



GREAT YARMOUTH
BOROUGH COUNCIL

Scrutiny Committee

Date: Tuesday, 28 November 2023

Time: 18:30

Venue: Council Chamber

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

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

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

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

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

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

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

3 MINUTES 3 - 6

To confirm the minutes of the meeting held on the 24 October 2023.

4 MATTERS ARISING

To consider any matters arising from the above minutes.

5 2023-24 PERIOD 6 GENERAL FUND & HOUSING REVENUE 7 - 63
ACCOUNT BUDGET MONITORING REPORT

Report attached.

6 ENVIRONMENTAL PROTECTION ACT 1990 AND BONFIRES 64 - 78

Report attached.

7 REVIEW OF PLANNING / DEVELOPMENT MANAGEMENT 79 - 94

Report attached.

8 WORK PROGRAMME 95 - 100

Work Programme attached.



Scrutiny Committee

Minutes

Tuesday, 24 October 2023 at 18:30

PRESENT:-

Councillor Williamson (in the Chair); Councillors Cordiner-Achenbach, Freeman, Grant, Galer, Hammond, Jeal, Murray-Smith, Robinson-Payne, Thompson & Wainwright.

Councillor Newcombe attended as a substitute for Councillor Waters-Bunn.

Mrs M Lee (Head of Customer Services), Mr M Brett (IT Support) & Mrs C Webb (Democratic Services Officer).

Councillor Smith (Leader of the Council) & Ms S Oxtoby (Chief Executive Officer) attended as observers.

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mogford & Waters-Bunn.

2 DECLARATIONS OF INTEREST

There were no declarations of interest declared at the meeting.

3 MINUTES

The minutes of the meeting held on 19 September 2023 were confirmed.

4 MATTERS ARISING

There were no matters arising from the above minutes which were not covered elsewhere on the agenda.

5 PRESENTATION BY CITYFIBRE

Following a power outage which resulted in the IT equipment in the Council Chamber not working, it was RESOLVED:-

- (i) That the CityFibre presentation be deferred to a future meeting; and
- (ii) That the CityFibre presentation be given to the Committee via a Teams meeting. The Democratic Services Officer to liaise with Neil Mardle to arrange.

6 COUNCIL TAX SUPPORT - OPTIONS FOR 2024/25 SCHEME

The Committee received and considered the report from the Head of Customer Services.

The Head of Customer Services outlined the options for the Council's Council Tax Support Scheme for 2024/25 for the Committee to consider as part of the public consultation on the scheme for next year. The Scrutiny Committee were invited to comment on the options outlined within the agenda report for the scheme.

The Chair asked for clarification that the funding from Norfolk County Council for the Hardship Fund had been secured. The Chief Executive Officer reported that the funding had not yet been secured.

Councillor Jeal voiced his concern that the reduction would affect those residents of working-class age who were already struggling with the cost of living and to whom £2 was the cost of a meal. He urged Members to keep the level of support at 91.5%.

Councillor Jeal asked for clarification as to whether the Hardship Fund was funded by the County Council or the Norfolk Assistance Scheme. The CEO confirmed that it would be funded by Norfolk County Council.

Councillor Grant asked if Members could set local criteria taking into account individual circumstances before awarding support. The Head of Customer Services informed the Committee that the Council could make adjustments to the scheme but she emphasised that our scheme was aligned to other welfare benefits and based on the Prescribed Requirements. Means testing was fairly consistent across the welfare

system. The Chair directed Members to page 11 of the agenda report which detailed a list of protected persons.

Councillor Wainwright reported that he understood why the Council had proposed this reduction in the scheme due to budget constraints, that he was personally, unable to support the reduction as it would have a profound effect on the most vulnerable residents in the community who were already battling with the cost of living crisis. Councillor Wainwright informed the Committee that although this issue had been discussed at the Budget MWG, he would have to take the matter to his Group. Kings Lynn & West Norfolk DC were moving towards 100% Council Tax Support, Norwich had been 100% for several years and we should stay at 91.5%.

The Head of Customer Services reminded Members that all residents of pensionable age would be fully protected. Council Tax support came at a real cost to the Council which was not covered by funding and she agreed that this was a difficult decision for Members but was necessary to stabilise the budget moving forwards.

Councillor Cordiner- Achenbach asked for clarification that the Hardship Fund would be in addition to the protected characteristics. The Head of Customer Services confirmed that that was correct and was in addition to protect the most vulnerable households. The Head of Customer Services also reminded Members that the current scheme does not protect any households in the working-age bracket. It might be considered more equitable to continue on this basis should a change to the overall scheme be made.

Councillor Cordiner-Achenbach reported that she had calculated that the increase in council tax would be 296% to those affected which was a significant increase.

The Head of Customer Services gave a breakdown of the figures as follows:-

- 80% support equates to £276.94 - an increase of £159.94 over a 52 week period equals £5.33 a week, an additional £3.08
- 85% support equates to £207.70 - an increase of £90.70 over a 52 week period equals £3.99 a week, an additional £1.74
- 87.5% support equates to £173.08 - an increase of £56.08 over a 52 week period equals £3.33 a week, an additional £1.08.

Councillor Cordiner-Achenbach asked for confirmation that the majority of claimants would be in Band A. The Head of Customer Services confirmed that the majority were in Band A and agreed that she would circulate a spreadsheet of the above figures to members after the meeting for information.

Councillor Newcombe asked if the figures utilised were based on the best-case scenario as the forecasted figures could vary to the actual figures based on a hybrid case load. The Head of Customer Services reported that the figures used were based on the highest caseload calculations and because of the seasonality and fluctuation of the caseload through the year would be less. Up-to-date forecasts were now being calculated together with tax base.

Councillor Newcombe asked if administration costs and debt collection fees were factored in to the calculations. Councillor Jeal was concerned that the recovery of council tax arrears would be obliterated by the admin and court recovery costs as this could offset any savings for the Council. The Head of Customer Services reported that the Council was required to follow a process by law to proceed to the summons stage to obtain a liability order to recover a debt. The Council worked closely with the

Early Help Hub, Dial & Citizens Advice to offer residents help and support in money/debt management and to advertise the Hardship Fund. The Head of Customer Services agreed to send out the costs to Members after the meeting.

Councillor Hammond asked for clarification as to whether single family claimants would be means tested.

The Chair reminded the Committee that they were not a decision-making body but were asked to give their views/comments to feed into the budget.

RESOLVED:-

(i) That the Committee recognises and notes that the Council is facing severe, ongoing financial challenges in the years ahead,

(ii) That the proposed decrease in Council Tax support will affect the most vulnerable families in the borough, noting that there are 1 million children living in destitution according to figures published by the Roundtree Foundation,

(iii) That the Head of Customer Services to supply a financial breakdown of the range of options presented to the Committee ranging from 91.5% to 75% and how the Hardship Fund, if successfully secured, will be applied to fill the gaps for struggling families who are already experiencing financial hardship due to the cost of living crisis; and

(iv) That the Committee request that the Budget Member Working Group note the comments when determining the level of Council Tax Support 2024/25.

7 WORK PROGRAMME

The Committee received and considered the Work Programme.

RESOLVED:-

That the Committee approve and note the Work Programme.

The meeting ended at: TBC

SCRUTINY



URN: 23-137
Report Title: 2023/24 Budget Monitoring Report – Period 6

Report to: Cabinet
Scrutiny

Date of meeting: 13 November 2023
28 November 2023

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

Responsible Director / Officer: Financial Services Manager

Is this a key decision? No

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

EXECUTIVE SUMMARY / INTRODUCTION FROM CABINET MEMBER

This report presents the month 6 budget monitoring position for financial year 2023/24 for both the General Fund and Housing Revenue Account (HRA) including the respective capital programmes and financing. It includes explanations for significant variances to the budgets currently forecast for the full year.

RECOMMENDATIONS:

That Committee:

Note the contents of the Cabinet report which was approved by Cabinet at its meeting on the 13 November 2023, Cabinet agreed to :

- 1) Note the revised forecast for the General Fund and Housing revenue Account for 2023/24.
- 2) Approve the updated General Fund capital programme (Appendix E)
- 3) Approve additional HRA capital budget of £104,000 to be financed from HRA revenue reserves to fund the digital upgrade of the sheltered alarm system.

1. INTRODUCTION

- 1.1. This report presents the budget monitoring forecast position for the General Fund and Housing Revenue Account and their respective capital programmes for the financial year 2023/24 as at September 2023. This report compares the actual expenditure and income position at the end of September 2023 to the general fund budget for 2023/24 and presents a forecast position for the current year.
- 1.2. The original base budgets for 2023/24 were approved by Council in February 2023 and assumed a transfer from the general fund reserves of £1,143,503 and a transfer of £1,945,006 from the housing revenue account. This was alongside setting the capital programmes for both the General Fund and the Housing Revenue Account. This report

provides an updated forecast for the current year compared to this position and will be used to inform the outturn position for 2023/24.

2. GENERAL FUND - OVERVIEW

- 2.1. The General Fund Summary at Appendix A shows the high-level forecast budget monitoring position on 30 September 2023 of a deficit position of £1,445k. The original budget has been revised to £753k which is a variance from the forecast of £692k.
- 2.2. Appendices A and B provide commentary on the more significant variances (£+/-£10,000 full year) identified from the budget monitoring process carried out between finance and services for the position at the end of period 6 and where there is anticipated yearend under/overspend. Appendix C provides a summary of the general fund service income and expenditure by type (e.g. employee costs).
- 2.3. The employee turnover report to the end of period 3 is 5.3% for employees in services within the General Fund (in period 3 this was 3.9% and in comparison, to period 6 in 2022/23 which was reported as 8.76%). Employee turnover is the total number of leavers as a percentage of the average head count of employees over the period. In financial terms turnover will result in underspends against direct employee related budget, for example pay, NI and pension when posts become vacant up to the point of recruitment. Turnover savings will also be accrued from restructuring and where there have been significant delays in-between a post becoming vacant and then being filled. Some of the in-year vacancy savings will be offset using agency and interim appointments. Overall, for the period to the end of September there is an underspend (£200k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.
- 2.4. Other factors which are not yet confirmed or quantified are the impact of external contract arrangements for the provision of services provided by GYN. These will continue to be monitored.

3. GENERAL FUND BUDGET MONITORING POSITION – REVENUE SUMMARY

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

Budget Area	Full Year Current Budget £'000	Full Year Forecast £'000	Total Estimated Full Year Effect £'000
Service Area	14,607	15,600	993
Non-Service Areas	2,880	2,679	(201)
Use of Reserves	(1,436)	(1,1535)	(99)
Income	(15,297)	(15,297)	0
Total (Surplus)/Deficit	753	1,445	692

- 3.2. The overall position will continue to be monitored in the current financial year and will be reported to Management Team and used to inform the budget setting for 2024/25.

- 3.3. There are several income areas which are forecast to be less than the budget set in February 2023, these include demand led services for example Crematorium and Planning income. In addition, there is a reduction in income against budget areas within Property services, including where previous savings proposals for example concessions have not yet been achieved. The Interim Head of Property and Asset Management is undertaking a full review of the services income projections to consider options to address the adverse variances seen on income forecasted in comparison to the budget set for 2023/24 and will bring forward proposals to mitigate these impacts for the future budget setting timetable.
- 3.4. Further, a significant overspend of £420k is currently forecast on the housing needs service. The forecast overspend is due to the increased demand in homelessness placements above the amount budgeted. This is exacerbated by the need to use costly bed & breakfast accommodation to meet the increased demand at short notice. The service is currently looking at options to lease or purchase accommodation which are more cost effective than using bed and breakfast accommodation. A report will be presented to Council in December to consider these options which should reduce the forecast position.
- 3.5. Other options to mitigate the forecast position are also being considered by Extended Leadership Team and action to be taken will be reported at month 6 as required.

4. GENERAL FUND BUDGET MONITORING POSITION – CAPITAL PROGRAMME

- 4.1. Actual spend until the end of September 2023 totals £5.2m as summarised under Appendix E.
- 4.2. Since reporting at the end of June, there have been some amendments to the capital programme for Town Deal and Future High Street Projects. Under freedoms and flexibilities delegated to the Council's S151 Officer and to meet the spend deadlines for the grant funding, financing of the projects has been rearranged to prioritise the use of grant funding before the Council's own resources.
- 4.3. In addition to the changes in financing, project adjustment requests were submitted to the Department for Levelling Up, Housing and Communities (DLUHC) to reallocate funding between interventions. These requests have recently been approved and as a result £3.5m of Town Deal funding has been reallocated from the Incubator Unit project to the Learning Centre and Wintergardens and £1.9m of Future High Street funding has been diverted from the Densification and Digital projects to the Learning Centre and Market Realm. Adjustments have been made to the budgets in the capital programme for these amendments, but some of these span several financial years and therefore cannot all be seen in the 23-24 programme.
- 4.4. A loan to the Great Yarmouth Preservation Trust for the purchase of 145 King Street was approved at Policy and Resources Committee in September 2020. Conditions for this loan have now been met and £72,000 has been included in the capital programme.
- 4.5. The Homes Upgrade Grant 1 (HUG1) and Sustainable Warmth LAD3 projects contained in the capital programme are now complete, however, there has been no spend to date as the Council's delivery agent is finalising figures before invoicing. An underspend on the total amount of grant received has been identified and this will need to be repaid to the Department of Energy Security and Net Zero. The total amount to be repaid is still being finalised and will be reported in future budget monitoring reports.

- 4.6. The revised General Fund Capital Programme for 2023/24 is £61.3m. Of this, £36.7m is currently forecast to be spent in 2023/24. The remaining budget will be spent in future years as the budget includes approved projects that will span financial years.

5. GENERAL FUND CONCLUSIONS

- 5.1. The General Fund revenue budget is showing a forecast full year overspend of £692k (£301k in comparison to the original budget). The position will continue to be monitored during the financial year and consideration of required action to mitigate any adverse budget variances will be given by budget holders and the Executive Leadership Team.
- 5.2. The General Fund capital 2023/24 budget stands at £61.3m as at month 6, any unspent capital budgets for ongoing capital projects at the end of March 2024 will mainly be carried forward to 2024/25. The position will continue to be monitored as projects progress.

6. HOUSING REVENUE ACCOUNT- OVERVIEW

- 6.1. There is a statutory requirement to maintain a Housing Revenue Account (HRA) and that account must not show a deficit. The HRA is a separate (ring fenced) account of the Council covering income and expenditure relating to its role as landlord. Under the self-financing arrangements for local authorities, the HRA records the costs of management and maintenance of the Council's dwellings and the related income from rents and other charges. The Government provides guidance on what should be included in the HRA to protect Council tenants.
- 6.2. Although there is not a requirement for a similar separation of capital expenditure, the capital programme as it relates to the HRA is separately monitored. This report outlines the estimated forecasts for the full financial year 2023/24 as well as showing the position of the HRA as at the end of period 6.
- 6.3. The regular review and monthly monitoring of the HRA budgets provides a sound basis for the preparation of estimates for 2023/24 and of the HRA Business Plan.

7. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION - REVENUE

- 7.1. For budget monitoring purposes, the actual expenditure and income to the end of period 6 is reviewed to produce estimated forecasts, compared against original budgets, for the 2023/24 financial year. Key variations are identified and explained within Appendices H & I for Revenue and Appendix J for Capital.
- 7.2. To prepare updated forecasts, detailed analysis has been undertaken of actual figures and any further changes identified from the budget monitoring process, completed alongside services via review work. Updated forecasts are set out in appendices G & J.
- 7.3. The Housing Revenue Account summary in appendix G shows a revised 2023/24 budget forecast deficit of £5.331m, from a currently budgeted deficit of £4.716m, resulting in an unfavorable movement of £0.615m. Original HRA budgets have been updated to reflect the 2022/23 HRA capital and revenue carried forward budgets approved by cabinet in July 2023.
- 7.4. The forecast changes incorporated within appendix G are explained in detail on appendix H and relate to Job evaluations increases, partnership Service Level Agreement increases, repairs and maintenance increases and increased IT software costs.

- 7.5. HRA employee turnover for 2023/24, to the end of quarter 2 is currently 5.95%. Employee turnover is the total number of leavers as a percentage of the average head count of employees over the period. In financial terms, turnover will result in underspends against direct employee related budget, for example pay, NI and pension when posts become vacant up to the point of recruitment. Overall, for the period to the end of September 2023, there is a total spend of £1.768m for direct employee costs and forecasted vacancy savings of £0.363m. Some of the in-year vacancy savings will be offset using agency and interim appointments. There is an influx of agency staff being employed to cover roles prior to them being filled in permanent roles by recruitment.
- 7.6. The forecast budget for supervision and management has increased by £68k overall. There has been an overspend on additional IT software licenses in year of £200k for the current housing IT system as well as the implementation of the new housing system. However, the vacancies in year forecasted at £363k will also offset some of these costs.
- 7.7. Repairs and maintenance budgets currently reflect an overall overspend of £0.371m. Within the planned cyclical area and revenue voids areas, there has been an increase in larger repairs jobs including expenditure to address damp and mould. Work is ongoing with the asset team, to understand and determine the level of demand for the future in this area of repairs, which will help set budgets in 2024/25.
- 7.8. Efficiency savings with Great Yarmouth Norse Ltd are beginning to take effect on repairs and maintenance costs. A recent responsive repair job costing exercise has confirmed that the average responsive repair job cost has gone down over the year (from April to September 2022/2023 the average cost of a repair was £141.95 and from April to September 2023/24, it is now £134.81). This has resulted in an initial forecast underspend of £175k on the responsive repairs budget line despite there being an increase in repair demand in the year. There are potentially more savings to be identified and the forecast will be updated accordingly in future reports.

8. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION – CAPITAL PROGRAMME

- 8.1. The Housing Revenue Account originally set a major capital works budget of £10.5m for 2023/24. The 2023/24 capital programme has been updated for £4.83m carried forward budgets agreed in the 2022/23 outturn report by Cabinet in July 2023 giving a revised budget of £15.4m. The current forecast for spend on the HRA Capital programme is £15.2m, due to an underspend anticipated on the additional housing budget.
- 8.2. 2023/24 capital programme spend to the end of Period 6 is showing as £1.8m in appendix J, however there is currently outstanding invoices of £1.1m, including £1m from the Social Housing Decarbonisation Fund project (SHDF), that are still due to be paid from the prior financial year. The actual capital programme spend for the year to date is £3m.
- 8.3. Capital programmes are progressing with areas of work mobilising and revisions to work plans being reviewed and prioritised as needed. Over £4m of expenditure has been committed to date on capital programmes of works including kitchens and bathrooms, roofing works and major voids. Major voids works are continuing to address some of the Council's most demanding vacant properties.

- 8.4. Due to the national telephony upgrade, where all analogue phone lines will be switched off, there is a business need to enhance our current existing hardware to switch the analogue lines to digital. The cost of this upgrade is £104k and a budget will need to be funded via revenue reserves to be able to fund this enhancement project. Approval is being asked from Cabinet to approve this additional budget of £104k in the 2023/24 HRA Capital programme.
- 8.5. The Council was successful in bidding and securing £1.6m of grant funding under the Social Housing Decarbonisation Fund (SHDF) and the project was granted an extension to continue and complete works into the first half of 2023/24. Works aim to provide the needed fabric improvements, improving the energy performance of the buildings, as well as improving the quality of life for the tenants. Works have completed and Invoices are awaiting to be received from the contractor. The match funding for the grant is funded as part of the capital programme.
- 8.6. The Council was also previously successful in securing both Homes England and Brownfield land release grant funding, to support the development of 18 new one-bedroom affordable homes at Jubilee Court, Great Yarmouth. This project is budgeted at £3.4m and was completed within budget. It has been funded using both grant and Right to Buy receipts, providing some valuable additions to the Great Yarmouth's affordable housing stock. Final invoices for this project are being received and all the new properties are tenanted.
- 8.7. The additional housing capital budget is on track to spend £2.4m budget in year. Six properties have been approved to be purchased, committing £1.4m of this budget. Two of these properties have been purchased to period 6, with four progressing to completion by the end of the financial year. A further seven properties have been identified as potential purchases to spend the full budget. This budget is financed by borrowing and the use of Right to Buy receipts and is being monitored to ensure the council doesn't payback any receipts to central government.
- 8.8. The HRA business plan continues to operate under the assumptions that only affordable and additional housing plans should use further borrowing, with the remaining capital financing being met from revenue. The Council has continued to take a prudent approach following the removal of the debt cap and with no further guidance being provided around the repayment of debt. To ensure the sustainability of the HRA, future modelling may incorporate a blended approach of both revenue funding capital and further borrowing, aiming to increase the affordability of the HRA over the long term, managing its reserves.

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

- 9.1. The following table provides the number of the RTB sales year to date at period 6 against our anticipated budgeted sales for 2023/24. This shows that currently sales are in line with budget expectations.

2023/24	Estimated Sales	Actual Sales
Qtr. 1	4	4
Qtr. 2	4	4
Qtr. 3	6	0
Qtr. 4	6	0
Total	20	8

- 9.2. Right to Buy capital receipts will support the capital programme in 2023/24, to support the development of affordable and additional housing.

10. HOUSING REVENUE ACCOUNT CONCLUSION

- 10.1. The Housing Revenue Account currently shows a revised 2023/24 forecast deficit of £5.331m, from an originally budgeted deficit of £4.716m, resulting in an unfavorable movement of £0.615m. The Income and expenditure position will continue to be monitored going forward.
- 10.2. Major Capital Major Capital spend to the end of Period 6 totals £3m, with over £4m committed budget to date by purchase orders. Spend will increase in later periods as areas of works are fully mobilised. A capital budget totalling £15.2m is currently forecast to be delivered within 2023/24.
- 10.3. The detail within the report highlights the significant variances, including estimated forecasts of the full year impact to the HRA revenue and capital budgets. The report has flagged a couple of factors that are continuing to place financial pressure on Local Authorities, in particular the pay award and rising utility costs. The cost-of-living crisis will continue to be monitored to inform the update to the current budget and future financial forecast.
- 10.4. The income and expenditure will continue to be monitored in detail during the year, including additional reviews of the HRA 40-year business plan throughout the year.
- 10.5. The HRA is dependent mainly on the rental income stream of the social housing rents, and we have a dedicated team monitoring tenant arrears on a regular basis.

11. FINANCIAL IMPLICATIONS

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

12. RISK IMPLICATIONS

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

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

13. OVERALL CONCLUSION FOR GENERAL FUND AND HOUSING REVENUE ACCOUNT

13.1. The report has highlighted financial pressures for both the Housing Revenue Account and the General Fund in the year which will be closely monitored and where applicable corrective action taken.

13.2. Work on the 2024/25 has already commenced and will include critical review of all expenditure and income lines and commitments against all reserves to mitigate the impact in the short term. The use of the reserves is not a long-term sustainable option and therefore options will be brought forward as part of the medium-term financial strategy work.

14. Background Papers

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

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

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

Appendix A - General Fund Summary Budget Monitoring 2023/2024

	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Comments
Net Cost of Services						
Executive	3,742,419	3,755,419	1,713,423	3,778,919	23,500	See Appendix B for details of significant variances.
Housing	805,921	805,921	421,371	1,225,931	420,010	
Inward Investment	659,678	887,052	605,202	886,438	(614)	
Planning and Growth	616,713	646,392	287,510	856,076	209,684	
Customer Services	(408,122)	(408,122)	22,098	(416,572)	(8,450)	
Property and Asset Management	388,037	382,037	(23,132)	809,501	427,464	
IT, Communications, Marketing and Events	1,957,105	1,958,105	751,052	1,960,504	2,399	
Environmental Services	6,181,183	6,210,382	2,936,124	6,306,176	95,794	
Health Integration and Communities (new)	370,154	370,154	(623,013)	192,654	(177,500)	
	14,313,088	14,607,340	6,090,635	15,599,627	992,287	
Non Service Expenditure/Income						
Recharge to the Housing Revenue Account	(1,701,263)	(2,093,813)	0	(2,093,813)	0	Review of recharging calculation following outturn has revised the estimated overall recharge between General Fund service and the Housing Revenue Account.
Loan Interest Payable	1,821,000	1,821,000	850,524	1,586,000	(235,000)	External borrowing has been lower than anticipated reducing the interest charges incurred. The Council has been able to secure lower short term borrowing rates than original budgeted for that has also improved the forecast position. Also slippage in the capital programme has reduced the amount of borrowing required.
Interest Receivable	(474,906)	(474,906)	(182,199)	(344,906)	130,000	Due to the delay in issuing borrowing to Equinox Enterprises Limited the amount of interest due from the subsidiary is anticipated to be lower than budgeted for.
Capital Charges Reversal	(1,506,384)	(1,506,384)	(1,506,384)	(1,506,384)	0	
Revenue Contribution to Capital	50,000	50,000	0	50,000	0	
Transfers to/(from) Earmarked Reserves	(1,144,674)	(1,436,411)	0	(1,534,743)	(98,332)	Forecast transfer from Earmarked Reserves not yet included within current budget as awaiting final confirmation of amount required.
Pension Back Funding	2,224,021	2,224,021	1,136,400	2,224,021	0	
Parish Precepts	671,572	671,572	335,786	671,572	0	
Provision for Loan Repayment (MRP)	2,129,843	2,129,843	0	2,032,856	(96,987)	MRP charge forecast updated following 2022/23 capital outturn.
Accounting Adjustments - soft loans, acc absences	0	0	0	0	0	
Apprenticeship Levy	58,539	58,539	17,332	58,539	0	
	2,127,748	1,443,461	651,459	1,143,142	(300,319)	
Income						
Council Tax - Parishes	(671,572)	(671,572)	(402,943)	(671,572)	0	
Council tax - Borough	(5,417,359)	(5,417,359)	(3,250,415)	(5,417,359)	0	
Business Rates	(6,065,000)	(6,065,000)	(2,426,000)	(6,065,000)	0	
Revenue Support Grant	(2,537,824)	(2,537,824)	(1,091,264)	(2,537,824)	0	
New Homes Bonus	(187,081)	(187,081)	(93,541)	(187,081)	0	
Other Grants and contributions	(418,496)	(418,496)	(189,994)	(418,496)	0	
	(15,297,332)	(15,297,332)	(7,454,158)	(15,297,332)	0	
(Surplus)/Deficit	1,143,504	753,469	(712,064)	1,445,437	691,968	Actuals for period 6 includes accruals that have not been offset to date in the financial year. In comparison to the original budget set the overspend currently predicted is £301k.

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

Note 1 Significant variances requiring commentary:

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

Note 2 Support Services Recharges:

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

Note 3 IAS19 Accounting Adjustment:

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

Note 4 Period Actuals:

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

Executive

Executive Team	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	765,640	765,640	357,040	765,640	0	
Non-pay	12,869	12,869	9,075	12,869	0	
Gross Direct Income	0	0	(47)	0	0	
Net Direct Expenditure/(Income) Total:	778,509	778,509	366,068	778,509	0	No significant variance.
Support Services Recharges	(487,700)	(789,070)	0	(789,070)	0	
Capital Charges	0	0	0	0	0	
Total:	290,809	(10,561)	366,068	(10,561)	0	

Legal	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	546,819	546,819	139,479	546,819	0	
Gross Direct Income	(35,000)	(35,000)	(26,527)	(35,000)	0	
Net Direct Expenditure/(Income) Total:	511,819	511,819	112,952	511,819	0	No significant variance.
Support Services Recharges	(495,390)	(511,820)	0	(511,820)	0	
Capital Charges	0	0	0	0	0	
Total:	16,429	(1)	112,952	(1)	0	

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

Equinox	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	64,708	64,708	34,084	64,708	0	
Non-pay	21,039	21,039	(3,027)	21,039	0	
Gross Direct Income	(132,000)	(132,000)	(62,498)	(132,000)	0	
Net Direct Expenditure/(Income) Total:	(46,253)	(46,253)	(31,441)	(46,253)	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	(46,253)	(46,253)	(31,441)	(46,253)	0	

GYBS company	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	30,636	30,636	56,963	30,636	0	
Gross Direct Income	(470,000)	(470,000)	(28,400)	(470,000)	0	
Net Direct Expenditure/(Income) Total:	(439,364)	(439,364)	28,563	(439,364)	0	No significant variance.
Support Services Recharges	16,340	24,480	0	24,480	0	
Capital Charges	0	0	0	0	0	
Total:	(423,024)	(414,884)	28,563	(414,884)	0	

Housing Repairs & Maintenance Company	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	8,232	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	8,232	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	8,232	0	0	

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

Corporate Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	196,150	196,150	(200,657)	196,150	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	196,150	196,150	(200,657)	196,150	0	No significant variance.
Support Services Recharges	(61,960)	(196,130)	0	(196,130)	0	
Capital Charges	0	0	0	0	0	
Total:	134,190	20	(200,657)	20	0	

Emergency Response	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	6,070	0	0	
Non-pay	0	0	2,925	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	8,995	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	8,995	0	0	

Finance	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	816,818	816,818	374,511	816,818	0	
Non-pay	384,408	384,408	114,110	384,408	0	
Gross Direct Income	(7,500)	(7,500)	(557)	(7,500)	0	
Net Direct Expenditure/(Income) Total:	1,193,726	1,193,726	488,064	1,193,726	0	No significant variance.
Support Services Recharges	(786,560)	(1,219,490)	0	(1,219,490)	0	
Capital Charges	0	0	0	0	0	
Total:	407,166	(25,764)	488,064	(25,764)	0	

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

Member Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	182,570	195,570	98,488	195,570	0	
Non-pay	345,766	345,766	199,200	345,766	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	528,336	541,336	297,688	541,336	0	No significant variance.
Support Services Recharges	(473,850)	(533,890)	0	(533,890)	0	
Capital Charges	0	0	0	0	0	
Total:	54,486	7,446	297,688	7,446	0	
Corporate Strategy						
Gross Direct Expenditure:						
Pay	100,203	100,203	43,145	100,203	0	
Non-pay	4,533	4,533	68	4,533	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	104,736	104,736	43,213	104,736	0	No significant variance.
Support Services Recharges	(78,200)	(108,910)	0	(108,910)	0	
Capital Charges	0	0	0	0	0	
Total:	26,536	(4,174)	43,213	(4,174)	0	
Elections						
Gross Direct Expenditure:						
Pay	169,029	169,029	110,419	172,029	3,000	
Non-pay	143,794	143,794	125,885	143,794	0	
Gross Direct Income	(25,211)	(25,211)	(30,501)	(30,711)	(5,500)	
Net Direct Expenditure/(Income) Total:	287,612	287,612	205,803	285,112	(2,500)	No significant variance.
Support Services Recharges	43,950	58,900	0	58,900	0	
Capital Charges	0	0	0	0	0	
Total:	331,562	346,512	205,803	344,012	(2,500)	

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

Human Resources	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	495,211	495,211	248,601	521,211	26,000	Variance reflects overlap of maternity and covering positions.
Non-pay	131,937	131,937	137,485	131,937	0	
Gross Direct Income	0	0	(372)	0	0	
Net Direct Expenditure/(Income) Total:	627,148	627,148	385,714	653,148	26,000	
Support Services Recharges	(519,020)	(640,210)	0	(640,210)	0	
Capital Charges	0	0	0	0	0	
Total:	108,128	(13,062)	385,714	12,938	26,000	
Total Executive:	900,029	(160,721)	1,713,423	(137,221)	23,729	
Total Executive excluding capital charges and recharges:	3,742,419	3,755,419	1,713,423	3,778,919	23,500	
Total Executive excluding recharges:	3,742,419	3,755,419	1,713,423	3,778,919	23,500	
Housing						
Housing Needs	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	1,377,918	1,377,918	575,139	1,377,918	0	
Non-pay	553,638	553,638	561,039	1,262,638	709,000	These are demand led services, with B&B accommodation also being heavily subject to increased summer price rises. Increased demand has been received for this service, resulting in increased spend for increased accommodation charges. This is partly mitigated by an increase of income, including any outstanding demand being financed by homelessness grant funding, as reflected in the income below.
Gross Direct Income	(1,441,172)	(1,441,172)	(730,412)	(1,730,162)	(288,990)	Increased income recovery forecast from B&B and temporary accommodation due to increase in service demand as per above.
Net Direct Expenditure/(Income) Total:	490,384	490,384	405,766	910,394	420,010	
Support Services Recharges	334,790	431,790	0	431,790	0	
Capital Charges	18,137	18,137	0	18,137	0	
Total:	843,311	940,311	405,766	1,360,321	420,010	

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

Housing Strategy	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	184,935	184,935	57,835	184,935	0	
Non-pay	4,700	4,700	676	4,700	0	
Gross Direct Income	0	0	(256)	0	0	
Net Direct Expenditure/(Income) Total:	189,635	189,635	58,255	189,635	0	No significant variance.
Support Services Recharges	62,720	85,360	0	85,360	0	
Capital Charges	23,859	23,859	0	23,859	0	
Total:	276,214	298,854	58,255	298,854	0	
Traveller's Site/Gapton Hall						
Gross Direct Expenditure:						
Pay	68,657	68,657	16,727	68,657	0	
Non-pay	138,732	138,732	57,066	138,732	0	
Gross Direct Income	(123,483)	(123,483)	(119,953)	(123,483)	0	
Net Direct Expenditure/(Income) Total:	83,906	83,906	(46,160)	83,906	0	No significant variance.
Support Services Recharges	62,980	80,740	0	80,740	0	
Capital Charges	0	0	0	0	0	
Total:	146,886	164,646	(46,160)	164,646	0	
Refugees						
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	3,510	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	3,510	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	3,510	0	0	
Total Housing:	1,266,411	1,403,811	421,371	1,823,821	420,010	
Total Housing excluding capital charges and recharges:	763,925	763,925	421,371	1,183,935	420,010	
Total Housing excluding recharges:	805,921	805,921	421,371	1,225,931	420,010	

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

Inward Investment

Project Management Office	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	76,806	183,885	78,022	183,885	0	
Non-pay	1,802	1,802	25,675	1,802	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	78,608	185,687	103,697	185,687	0	No significant variance.
Support Services Recharges	64,760	83,140	0	83,140	0	
Capital Charges	0	0	0	0	0	
Total:	143,368	268,827	103,697	268,827	0	

Projects and Programmes	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	106,357	106,357	68,999	106,357	0	
Non-pay	3,092	3,092	864	3,092	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	109,449	109,449	69,863	109,449	0	No significant variance.
Support Services Recharges	187,680	325,890	0	325,890	0	
Capital Charges	0	0	0	0	0	
Total:	297,129	435,339	69,863	435,339	0	

Offshore Wind Project	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	53,692	53,692	24,931	53,692	0	
Non-pay	44,919	44,919	28,158	44,919	0	
Gross Direct Income	(100,000)	(100,000)	101,937	(100,000)	0	
Net Direct Expenditure/(Income) Total:	(1,389)	(1,389)	155,026	(1,389)	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	(1,389)	(1,389)	155,026	(1,389)	0	

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Towns Fund	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	(1,654)	27,800	27,800	
Gross Direct Income	0	0	928	(11,220)	(11,220)	Town Deal Consultancy & legal project costs. Grant income to claim from Norfolk County Council to cover partial legal costs above.
Net Direct Expenditure/(Income) Total:	0	0	(726)	16,580	16,580	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(726)	16,580	16,580	
Winter Programme - Different Light	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	45,000	45,000	0	45,000	0	
Gross Direct Income	(45,000)	(45,000)	33,135	(45,000)	0	
Net Direct Expenditure/(Income) Total:	0	0	33,135	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	33,135	0	0	
Levelling Up	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	250	79,910	79,910	Forecasted expenditure on levelling up projects to funded from grant received in year and balance from prior year in earmarked reserves of £10k.
Gross Direct Income	0	0	(70,000)	(70,000)	(70,000)	Capability Funding received to fund levelling up projects as per expenditure above.
Net Direct Expenditure/(Income) Total:	0	0	(69,750)	9,910	9,910	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(69,750)	9,910	9,910	

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CCTV	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	114,476	114,476	61,990	114,476	0	
Gross Direct Income	(4,000)	(4,000)	(4,000)	(4,000)	0	
Net Direct Expenditure/(Income) Total:	110,476	110,476	57,990	110,476	0	No significant variance.
Support Services Recharges	21,470	25,140	0	25,140	0	
Capital Charges	35,967	35,967	0	35,967	0	
Total:	167,913	171,583	57,990	171,583	0	
Culture and Leisure						
Gross Direct Expenditure:						
Pay	0	86,264	37,626	86,264	0	
Non-pay	301,920	225,512	85,705	225,512	0	
Gross Direct Income	(173,115)	(149,081)	(256,103)	(149,081)	0	
Net Direct Expenditure/(Income) Total:	128,805	162,695	(132,772)	162,695	0	No significant variance.
Support Services Recharges	47,840	66,170	0	66,170	0	
Capital Charges	0	0	0	0	0	
Total:	176,645	228,865	(132,772)	228,865	0	
Indoor Leisure - Phoenix Pool & Marina Centre						
Gross Direct Expenditure:						
Pay	60,552	60,552	24,020	60,552	0	
Non-pay	104,080	174,830	(127,969)	181,282	6,452	
Gross Direct Income	(211,780)	(216,530)	6,831	(216,530)	0	
Net Direct Expenditure/(Income) Total:	(47,148)	18,852	(97,118)	25,304	6,452	No significant variance.
Support Services Recharges	77,390	111,600	0	111,600	0	
Capital Charges	86,348	86,348	0	86,348	0	
Total:	116,590	216,800	(97,118)	223,252	6,452	

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Conservation	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	161,604	157,900	59,014	157,900	0	
Non-pay	211,261	705,039	452,577	730,039	25,000	Consultancy costs for conservation projects, offset from income received on the below line.
Gross Direct Income	(106,718)	(576,387)	(82,128)	(634,942)	(58,555)	Additional income to be received in year from the secondment of the conservation manager to Great Yarmouth Preservation Trust.
Net Direct Expenditure/(Income) Total:	266,147	286,552	429,463	252,997	(33,555)	
Support Services Recharges	32,840	44,490	0	44,490	0	
Capital Charges	25,408	25,408	0	25,408	0	
Total:	324,395	356,450	429,463	322,895	(33,555)	
Economic Development	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	114,244	114,244	48,800	114,244	0	
Non-pay	1,604	1,604	594	1,604	0	
Gross Direct Income	(117,022)	(117,022)	0	(117,022)	0	
Net Direct Expenditure/(Income) Total:	(1,174)	(1,174)	49,394	(1,174)	0	No significant variance.
Support Services Recharges	106,040	128,710	0	128,710	0	
Capital Charges	0	0	0	0	0	
Total:	104,866	127,536	49,394	127,536	0	
Enterprise GY	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	1	1	0	0	(1)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	1	1	0	0	(1)	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	1	1	0	0	(1)	

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Enterprise Zone	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	648,180	648,180	7,000	648,180	0	
Gross Direct Income	(780,000)	(780,000)	0	(780,000)	0	
Net Direct Expenditure/(Income) Total:	(131,820)	(131,820)	7,000	(131,820)	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	(131,820)	(131,820)	7,000	(131,820)	0	
Total Inward Investment:	1,197,698	1,672,192	605,202	1,671,578	(614)	
Total Inward Investment excluding capital charges and recharges:	511,955	739,329	605,202	738,715	(614)	
Total Inward Investment excluding recharges:	659,678	887,052	605,202	886,438	(614)	

Planning and Growth

Building Control	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	260,240	260,240	78,426	209,040	(51,200)	Variance reflects vacancies within the service.
Non-pay	41,627	41,627	19,611	96,827	55,200	Department management is currently being overseen by East Suffolk Council due to a vacancy.
Gross Direct Income	(248,100)	(248,100)	(77,741)	(187,600)	60,500	Problems with filling vacancies is impacting on the departments ability to complete works to gain income, as well as works being lost to external inspectors and the downturn in the construction industry.
Net Direct Expenditure/(Income) Total:	53,767	53,767	20,296	118,267	64,500	
Support Services Recharges	69,290	83,180	0	83,180	0	
Capital Charges	0	0	0	0	0	
Total:	123,057	136,947	20,296	201,447	64,500	

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

Development Control	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	660,847	703,518	321,027	703,518	0	
Non-pay	39,675	39,675	26,491	47,975	8,300	
Gross Direct Income	(597,450)	(597,450)	(273,338)	(488,700)	108,750	Nationally there has been a reduction of 13% in the number of planning applications received at the started of 2023 when compared to the same period last year. (DLUHC) which is reflective of the trend we are seeing locally. We have a significant Planning Performance Agreement in the pipeline but not yet finalised so not assumed within the figures. The income from this will cover the costs for temporary resources to deal with this application, thereby ensuring the existing resources are not overwhelmed by this largescale proposal.
Net Direct Expenditure/(Income) Total:	103,072	145,743	74,180	262,793	117,050	
Support Services Recharges	167,580	215,260	0	215,260	0	
Capital Charges	0	0	0	0	0	
Total:	270,652	361,003	74,180	478,053	117,050	
Land Charges						
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	49,489	49,489	18,516	50,623	1,134	
Gross Direct Income	(148,126)	(148,126)	(44,527)	(108,126)	40,000	Less searches requested as the housing market has slowed down since the interest rate increases, so income estimated to be similar levels to 2022/23.
Net Direct Expenditure/(Income) Total:	(98,637)	(98,637)	(26,011)	(57,503)	41,134	
Support Services Recharges	29,250	33,340	0	33,340	0	
Capital Charges	0	0	0	0	0	
Total:	(69,387)	(65,297)	(26,011)	(24,163)	41,134	

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

Planning business support	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	146,400	108,420	53,045	108,420	0	
Non-pay	0	0	3	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	146,400	108,420	53,048	108,420	0	No significant variance.
Support Services Recharges	51,420	59,140	0	59,140	0	
Capital Charges	0	0	0	0	0	
Total:	197,820	167,560	53,048	167,560	0	
Strategic Planning	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	313,185	333,173	143,518	329,173	(4,000)	
Non-pay	119,644	124,644	56,261	115,644	(9,000)	
Gross Direct Income	(22,300)	(22,300)	(33,782)	(22,300)	0	
Net Direct Expenditure/(Income) Total:	410,529	435,517	165,997	422,517	(13,000)	No significant variance.
Support Services Recharges	72,190	88,030	0	88,030	0	
Capital Charges	1,582	1,582	0	1,582	0	
Total:	484,301	525,129	165,997	512,129	(13,000)	
Total Planning and Growth:	1,006,443	1,125,342	287,510	1,335,026	209,684	
Total Planning and Growth excluding capital charges and recharges:	615,131	644,810	287,510	854,494	209,684	
Total Planning and Growth excluding recharges:	616,713	646,392	287,510	856,076	209,684	

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

Customer Services

Benefits	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	607,054	607,054	282,443	605,554	(1,500)	
Non-pay	20,022,714	20,022,714	8,703,857	19,177,714	(845,000)	
Gross Direct Income	(20,577,086)	(20,577,086)	(8,719,709)	(19,740,786)	836,300	Based on current benefits claims and forecasting the year end position based on these.
Net Direct Expenditure/(Income) Total:	52,682	52,682	266,591	42,482	(10,200)	
Support Services Recharges	83,967	250,247	0	250,247	0	
Capital Charges	0	0	0	0	0	
Total:	136,649	302,929	266,591	292,729	(10,200)	
Crematorium and Cemeteries						
Gross Direct Expenditure:						
Pay	229,942	229,942	115,668	229,942	0	
Non-pay	822,454	825,454	414,417	832,454	7,000	
Gross Direct Income	(1,643,500)	(1,643,500)	(643,086)	(1,613,500)	30,000	Income currently forecasted based on current projections following lower demand than when the budget was set. This will continue to be monitored and the forecast revised as required.
Net Direct Expenditure/(Income) Total:	(591,104)	(588,104)	(113,001)	(551,104)	37,000	
Support Services Recharges	161,370	207,500	0	207,500	0	
Capital Charges	70,543	70,543	0	70,543	0	
Total:	(359,191)	(310,061)	(113,001)	(273,061)	37,000	
Customer Services						
Gross Direct Expenditure:						
Pay	655,134	655,134	309,703	642,134	(13,000)	Variance due to vacancies within the service.
Non-pay	12,180	12,180	15,559	12,180	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	667,314	667,314	325,262	654,314	(13,000)	
Support Services Recharges	(222,680)	(698,580)	0	(698,580)	0	
Capital Charges	0	0	0	0	0	
Total:	444,634	(31,266)	325,262	(44,266)	(13,000)	

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

Support Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	166,515	166,515	77,475	171,515	5,000	
Non-pay	36,651	36,651	59,658	37,651	1,000	
Gross Direct Income	0	0	500	0	0	
Net Direct Expenditure/(Income) Total:	203,166	203,166	137,633	209,166	6,000	No significant variance.
Support Services Recharges	(145,270)	(213,940)	0	(213,940)	0	
Capital Charges	2,985	2,985	0	2,985	0	
Total:	60,881	(7,789)	137,633	(1,789)	6,000	
Car Parks	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	442,590	442,590	223,121	439,090	(3,500)	
Non-pay	837,445	834,445	321,776	840,945	6,500	
Gross Direct Income	(2,631,841)	(2,631,841)	(1,659,479)	(2,644,091)	(12,250)	Income is higher than anticipated when the budget was set, so improved position forecast for the year.
Net Direct Expenditure/(Income) Total:	(1,351,806)	(1,354,806)	(1,114,582)	(1,364,056)	(9,250)	
Support Services Recharges	219,120	316,280	0	316,280	0	
Capital Charges	46,827	46,827	0	46,827	0	
Total:	(1,085,859)	(991,699)	(1,114,582)	(1,000,949)	(9,250)	
Revenues	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	815,921	815,921	374,750	790,921	(25,000)	Variance due to vacancies within the service.
Non-pay	243,311	243,311	126,796	243,311	0	
Gross Direct Income	(596,408)	(596,408)	(10,120)	(596,408)	0	
Net Direct Expenditure/(Income) Total:	462,824	462,824	491,426	437,824	(25,000)	
Support Services Recharges	71,810	528,290	0	528,290	0	
Capital Charges	0	0	0	0	0	
Total:	534,634	991,114	491,426	966,114	(25,000)	

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

Tearooms	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	64,641	64,641	34,796	70,641	6,000	
Non-pay	46,352	46,352	12,216	24,252	(22,100)	
Gross Direct Income	(113,882)	(113,882)	(18,243)	(91,782)	22,100	Offset of income and costs of sales variances.
Net Direct Expenditure/(Income) Total:	(2,889)	(2,889)	28,769	3,111	6,000	
Support Services Recharges	49,290	62,050	0	62,050	0	
Capital Charges	31,336	31,336	0	31,336	0	
Total:	77,737	90,497	28,769	96,497	6,000	
Total Customer Services:	(190,515)	43,725	22,098	35,275	(8,450)	
Total Customer Services excluding capital charges and recharges:	(559,813)	(559,813)	22,098	(568,263)	(8,450)	
	(408,122)	(408,122)	22,098	(416,572)	(8,450)	

Property and Asset Management

Public Toilets	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	249,094	249,094	154,666	251,399	2,305	
Gross Direct Income	0	0	(2,305)	(2,305)	(2,305)	
Net Direct Expenditure/(Income) Total:	249,094	249,094	152,361	249,094	0	No significant variance.
Support Services Recharges	27,110	39,360	0	39,360	0	
Capital Charges	153,447	153,447	0	153,447	0	
Total:	429,651	441,901	152,361	441,901	0	
Repairs and Maintenance						
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	10,589	10,589	10,906	10,589	0	
Gross Direct Income	(97,572)	(97,572)	254,661	(97,572)	0	
Net Direct Expenditure/(Income) Total:	(86,983)	(86,983)	265,567	(86,983)	0	No significant variance.
Support Services Recharges	58,200	85,710	0	85,710	0	
Capital Charges	205,389	205,389	0	205,389	0	
Total:	176,606	204,116	265,567	204,116	0	

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

Footway Lighting	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	143,849	143,849	37,258	211,349	67,500	Budget setting process for 2023/24 did not fully reflect the higher energy costs in the 2022/23 year, after allowance of the agreed saving in 2023/24.
Gross Direct Income						
Net Direct Expenditure/(Income) Total:	143,849	143,849	37,258	211,349	67,500	
Support Services Recharges	63,120	93,100	0	93,100	0	
Capital Charges	69,718	69,718	0	69,718	0	
Total:	276,687	306,667	37,258	374,167	67,500	
Coastal Protection	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	203,828	203,828	97,974	205,328	1,500	
Non-pay	115,882	115,882	14,111	118,882	3,000	
Gross Direct Income	(154,853)	(154,853)	(74,903)	(159,353)	(4,500)	
Net Direct Expenditure/(Income) Total:	164,857	164,857	37,182	164,857	0	No significant variance.
Support Services Recharges	56,480	76,070	0	76,070	0	
Capital Charges	362,693	362,693	0	362,693	0	
Total:	584,030	603,620	37,182	603,620	0	
Community Centres	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	5,443	5,443	8,508	10,443	5,000	
Gross Direct Income	(1,774)	(1,774)	(2,586)	(3,774)	(2,000)	
Net Direct Expenditure/(Income) Total:	3,669	3,669	5,922	6,669	3,000	No significant variance.
Support Services Recharges	20,400	28,940	0	28,940	0	
Capital Charges	25,213	25,213	0	25,213	0	
Total:	49,282	57,822	5,922	60,822	3,000	

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

Council Offices - Town Hall	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	252,456	252,456	120,364	252,456	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	252,456	252,456	120,364	252,456	0	No significant variance.
Support Services Recharges	(209,290)	(268,280)	0	(268,280)	0	
Capital Charges	15,821	15,821	0	15,821	0	
Total:	58,987	(3)	120,364	(3)	0	
Council Offices - Greyfriars	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	157,707	157,707	53,132	142,707	(15,000)	Underspend on utilities (gas).
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	157,707	157,707	53,132	142,707	(15,000)	
Support Services Recharges	(117,810)	(165,410)	0	(165,410)	0	
Capital Charges	7,710	7,710	0	7,710	0	
Total:	47,607	7	53,132	(14,993)	(15,000)	
Council Offices - Maritime House	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	26,765	26,765	19,175	29,765	3,000	
Gross Direct Income	(4,000)	(4,000)	0	0	4,000	
Net Direct Expenditure/(Income) Total:	22,765	22,765	19,175	29,765	7,000	No significant variance.
Support Services Recharges	10,430	14,570	0	14,570	0	
Capital Charges	4,560	4,560	0	4,560	0	
Total:	37,755	41,895	19,175	48,895	7,000	

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

Council Offices - Catalyst Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	84,066	84,066	13,734	59,066	(25,000)	Underspend on utilities (gas and electricity).
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	84,066	84,066	13,734	59,066	(25,000)	
Support Services Recharges	(36,680)	(87,860)	0	(87,860)	0	
Capital Charges	3,797	3,797	0	3,797	0	
Total:	51,183	3	13,734	(24,997)	(25,000)	
Beach Huts						
Gross Direct Expenditure:						
Pay	27,448	27,448	13,393	29,448	2,000	
Non-pay	13,711	13,711	3,489	10,661	(3,050)	
Gross Direct Income	(79,335)	(79,335)	(84,568)	(76,285)	3,050	
Net Direct Expenditure/(Income) Total:	(38,176)	(38,176)	(67,686)	(36,176)	2,000	No significant variance.
Support Services Recharges	29,860	41,930	0	41,930	0	
Capital Charges	0	0	0	0	0	
Total:	(8,316)	3,754	(67,686)	5,754	2,000	
Easter Fayre						
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	20,371	20,371	21,756	22,371	2,000	
Gross Direct Income	(20,371)	(20,371)	(13,968)	(13,871)	6,500	
Net Direct Expenditure/(Income) Total:	0	0	7,788	8,500	8,500	No significant variance.
Support Services Recharges	4,410	6,750	0	6,750	0	
Capital Charges	0	0	0	0	0	
Total:	4,410	6,750	7,788	15,250	8,500	

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

Markets	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	77,595	77,595	45,065	79,595	2,000	
Non-pay	235,734	235,734	123,692	234,557	(1,177)	
Gross Direct Income	(185,769)	(185,769)	(144,369)	(174,769)	11,000	Income is lower than budgeted as a result of the delay in the delivery of the next phase of the capital project. Also this has impacted on the demand for two day and casual markets.
Net Direct Expenditure/(Income) Total:	127,560	127,560	24,388	139,383	11,823	
Support Services Recharges	57,580	79,540	0	79,540	0	
Capital Charges	4,820	4,820	0	4,820	0	
Total:	189,960	211,920	24,388	223,743	11,823	
Go Trade	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	4,302	0	0	
Gross Direct Income	0	0	3,953	0	0	
Net Direct Expenditure/(Income) Total:	0	0	8,255	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	8,255	0	0	
Novus Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	44,761	44,761	19,661	68,648	23,887	Increase in energy costs and repairs and maintenance spend.
Gross Direct Income	(41,867)	(41,867)	0	(40,000)	1,867	
Net Direct Expenditure/(Income) Total:	2,894	2,894	19,661	28,648	25,754	
Support Services Recharges	2,400	2,400	0	2,400	0	
Capital Charges	0	0	0	0	0	
Total:	5,294	5,294	19,661	31,048	25,754	

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

Bretts	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	56,125	56,125	8,868	56,125	0	
Gross Direct Income	(52,101)	(52,101)	30,861	(52,101)	0	
Net Direct Expenditure/(Income) Total:	4,024	4,024	39,729	4,024	0	No significant variance.
Support Services Recharges	8,700	11,350	0	11,350	0	
Capital Charges	0	0	0	0	0	
Total:	12,724	15,374	39,729	15,374	0	
Courts	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	20,093	20,093	5,735	20,093	0	
Gross Direct Income	(14,300)	(14,300)	18,945	(14,300)	0	
Net Direct Expenditure/(Income) Total:	5,793	5,793	24,680	5,793	0	No significant variance.
Support Services Recharges	11,080	15,270	0	15,270	0	
Capital Charges	0	0	0	0	0	
Total:	16,873	21,063	24,680	21,063	0	
South Denes Energy Park	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	5,455	5,455	3,435	5,455	0	
Gross Direct Income	(8,004)	(8,004)	(4,669)	(8,004)	0	
Net Direct Expenditure/(Income) Total:	(2,549)	(2,549)	(1,234)	(2,549)	0	No significant variance.
Support Services Recharges	24,970	35,990	0	35,990	0	
Capital Charges	0	0	0	0	0	
Total:	22,421	33,441	(1,234)	33,441	0	

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

Factory Units	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	19,965	19,965	24,319	26,465	6,500	
Gross Direct Income	(113,337)	(113,337)	(63,226)	(106,687)	6,650	
Net Direct Expenditure/(Income) Total:	(93,372)	(93,372)	(38,907)	(80,222)	13,150	No significant variance.
Support Services Recharges	23,470	28,930	0	28,930	0	
Capital Charges	0	0	0	0	0	
Total:	(69,902)	(64,442)	(38,907)	(51,292)	13,150	
Minerva House						
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	11,094	11,094	4,428	11,094	0	
Gross Direct Income	(66,118)	(66,118)	(58,000)	(86,743)	(20,625)	Full rental of Minerva House, stepped rent increase not budgeted for.
Net Direct Expenditure/(Income) Total:	(55,024)	(55,024)	(53,572)	(75,649)	(20,625)	
Support Services Recharges	5,970	7,810	0	7,810	0	
Capital Charges	0	0	0	0	0	
Total:	(49,054)	(47,214)	(53,572)	(67,839)	(20,625)	
Corporate Estates						
Gross Direct Expenditure:						
Pay	10	10	30	10	0	
Non-pay	482,992	482,992	380,307	482,992	0	
Gross Direct Income	(2,500,903)	(2,500,903)	(909,486)	(2,245,903)	255,000	Various rental income targets are not being achieved, due to a variety of reasons (empty properties, requiring repairs, lack of interest etc). Further investigation is ongoing to these variances and action is being taken in the year to look to mitigate this shortfall.
Net Direct Expenditure/(Income) Total:	(2,017,901)	(2,017,901)	(529,149)	(1,762,901)	255,000	
Support Services Recharges	493,510	637,680	0	637,680	0	
Capital Charges	34,945	34,945	0	34,945	0	
Total:	(1,489,446)	(1,345,276)	(529,149)	(1,090,276)	255,000	

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

Onians	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	1,480	1,480	500	1,480	0	
Gross Direct Income	(9,900)	(9,900)	(2,400)	(5,400)	4,500	
Net Direct Expenditure/(Income) Total:	(8,420)	(8,420)	(1,900)	(3,920)	4,500	No significant variance.
Support Services Recharges	8,960	11,960	0	11,960	0	
Capital Charges	0	0	0	0	0	
Total:	540	3,540	(1,900)	8,040	4,500	
Property Services						
Gross Direct Expenditure:						
Pay	953,584	953,584	376,976	953,584	0	
Non-pay	52,062	52,062	28,456	52,062	0	
Gross Direct Income	(293,317)	(293,317)	537	(293,317)	0	
Net Direct Expenditure/(Income) Total:	712,329	712,329	405,969	712,329	0	No significant variance.
Support Services Recharges	(494,480)	(739,540)	0	(739,540)	0	
Capital Charges	0	0	0	0	0	
Total:	217,849	(27,211)	405,969	(27,211)	0	
Beacon Park						
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	236,900	236,900	59,697	194,400	(42,500)	Underspends on electricity costs as these are now being paid by the tenants. Also promotional costs have been lower than anticipated.
Gross Direct Income	(1,111,362)	(1,111,362)	(829,996)	(1,068,862)	42,500	Relevant increase in costs (insurance, electricity etc) noted above not yet recharged to occupiers.
Net Direct Expenditure/(Income) Total:	(874,462)	(874,462)	(770,299)	(874,462)	0	
Support Services Recharges	40,580	55,730	0	55,730	0	
Capital Charges	167,469	167,469	0	167,469	0	
Total:	(666,413)	(651,263)	(770,299)	(651,263)	0	

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

37-39 Market Place (Palmers / The Place)	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	42,992	42,992	77,515	110,273	67,281	Costs for business rates and utilities are being incurred whilst the site is under development. Business rates are under appeal with the VOA during the construction phase and therefore funded from earmarked reserves. Subsequently, any refund will then be transferred to back into earmarked reserves.
Gross Direct Income	0	0	(6,667)	0	0	
Net Direct Expenditure/(Income) Total:	42,992	42,992	70,848	110,273	67,281	
Support Services Recharges	5,960	7,680	0	7,680	0	
Capital Charges	0	0	0	0	0	
Total:	48,952	50,672	70,848	117,953	67,281	
40 Property Building Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	493,081	487,081	104,655	497,081	10,000	Additional spend on children's play equipment funded by contributions.
Gross Direct Income	0	0	(5,298)	(10,000)	(10,000)	
Net Direct Expenditure/(Income) Total:	493,081	487,081	99,357	487,081	0	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	493,081	487,081	99,357	487,081	0	
41 Waterways	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	16,149	16,149	15,462	30,730	14,581	Utility costs (electricity) and final payment to Trust managing the site.
Gross Direct Income	(1,000)	(1,000)	0	0	1,000	
Net Direct Expenditure/(Income) Total:	15,149	15,149	15,462	30,730	15,581	
Support Services Recharges	18,040	25,840	0	25,840	0	
Capital Charges	0	0	0	0	0	
Total:	33,189	40,989	15,462	56,570	15,581	

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

Preliminary Densification Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	86,000	86,000	7,000	7,000	(79,000)	Costs anticipated to be recovered from funding.
Gross Direct Income	(86,000)	(86,000)	0	0	86,000	
Net Direct Expenditure/(Income) Total:	0	0	7,000	7,000	7,000	
Support Services Recharges	2,400	2,400	0	2,400	0	
Capital Charges	0	0	0	0	0	
Total:	2,400	2,400	7,000	9,400	7,000	
Gorleston Splash Pad						
Gross Direct Expenditure:						
Pay	13,720	13,720	7,957	14,720	1,000	
Non-pay	13,337	13,337	3,820	12,337	(1,000)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	27,057	27,057	11,777	27,057	0	No significant variance.
Support Services Recharges	8,730	10,830	0	10,830	0	
Capital Charges	0	0	0	0	0	
Total:	35,787	37,887	11,777	37,887	0	
Total Property and Asset Management:	512,137	440,787	(23,132)	868,251	427,464	
Total Property and Asset Management excluding capital charges and recharges:	(667,545)	(673,545)	(23,132)	(246,081)	427,464	
Total Property and Asset Management excluding recharges:	388,037	382,037	(23,132)	809,501	427,464	

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

IT, Communications, Marketing and Events

Communications	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	181,732	181,732	86,335	181,732	0	
Non-pay	15,170	15,170	16,313	20,670	5,500	
Gross Direct Income	(25,520)	(25,520)	(197)	(25,520)	0	
Net Direct Expenditure/(Income) Total:	171,382	171,382	102,451	176,882	5,500	No significant variance.
Support Services Recharges	(147,990)	(175,550)	0	(175,550)	0	
Capital Charges	0	0	0	0	0	
Total:	23,392	(4,168)	102,451	1,332	5,500	

Print and Design	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	103,618	103,618	89,261	103,618	0	
Non-pay	16,030	16,030	34,943	16,030	0	
Gross Direct Income	(7,700)	(7,700)	(27,203)	(7,700)	0	
Net Direct Expenditure/(Income) Total:	111,948	111,948	97,001	111,948	0	No significant variance.
Support Services Recharges	(139,850)	(214,620)	0	(214,620)	0	
Capital Charges	0	0	0	0	0	
Total:	(27,902)	(102,672)	97,001	(102,672)	0	

Tourism	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	1,468	0	0	
Non-pay	14,366	14,366	9,391	14,366	0	
Gross Direct Income	0	0	1,952	0	0	
Net Direct Expenditure/(Income) Total:	14,366	14,366	12,811	14,366	0	No significant variance.
Support Services Recharges	264,510	299,920	0	299,920	0	
Capital Charges	0	0	0	0	0	
Total:	278,876	314,286	12,811	314,286	0	

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

Civic and Portering	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	172,714	172,714	59,223	172,714	0	
Non-pay	32,552	32,552	15,961	32,552	0	
Gross Direct Income	(3,000)	(3,000)	0	(3,000)	0	
Net Direct Expenditure/(Income) Total:	202,266	202,266	75,184	202,266	0	No significant variance.
Support Services Recharges	(66,860)	(209,050)	0	(209,050)	0	
Capital Charges	0	0	0	0	0	
Total:	135,406	(6,784)	75,184	(6,784)	0	
Mayor	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	11,076	11,076	2,996	10,544	(532)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	11,076	11,076	2,996	10,544	(532)	No significant variance.
Support Services Recharges	14,390	15,340	0	15,340	0	
Capital Charges	0	0	0	0	0	
Total:	25,466	26,416	2,996	25,884	(532)	
Events	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	34,744	34,744	37,605	34,744	0	
Non-pay	78,522	79,522	31,980	79,522	0	
Gross Direct Income	(117,973)	(117,973)	(54,071)	(117,973)	0	
Net Direct Expenditure/(Income) Total:	(4,707)	(3,707)	15,514	(3,707)	0	No significant variance.
Support Services Recharges	78,720	157,520	0	157,520	0	
Capital Charges	0	0	0	0	0	
Total:	74,013	153,813	15,514	153,813	0	

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

ICT	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	481,730	481,730	162,222	481,730	0	
Non-pay	861,540	861,540	282,873	858,971	(2,569)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	1,343,270	1,343,270	445,095	1,340,701	(2,569)	No significant variance.
Support Services Recharges	(1,339,670)	(1,464,660)	0	(1,464,660)	0	
Capital Charges	107,504	107,504	0	107,504	0	
Total:	111,104	(13,886)	445,095	(16,455)	(2,569)	
Total IT, Communications, Marketing and Events:	620,355	367,005	751,052	369,404	2,399	
Total IT, Communications, Marketing and Events excluding capital charges and recharges:	1,849,601	1,850,601	751,052	1,853,000	2,399	
Total IT, Communications, Marketing and Events excluding recharges:	1,957,105	1,958,105	751,052	1,960,504	2,399	
Environmental Services						
Environmental Health						
Gross Direct Expenditure:						
Pay	1,353,357	1,409,543	563,952	1,409,543	0	
Non-pay	849,264	928,442	459,124	968,766	40,324	Operational Property Enforcement Group (OPEG) costs funded by the enforcement earmarked reserve and estimated legal costs for a case in November.
Gross Direct Income	(106,851)	(219,016)	(40,148)	(177,552)	41,464	Reduction in levels of funeral costs recovered as there has been a vacancy within the department.
Net Direct Expenditure/(Income) Total:	2,095,770	2,118,969	982,928	2,200,757	81,788	
Support Services Recharges	265,910	363,230	0	363,230	0	
Capital Charges	10,168	10,168	0	10,168	0	
Total:	2,371,848	2,492,367	982,928	2,574,155	81,788	

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

Selective Licensing	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	56,377	56,377	45,142	56,377	0	
Non-pay	5,821	5,821	306	5,821	0	
Gross Direct Income	0	0	(53,143)	0	0	
Net Direct Expenditure/(Income) Total:	62,198	62,198	(7,695)	62,198	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	62,198	62,198	(7,695)	62,198	0	
Grounds Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	678,447	678,447	375,860	675,102	(3,345)	
Gross Direct Income	(54,945)	(54,945)	(50)	(54,945)	0	
Net Direct Expenditure/(Income) Total:	623,502	623,502	375,810	620,157	(3,345)	No significant variance.
Support Services Recharges	18,990	23,300	0	23,300	0	
Capital Charges	75,485	75,485	0	75,485	0	
Total:	717,977	722,287	375,810	718,942	(3,345)	
Street Cleansing	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	691,063	697,063	405,790	697,063	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	691,063	697,063	405,790	697,063	0	No significant variance.
Support Services Recharges	14,290	16,750	0	16,750	0	
Capital Charges	0	0	0	0	0	
Total:	705,353	713,813	405,790	713,813	0	

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

Waste Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	107,260	107,260	54,624	107,260	0	
Non-pay	3,394,684	3,394,684	1,987,499	3,507,584	112,900	Variable gate fees are higher than estimated in the budget. This is offset by additional income from recycling credits.
Gross Direct Income	(1,492,246)	(1,492,246)	(1,124,424)	(1,608,646)	(116,400)	
Net Direct Expenditure/(Income) Total:	2,009,698	2,009,698	917,699	2,006,198	(3,500)	Recycling rates are higher than expected.
Support Services Recharges	122,900	149,250	0	149,250	0	
Capital Charges	20,050	20,050	0	20,050	0	
Total:	2,152,648	2,178,998	917,699	2,175,498	(3,500)	
Parks and Outdoor spaces	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	211,970	211,970	128,915	222,228	10,258	Maintenance of the new site at Diana Way funded by a transfer from earmarked reserves.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	211,970	211,970	128,915	222,228	10,258	
Support Services Recharges	26,900	35,390	0	35,390	0	
Capital Charges	3,411	3,411	0	3,411	0	
Total:	242,281	250,771	128,915	261,029	10,258	
Outdoor Sports	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	483,520	483,520	311,674	487,363	3,843	
Gross Direct Income	(102,166)	(102,166)	(73,368)	(97,416)	4,750	
Net Direct Expenditure/(Income) Total:	381,354	381,354	238,306	389,947	8,593	No significant variance.
Support Services Recharges	36,740	49,270	0	49,270	0	
Capital Charges	62,458	62,458	0	62,458	0	
Total:	480,552	493,082	238,306	501,675	8,593	

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

Licensing	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	202,550	202,550	93,441	203,550	1,000	
Non-pay	42,736	42,736	40,348	43,736	1,000	
Gross Direct Income	(311,230)	(311,230)	(239,418)	(311,230)	0	
Net Direct Expenditure/(Income) Total:	(65,944)	(65,944)	(105,629)	(63,944)	2,000	No significant variance.
Support Services Recharges	182,150	213,730	0	213,730	0	
Capital Charges	0	0	0	0	0	
Total:	116,206	147,786	(105,629)	149,786	2,000	
Total Environmental Services:	6,849,063	7,061,302	2,936,124	7,157,096	95,794	
Total Environmental Services excluding capital charges and recharges:	6,009,611	6,038,810	2,936,124	6,134,604	95,794	
Total Environmental Services excluding recharges:	6,181,183	6,210,382	2,936,124	6,306,176	95,794	

Health Integration and Communities (new)

Health Integration previously COVID-19 costs)	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	420,222	182,579	420,222	0	
Non-pay	0	654,685	132,266	654,685	0	
Gross Direct Income	0	(1,074,907)	(896,917)	(1,074,907)	0	
Net Direct Expenditure/(Income) Total:	0	0	(582,072)	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(582,072)	0	0	

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

Neighbourhood Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	424,046	424,046	165,936	274,046	(150,000)	Positions covered by funding from current and previous years. Balances at yearend will be transferred to earmarked reserves.
Non-pay	199,967	199,967	42,760	254,467	54,500	Additional costs funded by funding held in earmarked reserves and additional in year funding received as per below.
Gross Direct Income	(316,675)	(316,675)	(227,488)	(398,675)	(82,000)	Additional funding streams above original budget.
Net Direct Expenditure/(Income) Total:	307,338	307,338	(18,792)	129,838	(177,500)	
Support Services Recharges	47,080	66,190	0	66,190	0	
Capital Charges	0	0	0	0	0	
Total:	354,418	373,528	(18,792)	196,028	(177,500)	
Better Care Fund						
Gross Direct Expenditure:						
Pay	128,159	128,159	47,451	128,159	0	
Non-pay	22,364	22,364	1,173	22,364	0	
Gross Direct Income	(157,019)	(157,019)	(119,423)	(157,019)	0	
Net Direct Expenditure/(Income) Total:	(6,496)	(6,496)	(70,799)	(6,496)	0	No significant variance.
Support Services Recharges	39,370	47,660	0	47,660	0	
Capital Charges	0	0	0	0	0	
Total:	32,874	41,164	(70,799)	41,164	0	
Safe at Home						
Gross Direct Expenditure:						
Pay	273,910	273,910	97,400	273,910	0	
Non-pay	53,649	53,649	14,346	53,649	0	
Gross Direct Income	(258,247)	(258,247)	(63,096)	(258,247)	0	
Net Direct Expenditure/(Income) Total:	69,312	69,312	48,650	69,312	0	No significant variance.
Support Services Recharges	63,600	76,080	0	76,080	0	
Capital Charges	0	0	0	0	0	
Total:	132,912	145,392	48,650	145,392	0	

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

Total Health Integration and Communities Services:	520,204	560,084	(623,013)	382,584	(177,500)
Total Health Integration and Communities Services excluding capital charges and recharges:	370,154	370,154	(623,013)	192,654	(177,500)
Total Health Integration and Communities Services excluding recharges:	370,154	370,154	(623,013)	192,654	(177,500)

Total for Services:	12,681,825	12,513,527	6,090,635	13,505,814	992,516
Total for Services excluding capital charges and recharges:	12,635,438	12,929,690	6,090,635	13,921,977	992,287
Total for Services excluding recharges:	14,313,088	14,607,340	6,090,635	15,599,627	992,287

Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Month 6 2023/24

	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Employee	13,960,310	14,661,521	6,505,477	14,460,821	(200,700)
Premises	6,398,586	6,438,979	3,363,585	6,682,285	243,306
Transport	131,348	139,529	73,410	143,492	3,963
Supplies & Services	5,583,964	6,697,373	3,201,229	7,546,287	848,914
Third Party Payments	3,840,527	3,840,527	1,762,175	3,846,027	5,500
Transfer Payments	20,734,367	20,800,367	8,692,415	20,012,035	(788,332)
Support Services	135,000	135,000	53,220	135,000	0
Capital Charges	1,677,650	1,677,650	0	1,677,650	0
Support Services - Recharges Out	(9,383,503)	(12,516,183)	0	(12,516,183)	0
Support Services - Recharges In	9,383,503	12,516,183	0	12,516,183	0
Income	(38,146,149)	(39,783,606)	(17,560,876)	(38,903,970)	879,636
	14,315,603	14,607,340	6,090,635	15,599,627	992,287

Appendix D – 2023/24 Budget Process - Additional income and savings proposals

Service Area	Description	2023/24 Original	In year update 2023/24 (period 6)	Period 6 Commentary	2024/25 Update	2025/26 Update
THEME - Strategic Asset Management						
Property and Asset Mgt	Review of building usage and occupancy and options for disposal, to deliver income and savings will require a project plan and options.	(70,000)			(214,593)	(214,593)
Housing	Reduction to ongoing costs at Gapton hall site pending wider capital works	(8,500)			(26,000)	(26,000)
THEME - Sustainability Strategy						
Property and Asset Mgt	Partial night switch off of footway lighting, would reduce carbon emissions also.	(94,000)	(47,000)	In progress. The partial night switch off has begun but was delayed slightly due to arranging for a supply of controllers. There has been some issues due to some of the old style lanterns not being compatible with the new controllers, although these lanterns are being replaced by LED lanterns.	(94,000)	(94,000)
THEME - Economic and Housing Growth						
Planning	Proactively charging for planning performance agreements and using own Building Control Service.	(40,000)			(40,000)	(40,000)
THEME - GYBC Operating Model						
Finance/IT	Reduction to the Annual Internal Audit Plan	(9,000)	(9,000)	Internal audit plan budget updated	(9,000)	(9,000)
Housing	Home Improvement Agency income	(37,000)		0 Further review work required	(37,000)	(37,000)
Housing	Temporary accommodation reduction in costs	(45,000)		Current rise in demand and having to use bed and breakfast accommodation means this saving is unlikely to be achieved in 0 2023/24. Action is being taken to look to address this to mitigate the increased cost from using bed and breakfast accommodation and achieve savings in future years.	(53,120)	(69,360)
Inward Investment	Updating the budget for the UKSPF	(89,757)	(89,757)	On target to be delivered	(64,000)	0
Environmental Services	Removal of the GY in Bloom dedicated budget for the provision to become self funding.	(15,000)	(15,000)	Actioned for 2023/24	(15,000)	(15,000)
Environmental Services	Review of the communal bin rounds which in some residential centres is now collecting waste from locations 3-4 times per week.	(5,000)	(5,000)	On target - review underway for implementation	(185,000)	(185,000)
Environmental Services	Review of the pest control service and contribution paid.	(30,000)	(30,000)	On target	(30,000)	(30,000)
Neighbourhoods & Communities	Utilisation of external grant	(54,000)	(54,000)	On target	0	0
Customer Services - Revenues	Removal of 30 day council tax empty and unoccupied exemption	(19,327)	(19,327)	On target	(44,034)	(44,034)
Environmental Services	Review of the recycling gate fee.	(45,000)	(45,000)	On target	0	0
THEME - GYBC Operating Model - Contracts						

Appendix D – 2023/24 Budget Process - Additional income and savings proposals

Service Area	Description	2023/24 Original	In year update 2023/24 (period 6)	Period 6 Commentary	2024/25 Update	2025/26 Update
Finance/IT	Review of the desktop printer provision	(15,000)	(15,000)	On target - contract being reviewed.	(5,000)	(5,000)
Finance/IT	Review provision of mobile device/sim cards no longer used/required where wifi provision available	(15,000)	(15,000)	In progress, all devices under review and unused sim cards being removed/turned off.	(15,000)	(15,000)
THEME - GYBC Operating Model - Efficiencies						
Finance/IT	Review various corporate budget lines in line with prior years spend	(37,000)	(37,000)	Implemented for the 2023/24 budget	(37,000)	(37,000)
Environmental Services	Removal of the recycling promotion budget to be funded via invest to save.	(20,000)	(20,000)	Implemented for the 2023/24 budget	(20,000)	(20,000)
Various	Various smaller savings to be delivered across services.	(20,879)	(20,879)	Implemented for the 2023/24 budget	(20,879)	(20,879)
Various	Vacant posts across a number of service areas to be reviewed	(164,053)	(164,053)	Implemented for the 2023/24 budget	(166,933)	(169,921)
THEME - GYBC Operating Model - Fees and Charges						
Customer Services - Revenues	Extended opening of Great Yarmouth Long Stay Car Parks operating times	(11,400)	(11,400)	On target, no significant variance on car parking income to Q6.	(11,400)	(11,400)
Customer Services - Revenues	Review of the car parking enforcement provision	(17,630)	(11,700)	On target, no significant variance on car parking income to Q6.	(29,725)	(30,200)
Customer Services - Revenues	Increases to the Seafront Long Stay fees and charges	(81,591)	(81,591)	On target, no significant variance on car parking income to Q6 following summer season.	(81,591)	(81,591)
		(944,137)	(690,707)		(1,257,102)	(1,212,805)
Various	Savings/Costs to be allocated to services, subject to business cases to be delivered in the year	(163,600)	(163,600)	Further review required, whilst no variance currently identified, some is being met by other vacancies.	(169,000)	(174,900)
TOTAL SAVINGS/INCOME		(1,107,737)	(163,600)		(169,000)	(174,900)
			(854,307)		(1,426,102)	(1,387,705)

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

2023/24 Budget £000					2023/24 Expenditure £000		2023/24 Financing - £000				
Services & Projects	Budget approved by Cabinet July 2023		Q1 Amendments	Q2 Amendments	Updated Budget 23/24	Actuals to 30-09-23	Forecast 23/24	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Capital Loans & Company Financing	13,182	328	72		13,582	888	2,800	13,082	-	-	500
Total: Executive	13,182	328	72		13,582	888	2,800	13,082	-	-	500
Wellesley 3G Pitch & Tennis Pavilion	72				72	45	80	59	13	-	-
Gorleston Tennis Courts Refurbishment	14				14	20	14	-	14	-	-
Refurbishment of Park at Diana Way, Caister	126				126	4	126	-	126	-	-
UK Prosperity Fund	40				40	-	40	-	40	-	-
Rural England Prosperity Fund	-	160			160	-	160	-	160	-	-
Total: Communities	252	160			412	69	420	59	352	-	-
St Nicholas Minster West Boundary Wall	67				67	-	67	67	-	-	-
St Nicholas car park north Boundary Wall	25				25	-	25	25	-	-	-
Height Barriers for Seafront Short Stay Car Parks	13				13	13	13	13	-	-	-
Crematorium Main Roof Works	60				60	-	60	60	-	-	-
Crematorium Tearooms	31				31	-	31	31	-	-	-
Total: Customer Services	196	-			196	13	196	196	-	-	-
Town Deal - O&M	1,500		-		1,500	-	1,500	1,500	-	-	-
Town Deal - Incubator Units	485		409		76	42	76	-	76	-	-
Town Deal - North Quay	1,455	3,561	395		5,410	121	5,410	395	5,016	-	-
Town Deal - Wintergardens	300		-		300	-	-	-	300	-	-
Town Deal - Restoration of Vacant Historic Buildings	224		-		224	60	224	-	224	-	-
Town Deal - Restoration & Adaptation of the Ice House	500		-		500	280	456	-	450	50	-
Town Deal - Connectivity & Public Wayfinding	30		-		30	-	30	-	30	-	-
Town Deal - Train Station Improvements	202		202		-	-	-	-	-	-	-
Town Deal & Future High Street - Learning Centre	4,115		700		4,815	368	4,815	219	4,596	-	-
Town Deal & Future High Street - Digital Connectivity	428		159		269	-	269	-	269	-	-
Future High Street Fund - Market Place - 6 Day	1,221		-		1,221	879	1,221	0	1,221	-	-
Future High Street Fund - Market Place - Realm	4,114	1,198			5,311	30	2,000	1,175	3,551	-	585
Future High Streets - Conge South	331		-		331	90	331	116	214	-	-
Future High Streets - Conge North	-		210		210	-	210	-	210	-	-
Future High Streets - Densification	4,839		4,822		18	17	18	-	18	-	-
Heritage Action Zone (HAZ)	51		-		51	-	51	-	51	-	-
Total: Inward Investment	19,796	3,561	-	3,090	20,266	1,886	16,611	3,405	16,226	50	585

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

2023/24 Budget £000					2023/24 Expenditure £000	2023/24 Financing - £000					
Services & Projects	Budget approved by Cabinet July 2023	Q1 Amendments		Q2 Amendments	Updated Budget 23/24	Actuals to 30-09-23	Forecast 23/24	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Disabled Facilities Grants	2,673				2,673	422	1,200	-	2,673	-	-
Better Care Fund Projects	-				-	3	-	-	-	-	-
Norfolk & Waveney Equity Loan Scheme	164				164	-	50	-	-	-	164
Equity Home Improvement Loans	605				605	-	50	-	-	-	605
Empty Homes	510				510	-	510	482	-	-	28
HMOs /Guesthouse Purchase & Repair Scheme	1,170				1,170	10	1,170	1,170	-	-	-
Temporary Accommodation Decent Homes	50				50	-	50	-	-	50	-
Acquisition of property for transitional housing	823				823	7	823	626	165	-	33
Sustainable Warmth - LAD 3	727				727	-	727	-	727	-	-
Homes Upgrade Grants (HUG 1)	1,363				1,363	-	777	-	1,363	-	-
Homes Upgrade Grants (HUG 2)	2,700				2,700	-	2,475	-	2,700	-	-
LAHF Funded Temporary Accommodation	-	1,230			1,230	-	1,230	704	526	-	-
Community Housing Fund	540				540	-	200	-	-	540	-
Total: Housing	11,326	1,230			12,556	442	9,262	2,982	8,154	590	830
ICT Investment to deliver GYBC ICT Strategy	950				950	15	950	-	-	30	920
Total: IT, Communications & Marketing	950	-			950	15	950	-	-	30	920

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

2023/24 Budget £000					2023/24 Expenditure £000		2023/24 Financing - £000					
Services & Projects	Budget approved by Cabinet July 2023	Q1		Q2	Updated Budget 23/24	Actuals to 30-09-23	Forecast 23/24	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts	
		Amendments	Amendments	Amendments								
Euston Rd Public Toilet Refurbishment Footway Lighting External Redecoration & Repair of the Wellesley Grandstand Esplanade Resurfacing Gorleston Beach Huts Great Yarmouth Beach Huts Hemsby Rock Provision Changing Places Phoenix Pool & Gym car park extension Aspire Building & Mkt Row Boiler Replacement Peggotty Rd Community Centre Flooring Cemetery Flint Walls & Gates Gorleston Seafront Improvements Playgrounds Office Accommodation Beacon Park Projects Beacon Park Relocation & Improvement of Play Facilities Energy Park - South Denes	88				88	-	20	88	-	-	-	
	323				323	89	323	323	-	-	-	
	40				40	34	36	40	-	-	-	
	246				246	75	100	246	-	-	-	
	53				53	-	53	53	-	-	-	
	192				192	113	192	-	-	-	192	
	735				735	474	735	235	500	-	-	
	38				38	-	-	-	38	-	-	
	94				94	-	-	94	-	-	-	
	46				46	-	-	12	34	-	-	
	32				32	-	-	32	-	-	-	
	77				77	-	77	77	-	-	-	
	77				77	-	77	77	-	-	-	
	305		117		422	18	422	125	297	-	-	
	-		225		225	-	225	225	-	-	-	
	796				796	8	796	676	120	-	-	
	-		400		400	-	100	-	-	-	400	
	1,845				1,845	-	250	1,845	-	-	-	
	Total: Property & Asset Management		4,988	742	-	5,730	812	3,406	4,149	989	-	592
	Refuse Vehicle Purchases		2,807	233		3,040	1,097	3,040	456	-	-	2,584
Total: Environmental Health		2,807	233		3,040	1,097	3,040	456	-	-	2,584	
Capital Contingency		2,500	-		1,915	-	-	-	-	-	1,915	
Match Funding Capital Allocation		2,200	-	395	1,805	-	-	1,805	-	-	-	
Projects requiring further approval before commencement		1,128	-	303	825	-	-	825	-	-	-	
Overall Total		59,323	5,669	3,715	61,277	5,223	36,684	26,960	25,721	670	7,926	

General Fund Reserves Schedule - 2023/24											
Summary and Purpose of Reserve											
Planning Delivery Grant		Opening Balance 01/04/23	Budgeted Movement 2023/24	Committed Expenditure 2023/24	Actual Movement (inc forecast) 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25	Budgeted Movement 2025/26	Updated Closing Balance 31/03/26	
		£	£			£	£	£	£	£	
	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	112,891	0	(36,121)	(76,770)	36,121	0	36,121	0	36,121	
Insurance Fund	The Council budgets for a level of excess being charged to the Service Accounts annually. Any under provision is met from the Insurance Fund, and any surplus is transferred to the fund.	421,056	0	0	0	421,056	0	421,056	0	421,056	
DFG top-up capital loans and grant fund	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	400,000	0	0	0	400,000	0	400,000	0	400,000	
Restricted use grant	This reserve holds unspent grants received for specific purposes for which the spend has not yet been incurred.	529,263	(52,000)	(205,965)	(57,000)	472,263	(22,000)	450,263	(20,000)	430,263	
Invest to Save	To be used to fund one-off costs associated with projects that will deliver future efficiencies and savings including costs associated with restructures.	1,524,888	(49,747)	(426,167)	(49,747)	1,475,141	(25,047)	1,450,094	0	1,450,094	
Specific budget	This reserve is utilised as expenditure is incurred.	347,012	(62,967)	(214,741)	(62,967)	284,045	(23,000)	261,045	(40,000)	221,045	
Repairs and Maintenance	This reserve is utilised as expenditure is incurred.	317,639	0	0	0	317,639	0	317,639	0	317,639	
Waste Management	This reserve is utilised as expenditure is incurred in relation to the service.	2,420	(2,420)	0	(2,420)	(0)	0	(0)	0	(0)	
Collection Fund (Business Rates)	Earmarked to mitigate the fluctuations in business rate income between years.	376,810	0	0	0	376,810	0	376,810	0	376,810	
Community Housing Fund	This represents grants previously received to assist with the delivery of Community Housing.	551,242	(30,000)	0	(30,000)	521,242	(30,000)	491,242	0	491,242	
Enforcement	Earmarked for enforcement related works to address issues and bring properties back into use.	30,254	0	0	(20,000)	10,254	(2,000)	8,254	(2,000)	6,254	
Special Project Reserve	Earmarked for projects and for use as matched funding as appropriate to access external funding. Includes capital and revenue projects.	222,581	(35,000)	(153,100)	(20,000)	202,581	0	202,581	0	202,581	
Benefits/Revenues Reserve	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	217,895	0	0	0	217,895	0	217,895	0	217,895	

General Fund Reserves Schedule - 2023/24									
Summary and Purpose of Reserve									
		Opening Balance 01/04/23	Budgeted Movement 2023/24	Committed Expenditure 2023/24	Actual Movement (inc forecast) 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25	Updated Closing Balance 31/03/26
		£	£			£	£	£	£
Homelessness	Utilised for service expenditure from previous grant allocations	659,311	(642,323)	0	(642,323)	16,988	(16,988)	0	0
Treasury Management reserve	Used to mitigate fluctuations in investment income received.	200,000	0	0	0	200,000	0	200,000	200,000
Asset Management reserve	This reserve is held to mitigate the impact of fluctuations between financial years from income received from Council assets and properties, in addition it includes re-allocation from other reserves to be used for investments in Council assets including current and future asset enhancements.	1,460,336	(247,745)	(227,080)	(380,745)	1,079,591	(289,692)	789,899	500,207
Coast Protection	Held for match funding and mitigate one-off costs in relation to coast protection.	141,841	0	(34,275)	0	141,841	0	141,841	141,841
Empty Business Property Incentive fund	Earmarking of funds to be used for incentivising bringing properties back into use.	100,000	0	0	0	100,000	0	100,000	100,000
Community projects	Balance of community projects funding held prior to draw down against spend areas.	522,395	0	(163,606)	0	522,395	(150,000)	372,395	222,395
Collection fund income compensation	To be utilised to fund deficit in collection fund. Significant movement in 2020/21 reflects the collection fund adjustment account in respect of Covid to be utilised in 2021/22.	2,320,590	0	(1,645,932)	0	2,320,590	(50,000)	2,270,590	2,270,590
Other Reserves	These Reserves are budget carry forwards to be used in future years.	2,553,814	(22,472)	(379,358)	(192,771)	2,361,043	(625,775)	1,735,268	1,735,268
Total GF Earmarked Reserves		13,012,237	(1,144,674)	(3,486,345)	(1,534,743)	11,477,494	(1,234,502)	10,242,993	9,741,301
General Fund Reserve	Current recommended balance of £3.5 million	4,645,889	(1,143,250)	0	(1,445,437)	3,200,452	0	3,200,452	3,200,452
Total GF Reserves		17,658,126	(2,287,924)	(3,486,345)	(2,980,180)	14,677,946	(1,234,502)	13,443,445	12,941,753

Appendix G - Summary of HRA Income & Expenditure for Month 6 2023/24

	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Comments
Income						
Dwelling Rents	(24,738,951)	(24,738,951)	(13,032,074)	(24,738,951)	0	
Non Dwelling Rents	(295,498)	(295,498)	(148,396)	(295,498)	0	
Charges for Services and Facilities	(1,390,078)	(1,390,078)	(637,952)	(1,375,078)	15,000	The budgeted income for recharged repairs has reduced due to prior year debts written off in year.
Contribution towards expenditure	(5,000)	(5,000)	(2,500)	(5,000)	0	
Total Income	(26,429,527)	(26,429,527)	(13,820,922)	(26,414,527)	15,000	See Appendix H for details of significant variances.
Expenditure						
Repairs And Maintenance	9,673,395	9,916,395	3,957,503	10,287,189	370,794	There is an increase in demand for repairs and maintenance works in year. A further breakdown is in appendix H.
Supervision and Management	6,961,472	7,354,022	2,479,897	7,422,947	68,925	Increases in property software system renewal costs and agency staff costs are partly offset by vacancies savings in year.
Rents, Rates, Taxes and Other Charges	457,501	457,501	347,301	457,501	0	
Dwelling Depreciation	3,747,646	3,747,646	0	3,747,646	0	
Dwelling revaluation losses/(gains) reversing prior year losses charged	0	0	0	0	0	
MO - Dwelling Depreciation	179,415	179,415	0	179,415	0	
Debt Management Costs	150,000	150,000	0	150,000	0	
Total Expenditure	21,169,429	21,804,979	6,784,701	22,244,698	439,719	See Appendix H for details of significant variances.
Non Service Expenditure/Income						
(Gain) / Loss on Sale of HRA non-current Assets	0	0	0	0	0	
Changes in fair value of HRA investment properties	0	0	0	0	0	
Interest Payable and Similar Charges	3,156,251	3,156,251	139,391	3,306,251	150,000	Higher interest rates have increased HRA interest payments and lower
Interest and Investment Income	(40,000)	(40,000)	0	(30,000)	10,000	returns on investments in year are forecast.
Pension interest cost and expected return on pensions assets	0	0	0	0	0	
revenue grants and contributions receivable	0	0	0	0	0	
Capital Grants & Contributions receivable	(336,000)	(1,336,000)	(59,273)	(1,336,000)	0	
In Year Pension Adjustments	24,578	24,578	0	24,578	0	
Capital Expenditure funded by Revenue (including Grants)	4,343,981	7,479,981	0	7,479,981	0	
Net Charges made for Retirement Benefits in accordance with IAS 19	(647,681)	(647,681)	0	(647,681)	0	
Employer's Contributions Payable to or from Norfolk County.	703,975	703,975	47,634	703,975	0	
Non Service Expenditure/Income	7,205,104	9,341,104	127,752	9,501,104	160,000	
Deficit/(Surplus) for the year on HRA Services.						
	1,945,006	4,716,556	(6,908,468)	5,331,275	614,719	

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

Note 1 Significant variances requiring commentary:

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

Note 2 Support Services Recharges:

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

Income

Dwelling Rents	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Dwelling Rents	(24,738,951)	(24,738,951)	(13,032,074)	(24,738,951)	0
Total:	(24,738,951)	(24,738,951)	(13,032,074)	(24,738,951)	0
Non Dwelling Rents	(295,498)	(295,498)	(148,396)	(295,498)	0
0	(295,498)	(295,498)	(148,396)	(295,498)	0
Contribution towards expenditure	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Contribution towards expenditure	(5,000)	(5,000)	(2,500)	(5,000)	0
Total:	(5,000)	(5,000)	(2,500)	(5,000)	0
Charges for Services and Facilities	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Day to Day Repairs & Voids	(15,000)	(15,000)	20,571	0	15,000
Housing Income	(310,456)	(310,456)	(154,030)	(310,456)	0
Environmental Services	(368,043)	(368,043)	(115,153)	(368,043)	0
Sheltered Support	(393,715)	(393,715)	(248,559)	(393,715)	0
Alarms	(302,864)	(302,864)	(140,782)	(302,864)	0
Total:	(1,390,078)	(1,390,078)	(637,952)	(1,375,078)	15,000
Total Income	(26,429,527)	(26,429,527)	(13,820,922)	(26,414,527)	15,000

15,000 Recharges for repairs works in prior years which have not been able to be recovered have been written off in this financial year, reducing the income budget in 2023/24.

Note 1 Significant variances requiring commentary:

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

Note 2 Support Services Recharges:

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

Expenditure

Repairs And Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Compliance	2,282,010	2,282,010	765,594	2,353,765	71,755
Planned Cyclical	2,563,488	2,806,488	759,327	2,806,488	0
Efficiency Savings from GYN	(750,000)	(750,000)	0	(750,000)	0
Responsive Repairs	2,754,316	2,754,316	1,178,286	2,578,513	(175,803)
Void	1,260,350	1,260,350	595,409	1,403,467	143,117
Planned Large Repairs	314,700	314,700	157,350	630,611	315,911
Other	1,248,531	1,248,531	501,538	1,264,345	15,814
Total:	9,673,395	9,916,395	3,957,503	10,287,189	370,794

Supervision and Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Income	(315,370)	(315,370)	(40,800)	(315,370)	0
Staff Pay	3,870,274	3,870,274	1,520,143	3,506,323	(363,951)
Agency Costs	68,111	68,111	191,792	242,270	174,159
Premises Costs	363,552	363,552	132,129	363,552	0
Transport Costs	30,712	30,712	18,818	30,712	0
Supplies and Services	838,105	838,105	641,699	1,096,822	258,717
Support Services	1,677,850	2,070,400	6,744	2,070,400	0
S&M Other	428,238	428,238	9,371	428,238	0
Total:	6,961,472	7,354,022	2,479,897	7,422,947	68,925

Rents, Rates, Taxes and Other Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Rents, Rates, Taxes and Other Charges	457,501	457,501	347,301	457,501	0
Total:	457,501	457,501	347,301	457,501	0

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

Note 1 Significant variances requiring commentary:

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

Note 2 Support Services Recharges:

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

Dwelling Depreciation	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Dwelling Depreciation	3,747,646	3,747,646	0	3,747,646	0
Total:	3,747,646	3,747,646	0	3,747,646	0

Non - Dwelling Depreciation	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Non - Dwelling Depreciation	179,415	179,415	0	179,415	0
Total:	179,415	179,415	0	179,415	0

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Dwelling revaluation losses/(gains) reversing prior year losses charged	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Dwelling revaluation losses/(gains) reversing prior year losses charged	0	0	0	0	0
Total:	0	0	0	0	0

Debt Management Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Debt Management Costs	150,000	150,000	0	150,000	0
Total:	150,000	150,000	0	150,000	0

Non Service Expenditure/Income

Interest Payable and Similar Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Interest Payable and Similar Charges	3,156,251	3,156,251	139,391	3,306,251	150,000
Total:	3,156,251	3,156,251	139,391	3,306,251	150,000

150,000 Housing revenue account share of interest on borrowing for the council cashflow and HRA capital programme has increased due to rising interest rates.

Note 1 Significant variances requiring commentary:

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

Note 2 Support Services Recharges:

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

Interest and investment income	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Interest and investment income	(40,000)	(40,000)	0	(30,000)	10,000
Total: (40,000) (40,000) 0 (30,000) 10,000					
Capital Grants & Contributions receivable	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Capital Grants & Contributions receivable	(336,000)	(1,336,000)	(59,273)	(1,336,000)	0
Total:	(336,000)	(1,336,000)	(59,273)	(1,336,000)	0

Housing revenue account share of interest receivable on investments has been forecasted to be lower than budgeted.

Appendix I - Summary of HRA Income & Expenditure for Month 6/2023/24

	Original Budget 2023/24 £	Current Budget 2023/24 £	P6 YTD actual 2023/24 £	Full Year Variance £	Full Year Forecast £
Employee	4,447,495	4,447,495	1,768,745	(189,792)	4,257,703
Premises	8,940,341	9,183,341	3,649,712	370,794	9,554,135
Transport	30,712	30,712	18,831	0	30,712
Supplies & Services	2,316,714	2,316,714	1,307,491	233,667	2,550,381
Third Party Payments	0	0	0	0	0
Transfer Payments	54,950	54,950	50,050	25,050	80,000
Support Services	1,627,076	2,099,740	5,434	0	2,099,740
Capital Charges	11,597,841	14,733,841	210,953	150,000	14,883,841
Income	(27,070,123)	(28,150,237)	(13,919,684)	25,000	(28,125,237)
	1,945,006	4,716,556	(6,908,468)	614,719	5,331,275

Appendix J - HRA Capital Programme 2023/24

HRA Capital Programme	Original Budget 2023/24	Current Budget 2023/24	P6 YTD actual 2023/24	Full Year Forecast	Full Year Variance £	Comments
CAPITAL ASSETS PROGRAMME						
Boiler Service and Maintenance	0	120,000	59,035	120,000	0	
Decent Home Yearly Programme	3,900,000	3,976,907	145,684	3,976,907	0	
Decarb / Energy Efficiency	791,700	3,284,030	(949,811)	3,284,030	0	
Capital Improvements Works	1,000,000	1,500,000	653,981	1,500,000	0	
Specific Planned Projects	250,000	300,000	69,417	300,000	0	
Voids (Capital works)	1,341,000	1,495,000	619,242	1,495,000	0	
Improvement windows & doors	453,000	453,000	31,159	453,000	0	
Planned Maintenance	225,000	225,000	147,791	225,000	0	
AFFORDABLE HOUSING PROGRAMME						
Additional Housing	1,485,000	2,470,000	375,324	2,470,000	0	Final forecast spend for affordable new build projects is predicted to be under budget.
New Affordable Housing	1,000,000	1,301,887	659,869	1,151,887	(150,000)	
OTHER HRA CAPITAL PROGRAMMES						
Non Dwelling	0	0	(1,000)	0	0	
Housing Transformation Budget	0	276,442	63,068	276,442	0	
Capital Programme Total	10,445,700	15,402,266	1,873,759	15,252,266	(150,000)	

Report Title : Environmental Protection Act 1990 and bonfires

Report to: SCRUTINY

Date of meeting : 28th November 2023

Responsible Officer: James Wilson – Head of Environment and Sustainability.

EXECUTIVE SUMMARY / INTRODUCTION

This report details how the Environmental Protection Act 1990 and other legislation can be used to tackle bonfire. It highlights to members the existing and new guidance and details

RECOMMENDATIONS :

Note the contents of this report.

Provide feedback on the proposed amendments to the bonfire guidance which are based upon the newly released government guidance.

1. Introduction

The issues of burning waste and bonfires causes both pollution to our atmosphere and nuisance to local residents. The Council receives numerous complaints every year about the burning of both commercial and domestic waste.

There are a various sections of different legislation at our disposal to tackle burning of waste and bonfires depending on the issues they are causing, these are covered in the section below.

The government recently issued updated guidance on outdoor burning and this report details how the Council will update its guidance based on these updates.

2. Legislation details.

The Council has the following legislation at it's disposal in order to control the outdoor burning of waste and other materials:

Environmental Protection Act 1990

Section 33 (c) treat, keep or dispose of controlled waste in a manner likely to cause pollution of the environment or harm to human health.

Allows the Council to investigate and prosecute both businesses and residents for burning waste household or other type of waste that would give rise to pollution including but not limited to:

- Plastics
- Paints
- Rubber
- Furniture
- Treated wood

The Council can only enforce once the incident has occurred, and enforcement would be used as a deterrent for future behaviour.

Section 79 (1) - Statutory Nuisance

(b) smoke emitted from premises so as to be prejudicial to health or a nuisance.

(c) fumes or gases emitted from premises so as to be prejudicial to health or a nuisance.

(d) any dust, steam, smell or other effluvia arising on industrial, trade or business premises and being prejudicial to health or a nuisance.

The above section highlights the wording in relation to statutory nuisance powers. Should the Council receive complaints that the fires are regular enough or there is a likelihood of reported fires to cause a nuisance, the Council can serve an abatement notice to prevent this behaviour from continuing.

Depending on if this is a business or residential property, the council can apply different sections of the act as listed above, as some are not relevant to both property types.

If the abatement notice is not complied with then the Council will prosecute for failure to comply with the abatement notice.

Under section 79 the Council has a duty to investigate and if we witness a nuisance, we are obliged to serve notice within 7 days.

Clean Air Act 1993

Section 2 – Prohibition of dark smoke from industrial or trade premises.

This legislation allows for the Council to investigate, serve a notice and prosecute for emitting dark smoke from an industrial or trade premises.

3. Current Guidance

The Council has had guidance on its website for several years, attached in Appendix 1. The guidance is focussed on domestic bonfires, outlining when a bonfire is permissible and advice on how to minimise impact on others.

Its also covers the following:

- Methods for disposal of garden waste.
- How to report an issue with bonfires

This guidance does not cover the burning of general waste or burning waste on commercial premises, we will update the guidance to include this based on the recent release of new guidance from government on reducing air pollution from outdoor burning (Appendix 2).

The Council has an enforcement policy detailing the way in which it will enforce within it's legal powers. This policy includes the enforcement of the legislation detailed in this report. As a result of the range of tailored legislation available to the council to enforce and prosecute on burning, it is not recommended to create a further policy, which would only duplicate what is already available, and would not be legally enforceable.

No other Norfolk Council have a specific policy on burning, but all have guidance documents and links to government guidance on how to minimise nuisance and what can and can't be burned.

4. Financial Implications

None

5. Risk Implications

None

6. Legal Implications

None, the Councils is used to using these powers to tackle a wide range of offences.

7. Conclusion

The Council has published guidance on domestic burning for some time and has used its enforcement powers when necessary to tackle problem burning across the Borough. There is a need to update the guidance to ensure we cover all aspects including commercial burning as outlined above, to incorporate the latest guidance from central government.

To ensure members are aware of the laws around fires and to assist them in giving advice when contacted by a constituent, we will also produce a members information sheet on fires.

The team will also take the opportunity to correspond public campaigns at prudent times of the year, such as bonfire night, and spring garden clearances, to remind the public what is and isn't acceptable and provide advice.

8. Background Papers

Government new guidance on reducing pollution from outdoor burning.

<https://uk-air.defra.gov.uk/library/assets/documents/OutdoorBurning.pdf>

Great Yarmouth web site link for guidance on bonfires:

<https://www.great-yarmouth.gov.uk/article/2082/What-are-the-laws-around-bonfires>

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

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

Guidance on Bonfires



Bonfires are an historic way of disposing of rubbish.

However, they can be a cause of pollution so are not the most environmentally friendly way of getting rid of rubbish.

Bonfires can also be very irritating to neighbours by preventing them from enjoying their property and land.

There are a number of alternatives to having a bonfire which Great Yarmouth Council would recommend.

This guidance aims to provide the reader with information on your rights as a person having a bonfire, what to do if you are affected by bonfires and other methods of dealing with garden waste

Am I allowed to have a bonfire?

If you are disposing of garden waste, there are no laws that specifically prohibit bonfires.

However, if a bonfire interferes with the enjoyment of a neighbour's property, e.g. fills their garden with smoke so they can't open their windows or use their garden, you may be responsible for a statutory nuisance under section 79/80 of the Environmental Protection Act 1990. The Council enforces this legislation which can result in an unlimited fine in the magistrates court for people who carry on causing a nuisance after being requested by the Council to stop.

Burning household waste will pollute the environment and may cause harm to human health. The burning of household waste is therefore prohibited under section 33 of the Environmental Protection Act 1990. The maximum penalties for this offence on conviction are a £50,000 fine and/or five years imprisonment.

So what should I do with my waste?

We would prefer that garden waste is either composted or recycled as this is kinder to the environment.

Composting

Most garden and vegetable kitchen waste can be composted. Compost will produce a useful soil conditioner. Do not compost meat or other products of animal origin. Woody garden waste can be shredded before composting but please ensure if you are shredding that you do not cause a noise nuisance to your neighbours. Advice on composting is available from the following:

Domestic composting

- Royal Horticultural Society www.rhs.org.uk (the RHS is the leading garden organisation in the UK)
- Garden Organic www.gardenorganic.org.uk (Garden Organic is the working title of the Henry Doubleday Research Association)

Recycling

You can recycle waste and uncooked vegetable peelings in your brown bin if you subscribe to the service. You are able to place leaves, twigs, pruning waste, grass cuttings, weeds and plants, cut flowers, plant and hedge trimmings and small branches under 10cm in diameter and 60cm in length in the brown bin. Unfortunately you are **not** able to dispose of soil, turf, compost, sand, stones or ash in the brown bin.

Further information on recycling and the Council's Brown Bin service can be found on the Bonfires webpage.

If you are planning a bonfire

If you have considered all other methods of disposal and have decided that having a bonfire is the best way to get rid of your garden waste, the first thing you should do is inform your neighbours.

Simple information such as how much material you have to burn and how long the fire might last for can go a long way to keeping good relations with your neighbours. Also be sure to tell them that if the smoke is bothering them then they should come and speak to you first and let you know so that you can do something about it. Most importantly, if they do come to you with a problem – *do something about it!*

Do not light the bonfire if conditions are unfavourable – for example, if smoke is likely to blow onto your neighbours home or garden.

Local weather conditions will affect the impact the smoke has on your neighbours. Still conditions will prevent the smoke from dispersing while windy conditions will blow smoke into neighbouring properties and across roads causing annoyance and possibly danger.

Bonfires can be a fire hazard; fire can spread to fences or buildings and scorch trees and plants. Sealed cans or bottles in a fire may explode.

Bonfire guidelines

To reduce the possibility of causing a nuisance to your neighbours:.

- Do not have a fire if the wind is variable or if it is blowing directly towards neighbouring properties
- Burn dry material only
- Never burn household rubbish, rubber tyres, or anything containing plastic, foam or paint
- Never use old engine oil, methylated spirits or petrol to light a fire or to keep it going
- Avoid lighting a fire in unsuitable weather conditions - smoke lingers on still days and if it is windy, smoke may be blown into neighbouring properties or across roads
- Avoid burning at weekends and on bank holidays when people want to enjoy their homes and gardens
- Avoid burning when the air quality in your area is 'poor' or 'very poor'. (You can check this by phoning 0800 556677, or by checking at www.defra.gov.uk)
- Never leave a fire unattended or leave it to smoulder - douse it with water if necessary and make sure it is out and will not continue to smoke once you have left it.
- Allow any fire to burn down as much as possible before extinguishing it. Established fires tend to give off less smoke and throwing water over a large fire will eject ash into the air, increasing the chances of annoying your neighbour.

If you have problems with a bonfire

If you are affected by a problem of bonfire smoke you may consider one of the following options:

1. It is best to approach your neighbour first and explain the problem. You might find this awkward, but they may not be aware of the problem and it may make them more considerate when planning and lighting a bonfire.
2. If this approach fails, contact the Environmental Services team at the Council. The Council is legally obliged to investigate all complaints of nuisance in their area, which includes bonfire smoke.
3. Section 82 of the Environmental Protection Act 1990 allows you to take private action through the magistrate's court but you should seek legal advice before doing so. Also. The Council's Community Protection Team can advise you about private remedies for resolving your complaint to help you decide the best way forward.
4. Under the Highways Act 1980 anyone lighting a fire and allowing smoke to drift across a road faces a fine if it endangers traffic. If this is the case you should contact the police.

Further advice

If you would like further advice or would like to report a bonfire nuisance, please contact Environmental Services on

Telephone: 01493 846478

Email: health@great-yarmouth.gov.uk



Department
for Environment
Food and Rural Affairs

Reducing air pollution from outdoor burning





Outdoor burning

Before burning any materials outside, remember that doing so can cause air pollution. If you decide to burn outdoors, **you must not:**

Burn household waste, and other types of waste, if it will cause pollution or harm your health or that of others (Section 33 (c) of the Environmental Protection Act 1990). For example, plastics, paints, rubber, furniture, treated wood, kitchen units, and old decking are likely to produce hazardous smoke. Household waste should be disposed of or recycled via your local authority waste service.

Allow the smoke to drift across the road and become a danger to traffic (Section 161A of the Highways Act 1980).

Produce smoke that will interfere with others living nearby, preventing them from using or enjoying their homes or affecting their health (Section 79 of the Environmental Protection Act 1990).

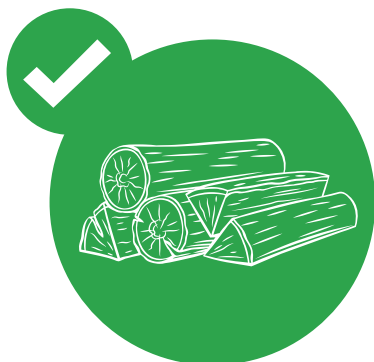


Did you know?

Air pollution is one of the greatest environmental threats to public health in the UK



Outdoor burning



If you decide to burn outdoors, **you should:**

Only burn dry materials, such as dry wood, or smokeless fuels as you would if you were burning indoors. Wet wood creates more air pollution than smokeless fuels or dried wood. Garden waste is also often wet and will create lots of smoke. Instead of burning garden waste, compost at home or use your local authority's garden waste collection service. Contact your local council to find out how to dispose of garden waste.



Be considerate of your neighbours - smoke may blow into their garden or into their house.



Use outdoor burning appliances in accordance with the manufacturer's instructions, and ensure they are not creating excessive smoke that might count as a nuisance. This includes appliances such as barbecues, pizza ovens, chimineas, and fire pits.



Did you know?

Annual mortality of human-made air pollution in the UK is roughly equivalent to between 29,000 and 43,000 deaths every year



Burning away from the home

Laws on burning away from the home may vary depending on the area. Ensure you are following local laws before having bonfires, barbecues, or engaging in any other outdoor burning activity in places other than your home.

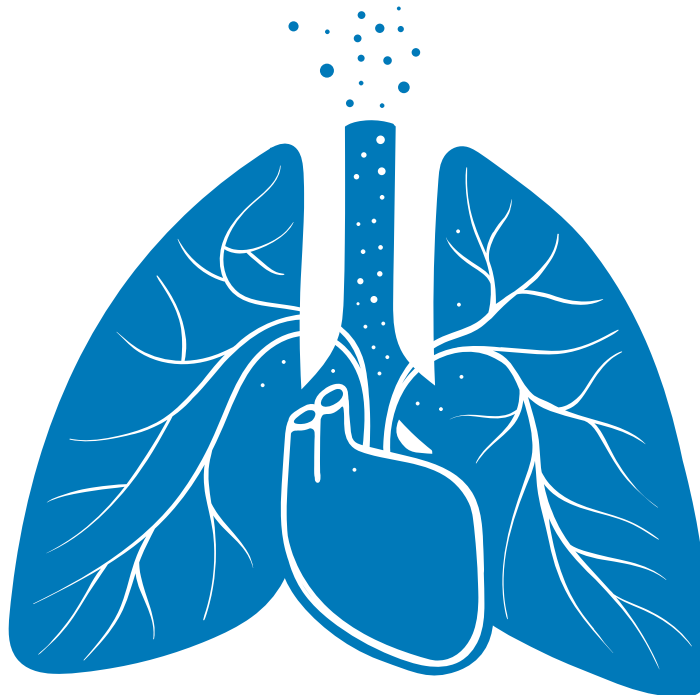


If you witness smoke emissions that are a nuisance or harmful to human health, you can complain to your local authority. If your local authority considers that a statutory nuisance has happened, they can issue an abatement notice to the person responsible. Failure to comply with the abatement notice could result in prosecution and a fine (the amount is set by the court). Search [gov.uk](https://www.gov.uk) for Nuisance smoke: how councils deal with complaints – GOV.UK (www.gov.uk) to find out more.



Did you know?

Burning of any kind produces particulate matter (PM), which is the pollutant of greatest harm to human health. Fine PM (known as PM_{2.5}) is a particular concern as it may pass through the lungs into the bloodstream.



Long-term exposure to PM can shorten life expectancy and cause cardiovascular and respiratory diseases. It is also linked to a wide range of other health effects including adverse birth outcomes, diabetes, dementia and cancer



Preventing wildfires

During dry weather, there is an increased risk of wildfires, which are dangerous, damaging to the environment and contribute to poor air quality. Although they are called wildfires, most are human made, so it's important you understand **how to prevent them**:

Take your litter home.

Don't leave bottles or glass in woodland – sunlight shining through glass can start fires (take them home and recycle them).

Extinguish cigarettes properly and don't throw cigarette ends on the ground – take your litter home.

Never throw cigarette ends out of car windows.





Preventing wildfires

Only use barbecues in a suitable and safe area and never leave them unattended.



Avoid having bonfires in very dry weather.

Avoid having bonfires in areas with long grass. Tall and dry grass will burn more intensely than short grass.



Talk to your children about the dangers of playing with fire and matches. Keep matches and lighters stored well away from children and teenagers.



If you see a fire in the countryside, report it to the fire and rescue service immediately. When visiting the countryside, follow The Countryside Code: advice for countryside visitors - GOV.UK (www.gov.uk).



URN: URN 23-192

Report Title: Review of Planning / Development Management

Report to: Scrutiny

Date of meeting: 28 November 2023

Responsible Director / Officer: Alex Chrusciak – Head of Planning (Interim)

EXECUTIVE SUMMARY

The following report presents an update on the on-going review of the Planning Department, specifically the Development Management team.

The report provides an overview of:

- i. staff capacity and the approach to be taken for anticipated review of the structure of the team;
- ii. data on performance and application backlogs; and
- iii. an explanation of forthcoming changes to planning fees and the possible implications.

The report also provides an overview of the Planning Enforcement function.

RECOMMENDATION

That Committee:

- i. Note the content of the report.

1. Introduction

- 1.1 The forward work plan identified a request for the Scrutiny Committee to be provided with an update on the on-going review of the Planning Department, specifically the Development Management team. The update to include information on: (i) capacity and need; (ii) data on performance and timelines; and (iii) capacity and demand for the planning enforcement function. In addition to covering those aspects (i-iii), this report also sets out recent national changes to the planning fees and the possible implications for the service from the recent Levelling Up and Regeneration Act (LURA), together with expected forthcoming Government actions.

2. Overview of current position

2.1 Staffing and capacity

- 2.1.1 The Royal Town Planning Institute (RTPI) research paper from November 2023 “*State of the Profession 2023*” provides a high-level assessment of the challenges facing the planning profession. Its findings indicate that there are approximately 22,000 planning professionals (planners) and this number is similar to the last survey in 2019. However, the remuneration of planners has been declining for nearly two decades. Adjusted for CPI inflation, the median annual salaries of a town planner was £48,476 in 2005 (expressed in 2022 pounds). In 2022 it stood at £33,946. The research has found that up to a quarter of planners have left the public sector since 2013.
- 2.1.2 The agency market for interim planning professionals is buoyant. Anecdotal evidence is that there is a current trend within the public sector for permanently employed staff to resign and go into the contractor market due to the high pay rates. The concern is that this pattern fuels greater demand. As officers leave permanent roles Council’s feel pressed to replace them with agency planners. This increases the agency rates which increases the differential between the remuneration of permanent staff and the interim officers working alongside them.
- 2.1.3 The Council ran an advert for a Principal Planning Officer throughout September 2023. This was advertised nationally on the main web portal connected to the RTPI. The role was supplemented with the addition of £12,000 ‘Golden Hello’ recruitment incentive. We received 2 applicants of which neither met the essential criteria and were not offered an interview.
- 2.1.4 Within the Development Management team there are currently two key positions for which the postholders are absent from work on medical grounds. These are the Head of Planning and a Principal Planning officer. Interim support is being provided to cover these roles. The interim cover is putting a financial pressure on the budget.
- 2.1.5 The team have worked extremely hard since the summer to secure additional funding via Planning Performance Agreements (PPA). These are voluntary agreements whereby applicants provide financial payments to the Council to support us in being able to process their application in line with agreed milestones. We have secured approximately £22,000 in August for a development site near Caister and expect to soon invoice approximately £8,000 for a non-residential scheme in Great Yarmouth. Whilst they are not legally ringfenced, these are designed to offset the cost of using contractors either to handle the applications connected to the PPA, or to backfill for the permanent staff handling the applications. They also create better and more palatable planning applications, improving the planning process.
- 2.1.6 The voluntary nature of PPAs means that the Council cannot required them. However, by demonstrating that we have provided a good level of service and met the milestones we have signed up to, we hope to build a positive reputation with Developers so that more PPAs can be secured in future. (Please note section 2.6.4).

- 2.1.7 In addition, we have submitted a bid of £100,000 to the Government's Planning Skills Delivery Fund. This is money that the Government has made available to Local Planning Authorities to help them deal with planning backlogs. Our bid made clear that we wish to use the money to fund the appointment of agency staff (which is in line with most other authorities) to provide the capacity to look at older applications.
- 2.1.8 To date, the Government has not responded to our bid. Anecdotally, it appears that no LPAs have yet received any feedback on the bids or been awarded any money. This may happen after the autumn statement.

2.2 Structure

- 2.2.1 The Interim Head of Planning has been asked to continue the review of the structures within the Planning department, including Development Management. There are 2 key challenges to this work:
- a) Assessing how much resource is required; and
 - b) Identifying a structure which is sustainable and achievable.
- 2.2.2 The challenge is identifying the 'baseline' need for staff is that the department currently has a backlog of work. These older cases increase the caseload of individual officers and can create additional pressures, for example when applicant or their agent quite reasonably request an update, this creates additional work for the officers and reduces their overall capacity.
- 2.2.3 In the last 8 months there have been 2 agency contractors who have been appointed over and above the staff establishment with an aspiration to clear some of these backlog cases and return the workload to its baseline position. However, one contractor left for personal reasons after a short period, and the other, who worked wholly remotely, left to take up a role elsewhere. The lessons learnt from this period is the increasing capacity just at officer level can lead to the creation of bottlenecks at the managerial sign-off stage, and that it takes time for a new officer to acquaint themselves with a case and work it through to resolution. If we continue to work in the same way, in order to clear the backlog quickly the Council would need to appoint multiple agency staff both at officer and sign-off level for a period of several months. This is not achievable due to (i) cost, and (ii) the challenge of recruiting enough good contractors in a competitive recruitment market.
- 2.2.4 Due to the combination of a challenging recruitment market, for both permanent and agency staff, and the significant pressure bringing in on more temporary staff on a short-term basis, the conclusion reached is that the review of the team structure has to adopt a more pragmatic approach. Designing a 'perfect structure' on paper that relies on the backlog being completely removed, and assumes that the Council will receive applications from skilled, experienced (and ideally local) candidates for any roles created in a new structure would be unlikely to be achieved.
- 2.2.5 Chart 1 below seeks to represent the balance to be struck between the level of work the department has to process (workload), and strategies for the level of staffing capacity in place to deal with it.



Chart 1 – Workload verses capacity

Yellow Line

- 2.2.6 The yellow line is workload. This demonstrates that the level of applications submitted fluctuates over time. The Council has very little control over this. Application rates are often linked to macro-economic factors such as the state of the housing market or the strength of the economy and therefore the confidence of companies to invest and new equipment and buildings.

Red line (Big Team)

- 2.2.7 The Red line shows a team that is staffed to deal with a workload close to the peak. A team of this size would not be overwhelmed by the level of work coming in. However, it would not be efficient as in the periods when application numbers were low staff would be under utilised. This approach is discounted due to: (i) the cost to the Council in cross-subsidising the department; and (ii) the difficulty the Council would have to recruit these additional permanent staff.

Blue line (Small Team)

- 2.2.8 The Blue line shows a team that is staffed to deal with close to the baseline level of work. A team of this size would be quickly overwhelmed by the level of work coming in. Having continuing periods where the capacity of the team was significantly smaller than the workload would create backlogs so that, even in periods where workload dipped to low levels, staff would continue to be overwhelmed by the backlog of work created when workloads were higher.

Green Line (Balanced team)

- 2.2.9 The Green line shows a team that is staffed to deal with the average number of cases over time – a balanced approach. Sufficient resilience to deal with the 'normal' workload expected but would be put under pressure in times when there is a peak in application being submitted.

Highlighted Yellow Area (Flexing capacity)

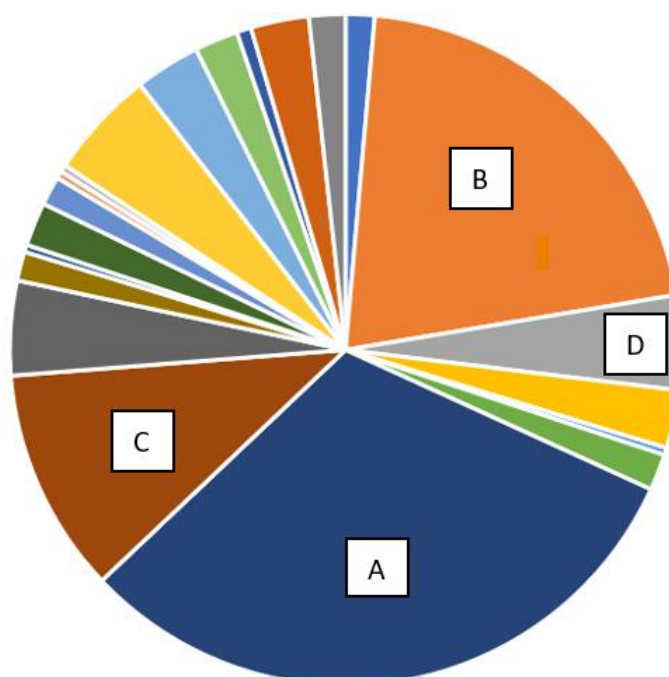
2.2.10 The area highlighted in yellow between the green line and the peak of work shown by the orange line shows the period when the team will be under pressure. The goal is to provide tools that can be deployed in these periods to flex-up the size of the team. The most common solutions are: employment of short term agency staff; contracting with third parties to undertake work on the Council's behalf; and partnering with over Councils. At present the Development Management team default to the use of agency staff, but the ongoing review of the structure will investigate what alternative provision can be put in place to either supplement or replace agency staff.

2.3 Application numbers

2.3.1 A key challenge faced by managers within the Development Management team is the lack of readily available management data. Extracting data from the Council's back-office planning system is often a piecemeal and manual process that makes it difficult to create a comprehensive overview of cases and their progress. This is being addressed through a project with the IT department to bring together the data sets that are available through a reporting engine (Power BI).

2.3.2 On the 17 November 2023, there were 286 live planning applications held in the system. These all represent a submission to the Council for which a decision has to be made.

2.3.3 The Pie chart below seeks to demonstrate visually the very wide range of application types currently under consideration by the Council.



2.3.4 The most common applications are:

Application type	No. of live applications	Key for pie chart
Application for Planning permission	89	A
Discharge of a planning condition	60	B
Householder application	31	C
Pre-application enquiry	15	D

Table 1: Top 4 application types

2.3.5 The existing team structure is made up of:

- Development Manager
- Principal Planning officers x 2 (although one on long term sickness absence)
- Planning Officer x 4
- Technical Validation Officer x 3 (but one post is vacant)
- Additional capacity is also provided by Agency staff (currently one Principal Planner covering officer on sick leave), and other officers from Planning Policy team who periodically can carry a very small workload.

2.3.6 Within the team, two Planning Officers are carrying high caseloads of approximately 60 applications. The other 2 Planning Officers have roughly half this amount but divide their time between processing these applications and helping to address a current backlog in the validation new applications being received. The two Principal Officers have a caseload of between 20 and 30, and the Development Manager has a caseload of 20, but they also manage the team, sign off decisions and write reports for Committee.

2.3.7 The measurement of work or capacity by looking at the numbers of applications is a poor metric. Each application is different. The size of a development proposal does broadly correlate to the level of work involved in dealing with the related application. However, there are small applications which can prove contentious and generate significant levels of interest and therefore additional work, and conversely there are some application types which generate proportionately very little work.

2.3.8 In order to better measure the level of work outstanding for officers, the intention is to try to break down applications into individual tasks and events. For example, a simple householder application might have the following tasks or events to be worked through:

- a) Validate the application;
- b) Identify consultees and issue consultation requests;
- c) Erect site notice and undertake site visit;
- d) Check consultee responses; and
- e) Write officer assessment report.

- 2.3.9 There will be periods when the next task cannot be commenced as it is dependent on the fulfilment of an earlier step. In the example above, no work can commence on step d (checking consultee responses) until the consultation period initiated by step b (issuing of consultation requests) has concluded. Mapping these events and tasks by due date in a calendar will then show what tasks or work packets each officer must completed on a daily or weekly basis.
- 2.3.10 This granularity of information would be able to show what the available capacity for each officer is. Hypothetically, Officer A may have a caseload of 60 cases but within that caseload they might have nothing time critical that must be processed that week. By contrast, Officer B may have a much smaller caseload but have several tasks due at the same time. Creating mechanism to create and track these task will allow managers to move work around so that the applications are dealt with in a timely manner, but also so that officers can be supported by their colleagues with work packets being shared out so that individuals are not overloaded.
- 2.3.11 This approach cannot be fully implemented at this time as the IT systems have not been configured to work in this way. However, changes have already been made to working practices which encourage officers to support each other and share work where required. This has also improved team morale and collaboration which has been a challenge in the past.
- 2.3.12 Recently introduced, 'huddles' are held each day with the Principal Officer talking with the Planning Officers assigned to them. This creates the space for each staff member to discuss their caseload and agree priorities for the day. This hands-on approach ensures help and support to the junior members of the team who are new to the profession and unqualified. It also provides the opportunity to identify when an officer either needs help, or has some capacity to support a colleague.
- 2.3.13 Huddles are just part of a wider program of work that is taking place to shift the working culture of the team to ensure greater level of support is in place for individual officers, balanced with a greater use of data to facilitate more individualised performance management. This will drive efficiencies over time that will allow throughout of applications to increase, but it also signifies the goal of fostering a more nurturing culture in the team. This is a recognition that the Development Management team has recent experience of staff having long term sickness absences where stress and workloads have been a contributing factor.
- 2.3.14 A re-structure of the team will be carried out in the spring 2024 to support the green line model of operation.

2.4 Backlog

- 2.4.1 Of the 286 live planning applications the 17 November 2023, there were 186 which remain undetermined past their target decision date. This means that 65% of the work 'on hand' within Development Management is already overdue. Of that number, 110 applications which were due for decision more than 6 months ago remain open, representing 39% of all the 'on hand' applications on the system.
- 2.4.2 There is some context and assumptions that are relevant to this headline figure. There are some applications in the system which are showing as live but date back a significant number of years demonstrating that there has been a lack of regular and ongoing data cleansing. As we review these files and close them, this will reduce the number.

- 2.4.3 The Government undertook a consultation on the (then) proposed increase in planning fees between February and April 2023. Within this consultation they proposed new criteria for the measurement of planning performance. Under the heading 'backlog' the suggestions were:
- a) Average time taken to validate planning applications; and
 - b) Total number of cases beyond the Planning Guarantee period (currently 26 weeks for all applications but proposed to change to 16 weeks for non-major applications).
- 2.4.4 It is not confirmed whether these performance measures were agreed or if they are to be implemented. However, we are looking to create the right reports to extract the data we need to measure these criteria.
- 2.4.5 The Council has struggled with validation times this year, As a consequence of staff sickness and a departure in the summer, there was a 6-7 week delay for some applications receiving their validation checks after being submitted. Delays at the validation stage prevent applications being progressed and therefore often extends the period that applicants have to wait for their decision. Two of the planning officers have been supporting the Technical Validation Officers and significant improvements have been made. There is not yet a report in place to identify all the applications going through the validation process and how long they are taking to be progressed, but the system indicates there are currently about 85 applications awaiting validation. However, the work tray shows that we are working on applications from early November indicating that the delay has been reduced to approximately 3 weeks.
- 2.4.6 We learnt during the summer, when the validation backlog was higher, that the main frustration of applicants and their agents was not knowing what was happening with their applications. An application will only appear on the Council's web portal when it has been found valid, so these applications which have not yet been validated cannot be searched online. To address this, and improve customer experience, we will:
- a) Publish the average time taken for applications to be validated on the website. If there are further issues at validation (perhaps a spike of new applications coming in), this will alert people to what they should expect in terms of turnaround times; and
 - b) Provide a means so that individual applications which have not completed their validation checks can be made available via the website. The goal is to allow the public to self-serve and get updates on the progress of their submission. This is a longer term piece of work due to the technical requirements to support it.
- 2.4.7 The other backlog measure relates to the 'Planning Guarantee'. This requires that the planning application fee must be refunded to applicants where no decision has been made within 26 weeks (unless a longer period has been agreed in writing between the applicant and the Local Planning Authority). Under the new fees to be implemented on the 6 December 2023, the Planning Guarantee is to be amended with smaller scale applications, those with a target termination period of 8 weeks, becoming eligible for a refund if the application is not determined within 16 weeks. Major applications, those with a target termination period of 13 or 16 weeks continue to be eligible for the refund only after 26 weeks.
- 2.4.8 Work is underway to create a report that will provide a list of affected applications. Whilst the reduction in the time period is a risk to the Council, it is likely to be relevant only to a proportion of the applications identified in paragraph 2.3.4 above. This is because not all applications fall in scope. For example, the 60 applications seeking

the discharge of a planning condition (segment B in the pie chart) and pre-application enquiries (segment D in the pie chart) are unaffected.

- 2.4.9 The risk to the departmental budget is significant due to the timing of when the refund could become due. If the Council receives a high level of applications then we would look to use the additional fees received to employ additional staff capacity to deal with them (however as stated we are operating in a very challenging national recruitment context). If the applications are not determined in the relevant planning guarantee period, and no extension is agreed by the applicant, the Council might need to refund the application fees that it has already used to pay for the additional staff resource creating a cost pressure on the Council's general fund. The new rules mean that we would still need to determine the application, but not be paid to do it.

2.5 Performance

- 2.5.1 The Government measures the performance of Local Planning Authorities in deciding applications for planning permission. Those Authorities which fail to meet the performance requirements set for the speed and quality of decisions on major and non-major development can be 'designated' by the Secretary of State. Where an Authority is designated as underperforming, applicants have had the option of submitting their applications for major and non-major development directly to the Planning Inspectorate for determination, bypassing the Council.

- 2.5.2 The relevant designation criteria and Great Yarmouth Borough Council's performance against them is set out below:

Speed (24 months to end of June 2023)					
Major decisions	Major decisions within 13 weeks	PPA, EoT or EIA decisions	PPA, EoT or EIA – Decision within agreed time	Designation threshold	% <i>within 13 weeks or within agreed time</i>
44	5	38	36	60%	93.2%
Total non-major development decisions	Total non-major development decisions within 8 weeks	PPA, EoT or EIA decisions	PPA, EoT or EIA – Decision within agreed time	Designation threshold	% <i>within 8 weeks or within agreed time</i>
889	284	526	488	70%	86.8%

Table 2: Speed

Quality (24 months to end of September 2022)			
Total major decisions and non- determined cases	Major decisions overturned at appeal	Designation threshold	Quality of decisions (% overturned at appeal)
54	0	10%	0%
Total major decisions and non- determined cases	Total number of decisions overturned at appeal	Designation threshold	Quality of decisions (% overturned at appeal)
1041	3	10%	0.3%

Table 3: Quality

2.5.3 The data in Table 2 (speed) shows that the Council is reliant on agreeing extensions of time with the applicant for the determination period within which applications are processed in order to surpass the designation thresholds.

2.5.4 The data in Table 2 (quality) shows that the Council is performing well against this measure. An increase in the number of appeals overturned would not automatically push the Council beyond the designation criteria as we are well below it.

2.6 Planning Fees

2.6.1 Increases to the National Planning Fees are to come into force on the 6 December 2023. A recent letter to all Chief Planning Officers summarises the changes to be:

- Increase planning application fees by 35% for applications for major development and 25% for all other applications.
- Introduce an annual indexation of planning applications fees, capped at 10%, from 1 April 2025.
- Remove the fee exemption for repeat applications (the 'free-go'). An applicant will still be able to benefit from a free-go if their application was withdrawn or refused in the preceding 12 months, subject to all other conditions for the free-go being met.
- Reduce the Planning Guarantee for non-major planning applications from 26 to 16 weeks.

2.6.2 The increase in the planning fees, together with the in-built future escalator to ensure fees continue to rise in line with inflation is positive as it will maintain funding in line with the growth of salaries and other costs affected by inflation.

2.6.3 In the preceding consultation undertaken on the proposed changes to fees, a question was asked on whether the additional income arising from the proposed fee increase should be ringfenced for spending within the planning department. There

was strong support for this proposal to ringfence the additional income (88%). However, the Government response did not support ring fencing “as *this would impose a restriction on Local Authorities when they are best placed to make decisions about funding local services, including planning departments. However, we would expect Local Planning Authorities to protect at least the income from the planning fee increase for direct investment in planning services*”¹.

2.6.4 The setting of the annual departmental budget is a matter for Full Council each year. Without prejudice to that process, the following comments are made on the potential impacts of the planning fees increase:

- a) Wage expectations in planning may rise. The recruitment of both permanent staff and agency staff has proved challenging. With more money available to them, more Local Authorities may look to recruit additional staff. This could result in greater use of supplementary payments for permanent roles, such as ‘market forces’ or ‘golden hello’ payments that introduce pressures on how to retain our existing staff. Similarly, should agency payrates continue to rise the pull factor for more planners to leave permanent positions and go into the agency market may increase.
- b) Officers are currently working hard to secure PPAs to fund additional support for major applications. The 35% increase in fees for major applications will in many cases be a significant amount of money, and greater than the contribution they would have made under a PPA. The increased cost of planning applications may make applicants less willing to enter into PPAs. PPA funds are not subject to refunds.
- c) If insufficient investment is made into the planning service from the increased income expected, the risk of the Council having to pay back fees may be increased. In an extreme example: if all the planning fees were used to cross fund other services unrelated to planning and the planning performance dropped as a consequence, much of the income may end up being claimed back as a refund under the revised Planning Guarantee.

2.7 Operational implications of forthcoming changes

2.7.1 Another provision of the amended fees regulations is the removal of the ‘free-go’, the fee exemption for repeat applications.

2.7.2 As a Council we encourage Applicants to utilise our paid for pre-application advice service so that we can influence the early design of schemes and reduce the potential for problems or delays at the application stage. However, planning applications are subject to consultation, with the public and technical advisors. This can create situations where new and unforeseen issues can arise when applications are under consideration.

2.7.3 The free-go provision can be used as a tool when officers negotiate with Applicants how to have best to proceed to address issues with applications. For example, it can be confusing for local residents to track and understand applications when multiple changes and amendments. When significant changes are required to a scheme, officers may suggest the first application is withdrawn and a fresh application is made (as a free-go) supported by the updated and amended plans so that interested parties are clearer on what they are being consulted upon.

¹ [Technical consultation: Stronger performance of local planning authorities supported through an increase in planning fees: government response - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/stronger-performance-of-local-planning-authorities-supported-through-an-increase-in-planning-fees)

- 2.7.4 The free-go also provides options to the Applicant. If they consider that the position the Council is adopting is not right, they can appeal their first application knowing that they will be able to apply again for free if the appeal doesn't go their way.
- 2.7.5 The removal of the free-go could result in applicants being keener to negotiate on applications which they are under consideration to try and achieve a successful outcome at the first attempt. This is not however beneficial for the Council. Ongoing negotiations on an application is much more resource intensive for the officers involved, reducing the number of applications they can process overall.
- 2.7.6 To manage customer expectations we will publish a Negotiation Protocol on the website to give an indication on how and when the Council will negotiate on applications. Having a Negotiation Protocol will ensure the approach is consistent but will also empower officers to decline from entering into negotiations if they consider that to be appropriate. The steer that will be given to all applicants is that the appropriate place to negotiate a scheme is via our paid for pre-application advice service, not during a live planning application. Members may receive additional complaints from applicants as this process beds in, however it is necessary to implement in order to protect resources and ensure service delivery for good applications.
- 2.7.7 A probable result of removing the free-go is an increase in the number of appeals lodged. There is no fee for the submission of an appeal.
- 2.7.8 An increase in planning appeals will have a detrimental impact on the Council. We are fortunate that our appeal records are nowhere near the destination criteria (see paragraph 2.5.4). However, appeals generate significant work for officers which has to be done within fixed deadlines and for which we receive no application fees to cover our costs. In recognition of this, it is expected that any negotiation protocol developed will look to provide the flexibility necessary to empower officers to negotiate in those situations where they consider it has the potential to avoid a costly appeal.

3. Planning Enforcement

3.1 Policy

- 3.1.1 The Council has an adopted Corporate Enforcement Policy. This commits the Council to follow good enforcement policies and procedures, and sets out what businesses and individuals being regulated by the Council can expect from the Council's enforcement officers.
- 3.1.2 Supplementing this corporate policy is the Planning Enforcement Policy. This explains the planning enforcement function, and gives guidance on what we can do and how complaints are prioritised.

3.1.3 In having a Planning Enforcement Policy, the Council is meeting the advice of Government as set out in the National Planning Policy Framework (NPPF). The NPPF (2023) at paragraph 59 states:

“Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate”.

3.1.4 The policy sets out the following guidance on how complaints are prioritised:

Priority One	<ul style="list-style-type: none">• A serious threat to health and / or safety.• Permanent damage to the environment (e.g. loss of protected tree, unauthorised work affecting the character of a listed building)
Priority Two	<ul style="list-style-type: none">• Building work, which is unlikely to be given planning permission without substantial modification.• Unauthorised uses causing severe nuisance through noise, smells, congestion etc.
Priority Three	<ul style="list-style-type: none">• A breach causing problems, which may be resolved by, limited modification• Property whose condition adversely affects the amenity of the surrounding neighbourhood.
Priority Four	<ul style="list-style-type: none">• Breaches of a minor nature raising minimal planning concerns.
Priority Five	<ul style="list-style-type: none">• Unauthorised Advertisements / Flyposting.

Table 4: Existing Enforcement Priorities

3.1.5 A review is to be undertaken of the policy to identify appropriate timescales to add to each of these priority levels. It is common practice for Local Authorities to ensure that priority one cases are dealt with as quickly as possible, with the time periods for investigations being lengthened for less serious alleged breaches.

3.1.6 Adding these timescales with both: (i) provide greater clarity to our customers so that they know how long the Council would normally take to investigate their concerns; and (ii) provide the operational flexibility so that the Council can deploy staff to investigate the most serious allegations.

3.2 Performance

- 3.2.1 Based on the data return we are required to provide to the Government, they publish data online of the number of enforcement actions taken by each Authority. The table below shows the trend of activity for the period of Quarter 1 2020 to Quarter 2 2023.

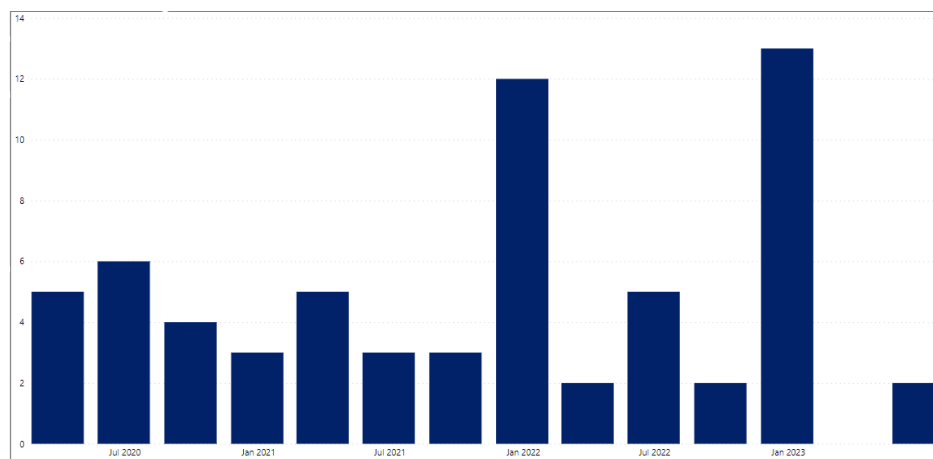


Table 5: Enforcement Actions

- 3.2.2 The graph indicates two periods of increased activity in January 2022 and January 2023. However, table 6 (breakdown of actions) show that the bulk of this activity was the issuing of Planning Contravention Notices (PCN).

Total	Number of enforcement actions
<input type="checkbox"/> Total	65
<input type="checkbox"/> Breach of conditions notices	6
<input type="checkbox"/> Enforcement injunctions granted	0
<input type="checkbox"/> Enforcement notices	1
<input type="checkbox"/> Injunctive applications refused	0
<input type="checkbox"/> Planning contravention notices	53
<input type="checkbox"/> Stop notices	0
<input type="checkbox"/> Temporary stop notices	5

Table 6: Breakdown of actions

- 3.2.3 A Planning Contravention Notice is served when it appears to the Local Planning Authority that a breach of planning control may have occurred and we want to find out more information before deciding what if any enforcement action to take.
- 3.2.4 They are discretionary, we do not need to one serve one before considering whether it is expedient to take appropriate enforcement action. However, they are a useful tool to collect the information we need. They also facilitate engagement with the alleged transgressor which can then provide the opportunity for a positive resolution to be negotiated without the need for formal action.
- 3.2.5 Excluding PCNs the data demonstrates that the Council has not found it necessary to take many formal enforcement actions in the last 3 years.

3.3 Capacity

- 3.3.1 The Council has one dedicated enforcement officer. However, he is a skilled and experienced officer who is able to handle the bulk of the currently caseload. This current situation provides the Council with limited resilience.
- 3.3.2 Related to the forthcoming restructure (Paragraph 2.3.14), the expectation is that we will investigate utilising Planning Officers to undertake some of the lower priority level enforcement cases. It is hoped that this will provide training and experience to the Planners, and provide support to the existing Enforcement Officer.

4. Financial Implications

- 4.1 The potential risks associated with the changes to the planning fees and the refund provisions of the Planning Guarantee are set out in Section 2 above.

5. Risk Implications

- 5.1 The potential risks associated with staffing recruitment and retention, and the performance of the team are set out in Section 2 above.

6. Legal Implications

- 6.1 None identified

7. Next Steps

- 7.1 An Improvement Plan is to be created that sets out the anticipated future workstreams that have been referenced in this report.

8. Background Papers

The Royal Town Planning Institute research paper from November 2023 “STATE OF THE PROFESSION 2023” - <https://shorturl.at/dvBPQ>

Planning Statistics ‘Live Tables’ - <https://shorturl.at/iS258>

Enforcement Statistics - <https://shorturl.at/dlAC2>

Corporate Enforcement Policy - <https://shorturl.at/nwN16>

Planning Enforcement Policy - <https://shorturl.at/lnMQX>

9. Glossary

LURA – Levelling Up and Regeneration Act

RTPI - Royal Town Planning Institute

Consultations	Comment
Monitoring Officer Consultation:	Not required. No decision being sought.
Section 151 Officer Consultation:	Not required. Any future actions with associated financial implications will be subject to appropriate decision mechanism
Existing Council Policies:	Not required.
Equality Issues/EQIA assessment:	Not required. No decision being sought on amendments to process.

Scrutiny Committee Annual Work Programme 2023/2024

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

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

19 Sept 2023	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> • Identification of any causes for concern and note successes • To include an exceptions report of those that are not meeting the required target. 	Committee	Quarterly Review
19 Sept 2023	1/4ly Financial Report including Exemptions	Executive Director, Resources	<ul style="list-style-type: none"> • Identification of any causes for concern and note successes. • To outline those areas not currently on target or likely to be achieved 	Committee	Quarterly Review
Thursday 24 October 2023					
24 Oct 2023	Council Tax Support Scheme – Consultation on Options for 24/24 Scheme	Head of Customer Services Cabinet Member	<ul style="list-style-type: none"> • outline the options under consultation in relation to next year's Council Tax Support Scheme • Scrutiny Committee are provided with the opportunity to feed into the consultation. 	Committee	
24 Oct 2023	Presentation from CityFibre	CityFibre representative Neil Medle Cabinet Member	<ul style="list-style-type: none"> • To provide Members with an update by way of a presentation on the £15m Full Fibre investment & roll-out in Great Yarmouth over the next 3 years 	Committee	Item deferred at meeting – Committee to confirm new date 8-11 Jan 2024 at 18:30 via Teams
Thursday 28 November 2023					
28 Nov 2023	1990 Environment Act	Cabinet Member, Executive Director Place, Head of Environment and Sustainability	<p>How the act controls issues which impact on local residents. Disposal of waste, burning of waste, bonfires etc.</p> <p>Does GYBC require a policy re particular issues in line with other LAs.</p>	Committee	TBC
28 Nov 2023	Review of Planning /	Cabinet Member, Executive Director Place, Head of	<ol style="list-style-type: none"> 1. All current data sets regarding numbers of applications. (This would include number of days to a decision; total numbers; etc) 	Committee	TBC

	Development Management	Planning and Growth	<p>2. Current work /changes/improvements being made to provide a more efficient and timely service.</p> <p>3. Outcomes/performance targets New improved service.</p>		
28 Nov 2023	Period 6 Budget Monitoring	Cabinet Member, Finance Director, Financial Services Manager	To consider & note the month 6 budget monitoring position for financial year 2023/24 for both the General Fund and Housing Revenue Account (HRA) including the respective capital programmes and financing. It includes explanations for significant variances to the budgets currently forecast for the full year.	Committee	TBC
Thursday 12 December 2023					
12 Dec 2023	Social Housing Applications	Cabinet Member, Executive Director, People, Head of Strategic Housing	<ul style="list-style-type: none"> Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc. 	Committee	TBC
12 Dec 2023	Quarterly performance data	Cabinet Member, Information Governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
12 Dec 2023	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. <p>To outline those areas not currently on target or likely to be achieved</p>	Committee	Quarterly Review
Thursday 23 January 2024					
23 Jan 2024	PRE-SCRUTINY Consideration of the draft budget report	Cabinet Member, Chief Executive Officer, Executive Director, Resources	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.	At committee	Annual
Thursday 19 March 2024					

19 March 2024	Quarterly performance data	Cabinet Member, Information governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
19 Mar 2024	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. To outline those areas not currently on target or likely to be achieved	Committee	Quarterly Review
19 Mar 2024	Annual Action Plan	Cabinet Member, ELT representative, Information governance Leader	<ul style="list-style-type: none"> Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee. 	Committee	When required
Thursday 23 April 2024					
23 April 2024	Scrutiny Annual Report	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> Production of the Scrutiny Committee Annual Report to Council 	Committee	Annual
Training					
8 June 2023 6pm	Overview training offered to all Members followed by more in depth detailed Scrutiny Committee training for Scrutiny Committee Members	All Members		External training provider Location : Town Hall	6pm – 7pm – Scrutiny overview for All Members 7pm – 7.15pm – Break 7.15pm – 8.30pm Scrutiny for Cttee Members
Work Programme items to be added					

TBC	Community Centres and Communal Rooms	Executive Director, People		Committee	
TBC	Delivery of Affordable Homes in the Borough	Executive Director, Housing Assets		Committee	
TBC	Play Parks	Executive Director, Place		Committee	
TBC	Retrofits on Council Homes	Executive Director, Housing Assets		Committee	
TBC	City Fibre	Cabinet Member, ELT, Head of Capital Projects and Growth	Monitoring of delivery / roll-out of the City Fibre project 2023-2026	Committee	