quarter
No of empty properties across the borough	1504	1314
No of empty businesses across the borough	462	505
No of cases listed with the Operational Property Enforcement Task Group	51	66
No of cases closed through the Operational Property Enforcement Task Group	4	11
No of properties brought back into use through the Operational Property Enforcement Task Group	0	2
No of businesses brought back into use through the Operational Property Enforcement Task Group	1	1
No of advisory contacts made through the Operational Property Enforcement Task Group	30	39
No of enforcement notices serviced through the Operational Property Enforcement Task Group	5	10
No of works in default undertaken through the Operational Property Enforcement Task Group	0	1
No of Compulsory Purchase Orders agreed	0	1