



# GREAT YARMOUTH BOROUGH COUNCIL

## Scrutiny Committee

**Date:** Tuesday, 23 April 2024

**Time:** 18:30

**Venue:** Council Chamber

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

### AGENDA

Open to Public and Press

#### 1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

#### 2 **DECLARATIONS OF INTEREST**

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

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

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

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

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

- 3      MINUTES      4 - 11**
- To confirm the minutes of the meeting held on the 27 February 2024.
- 4      COUNCILLOR CALL FOR ACTION - UPDATE**
- An update following the Councillor Call for Action with regard to the Haven Bridge building in Cobholm considered at the Scrutiny Committee at its meeting on 19 March 2024 to be given by the Head of Environment and Sustainability.
- 5      24-023 - ANNUAL ACTION PLAN 2024-25      12 - 28**
- Report attached.
- 6      23-128 - QUARTER THREE PERFORMANCE REPORT      29 - 66**
- Report attached.
- 7      23-181 - 2023/24 BUDGET MONITORING REPORT - PERIOD 9      67 - 131**
- Report attached.
- 8      SCRUTINY COMMITTEE ANNUAL REPORT 2023/24      132 - 137**
- To consider the Chairman's Annual Report for the Scrutiny Committee 2023/24
- 9      WORK PROGRAMME      138 - 143**
- Work Programme attached.
- 10      EXCLUSION OF PUBLIC**
- In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-
- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of

exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Scrutiny Committee

## Minutes

Tuesday, 27 February 2024 at 18:30

### PRESENT:-

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

Councillor Newcombe attended as a substitute for Councillor Cordiner-Achenbach.

Councillor Annison attended as a substitute for Councillor Freeman.

Councillor Wells attended as Cabinet Portfolio Holder for Environment & Sustainability, Licensing & Waste.

Ms C Whatling (Monitoring Officer), Mrs P Boyce (Executive Director - People), Mr J Wilson (Head of Environment & Sustainability), Mrs M Holland (Head of Strategic Housing), Ms N Hayes (Executive Director - Place), Mr T Williams (Media & Communications Manager), Mr D Zimmerling (IT Support) & Mrs C Webb (Democratic Services Officer).

### **01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cordiner-Achenbach & Freeman.

### **02 DECLARATIONS OF INTEREST**

Councillor Annison declared a personal interest in item number 7, Councillor Call for Action, as the owner of KB Scaffolding was known personally to him.

### **03 MINUTES**

The minutes of the meeting held on 12 December 2023 were confirmed.

### **04 WORK PROGRAMME**

The Committee received and considered the Work Programme which would be updated following the meeting.

RESOLVED:-

That the Committee note the Work Programme.

### **05 COUNCILLOR CALL FOR ACTION**

The Committee received and considered the report from the head of Environment & Sustainability.

Councillor Waters-Bunn introduced the Councillor Call for Action in her capacity as a Ward Councillor.

The Committee is asked to consider a Councillor Call for Action from Councillors Waters-Bunn, Robinson-Payne & Wainwright as follows:-

We have significant concerns regarding the Haven Bridge building in Cobholm. The scaffolding company are making significant claims of the building being unsafe and that there is a risk to life.

This has been an ongoing issue for nearly 2 years come March' 24. There has been no progress what so ever. There are several businesses being affected by this road closure which NCC has now advised is closed until much later this year.

Many residents are being affected by the closed road and lack of access to their homes.

Councillor Waters-Bunn reported that the report which the Committee had received from the Head of Environment & Sustainability did not meet the needs of the Committee. The Committee needed to know how and when the situation would be addressed.

The Head of Environment & Sustainability reported the actions that had been taken so far and the range of options the Council could choose to resolve the issue. Once the Council had received all the information from the structural survey and costs associated with the enforcement options, a report will be presented to Cabinet to progress the issues at this property as there might be significant financial implications from some of the enforcement actions. The Council would also start informal discussions with the Freeholder & Leaseholder.

The Monitoring Officer gave an overview of the potential legal dispute claim with the scaffold company which could not be discussed in open committee as it was a legal contractual matter.

The Monitoring Officer outlined the four routes the Committee could resolve to take this CCfA forward:-

1. Ask for further information
2. Ask questions at a future Cabinet meeting
3. Form a Select Committee
4. Make a report to Cabinet/Council/Other Agencies.

The Chair reported that a solution needed to be found urgently to mitigate the impact to local residents and businesses as this was one of the gateways to Great Yarmouth.

Councillor Waters-Bunn agreed that this was a dilemma and was certain that if this building had been in the Leader of the Council's ward that this issue would have been sorted by now. She urged the Council to chase the Freeholder and not the Leaseholder. The Head of Service reported that the Freeholder was reluctant to take part in any dialogue with the Council.

Councillor Wells reported that he fully appreciated the Councillor's concerns but that this issue was a challenge to the Council as it was a private dispute.

Councillor Wainwright reported that he fully supported the concerns of Councillor Waters-Bunn and requested that the issue be brought back to the next meeting to allow members of the public to attend and to be able to hear the information first hand.

Councillor Grant reported that he would be reluctant to discuss this matter further in a public arena due to the sensitive nature of the issue and the legal risk implications involved.

Councillor Newcombe asked for an assurance that the scaffolding would not come crashing down. The Head of Service reported that the HSE had been contacted and the scaffolding had been inspected and found to be safe.

Councillor Murray-Smith asked for confirmation that the correct persons had been served the correct Notices. The Head of Service confirmed that the correct Notices had been sent to the correct persons.

Councillor Murray-Smith asked how this matter would progress without Cabinet/Council receiving the same reports time and time again. The Monitoring Officer reported that a CCfA was not the same request as a decision to be made by Cabinet.

The Chair suggested that the matter should come back to Scrutiny for further consideration at the earliest opportunity on either 19 March or 23 April 2024.

Councillor Wells reported that he would keep Councillors Waters-Bunn & Newcombe in the loop as they were Ward Councillors and directly involved in this issue and he would invite them to the relevant Cabinet meeting.

RESOLVED:-

That the Committee agree that the Councillor Call for Action to come back to the first available meeting (19 March or 23 April 2024) for further discussion once the Council has received the structural survey and the costs associated with the enforcement actions.

## **06 ENVIRONMENTAL PROTECTION ACT 1990 AND BONFIRES**

The Committee received and considered the report from the Head of Environment & Sustainability.

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

The Head of Service reported that the Council has had guidance on its website for several years, attached in Appendix 1, to the agenda report. 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 Head of Service reported that 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.

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 Head of Service reported that 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.

The Chair highlighted the difficulty of getting the message across to the public and suggested that social media channels be more widely used. The Head of Service reported that he would be working with the Comms and Media Manager on a social media campaign.

The Chair highlighted the plight of neighbours who lived next to builders in rural areas who thought they had the right to burn building materials and garden waste on a regular basis and also the users of log burners who did not burn seasoned wood. The Head of Service reported that it was imperative that log burners were correctly installed and burnt the correct wood with the flue installed at the correct height. New log burners were the most efficient with a residue PM 2.5.

Councillor Hammond highlighted that the public and businesses did not know what they could and could not burn. The Head of Service reported that the Council's



position is that they should not burn anything. Councillor Hammond stressed that this is the message that the Council should get out.

Councillor Grant asked if a by-law could be introduced with a fine for those who ignored it. The Head of Service reported that this would be difficult to police and enforce.

Councillor Galer informed the Committee that the Fire Service had an out-of-hours phone line which was a non-emergency number for allotment users to call to inform them when a bonfire was to be lit and then extinguished at allotment sites adjacent to residential areas, for example, the allotments next to the Racecourse and residential properties along Freemantle Road.

**RESOLVED:-**

(i) That the Committee note the contents of the report; and

(ii) That the Committee provide feedback on the proposed amendments to the bonfire guidance which are based upon the newly released government guidance.

## **07 HOUSING ALLOCATIONS POLICY AND SCHEME UPDATE**

The Committee received and considered the report from the Head of Strategic Housing.

The Executive Director - People introduced Melanie Holland, the new Head of Strategic Housing to the Committee.

The Head of Strategic Housing Gave a presentation which highlighted the salient areas of her report to the Committee. The Council's revised Housing Allocation Policy and Scheme was introduced in March 2023. It sets out the policy for social housing applications to the housing register, the allocation of the housing stock owned by the Council, and nominations to social housing owned by housing associations. This report provides Members with a summary of and update on the Allocations Policy and Scheme, including numbers of households on the housing register and the impact of the new IT system.

Councillor Jeal asked if the number of housing applications had increased when the new housing portal was introduced in December 2022. The Head of Service referred Members to page 4 of her report which showed that the number of applications had increased during January & February 2023 as everybody had to reapply and the numbers did not average out until April.

Councillor Grant asked for clarification as to who the Council had to house under the Homelessness legislation. The Head of Service explained those the Council had a duty to secure settled accommodation for households owed the main duty (eligible for assistance, unintentionally homeless, in priority need and with a local connection).

Councillor Grant asked for an assurance that those tenants with severe mental health issues would receive adequate support to assist them in retaining their tenancy and

that these tenants would be housed appropriately to their complex needs.

The Head of Service assured Members that where the Council is aware of support needs a package will be expected to be put in place. New tenants are visited by Tenancy Officers who would provide housing related support and also ensure that support packages are provided. A new tenant would have a 12 month introductory tenancy which could be extended or terminated if the tenancy was breached.

Councillor Jeal asked if we offered support to tenants who did not have access to a computer, for example, help with scanning documents to support their application. The Head of Service assured members that a range of help was offered to tenants to complete their application.

Councillor Wainwright asked for an assurance that the new policy would speed up the application assessment time and asked how many applications were pending. The Head of Service reported that the combination of persons submitting applications who either do not qualify to join the housing register and/or fail to supply supporting documentation, despite being sent formal reminders, means that the Council continues to deal with a backlog of applications. At 1 February 2024 just over 900 applications were subject to the assessment process, of these nearly 340 applications were either pending or suspended due to the Council being unable to determine whether these applications were eligible and qualified to join the housing register due to outstanding supporting evidence; with almost 580 applications to join the housing register still to be considered.

The Head of Service reported that as of today, we have 792 applications; 148 of those are suspended or pending and 644 applications to assess, this is a backlog of 2-3 months. The department is getting there, it will take time and is dependent on the resources available to the team.

Councillor Wainwright reported that he was not satisfied with the backlog and asked that the situation be reviewed in 6 months. The Head of Service informed the Committee that 200 housing applications a month are received. The new policy has been in force for 12 months and is being reviewed to ascertain what areas require improvement. The Council needs to make the message clear to those who are not eligible / qualify for social housing and the lack of social housing available across the borough and that the Council is only accepting those in housing need. The Head of Service reported that she was keen to hear members views moving forwards.

The Executive Director reported that Melanie and her team were working extremely hard to reduce the backlog of applications which involved complex legislation and asked that Members support them during these difficult times. The Council needed to manage expectation as there was a very small supply of social housing available in the borough and over 45% of applicants were not eligible to join the housing waiting list.

The Chair reiterated the lack of supply of housing, in the 1990's the Council had 11,000 homes and now we have 6,000 homes.

Councillor Wainwright reported that he was not criticising the HA team, who were working very hard under very difficult circumstances, he was making the point that the numbers are not decreasing, and the Councillors are at the coal face getting phone calls from frustrated members of the public desperate for housing.

The Chair asked if extra staff would help the situation. The Head of Service

responded potentially yes.

Councillor Waters-Bunn asked how many people had currently been accepted on to the housing waiting list. The Head of Service reported that there are 800 households on the waiting list. of these, 230 are not in housing need and we have a turnover in stock of approximately 300 Council homes a year.

The Head of Service reported that there was a high need for 1 bedroom properties and larger 4-5 bedroom properties and there was a huge pressure on temporary accommodation in the borough. The Chair asked how was this reflected in the Local Plan. The Head of Service reported that that the Local Plan deals with cross-tenure housing, but that the Council seeks to enable social housing on private developments to reflect housing need based on housing register evidence

The Chair highlighted that the application process could be helped by including a tick box with the following question - "If supporting evidence is not supplied with the application you are unable to go any further with your application", as this might help.

Councillor Wainwright reported that he had held conversations with Councillor Flaxman-Taylor in regard to under-occupying tenants greater priority mutual exchanges with tenants wishing to move to bigger or smaller properties. The Head of Service reported applicants who were tenants under-occupying by two or more bedrooms were in Band B.

The Head of Service reported that in being mindful of the Housing Act, she was giving thought to the qualification criteria and whether it would be possible to give "good tenants" more priority.

Councillor Robinson-Payne asked how adapted properties were prioritised. The Head of Service reported that the policy requires those applicants who require adaptations to be prioritized above others in each Band.

The Chair thanked the officers and their team for all their hard work and that the Committee acknowledged that this was an ongoing process. The Chair asked the officers to report back to the Committee in 6 months time to give an update on the numbers accepted on to the Housing Waiting List which hopefully will have reduced dramatically.

#### RESOLVED:-

- (a) That the Scrutiny Committee notes the performance of the Housing Allocations Scheme to date; and
- (b) That the Scrutiny Committee makes recommendations in line with the content of this report in relation to proposed modifications to further improve the application process and to ensure that social housing is allocated to those applicants in the greatest housing need.
- (c) That the Head of Strategic Housing bring an update report to the Committee in 6 months time as requested at the meeting.

The meeting ended at: 20:30

**URN:** 24-023  
**Report Title:** Annual Action Plan 2024-25  
**Report to:** Cabinet – 8<sup>th</sup> April 2024 / Scrutiny 23 April 2024  
**Responsible Cabinet Member:** Cllr Carl Smith, Portfolio Holder for Governance, Finance and Major Projects  
**Report by:** James Wedon - Information Lead and Data Protection Officer  
**Is this a key decision:** No

#### **SUBJECT MATTER**

This report introduces the Council's Annual Action Plan for 2024-25.

The Annual Action Plan 2024-25 documents the projects and activities that will be taken forward by the Council during 2024-25, this builds on the previous year's action plan and continues the delivery of 'The Plan 2020 - 2025'.

The Annual Action Plan also includes a suite of Performance Indicators that relate to 'The Plan 2020 - 2025' and on-going service delivery of the Council. This data will be presented to quarterly to the relevant Portfolio Holders.

#### **RECOMMENDATION**

Cabinet is asked to review and approve the Annual Action Plan 2024-25.

## **1. Introduction**

Members ratified Council's Corporate Plan 'The Plan 2020 – 2025' at a full Council Meeting held on 20<sup>th</sup> February 2020. This plan set out the strategic vision and priorities for the Council from 2020 – 2025.

To support delivery of 'The Plan 2020 – 2025' the Council has developed an Annual Action Plan for 2024-25, this details the individual activities that will be completed during the year which will combine to achieve the Council's strategic vision and priorities.

## **2. Annual Action Plan 2024-25**

The Annual Action Plan outlines all of the key projects and activities that will be taken forward by the Council during 2024-25 in order to support the overall delivery of 'The Plan 2020 - 2025'. All projects and activities have been assigned a Lead Officer(s) who will be responsible for ensuring they are completed during the year.

The Annual Action Plan also identifies key milestones / dates for the activity and links to the relevant Cabinet Member Portfolio Holder that progress toward completing the project or activity will be reported, this ensures accountability is maintained whilst supporting Members in their decision-making for the Council.

The Council's Key Projects and Performance Indicators will be reported to Cabinet Member Portfolio Holders on a quarterly basis.

## **3. Future work**

This is the last year of the Council's current Corporate Plan which runs from 2020 – 2025, therefore a new Corporate Plan for the period 2025 – 2030 will be developed during the year. The development process for the new Plan will involve cross party working, stakeholder engagement and a public consultation, this process will run throughout the year and the results will feed into the formulation of the new Corporate Plan.

## **4. Financial Implications**

None

## **5. Risk Implications**

None

## **6. Legal Implications**

None

## **7. Conclusion**

None

## **8. Background Papers**

None

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

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	None

Financial Implications (including VAT and tax):	None
Legal Implications (including human rights):	None
Risk Implications:	None
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A





**GREAT  
YARMOUTH**  
BOROUGH COUNCIL

# ANNUAL ACTION PLAN

2024 - 2025



## INTRODUCTION

Great Yarmouth Borough Council launched its five-year corporate plan in 2020 and, since then, the world has changed at rapid pace. There is war in Ukraine and the Middle East, challenged relations with China, the residual impact of the devastating Covid-19 pandemic, the effects of Brexit remain and there will be hugely significant general elections in the UK and North America within months. All of these events touch our lives constantly.

Meanwhile, accelerated changes in the economy and technology demonstrate the reach and positive impact Great Yarmouth Borough Council can have as we seek to support and improve the life chances and aspirations of everyone

who lives and works in the borough. It is more important than ever that as a council, working with external partners, we continue to deliver against the four strategic priority areas we identified in “The Plan 2020 – 2025”.

These priorities are:

**A STRONG AND GROWING ECONOMY**

**IMPROVED HOUSING AND STRONG COMMUNITIES**

**A QUALITY AND SUSTAINABLE ENVIRONMENT**

**AN EFFICIENT AND EFFECTIVE COUNCIL**

As we come towards the final stretch of the plan period, working with our key partners, businesses, business improvement districts and individuals across our communities, Great Yarmouth Borough Council continues to lead positive change towards our goals of producing a dynamic, vibrant economy and capitalising on the drive towards clean growth and net-zero economy.

We have successfully secured, subject to a business case, a Town Deal of £19.5m Government investment over 10 years to deliver an exciting £60m vision supporting economic regeneration, recovery, jobs and growth across the borough’s main urban areas.

This was be bolstered by the news we received at the end of 2023 that the Government – as part of its focus on towns - has allocated the Council an additional £20m of funding





for the work we deliver in the borough. Meanwhile, we continue to progress our plan to regenerate the North Quay after our successful Levelling Up Fund bid for £20m for this area of the town. Our ambition is the funding will help us extend, amplify and build on other major projects already planned or underway.

Our exciting vision to revitalise the town centre is focused around re-introducing more residential use, making better use of our cultural heritage and historic buildings - highlighted by the work now underway to create a stunning new £17m university campus and learning centre in the former Palmers department store in Great Yarmouth market place, in partnership with the University of Suffolk, East Coast College and Norfolk County Council.

The learning centre will complement the successful delivery of an innovative £6.3m new, greener covered market, operating at capacity with 29 stalls, activities space and events to

drive town centre footfall coupled with major work to revamp and revitalise public space around the market.

The High Street Heritage Action Zone is now starting to show the benefits of innovative investments in our heritage and tourism economy, with the regeneration of 15 listed buildings and 30 heritage assets. Planning permission has also been secured and £12m of National Lottery Heritage Fund finance announced to create an £18m package to transform the historic Grade II\* listed Winter Gardens on the seafront into a “people’s palace” predicted to increase visitor numbers by 300,000 a year in a nationally significant project.

And on the Golden Mile, the new £26m Marina Centre wellbeing and fitness centre is operating successfully for residents and visitors. At the same time, we continue to demonstrate the power of working collaboratively, with our close partnerships with central Government, New Anglia Local

Enterprise Partnership and Norfolk County Council bringing about a total of £240m of investment to the borough, including the third river crossing - the Herring Bridge - which opened early in 2024, and an offshore operation and maintenance campus that will confirm us as a natural base for the burgeoning offshore wind sector.

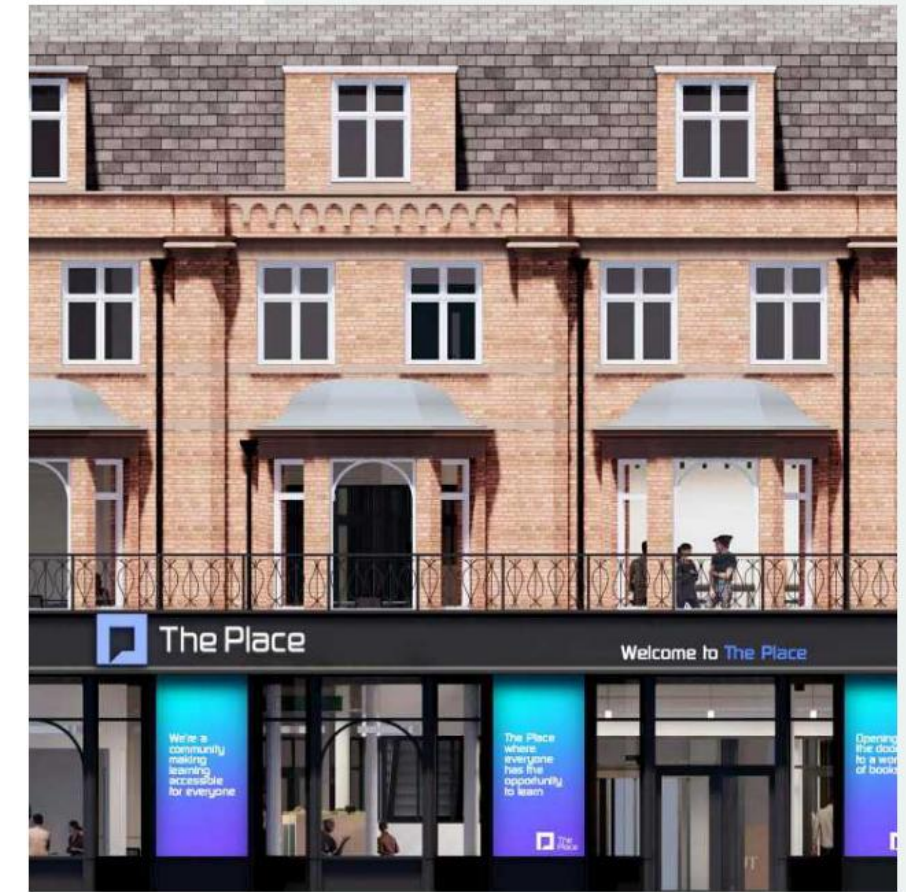
The Town Deal Board and its vision for the Borough ‘Our Place is Your Stage’ continues to strengthen the collective energy that exists across all our partners, from statutory agencies to voluntary, community and social enterprises, and businesses from global players to local start-ups.

We continue to deepen our strong relationships with health and social care partners including Norfolk Public Health, the NHS Norfolk and Waveney Integrated Care Partnership, Great Yarmouth & Waveney Place Board and the Great Yarmouth Health and Wellbeing Partnership. We are additionally supporting

the James Paget University Hospital with its new state-of-the-art build and we look forward to maximising new opportunities through the UK Shared Prosperity Fund and a potential County Deal for Norfolk.

Detailed within this Annual Action Plan for 2024/25, are key projects and activities aligning ‘The Plan’ with the Council’s Business Strategy. This strengthens Great Yarmouth Borough Council’s ability to work strategically while continuing to deliver high-quality services to our residents. These key projects have a detailed reporting framework, with clear key performance indicators to ensure consistency of approach and accountability.

This strong sense of identity and shared vision, combined with mature evidence-based strategies and plans puts us in a unique position to deliver a place-shaping agenda, rooted in our culture and heritage while being innovative and community led.



If you have questions concerning the contents of this document please contact James Wedon, Senior Performance & Data Protection Officer on 01493 846325 or [james.wedon@great-yarmouth.gov.uk](mailto:james.wedon@great-yarmouth.gov.uk)

## A STRONG AND GROWING ECONOMY

Key: New Action for 2024/25

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
1	To actively work with businesses to ensure that supply chain opportunities are maximised and Great Yarmouth has strengthened its status as a hub for expertise in clean energy and decommissioning.	Complete Great Yarmouth O&M phase 1 infrastructure delivery.	November 2024	Head of Property & Asset Management	Economic Development and Growth
		Sign Land Reservation Agreements with Vattenfall and other interested parties.	April / May 2024		
		Continue engagement with RWE.	Ongoing		
		Procure an operator for the O&M facility.	March 2025		
2	To attract new investment into the borough through the promotion of the port, expertise, and land availability with a focus on the opportunities in the offshore energy sector and nuclear sector.	Continue Promotion of the facility through GENERATE.	Ongoing	Head of Inward Investment	Economic Development and Growth
		Support the seamless transition of inward investment collaboration from New Anglia LEP to Norfolk Council from April 2024.	June 2024		
		Adopt the new Norfolk Economic Strategy in which the Borough's challenges and opportunities are fully reflected.	August 2024		
2	To attract new investment into the borough through the promotion of the port, expertise, and land availability with a focus on the opportunities in the offshore energy sector and nuclear sector.	Implement the agreed GENERATE 2024/25 Delivery Plan to promote local capability and specific sites, such as the O&M Campus, in national and international markets	March 2025	Head of Inward Investment	Economic Development and Growth
		Continue the "Riverside Gateway" land assembly of the North Quay area and commence master planning to enable the submission of full planning application.	March 2025	Executive Director - Major Projects	Governance, Finance and Major Projects
		Secure a strategic development partner.	November 2024		
		Work up proposals to ensure sustainable future of the Vauxhall Bridge and initiate key linkages between the railway station and the town centre.	March 2025		
		<b>Develop and adopt a new Great Yarmouth Economic Growth Strategy.</b>	<b>June 2025</b>	<b>Head of Inward Investment</b>	<b>Economic Development and Growth</b>

## A STRONG AND GROWING ECONOMY

Key: New Action for 2024/25

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
3	Shape our town centres to make them places where people will choose to visit, shop, learn, socialise and live.	Complete the regeneration and landscaping of the Market Place public realm.	December 2024	Executive Director - Major Projects	Governance, Finance and Major Projects
		Install equipment to extend free Public Wi-Fi in identified areas around Great Yarmouth town centre.	May 2024	Head of IT, Communications & Marketing	Governance, Finance and Major Projects Economic Development and Growth
		Continue to deliver and monitor the nine Town Deal Interventions.	March 2025	Head of Inward Investment	Governance, Finance and Major Projects
		Finalise full audience and participation plan of the University Campus & Learning Centre to ensure residents understand the project and can take part in meanwhile activity.	May 2024	Executive Director - Place	Governance, Finance and Major Projects
		Completion of the building phase and full occupation. Formal opening.	December 2024 January 2025		
4	Continue to assemble land along North Quay for regeneration purposes to deliver an improved gateway to the town through appropriate redevelopment	Continue engagements, inspections, valuations, negotiations and land assembly to facilitate delivery of the scheme (TOWN DEAL)	March 2025	Chief Executive	Governance, Finance and Major Projects
5	To transform The Conge as the key linkage between the railway station and town centre by delivering a mix of new residential as well as improving the physical environment.	Complete demolition of the south side of The Conge. Execute the strategic partnership development agreement. Submit planning application. Commence development.	March / April 2024 August 2024 October 2024 December 2024	Executive Director - Major Projects	Governance, Finance and Major Projects
6	Strengthen our tourism and culture offer to provide greater year-round attractions and facilities for a more integrated visitor experience.	Develop specification of works and delivery model for Town Wall restoration and repair.	March 2025	Head of Inward Investment	Tourism, Culture and Coastal Management
		Creation and installation of commissioned Sculpture pieces ready for launch of Wayfinding Sculpture Trail in Autum 2024.	October 2024	Executive Director - Place	Tourism, Culture and Coastal Management

## A STRONG AND GROWING ECONOMY

Key: New Action for 2024/25

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
7	To continue to develop our heritage offer through the promotion and development of our own assets across the borough.	Commence delivery stage of the Winter Gardens regeneration with Permission to Start from the Heritage Fund	April 2024	Executive Director - Major Projects	Governance, Finance and Major Projects
		Commence detailed design Develop bespoke procurement strategy Set low energy consumption and decarbonisation benchmarks Initiate the procurement of the operating partner			
		Develop revised business case for St John Church prior to commencement of this final project.	March 2025	Executive Director - Place	Tourism, Culture and Coastal Management
8	Extend Beacon Park Enterprise Zone and encourage growth in the South Denes Enterprise Zone to support new businesses establishing themselves as well as attracting existing businesses to expand.	Continue to enact the Local Development Orders for both Enterprise Zones (Beacon Park & South Denes) to attract additional inward investment to the borough. Explore an extension to Beacon Park Enterprise Zone.	March 2024	Head of Growth & Capital Projects	Economic Development and Growth
		Seek sources of funding for the Business Incubators and progress development of the South Denes masterplan.	March 2024	Head of Growth & Capital Projects	Governance, Finance and Major Projects
9	Support the completion of the Great Yarmouth Third River Crossing and the dualling of the A47.	Work with National Highways and Norfolk County Council to progress a scheme design for the Vauxhall roundabout capacity improvements.	August 2024	Head of Growth & Capital Projects	Economic Development and Growth
10	To work with schools, colleges and businesses to match future business opportunities with the right skill provision, to boost the number of training opportunities and apprenticeships. In doing so encourage social inclusion and ensure more local people can benefit from local training and job opportunities.	Successfully commission and deliver the 'People & Skills' investment priority within UKSPF Investment Plan in line with contracted financials, outputs and outcomes.	April 2024	Head of Inward Investment	Economic Development and Growth
		Development and adoption of a Skills & Employability Strategy and Action Plan	May 2024		



## IMPROVED HOUSING AND STRONG COMMUNITIES

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
11	Increase the number of good quality new homes and associated infrastructure built through both direct provision and by working with Registered Providers and private sector developers.	<b>Finalise the Housing Strategy, undertake public consultation and align adoption with the Local Plan.</b>	<b>October 2024</b>	<b>Head of Strategic Housing</b>	<b>Housing, Health and Communities</b>
		<b>Monitor and deliver Homeless &amp; Rough Sleeping Strategy's Action Plan.</b>	<b>March 2025</b>		
		<b>Progress property acquisitions and leases.</b>	<b>March 2025</b>		
		<b>To continue to grow the market for their rented portfolio of homes and to explore the addition of a social letting portfolio of homes</b>	<b>March 2025</b>	<b>Head of Strategic Housing</b>	<b>Housing, Health and Communities</b>
		<b>Embed Design Code in Local Plan review. Publish Final Draft Local Plan and submit for examination.</b>	<b>November / December 2024</b>	<b>Head of Planning</b>	<b>Economic Development and Growth</b>
		Equinox Property Holdings Ltd work towards having at least 2 housing schemes in development or construction.	March 2025	Equinox Executive Officer	Economic Development and Growth
12	Better quality private rental accommodation will be available for residents by tackling substandard provision and ensuring the roll- out of the selective licensing scheme.	Complete business case viability assessment on Selective Licensing scheme and report to Cabinet / Council.  Undertake Public consultation on proposed Selective Licensing scheme.  Report to Council on Selective Licensing Scheme final designation	October 2024  December 2024  March 2025	Head of Environment and Sustainability	Environment and Sustainability, Licensing and Waste
13	Providing decent homes to our existing tenants through a planned programme of improvement works and providing a responsive and quality repair service.	Complete draft Housing Investment Plan, which will include a draft Sheltered Housing Standard and an enhanced Decent Home standard.  Consult on this plan via a series of Roadshow meetings and a digital survey, before revised plans are submitted for Council approval.	May 2024  July 2024	Executive Director - Property & Housing Assets	Operational Property and Asset Management
		Develop the Concerto and NEC systems to deliver a first class, fit for purpose Health and Safety Management regime for both Council Housing Stock and the Corporate Property Portfolio.	March 2025	Executive Director - Property & Housing Assets	Operational Property and Asset Management

## IMPROVED HOUSING AND STRONG COMMUNITIES

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
14	To understand the issues facing our largest housing estates and where appropriate bring forward regeneration plans.	Establish baseline viability costs for Middlegate regeneration and model any potential funding gap as part of the Housing Investment Plan.  Undertake conversations with potential funders and develop options for a pilot scheme.	October 2024  March 2025	Executive Director - Property & Housing Assets	Operational Property and Asset Management
15	Bring empty properties back into use and in Great Yarmouth town centre bringing the first and second floors of appropriate properties back into residential use, creating quality homes.	Obtain agreement on and launch Invest and Lease scheme.	June 2024	Head of Strategic Housing	Housing, Health and Communities
		Following launch of Invest to Lease scheme introduce the use of Empty Dwelling Management Orders (EDMO).	September 2024		
		Continue charging the Council Tax Levy Premium for longer-term empty homes alongside offering support and options provided to bring empty homes back into use.  Adopt an Empty Homes Strategy which will introduce a priority matrix and process mapping to ensure the limited resource is focused on the more problematic properties of the Borough.	March 2025	Head of Strategic Housing	Housing, Health and Communities
16	To support residents to live in high quality and warm homes.	<b>Submit bid for Social Housing Decarbonisation Fund Wave 2 funding and if successful, mobilise and deliver energy improvement works during 2024/5.</b>	<b>March 2025</b>	<b>Head of Housing Assets</b>	<b>Operational Property and Asset Management</b>
		Deliver energy improvements to over 160 Council homes.	March 2025	Head of Housing Assets	Operational Property and Asset Management
17	Enable residents to remain in their own homes and live independent lives through a comprehensive adaptations programme and working closely with key health partners.	In conjunction with partners and “hearing the voice of residents”, co-produce a Great Yarmouth Later Life Strategy focused on prevention, living well and staying independent.	March 2025	Head of Strategic Housing	Housing, Health and Communities
		As part of the finalisation of the Housing Investment Plan complete a review of the sheltered housing stock to establish the costs of bringing sheltered housing scheme up to the new sheltered housing standard. Communicate the outcome of the plan and next steps.	March 2025	Executive Director - Property & Housing Assets	Operational Property and Asset Management

A QUALITY AND SUSTAINABLE ENVIRONMENT

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
18	To provide improved access to a range of health and well-being activities through a range of measures including the provision of a new Marina Centre facility acting as a hub for both indoor and outdoor well-being programmes	Using work stream 2 of the GY Health and Wellbeing Partnership action plan identify key actions and groups to target place expansion funding.	Using work stream 2 of the GY Health and Wellbeing Partnership action plan identify key actions and groups to target place expansion funding.	Using work stream 2 of the GY Health and Wellbeing Partnership action plan identify key actions and groups to target place expansion funding.	Using work stream 2 of the GY Health and Wellbeing Partnership action plan identify key actions and groups to target place expansion funding.
		Work with Active Norfolk to deliver an overarching physical activity strategy to deliver the wider action plan.			
		Review the delivery model of the Great Yarmouth Community Investment fund, consider its impact and role.	March 2025	Executive Director - People	Housing, Health and Communities
		Complete land transaction for a new acute James Paget University Hospital.	June 2024	Head of Property & Asset Management	Operational Property and Asset Management
19	To continue to develop our partnership approach to Early Help and preventative services to support our most vulnerable residents.	Consolidate Great Yarmouth Health and Wellbeing Partnership workstreams in line with funder locality priorities and the Great Yarmouth & Waveney ICB Place Board.	July 2024	Executive Director - People	Housing, Health and Communities
		Review various 'Community Hub' offers and consolidate to strengthen our offer to residents and partner practitioners.	December 2024	Executive Director - People	Housing, Health and Communities
		Continue to forge links and facilitate Health Inequalities interventions in collaboration with the Norfolk & Waveney ICB, Adult Social Care, JPUH, Norfolk Public Health, NSFT, PCNs, GPs and ECCH.	Ongoing	Executive Director - People	Housing, Health and Communities



## A QUALITY AND SUSTAINABLE ENVIRONMENT

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
20	To ensure proactive use of enforcement powers and activity to ensure that the borough is a welcoming and high-quality environment creating a positive perception of Great Yarmouth.	Submit refreshed Anti-Social Behaviour Strategy and Action Plan to Cabinet for review / approval, publish and implement upon ratification.	April 2024	Head of Environment and Sustainability	Environment and Sustainability, Licensing and Waste
21	With partners there is a zero tolerance to activity damaging the local environment and we are continuing to work towards reducing our carbon footprint through enhancements to walking, cycling, public transport and buildings.	Pending terms and conditions agreed, identified coastal, rural and tourism locations to have their power supply upgraded following which installations of EV Charge Points will be scheduled/completed through 24/25	March 2025	Head of Customer Services	Environment and Sustainability, Licensing and Waste
		Agree terms and conditions with supplier to further expand Electric Vehicle Charging Points across the Borough, initially this will be focused on GYBC car parks and on-street tourism/commercial locations. This will include a potential pilot for solar powered car port charging on a seafront car park funded through the Norfolk Investment Fund.	March 2025	Head of Customer Services	Environment and Sustainability, Licensing and Waste
		Continue investigations jointly with Norfolk County Council into a suitable Supplier and locations for installation of an EV Charging Hub funded by a combination of Norfolk Investment Fund/Supplier Contribution and potential landowner.	March 2025	Head of Customer Services	Environment and Sustainability, Licensing and Waste
22	Environmentally sustainable long-term management of our high-quality coastal environment.	Work with the Adaptation Working group to identify and propose opportunities for financing a long-term solution to Hemsby coastal erosion.	March 2025	Head of Property & Asset Management	Tourism, Culture and Coastal Management
		Work to procure funding from the Environmental Agency to complete full business case that would outline the recommended remedial works to repair the South Denes sea wall and access to further funding.	March 2025	Head of Property & Asset Management	Tourism, Culture and Coastal Management





A QUALITY AND SUSTAINABLE ENVIRONMENT

Key: New Action for 2024/25

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
23	Play an important local role in enhancing environmental sustainability, using resources more efficiently, recycling more and promoting the use of 'green energy'.	Implement Year 3 of the Council's Sustainability Strategy towards a Pathway to Net Zero by 2035 including a pilot Norfolk Net Zero Community, through the Officer Working Group.	March 2025	Head of Environment and Sustainability	Environment and Sustainability, Licensing and Waste
		Commence Holiday Lets Trade waste service including recycling.	May 2025	Director of Operational Services	Environment and Sustainability, Licensing and Waste
		Follow up on the GYBID and Visit Great Yarmouth questionnaire and work to understand the set-up requirements and costs of creating a new Commercial Service.	March 2025		
		Implement domestic waste route optimisation project, including the placing of communal bins on domestic routes.	April 2024	Director of Operational Services	Environment and Sustainability, Licensing and Waste
		Complete challenge of DEFRA capital funding.	April 2024	Head of Environment and Sustainability	Environment and Sustainability, Licensing and Waste
		Progress procurement and delivery plan for food waste collection roll out.	March 2025		
		Work with Norfolk Waste Partnership to ensure make use of any of efficiencies.	March 2025		
		Be the accountable body for 'Norfolk Net Zero Communities' project on behalf of the Norfolk Climate Change Partnership. Work with each of seven communities across Norfolk (Ormesby for GYBC) to gather research & feedback relating to Net Zero non-technical barriers, support positive local action, inspire behaviour change and create opportunities working with Innovate UK.	March 2025	Executive Director - People	Environment and Sustainability, Licensing and Waste



## A QUALITY AND SUSTAINABLE ENVIRONMENT

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
24	Ensure our high quality natural and built environments are as accessible and inclusive as possible and we seek ways to improve and enhance our compliance with the Disability Discrimination Act.	Continue liaison with delivery partners and Historic England (HE) to address historic mismatch between HE and match funding.  Initiate and complete Historic England project closure process for the Heritage Action Zone (HAZ).	September 2024	Head of Inward Investment	Tourism, Culture and Coastal Management
		Conduct audit of PDF's on Council website to ensure they are at least compliant with WCAG 2.2 accessibility guidelines or replace with alternative documents.  Roll out further accessibility training to staff.	December 2024	Head of IT, Communications & Marketing	Governance, Finance and Major Projects
		Explore measures to increase digital inclusivity including the consideration of a digital inclusivity strategy, a technology loan scheme (joining an existing national scheme – good things foundation) and allocation of publicly accessible computers as part of 'The Place' project.	October 2024	Head of IT, Communications & Marketing	Governance, Finance and Major Projects

## AN EFFICIENT AND EFFECTIVE COUNCIL

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
25	Create a positive skilled workforce proud to work for GYBC. We will be a council with a strong reputation to attract and retain good quality staff, acting as a centre of excellence for staff development.	Using the results from the Best Employers Survey and in conjunction with staff feedback, refresh the People Strategy.	March 2025	Head of Organisational	Governance, Finance and Major Projects
26	A constitutional system and processes which support sound governance which are widely understood and support transparency and accountability	Provide training on the implications of the Procurement Act 2023 in readiness for its implementation in October 2024.	October 2024	Head of Legal & Governance	Governance, Finance and Major Projects

## AN EFFICIENT AND EFFECTIVE COUNCIL

Key: New Action for 2024/25

	Corporate Plan	Action 2024/25	2024/5 Key Milestones / Dates	Lead Officer(s)	Portfolio Holder
27	Continue to develop a robust approach to business planning and project management which underpins good decision-making	Review all expenditure and income budgets in 2024/25 and prioritisation of spend areas to inform the 2025/26 budget.  Continue to lobby Government for a fair allocation of funding resources in response to demand pressures.	February 2025	Executive Director – Resources	Governance, Finance and Major Projects
28	To strengthen our portfolio of assets which maximise income and/or support service delivery, with a proactive approach to the acquisition of assets to generate income.	Expand the functionality of Concerto system to encompass the compliance elements of the system. Scrutinize and improve working principles in how we approach the portfolio to maximize efficiency and profitability.	March 2025	Head of Property and Asset Management	Operational Property and Asset Management
		Tender and complete feasibility study regarding GYS depot location and produce options report.	October 2024	Executive Director - Place	Governance, Finance and Major Projects
29	To have a digital strategy in place which is customer-focused and moving us towards being a digitally-enabled council with cost effective and responsive customer services.	As part of the PCI DSS compliance project remove assisted telephone payments and encourage customers to self-serve or sign up to direct debit for eligible services.	April 2024	Head of Customer Services	Governance, Finance and Major Projects
		Implementation of Direct Debit facility for Brown Bins.	June 2024	Head of IT, Marketing and Comms	Governance, Finance and Major Projects
		Review and update of digital strategy.	March 2025		
		Commence phased implementation of a new IT system for Environmental Services & Licensing.	December 2024	Head of Environment and Sustainability	Governance, Finance and Major Projects
30	A strong financially aware organisation with a financial strategy which supports good decision-making and capitalises on opportunities, giving confidence to external funding partners	Ensure strong financial awareness, accountability and governance across the organisation through the delivery of an internal finance training programme.	January 2025	Executive Director - Resources	Governance, Finance and Major Projects
		Once the Housing Investment Plan is complete, review the HRA Income Management Strategy and set clear priorities for HRA investment over the next five years.	March 2025	Head of Housing Assets	Operational Property and Asset Management
31	Meet our equalities responsibilities by ensuring that equality sits at the heart of our decision-making.	Develop and carry out actions for year 3 of the Equality, Diversity and Inclusion Action Plan, with a view to updating further in line with the new Corporate Plan in 2025/26.	March 2025	Head of Organisational Development	Housing, Health and Communities



# CABINET



**URN: 23-128**

**Report Title : Quarter 3 Performance Report**

**Report to: Cabinet / Scrutiny**

**Date of meeting : 4<sup>th</sup> March 2024 / 23 April 2024**

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

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

**Is this a Key decision ? No**

## **EXECUTIVE SUMMARY / INTRODUCTION FROM CABINET MEMBER**

The following presents an update on performance for the third quarter of 2023/24 (Oct – Dec) where progress is assessed against Targets which are set at the start of the financial year.

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

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

## **RECOMMENDATIONS :**

**That Committee : Note the contents of the Cabinet report which was approved by Cabinet at it's meeting on the 4 March 2024**

That Cabinet agree:

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

## 1. Introduction




This report is written to enable consideration of all performance measures and key projects within the report and to allow the continual monitoring of these throughout the year, reporting quarterly to Executive Leadership Team (ELT) / Management Team (MT). The Performance Report will also be provided to the Governance, Finance and Major Projects Portfolio holder and presented to the Council's Cabinet for approval.

## 2. Work to Date

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

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

Each report has a current status, which can be green, amber or red. At the time of writing a project report was not available for the Operations and Maintenance Base therefore no update is included in this report. Out of the remaining ten projects nine have a current green status defined as no problems or minor issues and one an amber status, defined as having problems which have been identified but with a contingency plan in place.

Key Project Current Status		Total
	Green – no problems or minor issues	9
	Amber – problems identified but contingency plan in place	1
	Red – out of tolerance serious problems	0

## 3. Performance Measures

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

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

In total there are 44 targeted and 22 monitored measures reported in the first quarter performance report. The monitored measures are reported for contextual information, this data is important information for the Council as the actions of the Council may make improvements however there is not sufficient control over the outcome to set a target.

A breakdown of the 44 targeted measures is shown below.

## Performance Measures against Targets

## Totals

	Green – Performance has met or exceeded target	28
	Amber – Performance is below target but within tolerance	6
	Red – Performance is below target and tolerance	10

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

The red status measures are:

- PR03: Collection rates Council Tax (Quarterly Cumulative)
- PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)
- PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)
- PR13(a): Internal Audit recommendations - Number of priority 1 Internal Audit recommendations outstanding
- PR13(b): Internal Audit recommendations - Number of priority 2 Internal Audit recommendations outstanding
- PR15(a): Corporate Property Portfolio % Arrears per annum
- PR15(b): Corporate Property Portfolio Total Arears amount in £'s
- EN05(b): Number of streets in the Borough meeting street cleanliness levels for Detritus (formerly NI195b)
- EN06: Contamination rate in dry recycling (Quarterly Cumulative)
- HN04: Average cost of a Void repair (Housemark Indicator) (Quarterly Cumulative)

#### 4. Financial Implications

None

#### 5. Risk Implications

None

#### 6. Legal Implications

None

#### 7. Conclusion

None

## 8. Background Papers

None

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

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




**KEY PROJECTS – SUMMARY REPORT QUARTER 3 2023/24 (OCT - DEC)**

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

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

<b>Project</b>	<b>Project Lead</b>	<b>SRO Officer</b>	<b>Current Position</b>
<b>KP01</b> – Business Incubation Units	Steve Logan (Greyfriars)	Iain Robertson	
<b>KP06</b> – Winter Gardens	Keith Henderson (Artelia UK Ltd)	Iain Robertson	
<b>KP08b</b> – Improving the Marketplace public realm	Tom Warnes (Greyfriars)	Iain Robertson	
<b>KP11</b> – The Conge Redevelopment	Claire Wilkins	Iain Robertson	
<b>KP12</b> – North Quay Redevelopment	Iain Robertson	Iain Robertson	
<b>KP13</b> – Operations and Maintenance Base	Kate Dinis (Greyfriars)	Iain Robertson	N/A
<b>KP15</b> – Library relocation & University Campus	Adri Van der Colff (Greyfriars)	Natasha Hayes	
<b>KP16</b> – Town Wall restoration & walking trail	Tracey Read	Natasha Hayes	
<b>KP17</b> – Creation of a Sculpture trail	Tracey Read	Natasha Hayes	
<b>KP19</b> – Transitional Housing Scheme	Claire Wilkins	Paula Boyce	
<b>KP20</b> – Physical Enhancements of the Railway Station Gateway	Steve Logan (Greyfriars)	Iain Robertson	

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

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Business Incubation Units	Project Sponsor	David Glason
Date of Report	07 February 2024	Project Manager	Steve Logan
Reporting Period	Q3 2023/24	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview				
The Incubator will help to achieve several of the economic and regeneration objectives within Great Yarmouth. These include increasing the amount of high quality, affordable commercial floor space, the amount of shared work facilities (to achieve higher levels of innovation), the extent of business enterprise in the town and the extent of collaboration between businesses (attraction of renewable energy industry and skilled job creation)				

Project Timetable (Key upcoming milestones)				
Milestone	Target date	Achieved Date	Status	RAG
Architect to complete RIBA Stage 3 designs for presentation to client	7 August 2023	15 August 2023	Completed	
Submit RIBA Stage 3 package to planning for approval under the South Denes Local Development Order (LDO).	30 September 2023	30 September 2023	Completed	
Achieve confirmation of conformity with LDO from GYBC planning.	Q4 23/24	December 2023	Completed	
Key activities achieved this reporting period		Areas of work for next reporting period		
Conformity with South Denes LDO achieved (equivalence to obtaining planning consent).		No further work planned. Project halted pending further sources of funding being sought.		

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.				
The project has been approved to progress up to RIBA Stage 3 and will be halted at that point. The council will be pursuing new sources of funding for the Business Incubator project to allow it to progress at a later date.				


Project Risks – the top 2 highest risks			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Large increase in inflation (minimum 15 %).	Inflationary pressures generally within the GYBC development programme have led to the temporary halting of the project after RIBA Stage 3 completion.	Red
2	No new sources of funding found.	Council to investigate new sources of funding to move forward.	Amber

Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£245,000	£0		
Funded by:				
GYBC	£0	£0		
Town Deal Fund	£245,000	£0		
Total Funding	£245,000	£0		
Actual Spend to date	£240,746	£0	To 31-01-24	

**Project Manager projections:**

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£4,254	£
FY 24/25	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	13-02-24

Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	Restoration and Commercial use of the Winter Gardens	<b>Project Sponsor</b>	Iain Robertson
<b>Date of Report</b>	19 February 2024	<b>Project Manager</b>	Simon Cash (Artelia)
<b>Reporting Period</b>	Q3 - October to December 2023	<b>Finance Officer</b>	Jane Bowgen

<b>Overall Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

To restore, re-purpose the Grade II\* Listed building, transforming both the internal and external spaces into an all-year seafront attraction for both the local community and the visitors to Great Yarmouth.

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
RIBA Stage 3 Complete Design & Report	17 <sup>th</sup> Aug 2023	August '23	Completed	
Stage 2 Grant Application	Aug 23	Aug 23	Completed	
Listed Building Permission	November 23	November 23	Granted	
HF Grant Approval Award	December 23	January 24	Completed	
Sign Grant Contract	March 2024	March 24	On Track	
Permission to Start & Start Up Meeting	March 24	March 24	On Track	

Key activities achieved this reporting period	Areas of work for next reporting period
<b>Project Management:</b> <ul style="list-style-type: none"> <li>As above</li> </ul>	<b>Project Management:</b> <ul style="list-style-type: none"> <li>Sign Grant Contract</li> <li>Risk Register update</li> <li>Programme update</li> <li>Cost Plan &amp; budget approved by Cabinet</li> <li>Permission to Start RIBA 4</li> <li>Various workshops pre-RIBA 4</li> </ul>
<b>Finances:</b> <ul style="list-style-type: none"> <li>As above</li> </ul>	<b>Finances:</b> <ul style="list-style-type: none"> <li>Approved budget Cabinet &amp; Council Feb 24</li> <li>Approved Cost Plan</li> <li>Commence fund raising strategy</li> </ul>

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

There are no project changes in this reporting period.

### Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Financial risk to Council managing project of this magnitude and national importance.	The cost plan and budget continues to be tested and reviewed at regular design stages by the appointed design team and overseen by a qualified client-side project manager.	

2	Programme delays experienced due to Historic England interventions and scheduling of decision-making requirements.	Listed Building Consent granted but review of design amends during RIBA 4 impacting on conservation & heritage Discharging of planning conditions	
3	Commercial Operator withdraws from project.	Liaison has continued following positive outcome and a partnership discussion is ongoing to continue the development of the agreement in line with the other preferred partners.	
4	Late changes to client brief: Changes lead to abortive work, increased design costs not budgeted for and delays to the project whilst re-design is undertaken. Grant Agreement may need to be extended.	Project governance requirements are factored into the programme to ensure decisions for change can be captured. Innovation gaps to be tested, costed and implemented if acceptable	
5	Construction costs continue to escalate and failure to procure suitable specialists in timber, iron/metalwork, glazing components	Continued monitoring of market conditions and execute proactive procurement strategy	


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

Funded by:			
<b>GYBC</b>	£1.079m	£0.014m	Borrowing & Revenue contribution and EMR.
<b>National Lottery Heritage Fund</b>	£8.708m	£1.362m	£9.976m grant. Additional £94k approved in June 23 for development stage.
<b>Business Rate Pool</b>	£0	£0.444m	
<b>Town Deal</b>	£6.075m	£0	£2m additional funding subject to approval May 23
<b>Public Sector</b>	£0	£0.250m	
<b>Non-Cash volunteers</b>	£0	£0.090m	
<b>Other</b>	£0	£0.258m	
<b>Total Funding</b>	£15.862m	£2.418m	
<b>Actual Spend to date to 31<sup>st</sup> October 2023</b>	£0 £0	£0.915m £0.021m	Development Stage only (budget revised to £962k) Development Stage internal PM (budget £21k)

**Project Manager projections:** Forecast as per cashflow submitted for delivery stage application in August 2023.

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
	£000	£000	£000	£000	£000	£000	£000	£000
FY 22/23								
FY 23/24							£ 0.100	£ 0.043
FY 24/25	£ 0.100	£ 0.051	£ 0.100	£ 0.052	£ 0.100	£ 0.053	£ 0.150	£ 0.062
FY 25/26	£ 1.469	£ 0.290	£ 1.469	£ 0.315	£ 1.469	£ 0.295	£ 1.969	£ 0.380
FY26/27	£ 1.547	£ 0.314	£ 1.547	£ 0.366	£ 1.994	£ 0.445	£ 1.966	£ 0.472
FY 27/28	£ 0.055	£ 0.169	-	£ 0.128	-	£ 0.108	-	£ 0.102

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

Project Highlight Report					 GREAT YARMOUTH BOROUGH COUNCIL
Project Name	Marketplace Public Realm Improvements		Project Sponsor	Iain Robertson	
Date of Report	19 <sup>th</sup> February 2024		Project Manager	Tom Warnes, Greyfriars PM	
Reporting Period	Q3 - October to December 2023		Finance Officer	Helena Craske	
Project Status		AMBER – Problems but within contingency plan			
Project Overview					
The project aim is to deliver public realm enhancements surrounding the new market building which aims to improve the functionality and sense of place for the area whilst preserving the historic character. This will be achieved through engagement with stakeholders to inform design. Decluttering, repairing, removal and reconstruction of paved surfaces. New integrated trees and planters. New street furniture and lighting.					
Project Timetable (Key upcoming milestones)					
Milestone		Target date	Achieved Date	Status	RAG
Detailed designs with Bills of Quantity issued to contractors by end December 2023		December 23	December 23	Complete	
Contractors fixed prices to be received 9 <sup>th</sup> February 2024. Further technical clarifications required around Yorkstone in southern area and contractors to return final best prices by week ending 1 <sup>st</sup> March 2024.		March 24	March 24	Ongoing	
OWG & MWG approved scope subject to fixed contract prices from contractors		Feb 24	Feb 24	Completed	
Forecast to sign construction contract		March 24		Ongoing	
Construction Start		April 24			
Construction Finish		December 24			
Key activities achieved this reporting period			Areas of work for next reporting period		
Design: <ul style="list-style-type: none"><li>Completed</li><li>Additional items to be priced up</li></ul>			Design: <ul style="list-style-type: none"><li>Completed, subject to technical adjustments in BoQ and final fixed price returns from contractors</li><li>Critical path for additional items delivery</li></ul>		
Commercial: <ul style="list-style-type: none"><li>Contract negotiations March</li></ul>			Commercial: <ul style="list-style-type: none"><li>Complete signing construction contract March 2024</li></ul>		
Programme: <ul style="list-style-type: none"><li>Start April 24</li><li>Complete December 24</li></ul>			Programme <ul style="list-style-type: none"><li>Comms Plan</li><li>Stakeholder (market traders) engagement</li></ul>		

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<b>Project Changes</b> (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.)			
Project has had to de-scope to be able to become affordable and within budget. Descoped scheme has been presented to OWG and MWG and received approval to proceed.			
<b>Project Risks – the top 5 highest risks</b>			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Programme slippage due to length of time to produce revised scope and price up revised scheme. Potential to reduce construction programme due to descoped extent of work.	Scope of work now reduced and offers programme saving in construction.	
2	Unidentified ground constraints – There is a risk that the ground conditions/utilities encountered are not as anticipated.	Undertake trial holes have been undertaken to prove the design concept. Residual risk is low, however still the possibility of services being encountered during construction.	
3	Alignment with other projects, The Place, build ongoing if further delays arise this could impact a potential start date.	Ongoing co-ordination with Palmers project team.	
4	Mixed messaging on scheme completion could cause uncertainty with local businesses.	A robust communications plan developed and implemented to ensure that stakeholders expectations are managed.	


Financial Summary				
	Capital	Revenue	RAG	Comment
<b>Total Budget Approved</b>	£5,806,000	£		
<b>Funded by:</b>				
<b>GYBC</b>	£	£		
<b>Future High Street Fund</b>	£5,624,875	£0		
<b>HAZ</b>	£181,125	£0		
<b>Total Funding</b>	£5,806,000	£		
<b>Actual Spend to date</b>	£578,884	£	To 31-01-24	

**Project Manager projections:**

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
FY 22/23	-	-	-	-	-	-	-		£
FY 23/24							£27,116		£
FY 24/25	£1,300,000		£1,300,000		£1,300,000		£1,300,000		£

Financial data verified by (name of finance officer)	Date
H Craske	13-02-24



Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	FHSF Intervention 3 The Conge	<b>Project Sponsor</b>	Iain Robertson
<b>Date of Report</b>	19 February 2024	<b>Project Manager</b>	Claire Wilkins
<b>Reporting Period</b>	Q3 – October to December 2023	<b>Finance Officer</b>	Helena Craske

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

Transforming The Conge: by 2025, The Conge is transformed with new development lining both sides of the lower half of the street connecting it to the renewed Market Place. Funding relates to the SOUTH side only.

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
Appointment of Strategic Partner	January 23		Development and Partnership Agreement between GYBC and preferred bidder finalised and awaiting signature.  Access situation requires resolution via appropriation.	
Vacant possession of South Side	January 23	March 23	All buildings are now vacant	
Demolition of buildings to the South	Delayed to February 24	WiP	Internal strip out completed and all roof structures removed. Remainder of demolition delayed due to utilities disconnection delays. Demolition due to commence 26 <sup>th</sup> February and complete mid-March.	
New planning permission to be submitted	December 23		This is an extremely tight deadline to meet other funding criteria, the Strategic Partner is working at pace on detailed designs to submit a planning application.	
Vacant possession of the Top Northeast site	April 24		Notices served upon the occupiers to expire 31 <sup>st</sup> March 24.	
Vacant possession of lower North side	Date as yet unknown		Negotiations with long leaseholders underway and additional funding being sought to aid viability.	
Key activities achieved this reporting period		Areas of work for next reporting period		
<ul style="list-style-type: none"> <li>- Roof structures removed</li> <li>- Commencement of site re-design works</li> </ul>		<ul style="list-style-type: none"> <li>- Commence &amp; complete site clearance</li> <li>- Announcement of Strategic Partnership</li> <li>- Site investigation works to inform planning app</li> <li>- Submission of new planning application</li> </ul>		

<b>Project Changes</b> (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
Cost - Within budget			
Timescales - Actions to date within deadlines to meet grant funding requirements			
<b>Project Risks – the top 5 highest risks</b>			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Lengthy delays or failure to secure vacant possession could result in loss of funding	Vacant possession of the South secured therefore moving forwards this risk no longer applies. FHSF grant conditions relating to the South have been met.	
2	Viability gap	Use of FHSF and other secure grant funding to increase viability to south side of The Conge. Strategic Partner to bring additional funding to address remaining viability gap, will remain a risk until grant secured. Additional funding streams being considered to support delivery of both the North and South sites.	
3	Failure to secure vacant possession of North side of site due to long leasehold interests, area overall will not achieve the place-making benefits sought.	Property and Assets negotiating with leaseholders, alongside securing additional funding to enable lease extinguishment. Notices already served on the Top North section not affected by long leases.	
4	Key town centre site remains demolished / vacant	Contract with Strategic Partner incorporates long-stop date.	


Financial Summary				
	Capital	Revenue	RAG	Comment
<b>Total Budget Approved</b>	£1,093,882	-		£883,882 for South Side and £210,000 for North Side

Funded by:			
<b>GYBC</b>	£220,000		
<b>Future High Street Fund</b>	£654,727		
<b>Other grant funding</b>	£219,155		
<b>Total Funding</b>	<b>£1.093,882</b>		
<b>Actual Spend to date</b>	£747,260		To 31-01-24

**Project Manager projections:**

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£346,622	£
FY 24/25	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	31.01.24

Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	North Quay Riverside Gateway	<b>Project Sponsor</b>	Iain Robertson
<b>Date of Report</b>	19 February 2024	<b>Project Manager</b>	Greyfriars (Infrastructure) Lambert Smith Hampton (land assembly)
<b>Reporting Period</b>	Q3 – October to December 2023	<b>Finance Officer</b>	Helena Craske

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

Comprehensive redevelopment of the North Quay Riverside Gateway in Great Yarmouth – a strategic site allocation in the Great Yarmouth Local Plan and North Quay SPD 2020. Town Deal & LUF 2 spend by 31<sup>st</sup> March 2026

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Procurement of a Development Partner – PIN issued August; developer contact commenced. Developer awareness event held on 13 <sup>th</sup> September. Contract Notice to be published March 2024 to procure a development partner.	March 2024	WiP	On track	
Procurement of a Development Partner - Target contract award Autumn 2024 Once developer appointed, pursue masterplan design process and planning application	Sept '24	WiP	On track	
CPO team appointed. Cabinet Report required for final approval to make CPO with Statement of Reasons	March-September 2025		On track	
Land Assembly team appointed. Cabinet approved Land Assembly & Engagement Strategy in July 2023 with budget. Strategy implemented, all persons having a property interest in North Quay contacted. Inspections, valuations and negotiations ongoing to site assemble.	March to September 2025	WiP	On Track	
Vauxhall Bridge survey completed in January 24. Development constraints plan highlighting technical constraints (e.g. UKPN HC cable, water main etc) completed. Flood resilience strategy at early stages with the EA and Balfour Beatty instructed via the CPE to undertake engineering solution options for the future masterplan.	2024/25	WiP	On track	
Reclaim Public Highway	Sept 2024	WiP	On track	
Flood Defences – ongoing engagement with the EA, CPE and BB who are producing a costed options report	March 2024	WiP	On track	
Planning application for scheme	March 25	WiP	On Track	

CPO Vesting Order	March 26		On Track	
Key activities achieved this reporting period		Areas of work for next reporting period		
<ul style="list-style-type: none"><li>• DLUHC engagement</li><li>• Sharpe Pritchard &amp; LSH initiate PIN to secure development partner 2024</li><li>• Developer awareness event / REVO promotion / Developer engagement and procurement launch September 2023</li><li>• Cabinet report approved Land Assembly &amp; Engagement Strategy and budget</li><li>• GYBC implemented the strategy</li><li>• NCC to commence proceedings to enforce Highways Acts against landowner re Vauxhall Bridge highways land</li><li>• Report to Cabinet requesting approval to project budget to 31<sup>st</sup> March 2026</li></ul>		<ul style="list-style-type: none"><li>• Procurement tender documents to be completed</li><li>• Pursue Land Assembly strategy</li><li>• Engage with landowners, tenants</li><li>• Engage with developers</li><li>• Prepare Planning Strategy</li><li>• Engage with stakeholders, planners</li><li>• Issue Contract Notice &amp; ITT March 24</li><li>• Complete critical path programme</li><li>• Ongoing engagement with Environment Agency / EPOCH 3 Compartment G / Coastal Partnership East re: Innovative Resilience Fund and ongoing repairs and maintenance to flood defences</li><li>• Balfour Beatty costed scoping report awaited 2024</li><li>• Progress scope &amp; design of gateway infrastructure work subject to engagement with potential developer partners</li><li>• Progress scope of work and triparty agreement for securing sustainable future for Vauxhall Bridge</li><li>• Secure enforcement of highway rights regarding the land south of Vauxhall Bridge</li><li>• Communications strategy to be finalised and approved</li></ul>		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.				
No project changes this period.				
Project Risks – the top 5 highest risks				
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG	
1	Failure to secure sufficient land holdings	Land Assembly Strategy with budget approved and team implemented. Engagement with property owners has commenced.		
2	Lack of developer interest following open procurement	Ongoing engagement with potential developer partners via LSH. GYBC consider going alone to pursue masterplanning and planning permission		
3	Viability - insufficient funding to deliver the project	LSH viability options & engagement with potential developers & funding partners		
4	CPO – Committee does not approve resolution or local objections raised	Project team to work closely with nplaw and appointed consultants to draft resolution		


Financial Summary				
	Capital	Revenue	RAG	Comment
<b>Total Budget Approved</b>	£27,300,000	£0		

Funded by:				
GYBC – Levelling up Match	£2,200,000	£0		
GYBC Cap. Programme	£2,500,000	£0		
Town Deal Fund	£2,600,000	£0		Deadline for spend Mar 2026
Levelling Up Fund	£20,000,000	£0		Awarded January 2023. Deadline for spend Mar 2026
<b>Total Funding</b>	£27,300,000	£0		
<b>Actual Spend to date</b>	£759,268	£0		Actual spend to 31-01-24

**Project Manager projections:**

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£1,500,000	£
FY 24/25	£	£	£11,000,000	£	£	£	£10,850,000	£
FY 25/26	£	£	£2,540,732	£	£	£	£650,000	£

Financial data verified by (name of finance officer)	Date
Helena Craske	13-01-24

Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	University Centre	<b>Project Sponsor</b>	Natasha Hayes
<b>13 November</b>	13 February 2024	<b>Project Manager</b>	Adri Van der Colff
<b>Reporting Period</b>	Q3 – October to December 2023	<b>Finance Officer</b>	Helena Craske

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

The project involves the full refurbishment of the former Palmers Department store in the Marketplace to create a home for the relocated public library and a new University Centre. The overall aim of the co-located 'learning centre' is to improve access to learning at all levels, to increase the levels of skills and ultimately to improve employability in Great Yarmouth. The Library Relocation and University Centre is a partnership between Great Yarmouth Borough Council, East Coast College, the University of East Anglia and the University of Suffolk.

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Lease and Agreement to Lease to be finalised and signed off	January 2024	Ongoing - March 2024	Agreed in principle by lawyers – awaiting hardcopy contracts to be signed by March 2024	
Roof repair works to building – commenced September 2023 for completion March 2024	March 2024	Ongoing - March 2024	Works are underway. Anticipated completion March 2024. Topping out ceremony planned for April 2024.	
New hoardings to advertise courses and events on offer	March 2024	Ongoing - March 2024	Agreeing wording and layout with partners	
Plans for opening programme and temporary library provision during closure period underway	July 2024	Ongoing - July 2024	Exploring a mobile library being positioned in car park.	
Project completion including period for client fit-out and move.	October 2024	Anticipated to be delayed to 31/11/2024	On track – delay of up to 4 weeks anticipated due to unforeseen issues with further asbestos and condition of roof trusses. Tenants alerted. Revised programme expected from Morgan Sindall end of February.	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> <li>Roof works and main fit-out project to continue in line with programme. Morgan Sindall appointed all remaining subcontractor packages.</li> </ul>	<ul style="list-style-type: none"> <li>Roof works completed and topping out ceremony conducted</li> <li>Main fit-out project to continue</li> </ul>

<ul style="list-style-type: none"><li>• Site visits by several student groups from East Norfolk Sixth Form College and East Coast College (40 students in total).</li><li>• 2 T-level students from East Norfolk Sixth Form College appointed to do their industrial work placement at The Place</li><li>• Review of sustainability and net-zero measures</li><li>• Partnership agreement about running of building and curriculum offer in development</li></ul>	<ul style="list-style-type: none"><li>• Revised programme with new completion date anticipated to take account of unexpected issues on site</li><li>• Operational Management board formed and meetings underway</li><li>• Hardcopy leases signed by tenants</li><li>• Furniture packages out to competitive tender</li><li>• Audience Development working group formed</li></ul>		
<b>Project Changes</b> (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
No scope changes. No budget changes. Programme to be reviewed and re-sequenced by contractor to take into account unforeseen issues with asbestos and roof structure. Revised completion date for occupation expected to be 31/11/2024.			
<b>Project Risks – the top 5 highest risks</b>			
<b>Issue No</b>	<b>Significant Risk/Issue Description</b>	<b>Mitigation actions</b>	<b>RAG</b>
1	The inflationary market and supply and lead-in issues are resulting in programme and cost issues across the industry.	Fixed contract price prevents contractor from offloading further inflation costs on the client. £1,005,000 from other Town Deal projects redirected to accommodate inflationary increase from RIBA Stage 3 – approved by central government. Part-order placed with contractor to allow order of items with long lead-in times.	
2	It may not be possible to incorporate all sustainable technology to give the building a good EPC rating and help tenants save on their energy bills. This is due to sharp inflationary increases in mechanical equipment.	Cost of new technology (e.g. air source heat pumps and PV panels) included in Morgan Sindall price. It was not necessary to cut out any sustainable solutions as part of value engineering. Good sustainability / net zero outcomes achieved when put through model.	
3	There may be significant structural /load-bearing issues with the Palmers building which makes it unsuitable as a library. The existing drains may also not be adequate.	Strip-out revealed that the structure is broadly sound and suitable for the new intended purpose. Structural and civil surveys are ongoing to underpin detailed design.	
4	It may not be possible to reach an acceptable negotiated contract price with the SCAPE contractor, in which case an alternative procurement route via Find-a-Tender (post-Brexit OJEU open tender) will have to be pursued, which could result in delays.	Price was agreed with Morgan Sindall which is within the budget	
5	Unexpected issues with the building encountered during the refurbishment period could cause delays and increased costs.	Additional asbestos uncovered as well as rotten roof trusses and other issues with fire protection. Could lead to a delay of a month. This risk will remain open while the	

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		roof is being repaired and internal strip-out underway due to the age and condition of the building. Partners (tenants) have been made aware of this potential slippage and do not anticipate significant issues operationally or commercially.	
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Financial Summary				
	Capital	Revenue	RAG	Comment
<b>Total Budget Approved</b>	£18,170,585	£267,000		Costs based on contract sum

Funded by:			
GYBC	£694,312	£0	Borrowing
Norfolk Strategic Fund (business rates)	£0	£190,000	Grant for project development costs
One Public Estate Phase 8	£0	£77,000	Grant for project development costs
Future High Street Fund	£4,090,659	£0	Capital funding grant
Town Deal Fund	£8,468,947	£0	Includes £1,005,000 inflationary increase
Norfolk County Council	£2,000,000	£0	Capital contribution to project (library element)
East Coast College / University of Suffolk partnership	£2,916,667	£0	Capital contribution to project (university element) - VAT non-recoverable = £3,500,000
<b>Total Funding</b>	<b>£18,170,585</b>	<b>£267,000</b>	
<b>Actual Spend to date</b>	£4,298,697	£267,000	Capital spend to 31-01-24. Revenue - Project development to RIBA Stage 2, no further revenue spending expected.

**Project Manager projections:**

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£0	£4,040,170	
FY 24/25	3,208,009	£0	£3,804,947	£0	£2,075,312	£0	£743,450	

Financial data verified by (name of finance officer)	Date
Helena Craske	14/02/2024

Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	Public Wayfinding and Sustainable Connectivity Town Wall Restoration	<b>Project Sponsor</b>	Natasha Hayes
<b>Date of Report</b>	13 <sup>th</sup> February 2024	<b>Project Manager</b>	Tracey Read/Hannah Taylor
<b>Reporting Period</b>	Q3 October to December 2023	<b>Finance Officer</b>	Jane Bowgen

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

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

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
Production of Conservation Plan	Dec 2022	Dec 2022	Complete	
Production of comprehensive project plan	Q4 2023	In development	On track	
Procurement of professional team	Q1 2024		On track	
Procurement of contractor	Q1 2024		On track	
Works start date	Q2 2024		On track	
Works completion	March 2026		On track	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> <li>Project Planning Phase</li> <li>Town Wall mapping of wayfinding route and opportunities for enhancements completed – presented and approved by OWG</li> <li>Indicative costings drafted</li> <li>Draft project plan produced</li> <li>Need for QS support identified re costing plans</li> <li>Liaising with Historic England re Ancient Monument Consent requirements</li> <li>Civic Society and volunteers engaged</li> </ul>	<ul style="list-style-type: none"> <li>Development to RIBA 3</li> <li>Proposals to be costed and project plan to be finalized</li> <li>Tender for condition survey for the wall before commencement of any works</li> <li>Mapping of ownership of all sections of all to be completed</li> <li>Planning to be engaged</li> <li>Link to Long-Term Plan</li> </ul>

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

Nothing to report

### Project Risks – the top 5 highest risks

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

## Financial Summary

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


### Funded by:

<b>GYBC</b>	£0	£0	
<b>Town Deal Programme</b>	£0.335m	£0	
<b>Heritage Action Zone</b>	£0.185m	£0	HAZ Programme – match funding non cash
<b>Historic England</b>	£0	£0.090m	HE Funding agreement 2122 – 2324– match funding non cash
<b>Total Funding</b>	<b>£0.520m</b>	<b>£0.090m</b>	£0.610m
<b>Actual Spend to December 2023</b>	£0.185m	£0.036m	HAZ and Historic England Town Wall spend.

### Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23					-	-	£0.185m	£0.030m
FY 23/24	-	-	-	-	-	-	-	£0.060m
FY 24/25	-	-	-	-	-	-	£0.240m	-
FY 25/26	-	-	-	-	-	-	£0.095m	-

Financial data verified by (name of finance officer)	Date
J Bowgen	14/02/2024

Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	Public Wayfinding and Sustainable Connectivity Sculpture Trail	<b>Project Sponsor</b>	Natasha Hayes
<b>Date of Report</b>	14 <sup>th</sup> February 2024	<b>Project Manager</b>	Tracey Read
<b>Reporting Period</b>	Q3 – October to December 2023	<b>Finance Officer</b>	Jane Bowgen

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

Sculpture and public art trails radiating from the town centre will create visual rhythms of connectivity supporting wayfinding and signposting. The project will strategically populate the urban area with sculpture and public art creating an outdoor gallery carefully located for navigation and to connect the town.

The project will deliver 30 permanent works of public art/sculpture in various forms including traditional sculpture and street art. This will be complemented with an annual sculpture event where a significant art exhibition is staged for a 4-week period.

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
Feasibility stage	Dec 2022	Dec 2022	Complete	
Concept design	Feb 2023	Q2 2023/24	Complete	
Sculpture procurement	Q4 2023/24	Q4 2023/24	On track	
Installation start	Q2 2024/25	Q2 2023/24	On track	
Project completion	Q3 2024/25	Q3 2024/25	On track – in line with TD funding completion	

Key activities achieved this reporting period	Areas of work for next reporting period
<p>Open procurement took place from Sep to Nov 2023; 98 submissions received</p> <p>Public Art Panel met to shortlist 15<sup>th</sup> Nov 2023 and agree final pieces 3<sup>rd</sup> Jan 2024</p> <p>Town Centre MWG approved final pieces and locations 13<sup>th</sup> Feb 2024</p> <p>Artists contacted and agreement drafted for each artist for signing</p>	<ul style="list-style-type: none"> <li>Artists to be awarded contracts/sign artist agreements</li> <li>Member agreement on some final changes to location of sculptures</li> <li>Engagement of project manager</li> <li>Press release re final pieces</li> <li>Public engagement to take place</li> <li>Planning applications to be drafted/submitted</li> <li>Site surveys to take place</li> <li>Move into 'development' phase with artists</li> <li>Procurement of contractor or addendum to public realm contract, for artworks installation</li> </ul>

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

Nothing to report

### Project Risks – the top 5 highest risks

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

3	Planning permission required	Officers to work closely with GYBC Planning Team to ensure all, if any, conditions can be met	
4	Site suitability	Site surveys to take place	
5	Public perception/negativity	Robust communications plan	

### Financial Summary

	Capital	Revenue	RAG	Comment
<b>Total Budget Approved</b>	£0.295m	£0		Town Deal Connectivity Public Wayfinding
<b>Funded by:</b>				
<b>GYBC</b>	£0m	£0		
<b>Town Deal Programme</b>	£0.273m	£0		
<b>Future High Street Fund</b>	£0.050m	£0		Mkt place sculpture - Match funding noncash
<b>Great Yarmouth Preservation Trust</b>	£0.020m	£0		Blackfriars Road Sculpture GYPT spend - Match funding noncash
<b>Norfolk County Council</b>	£0.05m	£0		Contribution to mkt place sculpture. (was £60k now £5k as per DB) – match funding noncash
<b>Total Funding</b>	<b>£0.333m</b>	£0		
<b>Actual Spend to 31<sup>st</sup> January 2024</b>	£0	£0		

### Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 23/24	-	-	-	-	-	-	£0.108m	-
FY 24/25	-	-	-	-	-	-	£0.224m	-

Financial data verified by (name of finance officer)	Date
J Bowgen	14/02/2024

# Project Highlight Report



<b>Project Name</b>	Transitional Housing Scheme	<b>Project Manager</b>	Claire Wilkins
<b>Date of Report</b>	25.1.24	<b>Project Sponsor</b>	Paula Boyce
<b>Reporting Period (Quarter months)</b>	Q3 - October to December 2023	<b>Finance Officer</b>	Helena Craske – Capital

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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## Project Overview

Purchase of 7 properties 'off the shelf' to be used as 'Transitional Housing' to meet the needs of those with low or medium support needs who are rough sleeping or at risk of rough sleeping.

Project to be delivered in 2 Phases. (One block of three flats, one block of 4 flats)

<b>Key activities achieved this reporting period</b>	<b>Areas of work for next reporting period</b>
<ul style="list-style-type: none"> <li>- DLUCH agreed to additional funding to support purchase of 4 properties in Phase 2</li> <li>- Due diligence underway for Phase 2</li> </ul>	<ul style="list-style-type: none"> <li>- Progression of the purchase of the remaining homes to deliver the complete project.</li> </ul>

## Project stage tolerance status

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


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

Phase 2 - Will now be for 4 homes as opposed to 3 (overview above amended) as DLUCH have agreed additional funding to support an additional home.

<b>Issue No</b>	<b>Significant Risk/Issue Description</b>	<b>Mitigation actions</b>	<b>RAG</b>
1	Failure to secure replacement 4 dwellings to complete Phase 2 within funding timescales and within budget.	Replacement properties identified and due diligence (on fire safety / building control sign offs etc) underway	
2	Interest rate increases since the outset of the project are having significant impact on viability of proposed purchases.	Additional funding agreed by DLUHC to support delivery.	

Financial Summary			
	Capital	Revenue	Notes on Background
<b>Total Budget Approved</b>	£755,512		
<b>Funded by:</b>			
<b>GYBC</b>	£325,115		
<b>Homes England Grant and GYBC Capital contribution</b>	£430,397	£45,682	Revenue grant funding to subsidise cost of support worker
<b>Actual Spend to date</b>	£332,242	£0	To 31-12-23
<b>Total Funding Utilised</b>	£332,242		
<b>Income Achieved</b>	£0		
<b>Savings Achieved</b>	£0		
<b>Financial data verified by;</b>			<b>Date</b>
Helena Craske (Capital)			25-01-24



Project Highlight Report		 <b>GREAT YARMOUTH</b> BOROUGH COUNCIL	
<b>Project Name</b>	Improvements to Great Yarmouth Rail Station	<b>Project Sponsor</b>	Iain Robertson
<b>Date of Report</b>	9 <sup>th</sup> January 2024	<b>Project Manager</b>	Steve Logan
<b>Reporting Period</b>	1 <sup>st</sup> October – 31 <sup>st</sup> December 2023	<b>Finance Officer</b>	Helena Craske

<b>Project Status</b>			<b>GREEN – no problems or only minor issues</b>
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### Project Overview

To improve a key commuter/visitor gateway to enhance physical connectivity and sustainable transport. Improving the arrival by rail to Great Yarmouth is crucial to encourage sustainable travel choices by workers and visitors. Investment has been made by Abellio into the rolling stock and the signaling however this is not translating into significant numbers travelling via train. The Great Yarmouth Transport Strategy notes 'The main station building in Great Yarmouth serves as a poor gateway feature to the town'. Town Deal funding to be used for minor capital improvements to the station building.

### Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Approval of Town Deal summary documents enabling funds to be spent	June 2022		Completed	
Discussion with Greater Anglia on procurement strategy and scope of works	November 2023		Ongoing	
Greater Anglia to procure the works – finalisation and acceptance of tenders	January 2024		On track	
Commencement of works	February 2024		On track	
Completion of Towns Fund element of the works	31 March 2024		On track	
Completion of Norfolk Community Rail Partnerships / Changing Places element of the works	June 2024		On track	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> <li>Agreement on funding process reached between GYBC and Greater Anglia</li> <li>Works scoped out with Greater Anglia and Community Rail Partnerships which include: a Changing Places facility in the main building &amp; improved 'out of hours' entrance/exit with a brighter/safer experience.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of tender process and acceptance of suppliers (being carried out by GA)</li> <li>Agreement of costed works to be undertaken - by all parties</li> </ul>

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

The method of procurement has changed, now using the services of the Norfolk Community Rail Partnership to co-ordinate and procure suppliers on behalf of Greater Anglia. This will allow the faster procurement of suppliers, having experience in delivering at Lowestoft Rail Station.

### Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Improvement costs exceed budget	The works have been scoped out on an item by item basis, none of which are contingent on each other. Once prices	

		received, then if over budget, a prioritisation process will take place to ensure the project remains within budget.	
2	Suppliers unable to supply works/products within programme	Early engagement with suppliers during tender process, to ensure that programme is clear, and working within programme dates is part of the tender approval process.	
3	Inflation/increased costs of materials	Ensure that there is no delay between selection of suppliers and closing the contract.	
4	Planning consent needed, which would have programme implications.	Assess all elements of the works which are being procured by Greater Anglia and ensure planning matters are assessed.	
5	Greater Anglia make strategic decision to not engage with procuring the works, leaving not enough time for GYBC to pick up the threads and move forward on programme.	Maintain close communications with Greater Anglia.	

Financial Summary				
	Capital	Revenue	RAG	Comment
<b>Total Budget Approved</b>	£52,180.00	£150,000.00		

Funded by:			
<b>GYBC</b>	£0	£0	
<b>Town Deal Fund</b>	£0	£150,000.00	
<b>Norfolk Community Rail Partnership</b>	£52,180.00	£0	
<b>Total Funding</b>	£52,180.00	£150,000.00	
<b>Actual Spend to date</b>	£0	£0	

Forecast spend Project Manager projections:	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 22/23 Actuals	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£52,180.00	£150,000.00
FY 23/24 Actuals	£							
FY 24/25	£	£	£	£	£	£	£	£
FY 24/25 Actuals	£							
<b>Totals:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

Financial data verified by (name of finance officer)	Date
Helena Craske	25-01-24

## PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 3 (OCT – DEC) 2023/24

## OPERATIONAL MEASURES

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
PR01: Average time to assess Housing Benefit: New claims (Quarterly Cumulative)	13 days	16 days	15 days	13 days	13 days	16 days	G	↑	↔
PR02: Average time to assess Housing Benefit: Change in circumstances (Quarterly Cumulative)	9 days	10 days	9 days	11 days	9 days	10 days	G	↔	↑
PR03: Collection rates Council Tax (Quarterly Cumulative)	80.5%	81.3%	54.2%	80.8%	96%	96%	R	N/A	↓
<p>Commentary: Council Tax collection is 0.8% below the target figure above, but is only 0.3% below last years collection rate at Quarter 3. The reasons for being below target can be attributed to the following; (i) An increase of over £470,000 additional income has been raised following a review of single resident discounts which finished in November and an increase in the number of new properties brought into the Council Tax Valuation List to date. This increase in additional income raised in recent months has changed the expected collection profile. (ii) The Magistrates Court moved the monthly Liability Order Court dates back by one month from August. This has delayed the speed we can obtain and enforce those Liability Orders. (iii) The economic and cost of living issues are likely to be having an impact on collection too. Other Norfolk Councils are also experiencing falls in their expected council tax collection ranging from -0.3% to -0.5% compared to the previous year. As we are only 0.3% below last years Quarter 3 outturn i would anticipate that the Council Tax collection desired target of 96% at the end of the year is within reach.</p>									
PR04: Empty Homes									
a) Number of long term empty homes (6 months or more)	581	Less than 600	605	587	584	Less than 600	G	↑	↑
b) Number of long term empty homes (Over 2 years) (Snapshot at last day of quarter)	163	Less than 160	155	135	144	Less than 160	A	↓	↓
PR05: Collection rates NNDR (Quarterly Cumulative)	79.8%	80%	54.8%	80.7%	97.8%	97.5%	A	N/A	↓
PR06: Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)	91.4%	90%	83.93%	91.4%	80.16%	90%	G	↑	↔

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
PR07: Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly)	0m 52s	1m 30s	1m 40s	00:52	2m 30s	1m 30s	G	↑	↔
PR08: Percentage of FOI and EIR requests responded to within 20 working days (Quarterly Cumulative)	97%	92%	96%	86%	88%	92%	G	↑	↑
PR09: % of completed Full Performance Reviews (Quarterly Cumulative)	85%	85%	85%	77%	85%	90%	G	↔	↑
PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)	8.02 days	6.3 days	5 days	9.49 days	12.25 days	8.5 days	R	N/A	↑
<p>Commentary: At the end of Q3 sickness absence is reported at 8.02 days per FTE. Whilst this is over the target for Q3 of 6.3 days per FTE, there is a reduction in the levels of sickness absence when compared to the same period last year (1.47 days less have been lost to sickness absence based on the same quarter in 2022/23). 57% (255) of all staff had had a period of absence by the end of the third quarter. The number of incidents (how many times someone has had a period of absence) in the last 9 months has reduced by 122 since the same time last year.</p> <p>Long term absence has decreased by 9 people but there has been a slight increase in the number of hours lost (841) when compared to the same period last year.</p> <p>The Chartered Institute of Personnel and Development (CIPD), in its 23rd annual Health and Wellbeing at work report, shows the highest levels of sickness absence in over a decade. The average rate of Public Sector employee absence now stands at 10.6 days per employee per year. Whilst we still remain above our target days lost per FTE, our absence rates are reducing which is against the national trends.</p>									
PR11: Council spend on apprenticeships as a % of apprenticeship levy (Quarterly Cumulative)	72%	Monitor	64%	20%	58%	Monitor	N/A	↑	↑
PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)	48%	71%	27%	63%	89%	100%	R	↑	↓
<p>Commentary: Information regarding the performance of this indicator has been requested from Internal Audit and will be reviewed / discussed by Audit &amp; Risk Committee.</p>									

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
PR13: Internal Audit recommendations									
a) Number of priority 1 Internal Audit recommendations outstanding	11	3	13	New Measure	New Measure	3	R	↑	N/A
b) Number of priority 2 Internal Audit recommendations outstanding	34	9	36	44	32	9	R	↑	↓
Commentary: Information regarding the performance of this indicator has been requested from Internal Audit and will be reviewed / discussed by Audit & Risk Committee.									
PR14: Corporate Property Portfolio Revenue Growth per annum (Quarterly Cumulative)	51%	1.89%	100%	4.11%	13.29%	2.50%	G	↓	↑
Commentary: Based upon a base level of £42,088 in existing leases which have raised to £82,073 .									
PR15: Corporate Property Portfolio									
a) % Arrears per annum	11.2%	7.5%	4.4%	7.68%	4.05%	7.5%	R	↓	↓
b) Total Arears amount in £'s	£299,760	£100,000	£45,304	£301,114	£208,086	£100,000	R	↓	↑
Commentary: Unpaid invoices from 6 companies account for £150,000 of the outstanding arrears, with another £23,000 of the arrears awaiting a credit note. The 6 compaines in arrears have all been contacted and we are expecting to see a large reduction in the arrears over coming quarter and to be back on track for Q4.									
PR16: Corporate Property Overall Occupancy levels per annum (Quarterly Cumulative)	88.1%	90%	80%	97.01%	97.01%	90%	A	↑	↓
Commentary: Figure of 88.1% expected to increase with ongoing data cleanse of system to achieve target by end of year									
PR17: Payment of Invoices within 30 days (%) (Quarterly Cumulative)	95.5%	90%	94%	93.2%	92%	90%	G	↑	↑

## PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 3 (OCT – DEC) 2023/24

### DEVELOPMENT CONTROL MEASURES

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
ED01: Planning applications: Major applications determined within 13 weeks or as agreed extension (Quarterly Cumulative)	83%	80%	100%	100%	96%	80%	G	↓	↓
ED02: Planning applications: Non Major (Minor or Other) applications determined within 8 weeks or as agreed extension (Quarterly Cumulative)	87%	80%	88%	71%	84%	80%	G	↓	↑
ED03: Percentage of Major planning applications processed within 13 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	93%	80%	91%	98%	90%	80%	G	↑	↓
ED04: Percentage of Non Major planning applications processed within 8 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	82%	80%	83%	84%	80%	80%	G	↓	↓
ED05: Percentage of Major planning applications overturned on appeal over the last 24 months (Quarterly Cumulative)	0%	3%	0%	2%	2%	3%	G	↔	↑
ED06: Planning Appeals: Percentage of Non Major Planning applications overturned on appeal over the last 24 months of an authority's total number of decisions on applications (Quarterly Cumulative)	0.5%	6%	0.6%	0.76%	0.58%	6%	G	↑	↑
ED07: Building Control: The percentage of building regulation applications where a decision notice is issued within the eight week statutory period. (Quarterly Cumulative)	100%	100%	100%	95%	87.5%	100%	G	↔	↑
ED08: Percentage of Land Charges search returns sent within 10 working days. (Quarterly Cumulative)	90%	90%	88%	95.78%	78.4%	90%	G	↑	↓
ED09: Enterprise Zone: Beacon Park: % of empty floor space across Beacon Park (Quarterly Snapshot at last day of quarter)	0.74%	3%	0.74%	0.74%	0.74%	3%	G	↔	↔

## PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 3 (OCT – DEC) 2023/24

### ENVIRONMENTAL MEASURES

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
EN01: Food Hygiene									
a) % of food premises scoring 3 star food hygiene ratings or above (Snapshot at last day of quarter)	97.7%	90%	97.8%	97.4%	96.6%	90%	<b>G</b>	↓	↑
b) % of scheduled Cat A food premises inspections completed (Snapshot at last day of quarter)	100%	100%	100%	New Measure	New Measure	100%	<b>G</b>	↔	N/A
c) % of scheduled Cat B food premises inspections completed (Snapshot at last day of quarter)	100.0%	100%	100%	New Measure	New Measure	100%	<b>G</b>	↔	N/A
d) % of new food premises inspections completed (Snapshot at last day of quarter)	94.4%	100%	88.1%	New Measure	New Measure	100%	<b>A</b>	↑	N/A
Commentary: 1 category B premises closed. New premises 180 received, 136 inspected, 34 closed.									
EN02: Garden waste service: Number of households taking up garden waste bin service. (Quarterly Cumulative)	11,268	10,500	11,251	10803	10916	10,500	<b>G</b>	↑	↑
EN03: Percentage of total domestic waste collected which is sent for recycling (Quarterly Cumulative)	32.01%	35%	36.64%	33%	32.5%	35%	<b>A</b>	↓	↓
Commentary: We have seen a higher proportion of waste versus recycling material in this Quarter. This is measured by weight and as such due to the amount of recycling packaging being removed or reduced in size and weight by manufacturers this is impacting on the weight of the recycling being collected. This will obviously impact on this ratio.									
EN04: Number of Flytips reported (Quarterly Cumulative)	874	Monitor	676	901	1171	Monitor	N/A	N/A	↑



Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
EN05: Number of streets in the Borough meeting street cleanliness levels for:									
a) Litter (formerly NI195a)	98%	95%	99%	97.9%	100%	95%	G	↓	↑
b) Detritus (formerly NI195b) (Snapshot at last month of quarter)	86%	95%	98%	93.6%	92.3%	95%	R	↓	↓
Commentary: The Council has focussed its auditing on the outer parishes where we are aware there have been some issues with street cleansing, therefore it is important to note this result is not reflective of the borough as a whole. There have also been times in this quarter due to the age of the street sweeper vehicles, they have been off the road for periods of time. These issues are being addressed through revised operational plans that determine the street sweeping regimes with new route mapping taking place as well as the purchase of 2 new street sweeping vehicles in 24/25.									
EN06: Contamination rate in dry recycling (Quarterly Cumulative)	23.3%	19%	23.5%	19.5%	19.4%	19%	R	↑	↓
Commentary: Whilst this is still showing as red, there has been an improvement with the contamination rate reducing and coming closer to our target. The Council continues to trial a project to reduce contamination further, the results of this expected during Qtr 4 and will then be rolled out across other area of the Borough if successful.									

# PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 3 (OCT – DEC) 2023/24

## HOUSING MEASURES

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
HN01: Great Yarmouth Housing rent: GYBC rent collection rate									
a) Rent collected as % of rent (snapshot at end of quarter)	100%	97%	97.3%	100%	99.5%	97%	G	↑	↔
b) Arrears as a % of rent debit (snapshot at end of quarter)	0%	3%	2.7%	0%	0.5%	3%	G	↑	↔
c) Arrears of Rent and Service Charge (Quarterly Cumulative)	£157,752	£172,278	£183,389	£123,403	£122,367	£203,601	G	↑	↓
d) Amount of arrears recovered (former years arrears from current tenants) per quarter	£122,000	Monitor	£73,370	£231,110	£120,580	Monitor	N/A	↓	↑
Commentary: Rent income is shown at 100% as in Q3, £554k more income was collected than was due reflecting the two "rent free" weeks in December. At the end of Q3 there was a reduction in the amount of arrears of rent and service charges compared to Q2. Please note that at d) the amount of former years arrears recovered had increased and the figure for Q2 has been corrected (showing an increase on the prior reported figure).									
HN02: Number of Number of Social housing applicants on Housing Register	896	Demand led	616	1046	326	Demand led	N/A	↓	↑
HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	24 days	25 days	24 days	33 days	32 days	25 days	G	↔	↑
HN04: Average cost of a Void repair (Housemark Indicator) (Quarterly Cumulative)	£4,843	£3,051	£4,132	£3,512	£3,341	£3,051	R	↓	↓
Commentary: Void Cost has risen in quarter 3 with monthly average void costs being Oct £5.9k, Nov £5.6K & Dec £5.2K, these above average costs have caused the cumulative void average costs to increase. Assets continue to work to drive void costs down.									
Of the 228 voids completed by GYN in Q1, 2 & 3 2023/24, 41 needed significant revenue works due to their returned condition, these "Larger" voids had average cost of over £12K and have caused an increase in the Q1-3 average cost. The 187 "Standard" voids completed had the expected average cost of £3.2K.									




Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
HN05: Percentage of residents: a) very or fairly satisfied with the repairs service they received (Social Housing Regulator TP02 measure) b) very or fairly satisfied with the condition of their new home	74% 70%	Monitor Monitor	80% 74%	94% New Measure	Not Available New Measure	Monitor Monitor	N/A N/A	↓ ↓	↓ N/A
Commentary: Concerns regarding cleanliness and internal decoration of applicants new home were areas of significant concern that impacted satisfaction. An internal review is currently being undertaken to address these concerns.									
HN06: Average cost of a standard responsive repair (Housemark Indicator) (Quarterly Cumulative)	£135	£167.53	£134.41	New Measure	New Measure	£167.53	G	↓	N/A
HN07: Customer Perception - Total number of repairs completed first time as a % of total repairs completed (Quarterly Cumulative)	85%	Monitor	83%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN08: Number of Disabled Facilities Grant (DFGs) a) Number of completions b) Number of calendar days from GYBC receipt of D(OT)2 recommendation to works complete in the quarter.	19 283	Monitor Monitor	12 214	18 New Measure	77 New Measure	Monitor Monitor	N/A N/A	↑ ↓	↑ N/A
HN09: Percentage of tenants either very satisfied or fairly satisfied with the service they received (Social Housing Regulator TP01 measure) (Quarterly)	74%	Monitor	79%	New Measure	New Measure	Monitor	N/A	↓	N/A
HN10: Percentage of tenants either very satisfied or fairly satisfied with the time taken to complete their most recent repair after reporting it (Social Housing Regulator TP03 measure) (Quarterly)	77%	Monitor	79%	New Measure	New Measure	Monitor	N/A	↓	N/A
HN11: Percentage of tenants either very satisfied or fairly satisfied that their home is well maintained (Social Housing Regulator TP04 measure) (Quarterly)	79%	Monitor	77%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN12: Percentage of tenants either very satisfied or fairly satisfied that their home is safe (Social Housing Regulator TP05 measure) (Quarterly)	80%	Monitor	80%	New Measure	New Measure	Monitor	N/A	↔	N/A

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
HN13: Percentage of tenants either very satisfied or fairly satisfied that their views are listened to and acted upon (Social Housing Regulator TP06 measure) (Quarterly)	72%	Monitor	59%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN14: Percentage of tenants either very satisfied or fairly satisfied that they are kept informed about things that matter to them (Social Housing Regulator TP07 measure) (Quarterly)	74%	Monitor	72%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN15: Percentage of tenants either very satisfied or fairly satisfied that they are treated fairly and with respect (Social Housing Regulator TP08 measure) (Quarterly)	81%	Monitor	80%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN16: Percentage of tenants either very satisfied or fairly satisfied that their communal areas are kept clean and well maintained (Social Housing Regulator TP10 measure) (Quarterly)	76%	Monitor	78%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN17: Percentage of tenants either very satisfied or fairly satisfied that GYBC makes a positive contribution to their neighborhood (Social Housing Regulator TP11 measure) (Quarterly)	74%	Monitor	61%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN18: Percentage of tenants either very satisfied or fairly satisfied with GYBC's approach to handling anti-social behavior (Social Housing Regulator TP12 measure) (Quarterly)	64%	Monitor	43%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN19: Percentage of GYBC homes that do not meet the Decent Homes Standard (Social Housing Regulator RP01 measure) (Quarterly)	19%	Monitor	19%	New Measure	New Measure	Monitor	N/A	↔	N/A

Indicators	This Quarter	Target	Previous Quarter	Qtr 3 22/23	22/23 Outturn	23/24 Annual Target	Status	Trend	
								Last Period	Last Year
HN20: Percentage of repairs completed									
a) within the 28 day timescale we publish (excluding emergency repairs)	91.8%	Monitor	85.98%	New Measure	New Measure	Monitor	N/A	↑	N/A
b) Emergency repairs only (Social Housing Regulator RP02 measure) (Quarterly)	96.52%	Monitor	95.34%	New Measure	New Measure	Monitor	N/A	↑	N/A
HN21: Engage at least 500k 'active' customers per annum across both Freedom Leisure sites (Quarterly Cumulative)	322,483	375,000	204,465	New Measure	New Measure	500,000	A	↑	N/A

#### Key

##### Status

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

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

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

# CABINET, SCRUTINY



**URN:** 23-181

**Report Title:** 2023/24 Budget Monitoring Report – Period 9

**Report to:** ELT / Cabinet / Scrutiny

**Date of meeting:** 14 February 2024 / 4 March 2024/ 23 April 2024

**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 9 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 4 March 2024

**It is recommended that Cabinet:**

- 1) Note the content of the report and 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 the amendment to the 2024/25 Fees & Charges as outline in section 3.

## 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 for quarter 3. This report compares the actual expenditure and income position at the end of December 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 original budget assumed a transfer of £1,144k transfer from reserves and following a review of budget as part of the outturn, this was revised to the current budget of £753k. The General Fund Summary at Appendix A shows the high-level forecast budget monitoring position on 31 December 2023 of a deficit position of £1,485. The position reported at period 6 was a forecast deficit of £1,445k.
- 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 9 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 9 is 7.69% for employees in the Council (for period 6 this was 5.39%). 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 quarter 3 there is an underspend (£380k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.

### 3. 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 quarter 3 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	14,786	15,582	796
Non-Service Areas	2,880	2,680	(200)
Use of Reserves	(1,616)	(1,480)	136
Income	(15,297)	(15,297)	0
Total (Surplus)/Deficit (before reallocation from Earmarked Reserves)	<b>753</b>	<b>1,485</b>	<b>732</b>
Reallocation from Earmarked Reserves*		<b>(1,357)</b>	
General Fund (Surplus)/Deficit		<b>128</b>	

- 3.2. Members will recall from the 2024/25 budget setting that a one-off reallocation of £1.36m from earmarked reserves would be required in 2023/24. This is now reflected within Appendix A (and above \*).
- 3.3. An unallocated balance (including accrued interest) is current held within the Norfolk Business Rates Pool and the Norfolk Authorities have agreed that this should be reallocated to members



of the pool in 2023/24. The Council's allocation has recently been confirmed as £144,786 and so this is yet to be reflected within the forecast. This will reduce the forecast deficit on the General Fund reserve in 2023/24.

- 3.4. The overall position is continuing to be monitored for the remaining quarter of the financial year in preparation for reporting the outturn position.
- 3.5. 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, furthermore opportunities for additional income from the exiting property portfolio are being explored to mitigate some of the in-year gaps in line with the 2024/25 budget.
- 3.6. An administration error has been identified within the Fees and Charges 2024/25 approved by Cabinet January 2024 for one fee presented due to the rounding within the spreadsheet. As a result, the revision to the fee is set out below for approval by Cabinet as part of this report.

Fee to be revised	2023/24 Fee	2024/25 Fee	Change £ / %	Note
Market Place – Daily Electricity Charge	£6.00	£6.70	£0.70 11.67%	Above policy due to roundings

- 3.7. The report asks members to acknowledge that the Council has been awarded 'Green' status from a recent Home England's compliance audit. The audit report confirms that public funds awarded by Homes England have been properly used in line with funding conditions and contractual requirements and have properly exercised their responsibilities as required by Homes England. Home England require that this outcome is reported to members as part of their reporting processes.

#### 4. GENERAL FUND BUDGET MONITORING POSITION – CAPITAL PROGRAMME

- 4.1. Actual spend until the end of December 2023 totals £9.65m as summarised under Appendix E.
- 4.2. The revised General Fund Capital Programme for 2023/24 is £31.47m as reported to Full Council on 22nd February 2024 and this is summarised under Appendix E.
- 4.3. The revised budget has been reduced from the £61.28m reported at month 6 to represent a more realistically forecasted spend. Budgets totalling £19.8m & £9.2m have been rolled forward into 2024/25 and 2025/26 respectively. This is in line with spend profiles provided by budget managers.
- 4.4. The forecast capital expenditure for 2023/24 at the end of Month 9 is £27.9m

#### 5. GENERAL FUND CONCLUSIONS

- 5.1. The General Fund revenue budget is showing a forecast full year overspend of £128k. This is an improved position from the original budget of £1,144k set, by a favourable variance of £1,015k. This improved position is mainly due to the one-off transfer from earmarked reserves of £1,357k. The use of reserves will be reviewed as part of the outturn report and updated accordingly following the final allocation from the business rates pool.

- 5.2. The General Fund capital 2023/24 budget stands at £31.47m as at month 9, 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. This report outlines the estimated forecasts for capital expenditure for the full financial year 2023/24 as well as showing the position of the HRA as at the end of period 9.

## **7. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION - REVENUE**

- 7.1. For budget monitoring purposes, the actual expenditure and income to the end of period 9 is reviewed to produce estimated forecasts, compared against original budgets, for the 2023/24 financial year. Key variations are identified and explained within Appendices G & H 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 H & J.
- 7.3. The Housing Revenue Account summary in appendix G shows a revised 2023/24 budget forecast deficit of £6.662m, from a currently budgeted deficit of £4.679m, resulting in an increase in the deficit of £1.983m. The movement in service and non-service line budgets are summarised within appendix G, with appendix H providing detailed explanations for the changes. The main reason for this change is for an anticipated transfer to earmarked reserves for £1.44m for committed capital and revenue costs, as reported within the 2024/25 budget setting.
- 7.4. For the period to the end of December 2023, there is a total spend of £2.81m for direct employee costs. 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 and to provide specific technical staff capacity.
- 7.5. Rental income and service charge budgets have been reviewed and updated for additional income to be received by year end, estimated to be an additional £257k.
- 7.6. Supervision and management budgets have increased by £251k overall. Vacancy savings have mitigated the majority of the overspend on agency staff in year. Budgets forecasts have increased for utility costs and additional costs have been recognised for IT software licenses in year for the current housing IT system as well as the implementation of the new housing system. Staff car allowances, training budgets and professional subscription costs have also been reviewed and updated for yearend forecast.

- 7.7. Repairs and maintenance budgets currently reflect an overall overspend of £500k. Compliance budgets have been updated to reflect the movement of £900k to earmarked reserves for the committed spend on fire remedial works in 2024/25. Electrical testing remedial and smoke alarms costs are forecast to be overspend in year by £268k. Planned works have been reduced by £45k and the budget will be utilised towards overspends in other areas within repairs and maintenance service area. Efficiency savings budget has been removed as all efficiencies achieved in the year are being reinvested into the stock and additional demand in 2023/24. Responsive repairs average repair cost has seen reductions, but higher demand overall has mitigated the efficiency saving realised. Planned large repairs continue to increase however, due to demand of larger repairs jobs being received. The asset team continue to review the level of demand for the future in this area of repairs and this has helped form the budgets for 2024/25.
- 7.8. Interest payable and interest receivable budgets have been reviewed and due to rising interest rates the HRA is due an additional £92k on council interest investments and the HRA is also due to pay an additional £161k on borrowing interest costs. Capital expenditure funding revenue has decreased following the reduced forecast on the capital programme.
- 7.9. Consideration of transfers to earmarked reserves to commit funding for revenue and capital budgets for 2024/25 will be reconsidered as part of the 2023/24 outturn and review of requirements in 2024/25.

## **8. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION – CAPITAL PROGRAMME**

- 8.1. The Housing Revenue Account capital programme has been revised to £16.041m, with an additional digital upgrade budget approved of £104k in period 6 and an increase to the additional housing budget of £535k. This additional housing budget covers part of the approved spend for Local Authority Housing fund acquisitions (LAHF) project approved in July 2023 at £1.230m and base budgets within additional housing will cover the other part of the budget approved. The current forecast for spend on the HRA Capital programme is forecast at £15.323m, please see Appendix J for details on movements.
- 8.2. 2023/24 capital programme spend to the end of Period 9 is showing as £4.5m in appendix J. The capital programme is forecast to spend £15.3m by year end and committed expenditure to date is £7m.
- 8.3. Capital programmes are progressing with spend and £4m of expenditure has been committed to date on capital programmes of works including kitchens and bathrooms, windows and doors, roofing works and major voids. £3m had been committed on decarbonisation efficiency works and will be paid in period 10. Major voids works are continuing to address some of the Council's most demanding vacant properties and these budgets do show an overspend to date in year.
- 8.4. Capital budgets totalling £880k have been moved to HRA earmarked reserves in the current year, to be utilised and spent in 2024/25. Expenditure has been committed on these projects and the budgets have been moved to 2024/25 as works will not complete in 2023/24. The works committed include roofing, single skin, new build, digital upgrade, and concrete works.

- 8.5. The additional housing capital budget will spend £1.8m budget in year on acquisitions, £1.2m on LAHF acquisitions and £0.888m on new build projects. Eight new properties will be purchased using right to buy receipts and five properties will be purchased under the LAHF project. The new build project, Jubilee Court has completed, and final invoices are being received and the Charter Close new build project will continue into 2024/25 with the majority of budget moved to earmarked reserves. These budgets are financed by borrowing, grants and the use of Right to Buy receipts and is being monitored to ensure the council doesn't payback any receipts to central government.
- 8.6. The HRA business plan continues to operate under the assumptions that only affordable and additional housing plans should use further borrowing, with the remaining capital financing being met from revenue. The Council has continued to take a prudent approach to borrowing following the removal of the debt cap. 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 9 against our anticipated budgeted sales for 2023/24.

2023/24	Estimated Sales	Actual Sales
Qtr. 1	4	4
Qtr. 2	4	4
Qtr. 3	6	3
Qtr. 4	6	0
<b>Total</b>	<b>20</b>	<b>11</b>

- 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 ££6.662m, the Income and expenditure position will continue to be monitored to year end and the balance required to be transferred to earmarked reserves will be reassessed as part of the outturn process.
- 10.2. Major Capital Major Capital spend to the end of Period 9 totals £4.5m, with over £7m committed budget to date by purchase orders. A capital budget totalling £15.3m is currently forecast, at period 9, 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 30-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 outturn report.

## **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 continues to flag highlighted financial pressures for both the Housing Revenue Account and the General Fund in the year and these have been considered when setting the budget for 2024/25.
- 13.2. Work will be undertaken as part of the finalisation of the outturn for the financial year on the required call on earmarked reserves will be reconsidered. Implications of any changes will also be considered when looking forward into 2024/25.

## 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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Comments
<b>Net Cost of Services</b>						
Executive	3,742,419	3,855,419	2,736,203	4,172,829	317,410	See Appendix B for details of significant variances.
Housing	805,921	805,921	404,263	932,449	126,528	
Inward Investment	659,678	887,052	628,410	826,610	(60,442)	
Planning and Growth	616,713	646,392	538,373	891,788	245,396	
Customer Services	(408,122)	(408,122)	63,643	(191,272)	216,850	
Property and Asset Management	388,037	382,037	(1,042,035)	683,601	301,564	
IT, Communications, Marketing and Events	1,957,105	1,958,105	637,396	2,059,977	101,872	
Environmental Services	6,181,183	6,210,382	4,095,222	5,816,953	(393,429)	
Health Integration and Communities (new)	370,154	449,154	(494,942)	389,711	(59,443)	
	<b>14,313,088</b>	<b>14,786,340</b>	<b>7,566,533</b>	<b>15,582,646</b>	<b>796,306</b>	
<b>Non Service Expenditure/Income</b>						
Recharge to the Housing Revenue Account	(1,712,343)	(2,109,083)	0	(2,109,083)	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	763,496	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)	(279,594)	(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)	0	(1,503,587)	2,797	
Revenue Contribution to Capital	50,000	50,000	0	50,000	0	
Transfers to/(from) Earmarked Reserves	(1,144,674)	(1,615,411)	0	(1,480,732)	134,679	Forecast transfer from Earmarked Reserves not yet included within current budget as awaiting final confirmations of amount required which will then be actioned as part of outturn. The increased costs relating to the transfers have been included within the forecasts under Appendix B.
Pension Back Funding	2,224,021	2,224,021	2,004,527	2,224,021	0	
Contingency	0	0	0	0	0	
Parish Precepts	671,572	671,572	671,572	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.
Collection Fund Adjustments	0	0	0	0	0	
Accounting Adjustments - soft loans, acc absences	0	0	0	0	0	
Apprenticeship Levy	58,539	58,539	30,616	58,539	0	
	<b>2,116,668</b>	<b>1,249,191</b>	<b>3,190,617</b>	<b>1,184,680</b>	<b>(64,511)</b>	
<b>Income</b>						
Council Tax - Parishes	(671,572)	(671,572)	(503,679)	(671,572)	0	
Council tax - Borough	(5,417,359)	(5,417,359)	(4,063,019)	(5,417,359)	0	
Business Rates	(6,065,000)	(6,065,000)	(3,032,500)	(6,065,000)	0	
Revenue Support Grant	(2,537,824)	(2,537,824)	(1,497,316)	(2,537,824)	0	
New Homes Bonus	(187,081)	(187,081)	(93,541)	(187,081)	0	
Other Grants and contributions	(418,496)	(418,496)	(329,487)	(418,496)	0	
	<b>(15,297,332)</b>	<b>(15,297,332)</b>	<b>(9,519,542)</b>	<b>(15,297,332)</b>	<b>0</b>	
<b>General Fund (Surplus)/Deficit before reallocation from earmarked reserves</b>	<b>1,132,424</b>	<b>738,199</b>	<b>1,237,608</b>	<b>1,469,994</b>	<b>731,795</b>	Actuals for period 9 includes accruals that have not been offset to date in the financial year and no transfers from earmarked reserves have occurred as this will be actioned as part of outturn.
<b>Reallocation from Earmarked Reserves</b>				(1,356,956)		Reallocation identified as part of 2024/25 budget setting.
<b>General Fund (Surplus)/Deficit</b>				<b>113,038</b>		



**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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	765,640	765,640	552,870	726,963	(38,677)	Vacancy savings above those all ready budgeted for.
Non-pay	12,869	12,869	13,623	16,351	3,482	
Gross Direct Income	0	0	(67)	(67)	(67)	
Net Direct Expenditure/(Income) Total:	778,509	778,509	566,426	743,247	(35,262)	
Support Services Recharges	(487,700)	(789,070)	0	(789,070)	0	
Capital Charges	0	0	0	0	0	
Total:	290,809	(10,561)	566,426	(45,823)	(35,262)	

Legal	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	Increase in legal services used by GYBC, some of these costs will be rechargeable to the HRA at outturn.
Non-pay	546,819	546,819	303,653	740,972	194,153	
Gross Direct Income	(35,000)	(35,000)	(13,486)	(88,704)	(53,704)	Increase income based off of profit share which will partially offsets the increased costs above.
Net Direct Expenditure/(Income) Total:	511,819	511,819	290,167	652,268	140,449	
Support Services Recharges	(495,390)	(511,820)	0	(511,820)	0	
Capital Charges	0	0	0	0	0	
Total:	16,429	(1)	290,167	140,448	140,449	

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

Equinox	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	64,708	64,708	53,733	64,708	0	
Non-pay	21,039	21,039	(2,718)	21,039	0	
Gross Direct Income	(132,000)	(132,000)	(93,748)	(132,000)	0	
Net Direct Expenditure/(Income) Total:	(46,253)	(46,253)	(42,733)	(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)	(42,733)	(46,253)	0	

GYBS company	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	79,314	30,636	0	
Gross Direct Income	(470,000)	(470,000)	(174,615)	(470,000)	0	
Net Direct Expenditure/(Income) Total:	(439,364)	(439,364)	(95,301)	(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)	(95,301)	(414,884)	0	

Housing Repairs & Maintenance Company	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	100,000	37,614	100,000	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	100,000	37,614	100,000	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	100,000	37,614	100,000	0	

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

Corporate Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	(179,643)	198,401	2,251	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	196,150	196,150	(179,643)	198,401	2,251	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	(179,643)	2,271	2,251	

Emergency Response	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	6,481	0	0	
Non-pay	0	0	3,528	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	0	0	10,009	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	10,009	0	0	

Finance	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	816,818	816,818	606,874	840,251	23,433	Cost of agency staff covering vacancies during the year have resulted in an overspend. This is mitigated by a transfer from earmarked reserves of £24k.  Variance due to expected IA costs which are mitigated by an £8k transfer from earmarked reserves. Increase in procurement costs and banking costs above those anticipated when the budget was set.
Non-pay	384,408	384,408	205,827	426,317	41,909	
Gross Direct Income	(7,500)	(7,500)	(8,019)	(8,019)	(519)	
Net Direct Expenditure/(Income) Total:	1,193,726	1,193,726	804,682	1,258,549	64,823	
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)	804,682	39,059	64,823	

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

Member Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	182,570	195,570	162,261	203,737	8,167	
Non-pay	345,766	345,766	291,641	390,894	45,128	Variance relates to overspend on training costs of £8k which is partially mitigated by a £5k transfer from earmarked reserves. Also incurred an overspend of £9k on legal costs relating to change in governance arrangements for the Council. Finally the budget assumed a 3% increase without the cumulative impact of the actual increase received in 2022/23 in line with the staff pay award which has resulted in the remainder of the overspend seen.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	528,336	541,336	453,902	594,631	53,295	
Support Services Recharges	(473,850)	(533,890)	0	(533,890)	0	
Capital Charges	0	0	0	0	0	
Total:	54,486	7,446	453,902	60,741	53,295	
Corporate Strategy	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	100,203	100,203	69,007	88,212	(11,991)	Variance due to vacant post, being used to fund role within member services.
Non-pay	4,533	4,533	138	4,533	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	104,736	104,736	69,145	92,745	(11,991)	
Support Services Recharges	(78,200)	(108,910)	0	(108,910)	0	
Capital Charges	0	0	0	0	0	
Total:	26,536	(4,174)	69,145	(16,165)	(11,991)	
Elections	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	169,029	169,029	143,050	173,029	4,000	
Non-pay	143,794	143,794	157,731	171,294	27,500	Printing, stationary and postage costs linked to Electoral Register work. This is partially covered by a £10k transfers from earmarked reserves. A further cost of £9k is to be incurred for a by-election but this will be fully covered by a transfer from earmarked reserves.
Gross Direct Income	(25,211)	(25,211)	(33,004)	(32,711)	(7,500)	
Net Direct Expenditure/(Income) Total:	287,612	287,612	267,777	311,612	24,000	
Support Services Recharges	43,950	58,900	0	58,900	0	
Capital Charges	0	0	0	0	0	
Total:	331,562	346,512	267,777	370,512	24,000	

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

Human Resources	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	495,211	495,211	415,828	572,242	77,031	Variance reflects overlap of maternity cover and extension of temporary posts. This should be mitigated by a transfer from earmarked reserves.
Non-pay	131,937	131,937	138,474	135,125	3,188	
Gross Direct Income	0	0	(373)	(374)	(374)	
Net Direct Expenditure/(Income) Total:	627,148	627,148	553,929	706,993	79,845	
Support Services Recharges	(519,020)	(640,210)	0	(640,210)	0	
Capital Charges	0	0	0	0	0	
Total:	108,128	(13,062)	553,929	66,783	79,845	
<b>Total Executive:</b>	<b>900,029</b>	<b>(60,721)</b>	<b>2,736,203</b>	<b>256,689</b>	<b>317,639</b>	
<b>Total Executive excluding capital charges and recharges:</b>	<b>3,742,419</b>	<b>3,855,419</b>	<b>2,736,203</b>	<b>4,172,829</b>	<b>317,410</b>	
<b>Total Executive excluding recharges:</b>	<b>3,742,419</b>	<b>3,855,419</b>	<b>2,736,203</b>	<b>4,172,829</b>	<b>317,410</b>	

**Housing**

Housing Needs	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	1,377,918	1,377,918	966,410	1,254,728	(123,190)	Pay costs are anticipated to be lower than budgeted for due to vacancies and savings made from restructuring of the service in year.
Non-pay	553,638	553,638	892,984	1,323,744	770,106	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)	(1,501,350)	(1,944,500)	(503,328)	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	358,044	633,972	143,588	
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	358,044	1,083,899	143,588	

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

Housing Strategy	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	184,935	184,935	90,806	150,142	(34,793)	Vacancy savings above those already budgeted for.
Non-pay	4,700	4,700	4,813	19,953	15,253	One off costs relating to recruitment and agency costs incurred due to post being vacant.
Gross Direct Income	0	0	(256)	(257)	(257)	
Net Direct Expenditure/(Income) Total:	189,635	189,635	95,363	169,838	(19,797)	
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	95,363	279,057	(19,797)	
Traveller's Site/Gapton Hall	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	68,657	68,657	21,851	27,739	(40,918)	Vacancy savings above those budgeted for.
Non-pay	138,732	138,732	86,558	246,850	108,118	Repairs and maintenance costs due to known issues with site and bad debt provision for debt taken on when site was returned to GYBC.
Gross Direct Income	(123,483)	(123,483)	(161,063)	(187,946)	(64,463)	Increased income is partially offset by increase in bad debt provision included in non pay costs.
Net Direct Expenditure/(Income) Total:	83,906	83,906	(52,654)	86,643	2,737	
Support Services Recharges	62,980	80,740	0	80,740	0	
Capital Charges	0	0	0	0	0	
Total:	146,886	164,646	(52,654)	167,383	2,737	
<b>Total Housing:</b>	<b>1,266,411</b>	<b>1,403,811</b>	<b>404,263</b>	<b>1,530,339</b>	<b>126,528</b>	
<b>Total Housing excluding capital charges and recharges:</b>	<b>763,925</b>	<b>763,925</b>	<b>404,263</b>	<b>890,453</b>	<b>126,528</b>	
<b>Total Housing excluding recharges:</b>	<b>805,921</b>	<b>805,921</b>	<b>404,263</b>	<b>932,449</b>	<b>126,528</b>	

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

Project Management Office	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	76,806	183,885	116,325	183,885	0	
Non-pay	1,802	1,802	1,837	1,802	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	78,608	185,687	118,162	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	118,162	268,827	0	

Projects and Programmes	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	106,357	106,357	107,890	143,186	36,829	Budget assumed recharge of staff to capital projects that has not occurred. This increased cost is to be covered by a transfer from earmarked reserves.
Non-pay	3,092	3,092	1,203	3,092	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	109,449	109,449	109,093	146,278	36,829	
Support Services Recharges	187,680	325,890	0	325,890	0	
Capital Charges	0	0	0	0	0	
Total:	297,129	435,339	109,093	472,168	36,829	

Offshore Wind Project	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	53,692	53,692	39,898	53,692	0	
Non-pay	44,919	44,919	41,620	44,919	0	
Gross Direct Income	(100,000)	(100,000)	101,937	(100,000)	0	
Net Direct Expenditure/(Income) Total:	(1,389)	(1,389)	183,455	(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)	183,455	(1,389)	0	



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

Towns Fund	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	10,134	27,800	27,800	Town Deal consultancy & legal project costs.
Gross Direct Income	0	0	(11,570)	(11,220)	(11,220)	Additional funding from Norfolk County Council to partially cover legal costs above.
Net Direct Expenditure/(Income) Total:	0	0	(1,436)	16,580	16,580	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(1,436)	16,580	16,580	

Winter Programme - Different Light	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	1,182	45,000	0	
Gross Direct Income	(45,000)	(45,000)	29,270	(45,000)	0	
Net Direct Expenditure/(Income) Total:	0	0	30,452	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	30,452	0	0	

Levelling Up	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	538	79,910	79,910	Forecasted expenditure on levelling up projects to be funded from grant received in year, per below, and the release of a 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	(69,462)	9,910	9,910	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	(69,462)	9,910	9,910	

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

CCTV	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	88,648	114,476	0	
Gross Direct Income	(4,000)	(4,000)	(4,000)	(4,000)	0	
Net Direct Expenditure/(Income) Total:	110,476	110,476	84,648	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	84,648	171,583	0	

Culture and Leisure	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	86,264	63,270	86,264	0	
Non-pay	301,920	225,512	113,377	225,512	0	
Gross Direct Income	(173,115)	(149,081)	(139,205)	(149,081)	0	
Net Direct Expenditure/(Income) Total:	128,805	162,695	37,442	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	37,442	228,865	0	

Indoor Leisure - Phoenix Pool & Marina Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	60,552	60,552	37,986	60,552	0	
Non-pay	104,080	174,830	(101,866)	203,975	29,145	Increase in support staff transfer costs within the new leisure facility above those budgeted for but as per below funding provided to cover this increase.
Gross Direct Income	(211,780)	(216,530)	(21,167)	(335,881)	(119,351)	Indexation increase on management income from the new leisure centre and also the additional funding to cover the increased costs as noted above.
Net Direct Expenditure/(Income) Total:	(47,148)	18,852	(85,047)	(71,354)	(90,206)	
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	(85,047)	126,594	(90,206)	

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

Conservation	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	161,604	157,900	85,556	157,900	0	
Non-pay	211,261	705,039	507,337	730,039	25,000	Consultancy costs for conservation projects, offset from income received on the below line.
Gross Direct Income	(106,718)	(576,387)	(344,091)	(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	248,802	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	248,802	322,895	(33,555)	
Economic Development	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	114,244	114,244	80,366	114,244	0	
Non-pay	1,604	1,604	1,833	1,604	0	
Gross Direct Income	(117,022)	(117,022)	(116,898)	(117,022)	0	
Net Direct Expenditure/(Income) Total:	(1,174)	(1,174)	(34,699)	(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	(34,699)	127,536	0	
Enterprise Zone	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	
<b>Total Inward Investment:</b>	<b>1,197,698</b>	<b>1,672,192</b>	<b>628,410</b>	<b>1,611,750</b>	<b>(60,443)</b>	
<b>Total Inward Investment excluding capital charges and recharges:</b>	<b>511,955</b>	<b>739,329</b>	<b>628,410</b>	<b>678,887</b>	<b>(60,442)</b>	
<b>Total Inward Investment excluding recharges:</b>	<b>659,678</b>	<b>887,052</b>	<b>628,410</b>	<b>826,610</b>	<b>(60,442)</b>	

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

Building Control	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	260,240	260,240	127,111	174,098	(86,142)	Variance reflects vacancies within the service.
Non-pay	41,627	41,627	45,976	139,124	97,497	Department management is currently being overseen by East Suffolk Council due to a vacancy. One-off demolition cost of dangerous structure.
Gross Direct Income	(248,100)	(248,100)	(104,628)	(153,520)	94,580	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	68,459	159,702	105,935	
Support Services Recharges	69,290	83,180	0	83,180	0	
Capital Charges	0	0	0	0	0	
Total:	123,057	136,947	68,459	242,882	105,935	

Development Control	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	660,847	703,518	526,369	791,879	88,361	Agency staff costs to be funded by transfer from earmarked reserves and also from additional £100k funding forecast to be received in year, as noted below. This is partially offset by vacancy savings on permanent positions.
Non-pay	39,675	39,675	15,849	51,053	11,378	Higher than anticipated cost of planning law and practice subscriptions.
Gross Direct Income	(597,450)	(597,450)	(435,299)	(624,968)	(27,518)	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 reflected in the local trend. The full impact of this reduction in income is offset by £100k Planning Delivery Grant forecast to be received in the year. The income from this funding will cover the costs for temporary resources to deal with this application, thereby ensuring the existing resources are not overwhelmed by this large scale proposal.
Net Direct Expenditure/(Income) Total:	103,072	145,743	106,919	217,964	72,221	
Support Services Recharges	167,580	215,260	0	215,260	0	
Capital Charges	0	0	0	0	0	
Total:	270,652	361,003	106,919	433,224	72,221	

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

Land Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	49,489	49,489	25,535	36,029	(13,460)	Due to reduction in demand on the service there has been a reduction in the direct costs incurred for searches undertaken.
Gross Direct Income	(148,126)	(148,126)	(62,694)	(87,278)	60,848	Less searches requested as the housing market has slowed down since the interest rate increases, so income forecast estimated to be similar to levels in 2022/23.
Net Direct Expenditure/(Income) Total:	(98,637)	(98,637)	(37,159)	(51,249)	47,388	
Support Services Recharges	29,250	33,340	0	33,340	0	
Capital Charges	0	0	0	0	0	
Total:	(69,387)	(65,297)	(37,159)	(17,909)	47,388	
Planning business support	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	146,400	108,420	86,398	106,738	(1,682)	
Non-pay	0	0	3	0	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	146,400	108,420	86,401	106,738	(1,682)	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	86,401	165,878	(1,682)	
Strategic Planning	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	313,185	333,173	243,827	326,578	(6,595)	
Non-pay	119,644	124,644	85,383	153,898	29,254	Costs due to special works for Neighbourhood Plan that are funded by a transfer from earmarked reserves.
Gross Direct Income	(22,300)	(22,300)	(15,457)	(23,425)	(1,125)	
Net Direct Expenditure/(Income) Total:	410,529	435,517	313,753	457,051	21,534	
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	313,753	546,663	21,534	
Total Planning and Growth:	1,006,443	1,125,342	538,373	1,370,738	245,396	
Total Planning and Growth excluding capital charges and recharges:	615,131	644,810	538,373	890,206	245,396	
Total Planning and Growth excluding recharges:	616,713	646,392	538,373	891,788	245,396	

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

Benefits	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	607,054	607,054	461,561	619,554	12,500	Variance due to budgeted vacancy saving not being achieved.
Non-pay	20,022,714	20,022,714	14,757,388	19,775,464	(247,250)	Forecast updated based on current benefits claims being processed. Reduction in income is offset by a transfer from earmarked reserves.
Gross Direct Income	(20,577,086)	(20,577,086)	(15,156,592)	(20,308,086)	269,000	
Net Direct Expenditure/(Income) Total:	52,682	52,682	62,357	86,932	34,250	
Support Services Recharges	83,967	250,247	0	250,247	0	
Capital Charges	0	0	0	0	0	
Total:	136,649	302,929	62,357	337,179	34,250	

Crematorium and Cemeteries	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	229,942	229,942	182,269	242,942	13,000	Variance due to budgeted vacancy saving not being achieved.
Non-pay	822,454	825,454	581,594	870,954	45,500	Funeral expenses and cost of items being sold being above budget. The increased cost of items being sold is recovered from the resale income noted below, £25k.
Gross Direct Income	(1,643,500)	(1,643,500)	(1,022,737)	(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)	(258,874)	(499,604)	88,500	
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)	(258,874)	(221,561)	88,500	

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

Customer Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	655,134	655,134	493,299	664,134	9,000	Variance due to budgeted vacancy saving not being achieved.
Non-pay	12,180	12,180	16,428	20,180	8,000	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	667,314	667,314	509,727	684,314	17,000	
Support Services Recharges	(222,680)	(698,580)	0	(698,580)	0	
Capital Charges	0	0	0	0	0	
Total:	444,634	(31,266)	509,727	(14,266)	17,000	

Support Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	166,515	166,515	128,573	175,015	8,500	Variance due to budgeted vacancy saving not being achieved.
Non-pay	36,651	36,651	84,093	37,651	1,000	
Gross Direct Income	0	0	500	500	500	
Net Direct Expenditure/(Income) Total:	203,166	203,166	213,166	213,166	10,000	
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)	213,166	2,211	10,000	

Car Parks	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	442,590	442,590	344,419	472,090	29,500	Variance due to budgeted vacancy saving not being achieved.
Non-pay	837,445	834,445	532,525	848,445	14,000	Ongoing works on Howard Street has reduced the profit share on the site. Once works are completed this will return to normal.
Gross Direct Income	(2,631,841)	(2,631,841)	(2,029,089)	(2,674,341)	(42,500)	Income collection to date 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)	(1,152,145)	(1,353,806)	1,000	
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)	(1,152,145)	(990,699)	1,000	



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

Revenues	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	815,921	815,921	607,122	836,421	20,500	Variance due to budgeted vacancy saving not being achieved.
Non-pay	243,311	243,311	218,140	239,311	(4,000)	
Gross Direct Income	(596,408)	(596,408)	(175,317)	(582,908)	13,500	Summons income lower than forecast which is partially mitigated by New Burdens funding received.
Net Direct Expenditure/(Income) Total:	462,824	462,824	649,945	492,824	30,000	
Support Services Recharges	71,810	528,290	0	528,290	0	
Capital Charges	0	0	0	0	0	
Total:	534,634	991,114	649,945	1,021,114	30,000	
Tearooms	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	64,641	64,641	57,181	76,641	12,000	Variance due to budgeted vacancy saving not being achieved.
Non-pay	46,352	46,352	14,895	17,352	(29,000)	
Gross Direct Income	(113,882)	(113,882)	(32,609)	(60,782)	53,100	Cost of sales has been lower than anticipated but income has also been lower than budgeted for. There has been approximately £50k income generated in crematorium income from bookings requesting wakes along with the service.
Net Direct Expenditure/(Income) Total:	(2,889)	(2,889)	39,467	33,211	36,100	
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	39,467	126,597	36,100	
<b>Total Customer Services:</b>	<b>(190,515)</b>	<b>43,725</b>	<b>63,643</b>	<b>260,575</b>	<b>216,850</b>	
<b>Total Customer Services excluding capital charges and recharges:</b>	<b>(559,813)</b>	<b>(559,813)</b>	<b>63,643</b>	<b>(342,963)</b>	<b>216,850</b>	
	<b>(408,122)</b>	<b>(408,122)</b>	<b>63,643</b>	<b>(191,272)</b>	<b>216,850</b>	

**Appendix B - General Fund Services - Budget monitoring and commentary 2023/24****Property and Asset Management**

Public Toilets	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	196,823	251,399	2,305	
Gross Direct Income	0	0	(3,005)	(2,305)	(2,305)	
Net Direct Expenditure/(Income) Total:	249,094	249,094	193,818	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	193,818	441,901	0	

Repairs and Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	10,589	10,589	10,937	10,589	0	
Gross Direct Income	(97,572)	(97,572)	254,661	(97,572)	0	
Net Direct Expenditure/(Income) Total:	(86,983)	(86,983)	265,598	(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	265,598	204,116	0	

Footway Lighting	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	105,400	246,022	102,173	The budget setting process for 2023/24 did not fully reflect the higher energy costs in the 2022/23 year, after allowance of the agreed saving in 2023/24.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	143,849	143,849	105,400	246,022	102,173	
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	105,400	408,840	102,173	

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

Coastal Protection	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	203,828	203,828	155,023	209,828	6,000	
Non-pay	115,882	115,882	31,739	121,082	5,200	
Gross Direct Income	(154,853)	(154,853)	(114,462)	(166,053)	(11,200)	Increased income to offset the increased costs noted above.
Net Direct Expenditure/(Income) Total:	164,857	164,857	72,300	164,857	0	
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	72,300	603,620	0	
Community Centres	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	10,997	13,807	8,364	
Gross Direct Income	(1,774)	(1,774)	(3,511)	(3,774)	(2,000)	
Net Direct Expenditure/(Income) Total:	3,669	3,669	7,486	10,033	6,364	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	7,486	64,186	6,364	
Council Offices - Town Hall	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	153,417	252,456	0	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	252,456	252,456	153,417	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)	153,417	(3)	0	
Council Offices - Greyfriars	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	65,002	125,977	(31,730)	Underspend on utilities from those budgeted for.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	157,707	157,707	65,002	125,977	(31,730)	
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	65,002	(31,723)	(31,730)	

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

Council Offices - Maritime House	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	22,413	48,819	22,054	Costs incurred from the extension of the premises being occupied beyond period budgeted for.
Gross Direct Income	(4,000)	(4,000)	0	0	4,000	
Net Direct Expenditure/(Income) Total:	22,765	22,765	22,413	48,819	26,054	
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	22,413	67,949	26,054	
Council Offices - Catalyst Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	24,768	83,220	(846)	No significant variance.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	84,066	84,066	24,768	83,220	(846)	
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	24,768	(843)	(846)	
Beach Huts	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	27,448	27,448	24,799	28,397	949	
Non-pay	13,711	13,711	5,261	10,661	(3,050)	
Gross Direct Income	(79,335)	(79,335)	(86,907)	(88,285)	(8,950)	
Net Direct Expenditure/(Income) Total:	(38,176)	(38,176)	(56,847)	(49,227)	(11,051)	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	(56,847)	(7,297)	(11,051)	

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

Easter Fayre	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	20,371	20,371	21,756	22,371	2,000	
Gross Direct Income	(20,371)	(20,371)	(13,968)	(16,871)	3,500	
Net Direct Expenditure/(Income) Total:	0	0	7,788	5,500	5,500	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	12,250	5,500	

Markets	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	77,595	77,595	68,419	81,993	4,398	
Non-pay	235,734	235,734	173,224	252,647	16,913	Unbudgeted spend on market furniture and increased cost from cleaning of the site.
Gross Direct Income	(185,769)	(185,769)	(216,573)	(235,149)	(49,380)	Higher than anticipated income from six day market and general market income.
Net Direct Expenditure/(Income) Total:	127,560	127,560	25,070	99,491	(28,069)	
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	25,070	183,851	(28,069)	

Go Trade	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	0	0	27,252	0	0	
Gross Direct Income	0	0	(669)	0	0	
Net Direct Expenditure/(Income) Total:	0	0	26,583	0	0	No significant variance.
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	0	26,583	0	0	

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

Novus Centre	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	20,454	30,972	(13,789)	Utility costs lower than budgeted for that are partially offset by higher repairs & maintenance costs.
Gross Direct Income	(41,867)	(41,867)	0	0	41,867	No budgeted rental income to be realised in year.
Net Direct Expenditure/(Income) Total:	2,894	2,894	20,454	30,972	28,078	
Support Services Recharges	2,400	2,400	0	2,400	0	
Capital Charges	0	0	0	0	0	
Total:	5,294	5,294	20,454	33,372	28,078	

Bretts	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	9,820	8,648	(47,477)	Savings against utilities budgets and premises costs generally.
Gross Direct Income	(52,101)	(52,101)	24,950	(52,101)	0	
Net Direct Expenditure/(Income) Total:	4,024	4,024	34,770	(43,453)	(47,477)	
Support Services Recharges	8,700	11,350	0	11,350	0	
Capital Charges	0	0	0	0	0	
Total:	12,724	15,374	34,770	(32,103)	(47,477)	

Courts	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	9,070	17,043	(3,050)	
Gross Direct Income	(14,300)	(14,300)	15,945	(14,300)	0	
Net Direct Expenditure/(Income) Total:	5,793	5,793	25,015	2,743	(3,050)	No significant variance.
Capital Charges	0	0	0	0	0	
Total:	5,793	5,793	25,015	2,743	(3,050)	

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

South Denes Energy Park	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	3,558	2,911	(2,544)	
Gross Direct Income	(8,004)	(8,004)	(6,670)	(8,004)	0	
Net Direct Expenditure/(Income) Total:	(2,549)	(2,549)	(3,112)	(5,093)	(2,544)	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	(3,112)	30,897	(2,544)	

Factory Units	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	26,990	27,598	7,633	
Gross Direct Income	(113,337)	(113,337)	(86,719)	(112,687)	650	
Net Direct Expenditure/(Income) Total:	(93,372)	(93,372)	(59,729)	(85,089)	8,283	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)	(59,729)	(56,159)	8,283	

Minerva House	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	11,094	11,094	4,459	4,344	(6,750)	
Gross Direct Income	(66,118)	(66,118)	(83,051)	(84,693)	(18,575)	Increase in rent not budgeted for.
Net Direct Expenditure/(Income) Total:	(55,024)	(55,024)	(78,592)	(80,349)	(25,325)	
Support Services Recharges	5,970	7,810	0	7,810	0	
Capital Charges	0	0	0	0	0	
Total:	(49,054)	(47,214)	(78,592)	(72,539)	(25,325)	

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

Corporate Estates	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	10	10	30	10	0	
Non-pay	482,992	482,992	502,662	664,984	181,992	Insufficient budget for utility costs, and increased costs for repairs and maintenance incurred in year.
Gross Direct Income	(2,500,903)	(2,500,903)	(2,439,591)	(2,486,095)	14,808	Various rental income targets not achieved, due to a variety of reasons (empty properties, requiring repairs, lack of interest etc). Mitigation action has been taken to reduce the size of the shortfall.
Net Direct Expenditure/(Income) Total:	(2,017,901)	(2,017,901)	(1,936,899)	(1,821,101)	196,800	
Support Services Recharges	493,510	637,680	0	637,680	0	
Capital Charges	34,945	34,945	0	34,945	0	
Total:	(1,489,446)	(1,345,276)	(1,936,899)	(1,148,476)	196,800	
Onians	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	634	480	(1,000)	
Gross Direct Income	(9,900)	(9,900)	(3,600)	(5,400)	4,500	
Net Direct Expenditure/(Income) Total:	(8,420)	(8,420)	(2,966)	(4,920)	3,500	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	(2,966)	7,040	3,500	
Property Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	953,584	953,584	628,686	833,066	(120,518)	Vacant posts savings, offset by interim staff costs.
Non-pay	52,062	52,062	36,634	52,062	0	
Gross Direct Income	(293,317)	(293,317)	537	(75,317)	218,000	Income from staff working on capital projects unlikely to be achieved.
Net Direct Expenditure/(Income) Total:	712,329	712,329	665,857	809,811	97,482	
Support Services Recharges	(494,480)	(739,540)	0	(739,540)	0	
Capital Charges	0	0	0	0	0	
Total:	217,849	(27,211)	665,857	70,271	97,482	



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

Beacon Park	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	236,900	236,900	89,695	152,188	(84,712)	Underspends on electricity costs (recoverable from tenants). Also repair costs and promotional costs are much lower than anticipated.
Gross Direct Income	(1,111,362)	(1,111,362)	(1,136,871)	(1,167,311)	(55,949)	Additional income identified in year, that had not been budgeted for, including recovery of service costs.
Net Direct Expenditure/(Income) Total:	(874,462)	(874,462)	(1,047,176)	(1,015,123)	(140,661)	
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)	(1,047,176)	(791,924)	(140,661)	

37-39 Market Place (Palmers / The Place)	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	90,319	101,869	58,877	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	(9,167)	0	0	
Net Direct Expenditure/(Income) Total:	42,992	42,992	81,152	101,869	58,877	
Support Services Recharges	5,960	7,680	0	7,680	0	
Capital Charges	0	0	0	0	0	
Total:	48,952	50,672	81,152	109,549	58,877	

Property Building Services	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	312,524	543,859	56,778	Additional spend on children's play equipment and drift sand repairs and maintenance due to age/condition of areas. Also unusual amount of vandalism damage and extreme weather events. Part funded by contributions for play equipment (£10k).
Gross Direct Income	0	0	(6,058)	(10,000)	(10,000)	
Net Direct Expenditure/(Income) Total:	493,081	487,081	306,466	533,859	46,778	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	493,081	487,081	306,466	533,859	46,778	

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

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	18,510	29,145	12,996	Utility costs (electricity) and final payment to Trust managing the site. Mitigated by a transfer from earmarked reserves.
Gross Direct Income	(1,000)	(1,000)	0	0	1,000	
Net Direct Expenditure/(Income) Total:	15,149	15,149	18,510	29,145	13,996	
Support Services Recharges	18,040	25,840	0	25,840	0	
Capital Charges	0	0	0	0	0	
Total:	33,189	40,989	18,510	54,985	13,996	

Preliminary Densification Costs	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	
Non-pay	86,000	86,000	7,000	7,000	(79,000)	Costs anticipated to be recovered from funding.
Gross Direct Income	(86,000)	(86,000)	0	0	86,000	
Net Direct Expenditure/(Income) Total:	0	0	7,000	7,000	7,000	
Support Services Recharges	2,400	2,400	0	2,400	0	
Capital Charges	0	0	0	0	0	
Total:	2,400	2,400	7,000	9,400	7,000	

Gorleston Splash Pad	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	13,720	13,720	10,574	14,720	1,000	
Non-pay	13,337	13,337	3,820	3,769	(9,568)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	27,057	27,057	14,394	18,489	(8,568)	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	14,394	29,319	(8,568)	

<b>Total Property and Asset Management:</b>	<b>501,057</b>	<b>425,517</b>	<b>(1,042,035)</b>	<b>727,081</b>	<b>301,564</b>	
<b>Total Property and Asset Management excluding capital charges and recharges:</b>	<b>(667,545)</b>	<b>(673,545)</b>	<b>(1,042,035)</b>	<b>(371,981)</b>	<b>301,564</b>	
<b>Total Property and Asset Management excluding recharges:</b>	<b>388,037</b>	<b>382,037</b>	<b>(1,042,035)</b>	<b>683,601</b>	<b>301,564</b>	

**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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	181,732	181,732	133,677	175,782	(5,950)	
Non-pay	15,170	15,170	17,872	20,670	5,500	
Gross Direct Income	(25,520)	(25,520)	(15,964)	(25,520)	0	
Net Direct Expenditure/(Income) Total:	171,382	171,382	135,585	170,932	(450)	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)	135,585	(4,618)	(450)	

Print and Design	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	103,618	193,618	144,817	214,994	21,376	Variance due to budgeted vacancy saving not being achieved.
Non-pay	16,030	16,030	48,008	83,329	67,299	Increased costs following review of equipment required to look to generate external income, as reflected in increased income below.
Gross Direct Income	(7,700)	(7,700)	(28,545)	(31,965)	(24,265)	Unplanned income from commercial printing work due to move to attract external business.
Net Direct Expenditure/(Income) Total:	111,948	201,948	164,280	266,358	64,410	
Support Services Recharges	(139,850)	(214,620)	0	(214,620)	0	
Capital Charges	0	0	0	0	0	
Total:	(27,902)	(12,672)	164,280	51,738	64,410	

Tourism	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	2,179	1,906	1,906	
Non-pay	14,366	14,366	11,164	22,363	7,997	Final website fees before transfer to VisitGY that is covered by a transfer from earmarked reserves.
Gross Direct Income	0	0	541	0	0	
Net Direct Expenditure/(Income) Total:	14,366	14,366	13,884	24,269	9,903	
Support Services Recharges	264,510	299,920	0	299,920	0	
Capital Charges	0	0	0	0	0	
Total:	278,876	314,286	13,884	324,189	9,903	

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

Civic and Portering	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	172,714	172,714	99,237	131,871	(40,843)	Staff vacancies.
Non-pay	32,552	32,552	26,587	38,260	5,708	
Gross Direct Income	(3,000)	(3,000)	(3,891)	(3,000)	0	
Net Direct Expenditure/(Income) Total:	202,266	202,266	121,933	167,131	(35,135)	
Support Services Recharges	(66,860)	(209,050)	0	(209,050)	0	
Capital Charges	0	0	0	0	0	
Total:	135,406	(6,784)	121,933	(41,919)	(35,135)	

Mayor	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	No significant variance.
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)	
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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	34,744	34,744	59,793	79,206	44,462	Anticipated budgeted savings not realised in year due to new structure being implemented.
Non-pay	78,522	79,522	62,416	84,983	5,461	
Gross Direct Income	(117,973)	(117,973)	(84,336)	(106,653)	11,320	Net shortfall across various budgeted fee income sources.
Net Direct Expenditure/(Income) Total:	(4,707)	(3,707)	37,873	57,536	61,243	
Support Services Recharges	78,720	157,520	0	157,520	0	
Capital Charges	0	0	0	0	0	
Total:	74,013	153,813	37,873	215,056	61,243	

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

ICT	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	481,730	391,730	272,090	367,287	(24,443)	Staff vacancies.
Non-pay	861,540	861,540	(111,245)	888,416	26,876	IT software maintenance costs higher than estimated.
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	1,343,270	1,253,270	160,845	1,255,703	2,433	
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	(103,886)	160,845	(101,453)	2,433	
<b>Total IT, Communications, Marketing and Events:</b>	<b>620,355</b>	<b>367,005</b>	<b>637,396</b>	<b>468,877</b>	<b>101,872</b>	
<b>Total IT, Communications, Marketing and Events excluding capital charges and recharges:</b>	<b>1,849,601</b>	<b>1,850,601</b>	<b>637,396</b>	<b>1,952,473</b>	<b>101,872</b>	
<b>Total IT, Communications, Marketing and Events excluding recharges:</b>	<b>1,957,105</b>	<b>1,958,105</b>	<b>637,396</b>	<b>2,059,977</b>	<b>101,872</b>	

**Environmental Services**

Environmental Health	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	1,353,357	1,409,543	937,090	1,337,579	(71,964)	Savings from permanent staffing vacancies partially offset by interim appointments.
Non-pay	849,264	928,442	728,507	990,537	62,095	£27k costs incurred in relation to the Operational Property Enforcement Group (OPEG) which are funded by the enforcement earmarked reserve. Also estimated legal costs outstanding above those budgeted for.
Gross Direct Income	(106,851)	(219,016)	(65,332)	(355,552)	(136,536)	One-off HMCTS funding re court case defraying costs already incurred. 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	1,600,265	1,972,564	(146,405)	
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	1,600,265	2,345,962	(146,405)	

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

Selective Licensing	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	56,377	56,377	58,395	69,676	13,299	Permanent staff costs savings offset by unbudgeted agency staff costs.
Non-pay	5,821	5,821	4,118	5,821	0	
Gross Direct Income	0	0	(26,364)	3,886	3,886	
Net Direct Expenditure/(Income) Total:	62,198	62,198	36,149	79,383	17,185	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	62,198	62,198	36,149	79,383	17,185	

Grounds Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	No significant variance.
Non-pay	678,447	678,447	483,442	675,102	(3,345)	
Gross Direct Income	(54,945)	(54,945)	(50)	(54,945)	0	
Net Direct Expenditure/(Income) Total:	623,502	623,502	483,392	620,157	(3,345)	
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	483,392	718,942	(3,345)	

Street Cleansing	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	0	0	0	0	No significant variance.
Non-pay	691,063	697,063	520,071	696,961	(102)	
Gross Direct Income	0	0	0	0	0	
Net Direct Expenditure/(Income) Total:	691,063	697,063	520,071	696,961	(102)	
Support Services Recharges	14,290	16,750	0	16,750	0	
Capital Charges	0	0	0	0	0	
Total:	705,353	713,813	520,071	713,711	(102)	

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

Waste Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	107,260	107,260	82,731	107,260	0	
Non-pay	3,394,684	3,394,684	2,227,479	3,569,056	174,372	Variable gate fees are higher than estimated in the budget as are recycling collection costs.
Gross Direct Income	(1,492,246)	(1,492,246)	(1,241,734)	(1,902,772)	(410,526)	Based on latest service estimate of recycling credits tonnage expected in year (£210k). Recycling rates are higher than expected. Garden waste disposal fees are also higher (£170k) as subs are close to capacity.
Net Direct Expenditure/(Income) Total:	2,009,698	2,009,698	1,068,476	1,773,544	(236,154)	
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	1,068,476	1,942,844	(236,154)	
Parks and Outdoor spaces	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	200,466	229,813	17,843	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	200,466	229,813	17,843	
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	200,466	268,614	17,843	
Outdoor Sports	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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	390,086	504,960	21,440	£15k for beach accessible facilities, funded by a transfer from earmarked reserves. Unbudgeted repairs and maintenance costs.
Gross Direct Income	(102,166)	(102,166)	(95,273)	(107,657)	(5,491)	
Net Direct Expenditure/(Income) Total:	381,354	381,354	294,813	397,303	15,949	
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	294,813	509,031	15,949	

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

Licensing	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	202,550	202,550	156,294	186,550	(16,000)	Staff vacancies.
Non-pay	42,736	42,736	43,742	48,838	6,102	
Gross Direct Income	(311,230)	(311,230)	(308,446)	(359,732)	(48,502)	Licensing Fees for Hackney Drivers reflect a three years renewal basis which was not captured within the budget when set, an element of this will be treated as a receipt in advance.
Net Direct Expenditure/(Income) Total:	(65,944)	(65,944)	(108,410)	(124,344)	(58,400)	
Support Services Recharges	182,150	213,730	0	213,730	0	
Capital Charges	0	0	0	0	0	
Total:	116,206	147,786	(108,410)	89,386	(58,400)	
<b>Total Environmental Services:</b>	<b>6,849,063</b>	<b>7,061,302</b>	<b>4,095,222</b>	<b>6,667,873</b>	<b>(393,429)</b>	
<b>Total Environmental Services excluding capital charges and recharges:</b>	<b>6,009,611</b>	<b>6,038,810</b>	<b>4,095,222</b>	<b>5,645,381</b>	<b>(393,429)</b>	
<b>Total Environmental Services excluding recharges:</b>	<b>6,181,183</b>	<b>6,210,382</b>	<b>4,095,222</b>	<b>5,816,953</b>	<b>(393,429)</b>	

**Health Integration and Communities (new)**

Health Integration (previously COVID-19 costs)	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	0	420,222	291,913	420,222	0	
Non-pay	0	654,685	199,739	674,685	20,000	Additional spend on community projects funded from grant funding in earmarked reserves.
Gross Direct Income	0	(995,907)	(1,100,993)	(995,907)	0	Income forecast adjusted to reflect grant income to be carried forward and earmarked to finance 2024/25 budgets. Deficit to be financed from prior year grant funding in earmarked reserves.
Net Direct Expenditure/(Income) Total:	0	79,000	(609,341)	99,000	20,000	
Support Services Recharges	0	0	0	0	0	
Capital Charges	0	0	0	0	0	
Total:	0	79,000	(609,341)	99,000	20,000	



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

Neighbourhood Management	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	424,046	424,046	243,461	292,769	(131,277)	Positions covered by funding from current and previous years. Balances at yearend will be transferred to earmarked reserves.
Non-pay	199,967	199,967	101,397	245,926	45,959	Additional costs relating to project funded by grant.
Gross Direct Income	(316,675)	(316,675)	(241,720)	(331,588)	(14,913)	Additional funding streams above original budget.
Net Direct Expenditure/(Income) Total:	307,338	307,338	103,138	207,107	(100,231)	
Support Services Recharges	47,080	66,190	0	66,190	0	
Capital Charges	0	0	0	0	0	
Total:	354,418	373,528	103,138	273,297	(100,231)	
Better Care Fund	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	128,159	128,159	85,747	135,449	7,290	General reduction in non-pay costs incurred.
Non-pay	22,364	22,364	2,409	6,464	(15,900)	
Gross Direct Income	(157,019)	(157,019)	(163,828)	(163,828)	(6,809)	
Net Direct Expenditure/(Income) Total:	(6,496)	(6,496)	(75,672)	(21,915)	(15,419)	
Support Services Recharges	39,370	47,660	0	47,660	0	
Capital Charges	0	0	0	0	0	
Total:	32,874	41,164	(75,672)	25,745	(15,419)	
Safe at Home	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	Commentary
Gross Direct Expenditure:						
Pay	273,910	273,910	161,394	204,935	(68,975)	Staff vacancies.
Non-pay	53,649	53,649	21,016	35,702	(17,947)	General reduction in non-pay costs incurred.
Gross Direct Income	(258,247)	(258,247)	(95,477)	(135,118)	123,129	Income from a service provided by vacant post not achieved due to vacancy. Also reduction in grant income for service due to other vacancies in year.
Net Direct Expenditure/(Income) Total:	69,312	69,312	86,933	105,519	36,207	
Support Services Recharges	63,600	76,080	0	76,080	0	
Capital Charges	0	0	0	0	0	
Total:	132,912	145,392	86,933	181,599	36,207	

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

Total Health Integration and Communities Services:	520,204	639,084	(494,942)	579,641	(59,443)
Total Health Integration and Communities Services excluding capital charges and recharges:	370,154	449,154	(494,942)	389,711	(59,443)
Total Health Integration and Communities Services excluding recharges:	370,154	449,154	(494,942)	389,711	(59,443)

Total for Services:	12,670,745	12,677,257	7,566,533	13,473,563	796,534
Total for Services excluding capital charges and recharges:	12,635,438	13,108,690	7,566,533	13,904,996	796,306
Total for Services excluding recharges:	14,313,088	14,786,340	7,566,533	15,582,646	796,306

**Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Month 9 2023/24**

	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Employee	13,960,310	14,661,521	10,494,940	14,281,064	(380,457)
Premises	6,398,586	6,438,979	4,333,336	6,903,572	464,593
Transport	131,348	139,529	117,652	148,390	8,861
Supplies & Services	5,583,964	6,797,373	4,597,830	8,126,561	1,329,188
Third Party Payments	3,840,527	3,840,527	2,023,224	4,091,522	250,995
Transfer Payments	20,734,367	20,800,367	14,889,819	20,645,804	(154,563)
Support Services	135,000	135,000	91,500	144,383	9,383
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	9,394,583	12,531,453	0	12,531,453	0
Income	(38,146,149)	(39,704,606)	(28,981,703)	(40,436,300)	(731,694)
	<b>14,326,683</b>	<b>14,801,610</b>	<b>7,566,598</b>	<b>15,597,916</b>	<b>796,306</b>

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

Service Area	Description	2023/24 Original	In year update 2023/24 (period 9)	Period 9 Commentary
<b>THEME - Strategic Asset Management</b>				
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)	0	Cabinet approved in July the Building Rationalisation project which will see the disposal of Greyfriars, the timescale of this project will mean there will some slippage in the delivery of the saving and a revised saving target for future years.
Housing	Reduction to ongoing costs at Gapton hall site pending wider capital works	(8,500)	0	Delay in needed works to the site, therefore saving is unlikely to be achieved as the R&M costs for the site have increased due to the known issues.
<b>THEME - Sustainability Strategy</b>				
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. However, this has been impacted by the increase in utility costs.
<b>THEME - Economic and Housing Growth</b>				
Planning	Proactively charging for planning performance agreements and using own Building Control Service.	(40,000)	0	Staff vacancies have reduced capacity within the team so no internal agreements have been carried out so far this year.
<b>THEME - GYBC Operating Model</b>				
Finance/IT	Reduction to the Annual Internal Audit Plan	(9,000)	0	Unlikely to be achieved due to increased cost per quarter compared to prior year costs.
Housing	Home Improvement Agency income	(37,000)	0	Further review work required.
Housing	Temporary accommodation reduction in costs	(45,000)	0	Current rise in demand and having to use bed and breakfast accomodation means this saving is unlikely to be achieved in 2023/24. Action has been taken to mitigate this by redducing teh Council's use of bed and breakfast accomodation which has improved teh position simce month 6 reporting. Savings have tehrefore been reflected in future years.
Inward Investment	Updating the budget for the UKSPF	(89,757)	(89,757)	On target to be delivered in full.
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.
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.
Environmental Services	Review of the pest control service and contribution paid.	(30,000)	(30,000)	On target to be delivered in full.
Neighbourhoods & Communities	Utilisation of external grant	(54,000)	(54,000)	On target to be delivered in full.

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

Service Area	Description	2023/24 Original	In year update 2023/24 (period 9)	Period 9 Commentary
Customer Services - Revenues	Removal of 30 day council tax empty and unoccupied exemption	(19,327)	(19,327)	On target to be delivered in full.
Environmental Services	Review of the recycling gate fee.	(45,000)	(45,000)	On target to be delivered in full.
<b>THEME - GYBC Operating Model - Contracts</b>				
Finance/IT	Review of the desktop printer provision	(15,000)	(15,000)	On target - contract being reviewed.
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.
<b>THEME - GYBC Operating Model - Efficiencies</b>				
Finance/IT	Review various corporate budget lines in line with prior years spend	(37,000)	(37,000)	Implemented for the 2023/24 budget
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
Various	Various smaller savings to be delivered across services.	(20,879)	(20,879)	Implemented for the 2023/24 budget
Various	Vacant posts across a number of service areas to be reviewed	(164,053)	(164,053)	Implemented for the 2023/24 budget
<b>THEME - GYBC Operating Model - Fees and Charges</b>				
Customer Services - Revenues	Extended opening of Great Yarmouth Long Stay Car Parks operating times	(11,400)	(11,400)	On target to be delivered in full.
Customer Services - Revenues	Review of the car parking enforcement provision	(17,630)	(13,000)	On target to be delivered in full.
Customer Services - Revenues	Increases to the Seafront Long Stay fees and charges	(81,591)	(81,591)	On target to be delivered in full.
		<b>(944,137)</b>	<b>(683,007)</b>	
Various	Savings/Costs to be allocated to services, subject to business cases to be delivered in the year	(163,600)	(98,000)	Some has been achieved but further review as part of the 2024/25.
<b>TOTAL SAVINGS/INCOME</b>		<b>(1,107,737)</b>	<b>(781,007)</b>	

**Appendix E - General Fund Capital Programme - Detail**

2023/24 Budget £000						2023/24 Expenditure £000		2023/24 Financing - £000			
Services & Projects	Updated Budget 23/24 as at P6	Q3 Amendments	Roll forward into 24-25	Roll forward into 25-26	Revised Budget 23-24	Actuals to 31-12-23	Forecast 23/24	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Capital Loans & Company Financing	13,582	- 15	- 3,080	- 7,000	3,487	1,715	3,487	2,972	-	-	515
<b>Total: Executive</b>	<b>13,582</b>	<b>- 15</b>	<b>- 3,080</b>	<b>- 7,000</b>	<b>3,487</b>	<b>1,715</b>	<b>3,487</b>	<b>2,972</b>	<b>-</b>	<b>-</b>	<b>515</b>
Wellesley 3G Pitch & Tennis Pavilion	72	-	-		72	45	80	59	13	-	-
Gorleston Tennis Courts Refurbishment	14	6	-		20	20	20	-	20	-	-
Refurbishment of Park at Diana Way, Caister	126	-	-		126	71	126	-	126	-	-
Safer Streets 5	-	97	-		97	-	97	-	97	-	-
UK Prosperity Fund	40	-	-		40	-	40	-	40	-	-
Rural England Prosperity Fund	160	-	-		160	-	-	-	160	-	-
<b>Total: Communities</b>	<b>412</b>	<b>103</b>	<b>-</b>	<b>-</b>	<b>515</b>	<b>137</b>	<b>363</b>	<b>59</b>	<b>456</b>	<b>-</b>	<b>-</b>
St Nicholas Minster West Boundary Wall	67	- 67	-	-	0	-	-	- 0	-	-	-
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		-	-	-	-	-	-	-
Crematorium Tearooms	31	- -	31	-	0	-	-	- 0	-	-	-
<b>Total: Customer Services</b>	<b>196</b>	<b>- 67</b>	<b>- 91</b>	<b>-</b>	<b>37</b>	<b>13</b>	<b>37</b>	<b>37</b>	<b>-</b>	<b>-</b>	<b>-</b>
Town Deal - O&M	1,500	-	-		1,500	-	1,500	1,500	-	-	-
Town Deal - Incubator Units	76	-	-		76	66	76	-	76	-	-
Town Deal - North Quay	5,410	1,805	- 2,516	2,200	2,500	221	2,500	-	2,500	-	-
Town Deal - Wintergardens	300	-	-		300	-	-	-	300	-	-
Town Deal - Restoration of Vacant Historic Buildings	224	-	-		224	109	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 & Future High Street - Learning Centre	4,815	-	-		4,815	924	4,815	219	4,596	-	-
Town Deal & Future High Street - Digital Connectivity	269	-	-		269	107	269	-	269	-	-
Future High Street Fund - Market Place - 6 Day	1,221	-	-		1,221	1,043	1,221	- 0	1,221	-	-
Future High Street Fund - Market Place - Realm	5,311	- -	4,811		500	76	500	-	500	-	-
Future High Streets - Conge South	331	-	-		331	167	331	116	214	-	-
Future High Streets - Conge North	210	-	-		210	-	210	-	210	-	-
Future High Streets - Densification	18	-	-		18	17	18	-	18	-	-
Heritage Action Zone (HAZ)	51	- 51	-		-	-	-	-	-	-	-
<b>Total: Inward Investment</b>	<b>20,266</b>	<b>1,754</b>	<b>- 7,327</b>	<b>2,200</b>	<b>12,494</b>	<b>3,011</b>	<b>12,150</b>	<b>1,835</b>	<b>10,608</b>	<b>50</b>	<b>-</b>

**Appendix E - General Fund Capital Programme - Detail**

2023/24 Budget £000						2023/24 Expenditure £000		2023/24 Financing - £000					
Services & Projects	Updated Budget 23/24 as at P6	Q3 Amendments	Roll forward into 24-25	Roll forward into 25-26	Revised Budget 23-24	Actuals to 31-12-23	Forecast 23/24	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts		
Disabled Facilities Grants	2,673	-	-		2,673	676	900	-	2,673	-	-		
Better Care Fund Projects	-	-	-		-	3	-	-	-	-	-		
Norfolk & Waveney Equity Loan Scheme	164	-	-	114	50	-	50	-	-	-	50		
Equity Home Improvement Loans	605	-	-	595	10	-	10	-	-	-	10		
Empty Homes	510	-	-	325	185	-	185	157	-	-	28		
HMOs /Guesthouse Purchase & Repair Scheme	1,170	-	-	970	200	37	200	200	-	-	-		
Temporary Accommodation Decent Homes	50	-	-	-	50	-	50	-	-	50	-		
Acquisition of property for transitional housing	823	-	-	393	430	7	430	198	200	-	33		
Sustainable Warmth - LAD 3	727	-	-	-	727	-	727	-	727	-	-		
Homes Upgrade Grants (HUG 1)	1,363	-	-	-	1,363	612	777	-	1,363	-	-		
Homes Upgrade Grants (HUG 2)	2,700	405	-	-	3,105	-	2,475	-	3,105	-	-		
LAHF Funded Temporary Accommodation	1,230	-	1,230	-	-	-	-	-	-	-	-		
Community Housing Fund	540	-	-	540	-	-	-	-	-	-	-		
Total: Housing	12,556	-	825	-	2,938	-	8,793	1,335	5,803	555	8,067	50	121
ICT Investment to deliver GYBC ICT Strategy	950	-	-	750	200	40	200	-	-	-	30	170	
Total: IT, Communications & Marketing	950	-	-	750	-	200	40	200	-	-	30	170	

**Appendix E - General Fund Capital Programme - Detail**

2023/24 Budget £000						2023/24 Expenditure £000		2023/24 Financing - £000			
Services & Projects	Updated Budget 23/24 as at P6	Q3 Amendments	Roll forward into 24-25	Roll forward into 25-26	Revised Budget 23-24	Actuals to 31-12-23	Forecast 23/24	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Euston Rd Public Toilet Refurbishment	88	- 68	-		20	-	20	20	-	-	-
Modernisation of Toilets											
Footway Lighting	323	-	-		323	229	323	323	-	-	-
External Redecoration & Repair of the Wellesley Grandstand	40	-	-		40	34	36	40	-	-	-
Esplanade Resurfacing	246	- 171	-		75	75	75	75	-	-	-
Gorleston Beach Huts	53	- 53	-	-	0	-	-	0	-	-	-
Great Yarmouth Beach Huts	192	243	-		435	98	435	243	-	-	192
Hemsby Rock Provision	735	-	-		735	516	735	235	500	-	-
Changing Places	38	-	-		38	-	-	-	38	-	-
Phoenix Pool & Gym car park extension	94	- 94	-		-	-	-	-	-	-	-
Market Cleaning Machine		29	-		29	-	29	29	-	-	-
Wellesley Security Gates		25	-		25	-	25	25	-	-	-
Aspire Building & Mkt Row Boiler Replacement	46	- -	46		-	-	-	-	-	-	-
Peggotty Rd Community Centre Flooring	32	- -	32		-	-	-	-	-	-	-
Cemetery Flint Walls & Gates	77	- -	77		-	-	-	-	-	-	-
Gorleston Seafront Improvements	77	- -	77		-	-	-	-	-	-	-
Playgrounds	422	-	-		422	19	422	125	297	-	-
Office Accommodation	225	-	-		225	-	225	225	-	-	-
O&M Development	-	90	-		90	40	90	90	-	-	-
Beacon Park Projects	796	- -	596		200	9	200	80	120	-	-
Beacon Park Relocation & Improvement of Play Facilities	400	- -	300		100	-	100	-	-	-	100
Energy Park - South Denes	1,845	- -	1,700		145	-	145	145	-	-	-
<b>Total: Property &amp; Asset Management</b>	<b>5,730</b>	<b>0 -</b>	<b>2,828</b>	<b>-</b>	<b>2,901</b>	<b>1,020</b>	<b>2,860</b>	<b>1,654</b>	<b>955</b>	<b>-</b>	<b>292</b>
Refuse Vehicle Purchases	3,040	-	-	-	3,040	2,378	3,040	456	-	-	2,584
<b>Total: Environmental Health</b>	<b>3,040</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,040</b>	<b>2,378</b>	<b>3,040</b>	<b>456</b>	<b>-</b>	<b>-</b>	<b>2,584</b>
<b>Capital Contingency</b>	<b>1,915</b>	<b>- -</b>	<b>1,915</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Match Funding Capital Allocation</b>	<b>1,805</b>	<b>- 1,805</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projects requiring further approval before commencement</b>	<b>825</b>	<b>- -</b>	<b>825</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Overall Total</b>	<b>61,277</b>	<b>- 855</b>	<b>- 19,754</b>	<b>- 9,200</b>	<b>31,468</b>	<b>9,649</b>	<b>27,940</b>	<b>7,569</b>	<b>20,087</b>	<b>130</b>	<b>3,682</b>



General Fund Reserves Schedule - 2023/24		Opening Balance 01/04/23	Budgeted Movement 2023/24	Actual Movement (inc forecast) 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25
Summary and Purpose of Reserve		£	£	£	£	£	£
<b>Planning Delivery Grant</b>	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	112,891	0	(76,770)	36,121	0	36,121
<b>Insurance Fund</b>	The Council budgets for a level of excess being charged to the Service Accounts annually. Any under provision is met from the Insurance Fund, and any surplus is transferred to the fund.	421,056	0	0	421,056	0	421,056
<b>DFG top-up capital loans and grant fund</b>	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	400,000	0	0	400,000	0	400,000
<b>Restricted use grant</b>	This reserve holds unspent grants received for specific purposes for which the spend has not yet been incurred.	529,263	(52,000)	(18,303)	510,960	(368,769)	142,191
<b>Invest to Save</b>	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)	(112,000)	1,412,888	0	1,412,888
<b>Specific budget</b>	This reserve is utilised as expenditure is incurred.	347,012	(62,967)	1,432,326	1,779,338	(63,110)	1,716,228
<b>Repairs and Maintenance</b>	This reserve is utilised as expenditure is incurred.	317,639	0	35,100	352,739	0	352,739
<b>Collection Fund (Business Rates)</b>	Earmarked to mitigate the fluctuations in business rate income between years.	376,810	0	0	376,810	0	376,810
<b>Community Housing Fund</b>	This represents grants previously received to assist with the delivery of Community Housing.	551,242	(30,000)	0	551,242	0	551,242
<b>Enforcement</b>	Earmarked for enforcement related works to address issues and bring properties back into use.	30,254	0	(26,700)	3,554	0	3,554
<b>Special Project Reserve</b>	Earmarked for projects and for use as matched funding as appropriate to access external funding, Includes capital and revenue projects.	222,581	(35,000)	0	222,581	(10,000)	212,581
<b>Benefits/Revenues Reserve</b>	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	217,895	0	60,928	278,823	0	278,823

General Fund Reserves Schedule - 2023/24		Opening Balance 01/04/23	Budgeted Movement 2023/24	Actual Movement (inc forecast) 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25
Summary and Purpose of Reserve		£	£	£	£	£	£
<b>Homelessness</b>	Utilised for service expenditure from previous grant allocations	659,311	(642,323)	(99,940)	559,372	0	559,372
<b>Treasury Management reserve</b>	Used to mitigate fluctuations in investment income received.	200,000	0	0	200,000	0	200,000
<b>Asset Management reserve</b>	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)	(160,784)	1,299,552	(289,500)	1,010,052
<b>Coast Protection</b>	Held for match funding and mitigate one-off costs in relation to coast protection.	141,841	0	42,699	184,540	0	184,540
<b>Empty Business Property Incentive Fund</b>	Earmarking of funds to be used for incentivising bringing properties back into use.	100,000	0	(100,000)	0	0	0
<b>Community projects</b>	Balance of community projects funding held prior to draw down against spend areas.	522,395	0	(394,969)	127,426	0	127,426
<b>Collection fund income compensation</b>	To be utilised to fund deficit in collection fund.	2,320,590	0	(1,106,358)	1,214,232	0	1,214,232
<b>Other Reserves</b>	These Reserves are budget carry forwards to be used in future years.	2,556,234	(24,892)	(2,312,917)	243,317	(26,148)	217,169
<b>Total GF Earmarked Reserves</b>		<b>13,012,237</b>	<b>(1,144,674)</b>	<b>(2,837,688)</b>	<b>10,174,549</b>	<b>(757,527)</b>	<b>9,417,022</b>
<b>General Fund Reserve</b>	Current recommended balance of £3.5 million	<b>5,047,477</b>	<b>(1,143,250)</b>	<b>(128,308)</b>	<b>4,919,169</b>	<b>(658,885)</b>	<b>4,260,284</b>
<b>Total GF Reserves</b>		<b>17,658,126</b>	<b>(2,287,924)</b>	<b>(2,965,996)</b>	<b>15,093,719</b>	<b>(1,416,412)</b>	<b>13,677,307</b>

# CABINET, SCRUTINY



**URN:** 23-181

**Report Title:** 2023/24 Budget Monitoring Report – Period 9

**Report to:** ELT / Cabinet / Scrutiny

**Date of meeting:** 14 February 2024 / 4 March 2024/ 19 March 2024

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

**Responsible Director / Officer:** Financial Services Manger

**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 9 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:

It is recommended that Cabinet:

- 1) Note the content of the report and 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 the amendment to the 2024/25 Fees & Charges as outline in section 3.

## 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 for quarter 3. This report compares the actual expenditure and income position at the end of December 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 original budget assumed a transfer of £1,144k transfer from reserves and following a review of budget as part of the outturn, this was revised to the current budget of £753k. The General Fund Summary at Appendix A shows the high-level forecast budget monitoring position on 31 December 2023 of a deficit position of £1,485. The position reported at period 6 was a forecast deficit of £1,445k.
- 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 9 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 9 is 7.69% for employees in the Council (for period 6 this was 5.39%). 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 quarter 3 there is an underspend (£380k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.

### 3. 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 quarter 3 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	14,786	15,582	796
Non-Service Areas	2,880	2,680	(200)
Use of Reserves	(1,616)	(1,480)	136
Income	(15,297)	(15,297)	0
Total (Surplus)/Deficit (before reallocation from Earmarked Reserves)	<b>753</b>	<b>1,485</b>	<b>732</b>
Reallocation from Earmarked Reserves*		<b>(1,357)</b>	
General Fund (Surplus)/Deficit		<b>128</b>	

- 3.2. Members will recall from the 2024/25 budget setting that a one-off reallocation of £1.36m from earmarked reserves would be required in 2023/24. This is now reflected within Appendix A (and above \*).
- 3.3. An unallocated balance (including accrued interest) is current held within the Norfolk Business Rates Pool and the Norfolk Authorities have agreed that this should be reallocated to members

of the pool in 2023/24. The Council's allocation has recently been confirmed as £144,786 and so this is yet to be reflected within the forecast. This will reduce the forecast deficit on the General Fund reserve in 2023/24.

- 3.4. The overall position is continuing to be monitored for the remaining quarter of the financial year in preparation for reporting the outturn position.
- 3.5. 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, furthermore opportunities for additional income from the exiting property portfolio are being explored to mitigate some of the in-year gaps in line with the 2024/25 budget.
- 3.6. An administration error has been identified within the Fees and Charges 2024/25 approved by Cabinet January 2024 for one fee presented due to the rounding within the spreadsheet. As a result, the revision to the fee is set out below for approval by Cabinet as part of this report.

Fee to be revised	2023/24 Fee	2024/25 Fee	Change £ / %	Note
Market Place – Daily Electricity Charge	£6.00	£6.70	£0.70 11.67%	Above policy due to roundings

- 3.7. The report asks members to acknowledge that the Council has been awarded 'Green' status from a recent Home England's compliance audit. The audit report confirms that public funds awarded by Homes England have been properly used in line with funding conditions and contractual requirements and have properly exercised their responsibilities as required by Homes England. Home England require that this outcome is reported to members as part of their reporting processes.

#### **4. GENERAL FUND BUDGET MONITORING POSITION – CAPITAL PROGRAMME**

- 4.1. Actual spend until the end of December 2023 totals £9.65m as summarised under Appendix E.
- 4.2. The revised General Fund Capital Programme for 2023/24 is £31.47m as reported to Full Council on 22nd February 2024 and this is summarised under Appendix E.
- 4.3. The revised budget has been reduced from the £61.28m reported at month 6 to represent a more realistically forecasted spend. Budgets totalling £19.8m & £9.2m have been rolled forward into 2024/25 and 2025/26 respectively. This is in line with spend profiles provided by budget managers.
- 4.4. The forecast capital expenditure for 2023/24 at the end of Month 9 is £27.9m

#### **5. GENERAL FUND CONCLUSIONS**

- 5.1. The General Fund revenue budget is showing a forecast full year overspend of £128k. This is an improved position from the original budget of £1,144k set, by a favourable variance of £1,015k. This improved position is mainly due to the one-off transfer from earmarked reserves of £1,357k. The use of reserves will be reviewed as part of the outturn report and updated accordingly following the final allocation from the business rates pool.

- 5.2. The General Fund capital 2023/24 budget stands at £31.47m as at month 9, 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. This report outlines the estimated forecasts for capital expenditure for the full financial year 2023/24 as well as showing the position of the HRA as at the end of period 9.

## **7. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION - REVENUE**

- 7.1. For budget monitoring purposes, the actual expenditure and income to the end of period 9 is reviewed to produce estimated forecasts, compared against original budgets, for the 2023/24 financial year. Key variations are identified and explained within Appendices G & H 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 H & J.
- 7.3. The Housing Revenue Account summary in appendix G shows a revised 2023/24 budget forecast deficit of £6.662m, from a currently budgeted deficit of £4.679m, resulting in an increase in the deficit of £1.983m. The movement in service and non-service line budgets are summarised within appendix G, with appendix H providing detailed explanations for the changes. The main reason for this change is for an anticipated transfer to earmarked reserves for £1.44m for committed capital and revenue costs, as reported within the 2024/25 budget setting.
- 7.4. For the period to the end of December 2023, there is a total spend of £2.81m for direct employee costs. 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 and to provide specific technical staff capacity.
- 7.5. Rental income and service charge budgets have been reviewed and updated for additional income to be received by year end, estimated to be an additional £257k.
- 7.6. Supervision and management budgets have increased by £251k overall. Vacancy savings have mitigated the majority of the overspend on agency staff in year. Budgets forecasts have increased for utility costs and additional costs have been recognised for IT software licenses in year for the current housing IT system as well as the implementation of the new housing system. Staff car allowances, training budgets and professional subscription costs have also been reviewed and updated for year end forecast.

- 7.7. Repairs and maintenance budgets currently reflect an overall overspend of £500k. Compliance budgets have been updated to reflect the movement of £900k to earmarked reserves for the committed spend on fire remedial works in 2024/25. Electrical testing remedial and smoke alarms costs are forecast to be overspend in year by £268k. Planned works have been reduced by £45k and the budget will be utilised towards overspends in other areas within repairs and maintenance service area. Efficiency savings budget has been removed as all efficiencies achieved in the year are being reinvested into the stock and additional demand in 2023/24. Responsive repairs average repair cost has seen reductions, but higher demand overall has mitigated the efficiency saving realised. Planned large repairs continue to increase however, due to demand of larger repairs jobs being received. The asset team continue to review the level of demand for the future in this area of repairs and this has helped form the budgets for 2024/25.
- 7.8. Interest payable and interest receivable budgets have been reviewed and due to rising interest rates the HRA is due an additional £92k on council interest investments and the HRA is also due to pay an additional £161k on borrowing interest costs. Capital expenditure funding revenue has decreased following the reduced forecast on the capital programme.
- 7.9. Consideration of transfers to earmarked reserves to commit funding for revenue and capital budgets for 2024/25 will be reconsidered as part of the 2023/24 outturn and review of requirements in 2024/25.

## **8. HOUSING REVENUE ACCOUNT BUDGET MONITORING POSITION – CAPITAL PROGRAMME**

- 8.1. The Housing Revenue Account capital programme has been revised to £16.041m, with an additional digital upgrade budget approved of £104k in period 6 and an increase to the additional housing budget of £535k. This additional housing budget covers part of the approved spend for Local Authority Housing fund acquisitions (LAHF) project approved in July 2023 at £1.230m and base budgets within additional housing will cover the other part of the budget approved. The current forecast for spend on the HRA Capital programme is forecast at £15.323m, please see Appendix J for details on movements.
- 8.2. 2023/24 capital programme spend to the end of Period 9 is showing as £4.5m in appendix J. The capital programme is forecast to spend £15.3m by year end and committed expenditure to date is £7m.
- 8.3. Capital programmes are progressing with spend and £4m of expenditure has been committed to date on capital programmes of works including kitchens and bathrooms, windows and doors, roofing works and major voids. £3m had been committed on decarbonisation efficiency works and will be paid in period 10. Major voids works are continuing to address some of the Council's most demanding vacant properties and these budgets do show an overspend to date in year.
- 8.4. Capital budgets totalling £880k have been moved to HRA earmarked reserves in the current year, to be utilised and spent in 2024/25. Expenditure has been committed on these projects and the budgets have been moved to 2024/25 as works will not complete in 2023/24. The works committed include roofing, single skin, new build, digital upgrade, and concrete works.



- 8.5. The additional housing capital budget will spend £1.8m budget in year on acquisitions, £1.2m on LAHF acquisitions and £0.888m on new build projects. Eight new properties will be purchased using right to buy receipts and five properties will be purchased under the LAHF project. The new build project, Jubilee Court has completed, and final invoices are being received and the Charter Close new build project will continue into 2024/25 with the majority of budget moved to earmarked reserves. These budgets are financed by borrowing, grants and the use of Right to Buy receipts and is being monitored to ensure the council doesn't payback any receipts to central government.
- 8.6. The HRA business plan continues to operate under the assumptions that only affordable and additional housing plans should use further borrowing, with the remaining capital financing being met from revenue. The Council has continued to take a prudent approach to borrowing following the removal of the debt cap. 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 9 against our anticipated budgeted sales for 2023/24.

2023/24	Estimated Sales	Actual Sales
Qtr. 1	4	4
Qtr. 2	4	4
Qtr. 3	6	3
Qtr. 4	6	0
<b>Total</b>	<b>20</b>	<b>11</b>

- 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 ££6.662m, the Income and expenditure position will continue to be monitored to year end and the balance required to be transferred to earmarked reserves will be reassessed as part of the outturn process.
- 10.2. Major Capital Major Capital spend to the end of Period 9 totals £4.5m, with over £7m committed budget to date by purchase orders. A capital budget totalling £15.3m is currently forecast, at period 9, 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 30-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 outturn report.

## **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 continues to flag highlighted financial pressures for both the Housing Revenue Account and the General Fund in the year and these have been considered when setting the budget for 2024/25.
- 13.2. Work will be undertaken as part of the finalisation of the outturn for the financial year on the required call on earmarked reserves will be reconsidered. Implications of any changes will also be considered when looking forward into 2024/25.

## 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 G - Summary of HRA Income & Expenditure for Month 9 2023/24

See Appendix H for details of significant variances.

	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
<b>Income</b>					
Dwelling Rents	(24,738,951)	(24,738,951)	(17,578,543)	(24,996,000)	(257,049)
Non Dwelling Rents	(295,498)	(295,498)	(183,418)	(295,498)	0
Charges for Services and Facilities	(1,390,078)	(1,390,078)	(815,364)	(1,388,835)	1,243
Contribution towards expenditure	(5,000)	(5,000)	(2,313)	(5,000)	0
<b>Total Income</b>	<b>(26,429,527)</b>	<b>(26,429,527)</b>	<b>(18,579,638)</b>	<b>(26,685,333)</b>	<b>(255,806)</b>
<b>Expenditure</b>					
Repairs And Maintenance	9,678,975	9,921,975	6,071,522	10,421,463	499,488
Supervision and Management	6,556,839	6,949,389	3,758,685	7,200,297	250,908
Rents, Rates, Taxes and Other Charges	457,501	457,501	350,003	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
Non - Dwelling Depreciation	179,415	179,415	0	179,415	0
Debt Management Costs	150,000	150,000	0	150,000	0
<b>Total Expenditure</b>	<b>20,770,376</b>	<b>21,405,926</b>	<b>10,180,211</b>	<b>22,156,322</b>	<b>750,396</b>
<b>Non Service Expenditure/Income</b>					
(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	1,326,659	3,317,572	161,321
Interest and investment income	(40,000)	(40,000)	0	(131,682)	(91,682)
Revenue grants and contributions receivable	0	0	0	0	0
Capital Grants & Contributions receivable	(336,000)	(1,842,513)	(71,554)	(1,628,449)	214,064
In Year Pension Adjustments	479,925	479,925	47,634	527,559	47,634
Capital Expenditure funded by Revenue (including Grants)	4,343,981	7,949,687	0	7,666,131	(283,556)
Transfers to/(from) EMR Reserves	0	0	0	1,440,000	1,440,000
<b>Non Service Expenditure/Income</b>	<b>7,604,157</b>	<b>9,703,350</b>	<b>1,302,739</b>	<b>11,191,131</b>	<b>1,487,781</b>
Deficit/(Surplus) for the year on HRA Services.	<b>1,945,006</b>	<b>4,679,749</b>	<b>(7,096,688)</b>	<b>6,662,120</b>	<b>1,982,371</b>

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

### Note 1 Significant variances requiring commentary:

### Note 2 Support Services Recharges:

Significant variances of +/- £10,000 full year variances require 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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Dwelling Rents	(24,738,951)	(24,738,951)	(17,578,543)	(24,996,000)	(257,049)
Total:	(24,738,951)	(24,738,951)	(17,578,543)	(24,996,000)	(257,049)

Dwelling rental income updated in line with expected total year end rent collection.

Non Dwelling Rents	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Non Dwelling Rents	(295,498)	(295,498)	(183,418)	(295,498)	0
0	(295,498)	(295,498)	(183,418)	(295,498)	0

Contribution towards expenditure	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Contribution towards expenditure	(5,000)	(5,000)	(2,313)	(5,000)	0
Total:	(5,000)	(5,000)	(2,313)	(5,000)	0

Charges for Services and Facilities	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Day to Day Repairs & Voids	(15,000)	(15,000)	21,595	0	15,000
Housing Income	(310,456)	(310,456)	(207,487)	(313,076)	(2,620)
Environmental Services	(368,043)	(368,043)	(155,520)	(379,180)	(11,137)
Sheltered Support	(393,715)	(393,715)	(333,210)	(393,715)	0
Alarms	(302,864)	(302,864)	(140,743)	(302,864)	0
Total:	(1,390,078)	(1,390,078)	(815,364)	(1,388,835)	1,243

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

Caretaking service charge income reviewed and updated in line with actual

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

### Note 1 Significant variances requiring commentary:

### Note 2 Support Services Recharges:

Significant variances of +/- £10,000 full year variances require 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.

Total Income	(26,429,527)	(26,429,527)	(18,579,638)	(26,685,333)	(255,806)
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### Expenditure

Repairs And Maintenance	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	
Compliance	2,282,010	2,282,010	1,212,991	1,639,350	(642,660)	Budgets increased by £269k for electrical testing and remedial work and replacement of smoke alarm. Budgets reduced by £900k has been moved into earmarked reserves and will fund the fire remedial works committed from 2023/24, in 2024/25.
Planned Cyclical	2,563,488	2,806,488	1,220,821	2,761,488	(45,000)	Planned works forecast to be underspend by year end, savings to be used towards overspends in planned large repairs.
Efficiency Savings from GYN	(750,000)	(750,000)	225	0	750,000	Savings target removed, all efficiency savings incorporated in to future repairs and maintenance budgets.
Responsive Repairs	2,754,316	2,754,316	1,776,118	2,525,570	(228,746)	Average cost lower per job, forecasted underspend to reflect the decrease in job spend
Voids	1,260,350	1,260,350	903,963	1,451,250	190,900	Void work forecasted to overspend due to an increase in demand
Planned Large Repairs	314,700	314,700	240,714	751,752	437,052	Planned Large Repairs forecasted to overspend due to an increase in demand
R&M Other	1,248,531	1,248,531	716,690	1,286,473	37,942	Partnership Fee with Great Yarmouth Services revised as per SLA agreement
Total:	9,673,395	9,916,395	6,071,522	10,415,883	499,488	

Supervision and Management	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £	
Income	(315,370)	(315,370)	(82,292)	(320,262)	(4,892)
Staff Pay	3,870,274	3,870,274	2,468,507	3,645,439	(224,835)
Agency Costs	68,111	68,111	294,148	320,270	252,159
Premises Costs	363,552	363,552	204,732	384,064	20,512
Transport Costs	30,712	30,712	30,510	41,755	11,043
Supplies and Services	838,105	838,105	823,398	1,043,068	204,963
Support Services	1,677,850	2,070,400	10,167	2,070,400	0
S&M Other	29,185	29,185	9,515	21,143	(8,042)
Total:	6,562,419	6,954,969	3,758,685	7,205,877	250,908

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

### Note 1 Significant variances requiring commentary:

### Note 2 Support Services Recharges:

Significant variances of +/- £10,000 full year variances require 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.

Rents, Rates, Taxes and Other Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Rents, Rates, Taxes and Other Charges	457,501	457,501	350,003	457,501	0
Total:	457,501	457,501	350,003	457,501	0

Dwelling Depreciation	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Non - Dwelling Depreciation	179,415	179,415	0	179,415	
Total:	179,415	179,415	0	179,415	0

Dwelling revaluation losses/(gains) reversing prior year losses charged	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 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 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Debt Management Costs	150,000	150,000	0	150,000	0

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

### Note 1 Significant variances requiring commentary:

### Note 2 Support Services Recharges:

Significant variances of +/- £10,000 full year variances require 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.

Total:	150,000	150,000	0	150,000	0
Expenditure Totals	20,770,376	21,405,926	10,180,211	22,156,322	750,396

### Non Service Expenditure/Income

Interest Payable and Similar Charges	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Interest Payable and Similar Charges	3,156,251	3,156,251	1,326,659	3,317,572	161,321
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Increases to interest budget include the housing revenue account (HRA) share of interest on borrowing for the council cashflow and increases to the HRA capital programme financed by borrowing. This increase takes into account increased interest rates.

Total:	3,156,251	3,156,251	1,326,659	3,317,572	161,321
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Interest and investment income	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Interest and investment income	(40,000)	(40,000)	0	(131,682)	(91,682)
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Housing revenue account share of interest receivable increased in line with increased interest rates.

Total:	(40,000)	(40,000)	0	(131,682)	(91,682)
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Capital Grants & Contributions receivable	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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Capital Grants & Contributions receivable	(336,000)	(1,842,513)	(71,554)	(1,628,449)	214,064
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Decreased grant income in year which aligns with changes to the HRA Capital programme.

Total:	(336,000)	(1,842,513)	(71,554)	(1,628,449)	214,064
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Capital Expenditure funded by Revenue (including Grants)	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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## Appendix H - HRA - Budget monitoring and commentary 2023/24

### Note 1 Significant variances requiring commentary:

### Note 2 Support Services Recharges:

Significant variances of +/- £10,000 full year variances require 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.

Capital Expenditure funded by Revenue (including Grants)	4,343,981	7,949,687	0	7,666,131	(283,556)	Budget decreased in line with 2024/25 capital programme financing requirements.
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Total:	4,343,981	7,949,687	0	7,666,131	(283,556)	
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In year pension Adjustments	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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In year pension Adjustments	479,925	479,925	47,634	527,559	47,634	Budget adjusted for estimated cost of pension liabilities.
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Total:	479,925	479,925	47,634	527,559	47,634	
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HRA Earmarked reserves	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
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HRA Earmarked reserves	0	0	0	1,440,000	1,440,000	2023/24 committed budgets carried forward to 2024/25 for repairs and maintenance and capital programme. These budgets have been committed and wont be completed by the 2023/24 financial year end. Capital budgets include £220k Roofing, £150k Single skin upgrades, £170k concrete works, £236k Charter Close affordable housing and £104 digital upgrade project. The Cfwd revenue budget is £900k fire risk assessments.
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Total:	0	0	0	1,440,000	1,440,000	
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<b>Non Service Expenditure/Income Totals</b>	7,604,157	9,703,350	1,302,739	11,191,131	1,487,781	
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**Appendix I - Summary of HRA Income  
& Expenditure for Month 9 2023/24**

	Original Budget 2023/24 £	Current Budget 2023/24 £	P9 YTD actual 2023/24 £	Full Year Forecast £	Full Year Variance £
Employee	4,447,495	4,447,495	2,819,610	4,514,411	66,916
Premises	8,940,341	9,183,341	5,460,043	9,681,213	497,872
Transport	30,712	30,712	30,523	41,755	11,043
Supplies & Services	2,316,714	2,316,714	1,860,884	2,568,754	252,040
Third Party Payments	0	0	0	0	0
Transfer Payments	54,950	54,950	20,673	30,000	(24,950)
Support Services	1,627,076	2,099,740	8,857	2,099,740	0
Capital Charges	11,597,841	15,203,547	1,434,896	15,081,312	(122,235)
Income	(27,070,123)	(28,656,750)	(18,732,174)	(26,675,066)	1,301,684
	<b>1,945,006</b>	<b>4,679,749</b>	<b>(7,096,688)</b>	<b>6,662,120</b>	<b>1,982,371</b>

# Appendix J - HRA Capital Programme 2023/24

HRA Capital Programme	Original Budget 2023/24	Current Budget 2023/24	P9 YTD actual 2023/24	Full Year Forecast	Full Year Variance £	Comments
<b>CAPITAL ASSETS PROGRAMME</b>						
Boiler Service and Maintenance	120,000	120,000	58,993	120,000	0	
Decent Home Yearly Programme	3,900,000	3,976,907	839,652	3,976,907	0	
Fire Door Installation Programme	453,000	453,000	0	453,000	0	
Estate Improvements	0	0	2,457	0	0	
Decarb / Energy Efficiency	791,700	3,284,030	85,259	3,284,030	0	
Capital Improvements Works	1,000,000	1,500,000	699,427	1,110,000	(390,000)	£390k budget has been moved to earmarked reserves to be spent in 2024/25 on roofing and concrete works.
Specific Planned Projects	250,000	300,000	136,938	300,000	0	
Voids (Capital works)	1,341,000	1,495,000	852,778	1,599,299	104,299	£150k budget has been moved to earmarked reserves to be spent in 2024/25 and an overspend on voids refurbishments in year is estimated at £245k.
Energy & Efficiency Improvements	0	0	0	0	0	
Planned Maintenance	225,000	225,000	293,317	310,770	85,770	Capital adaptations will be over budget by £85k by year end, however revenue spend is underbudget to finance this.
<b>AFFORDABLE HOUSING PROGRAMME</b>						
Additional Housing	1,485,000	3,005,000	675,325	3,005,000	0	Acquisitions approved to purchase in 2023/24 total eight properties using right to buy one for one receipts. In addition to this the LAHF project will obtain housing for those who are unable to find settled accommodation on resettlement schemes. This budget is financed from £526k of grant funding and £704k of HRA borrowing. The budget was approved July 2023.
New Affordable Housing	1,000,000	1,301,887	772,397	887,728	(414,159)	Final forecast spend for Jubilee Court is predicted to be under budget and the remainder of the Charter Close budget, £234k, will now be carried forward in earmarked reserves to be spent by Qtr 2 2024/25.
<b>OTHER HRA CAPITAL PROGRAMMES</b>						
Non Dwelling	0	0	(1,000)	0	0	
Housing Transformation Budget	0	276,442	104,244	276,442	0	
Digital Upgrade Sheltered Housing	0	104,000	0	0	(104,000)	£104k budget will not be spent in 2023/24. This will be moved to earmarked reserves to be spent in 2024/25.
<b>Capital Programme Total</b>	<b>10,565,700</b>	<b>16,041,266</b>	<b>4,519,785</b>	<b>15,323,176</b>	<b>(718,090)</b>	

# Scrutiny Committee



**Report Title: Scrutiny Committee Annual Report 2023/24**

**Report to: Scrutiny Committee / Council**

**Date of meeting: 23 April 2024 / 14 May 2024**

**Responsible Director / Officer: Head of Legal and Governance, Monitoring Officer**

**Chairman of Scrutiny Committee: Councillor Bernard Williamson**

**Report Author: Corporate and Democratic Services Manager**

## INTRODUCTION

The purpose of this Annual Report is to inform Council and Members of the Public of the work undertaken by the Scrutiny Committee during 2023/24

The report provides details on reviews carried out, details the structure of Scrutiny within the Council's Constitution, Scrutiny processes and the principles of Scrutiny, along with membership details of the Scrutiny Committee.

## RECOMMENDATIONS:

That Committee recommend to Council:

- (1) Note the contents of the Chairman's Annual Report for the Scrutiny Committee for 2023/24.

## 1. Introduction by the Chairman of Scrutiny Committee

With the change from the 'committee' system to the 'cabinet' model of governance the current Scrutiny Committee was established following the annual meeting of the council in May 2023.

The beginning of the council year was taken up by training meetings to ensure that all members were able to engage and use the powers of scrutiny in a positive role for the council. These meetings were also used to establish a new 'Work' programme for the committee for the year 2023-2024.

On behalf of the Committee I thank Sammy Wintle (Corporate and Democratic Services Manager) and Christina Webb (Democratic Services Officer) for their work and support throughout the year. This has been undertaken in addition to their normal democratic officer work.

It should be noted that normally this is a dedicated role as recommended in government guidance. However, financial pressures on GYBC have resulted in this becoming a shared role under the guidance of the Monitoring Officer Caroline Whatling.

I thank all committee members for their contributions to the work and the growing confidence of the committee coming to terms with a new form of governance. This is not a 'whipped' committee and its value depends on the independence of members to fully scrutinise the decisions and work across all council areas of activity without fear or favour.

## **2. The role of Scrutiny Committee**

- 2.1 The role and purpose of Scrutiny is to provide a key democratic mechanism for holding public-service decision-makers and providers to account as well as facilitating the improvement of public services within the Borough. Effective scrutiny enhances accountability, ensures transparency of decision-making, contributes to service improvement, and acts as a 'check and balance' on decision-makers.
- 2.2 Scrutiny Committee is led by local, elected Councillors and should be carried out in a proactive and constructive way and contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants, visitors, and businesses.
- 2.3 The Scrutiny Committee conducts its proceedings in accordance with its Terms of Reference (as set out in 16.2, Terms of Reference of the Constitution) and the Proceedings of the Scrutiny Committee (as set out in 16.6 Proceedings of the Scrutiny committee of the Constitution).
- 2.4 Meetings of the Committee are open to the public and are mostly held in the evenings.

## **3. Scrutiny Committee Membership / Roles and Responsibilities**

### **Membership**

- 3.1 The Committee comprises 13 Members, 6 Conservatives, 6 Labour and 1 Independent member.

Members for 2023/24 were as follows: -

Councillor Williamson (Labour) (Chairman)

Councillor Freeman (Conservative (Vice-Chairman)

Councillor Galer (Conservative)

Councillor Grant (Conservative)

Councillor Hammond (Conservative)

Councillor Jeal (Labour)

Councillor Mogford (Conservative)  
Councillor Murray-Smith (Conservative)  
Councillor Robinson-Payne (Labour)  
Councillor Thompson (Independent)  
Councillor Wainwright (Labour)  
Councillor Waters-Bunn (Labour)

- 3.2 All Members except members of the Cabinet may be members of the Scrutiny Committee. However, no Member may be involved in scrutinising a decision with which they will be or have been directly involved.
- 3.3 In exceptional circumstances, the Scrutiny Committee shall be entitled to recommend to the Council the appointment of a co-optee where particular skills or knowledge are justified.
- 3.4 The Chair of the Scrutiny Committee shall be appointed by the Council. Where one group has majority control of the Council, the Chair will be drawn from a member of a minority group (which includes Members who are Independents) with the Vice-Chair of the Committee being drawn from any member of the Committee.

#### **Roles and Responsibilities**

- 3.5 The Council's Constitution details the various roles that the Chairman and Committee Members undertake whilst appointed to sit on the Committee.

#### **Chair of the Committee**

The Chair of the Committee will undertake the following roles:

- a) chair meetings of the Scrutiny Committee and promote the development and exercise of the scrutiny function according to the Council's Constitution
- b) ensure that the work of the Scrutiny Committee contributes to the Council's corporate objectives
- c) liaise with the Chief Executive and the Executive Directors to ensure that the workload of the Scrutiny Committee is managed effectively to enable it to carry out its role of:
  - i) reviewing the formulation of policy development
  - ii) and advising the Cabinet of areas of potential improvements
- d) liaise with Cabinet Members as appropriate
- e) contribute to the training and development of Members engaged in the overview and scrutiny role
- f) approve any report that the Committee may wish to submit to Cabinet; and

g) be the spokesperson for the Committee within the terms of the Code of Recommended Practice on Local Authority Publicity.

### **Committee Members**

All Members of the Committee shall:

- a) participate in the work of the Scrutiny Committee in ways that contribute to the Council's corporate objectives
- b) seek to strengthen the Council through non-partisan participation in the Scrutiny Committee.
- c) and undertake mandatory training to ensure they are suitably prepared to effectively discharge the scrutiny and review role.

## **4. The Committee's Work Programme 2023/24**

- 4.1 The Committee at its first meeting agreed a work programme for 2023/24 which focussed on matters that affected Council Services and those issues that were deemed to be of particular importance to the communities and residents.
- 4.2 Each year, the Committee has a number of reviews that it carries out such as the Budget.
- 4.3 Key areas that the Scrutiny Committee discussed during 2023/24 were as follows: -
  - Housing Investment Plan and Sheltered Housing Asset Review
  - Council Tax Support Scheme – Consultation on options for a 24/25 Scheme
  - Review of the Planning / Development Management department
  - Social Housing Applications
  - 1990 Environment Act
  - Annual Action Plan
  - Quarterly Performance Reports
  - Quarterly Financial Reports
- 4.4 The related full formal Committee reports and resulting minutes may also be viewed on the Council's website

## **5. Member Working Groups / Task and Finish Groups**

- 5.1 Following a request from a Councillor the Scrutiny Committee established one Task and Finish Group during 2023/24 as follows:-

- Hemsby Coastal Erosion Task and Finish Group – The Task and Finish Group was established to scrutinise the following issues: -
  - Seeking an understanding of why Hemsby was not awarded funding for Sea Defenses
  - Considering information submitted to the Environment Agency with regard to the number of homes which are permanent residences as opposed to Holiday lets and whether has impacted the scoring in terms of an application for funding of sea defenses.
  - Scrutinising the Business Case submitted to the Environment Agency to determine whether the content was a correct and complete representation of the position.
  - Identify what funding opportunities exist with regard to the Coastal Defenses and whether any funding would be available from Anglian Water

5.2 The Task and Finish have met once to discuss and agree the Terms of Reference and are due to conclude their findings and provide a report back to the Scrutiny Committee within a maximum of a 4-month period.

## **6. Call-ins and Councillor's Call for action**

6.1 During the Committee year of 2023/24 the Scrutiny Committee called-in one item of business that had been considered by the Cabinet as follows:-

Date of Call-in	Councillors requesting Call-in	Title or report	Reason for Call-in	Outcome of call-in
18/12/2023	Wainwright Capewell Martin Jeal Robinson-Payne	Control Centre and community alarm Services Emergency Contract Decision	To allow the Committee time to ask key questions to responsible Officers and to ensure that the Committee receive all relevant information in order to confirm that the operational emergency clause was used correctly	Cabinet reconsidered the report at it's meeting on the 29 January 2024 and the decision was made to UPHOLD the original recommendations as approved.

6.2 The Committee received one Councillor Call for Action during the 2023/24 period.

Date of Councillor Call for Action CCFA	Councillors requesting CCFA	Reason for CCFA	Outcome of CCFA

13/2/2024	Wainwright Waters-Bunn Robinson-Payne	<p>Significant concerns regarding the Haven Bridge building in Cobholm. The Scaffolding company are making significant claims of the building being unsafe and that there is a risk to life.</p> <p>This has been an ongoing issue for nearly 2 years come March' 24. There has been no progress whatsoever. There are several businesses being affected by this road closure which NCC has now advised is closed until much later this year.</p> <p>Many residents are being affected by the closed road and lack of access to their homes.</p>	Scrutiny received a report from the Head of Environment and Suitability at its meeting on the 27 February 2024. Following this meeting it was agreed that further information and update would be brought back to a later Committee date once information regarding survey of the premises was available and next steps could be considered.
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## **7. Training and development**

- 7.1 Scrutiny Committee received in depth training from a representative of the Local Government Assembly in June 2023.
- 7.2 Training developed specifically for the Committee is vitally important to support the continued development of Members and therefore any further training opportunities identified will be offered to the Committee.

## **8. Looking Forward**

- 8.1 The Scrutiny Committee will continue to evolve by regularly reviewing its work programme and look for areas of development so that it can continue to focus on issues/areas where a positive impact could be delivered for the Council and its residents.
- 8.2 The Scrutiny Committee work programme will be monitored and maintained throughout the 2024/25 municipal year and will reflect local needs and priorities – issues of community concern as well as Corporate Plan and Medium-Term Financial Strategy priorities, prioritise topics for scrutiny that have most impact or benefit and be flexible enough to respond to new or urgent issues.



**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
<b>Standing items</b>					
19 Sept 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes</li> <li><b>To include an exceptions report of those that are not meeting the required target.</b></li> </ul>	Committee	Quarterly Review
12 Dec 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes</li> </ul>	Committee	Quarterly Review
19 March 2024	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes</li> </ul>	Committee	Quarterly Review
23 April 2024	<b>Scrutiny Annual Report</b>	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> <li>Production of the Scrutiny Committee Annual Report to Council</li> </ul>	Committee	Annual
June 2024	<b>Annual performance report</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes</li> </ul>	Committee	Annual Review
19 Sept 2023	<b>1/4ly Financial Report</b>	Executive Director, Resources	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes.</li> </ul>	Committee	Quarterly Review

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

19 Sept 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> <li>• To include an exceptions report of those that are not meeting the required target.</li> </ul>	Committee	Quarterly Review
19 Sept 2023	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes.</li> <li>• To outline those areas not currently on target or likely to be achieved</li> </ul>	Committee	Quarterly Review
<b>Thursday 24 October 2023</b>					
24 Oct 2023	<b>Council Tax Support Scheme – Consultation on Options for 24/24 Scheme</b>	Head of Customer Services Cabinet Member	<ul style="list-style-type: none"> <li>• outline the options under consultation in relation to next year's Council Tax Support Scheme</li> <li>• Scrutiny Committee are provided with the opportunity to feed into the consultation.</li> </ul>	Committee	
24 Oct 2023	<b>Presentation from CityFibre</b>	CityFibre representative Neil Medle Cabinet Member	<ul style="list-style-type: none"> <li>• To provide Members with an update by way of a presentation on the £15m Full Fibre investment &amp; roll-out in Great Yarmouth over the next 3 years</li> </ul>	Committee	
<b>Thursday 28 November 2023</b>					
28 Nov 2023	<b>Review of Planning / Development Management</b>	Cabinet Member, Executive Director Place, Head of Planning and Growth	<ol style="list-style-type: none"> <li>1. All current data sets regarding numbers of applications. (This would include number of days to a decision; total numbers; etc)</li> <li>2. Current work /changes/improvements being made to provide a more efficient and timely service.</li> <li>3. Outcomes/performance targets New improved service.</li> </ol>	Committee	TBC
<b>Thursday 12 December 2023</b>					

12 Dec 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
12 Dec 2023	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes.</li> </ul> To outline those areas not currently on target or likely to be achieved	Committee	Quarterly Review
<b>Thursday 13 February 2024</b>					
13 February 2024	<b>PRE-SCRUTINY Consideration of the draft budget report</b>	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
<b>Thursday 29 February 2024</b>					
29 February 2024	<b>Social Housing Applications</b>	Cabinet Member, Executive Director, People, Head of Strategic Housing	<ul style="list-style-type: none"> <li>Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc.</li> </ul>	Committee	TBC
29 February 2024	<b>1990 Environment Act</b>	Cabinet Member, Executive Director Place, Head of Environment and Sustainability	How the act controls issues which impact on local residents. Disposal of waste, burning of waste, bonfires etc.  Does GYBC require a policy re particular issues in line with other LAs.	Committee	TBC
<b>Thursday 19 March 2024</b>					
Postponed					
<b>Thursday 23 April 2024</b>					
23 April 2024	<b>Scrutiny Annual Report</b>	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> <li>Production of the Scrutiny Committee Annual Report to Council</li> </ul>	Committee	Annual

23 April 2024	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> </ul>	Committee	Quarterly Review
23 April 2024	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes.</li> <li>• To outline those areas not currently on target or likely to be achieved</li> </ul>	Committee	Quarterly Review
23 April 2024	<b>Annual Action Plan</b>	Cabinet Member, ELT representative, Information governance Leader	<ul style="list-style-type: none"> <li>• Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee.</li> <li>•</li> </ul>	Committee	When required
<b>Future Committee's – Dates to be confirmed</b>					
May 2024	<b>Social Landlord Function</b>	Executive Director, Property and Housing Assets  Head of Housing Assets	Overview of the Council social landlord function including repairs & maintenance services.	Committee	
July / September 2024	<b>Community Centres and Communal Rooms</b>	Executive Director, People  Head of Housing Assets	Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc.	Committee	
July / September 2024	<b>Delivery of Affordable Homes in the Borough</b>	Executive Director, People  Head of Housing Assets	Overview of what the Housing Strategy requires including investments along the housing pathway.	Committee	
July / September 2024	<b>Retrofits on Council Homes</b>	Executive Director, People	<ul style="list-style-type: none"> <li>• Overview of Social Housing Decarbonisation Fund.</li> </ul>	Committee	

		Head of Housing Assets			
<b>Training</b>					
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 <b>Location : Town Hall</b>	<b>6pm – 7pm –</b> Scrutiny overview for All Members <b>7pm – 7.15pm –</b> Break <b>7.15pm – 8.30pm</b> Scrutiny for Cttee Members
<b>Work Programme items to be added</b>					
TBC	Play Parks	Executive Director, Place		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	