



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Policy and Resources Committee

**Date:** Tuesday, 14 September 2021

**Time:** 18:00

**Venue:** Assembly Room

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

## AGENDA

Open to Public and Press

### 1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 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.

<b>3</b>	<b><u>MINUTES - 13.7.21</u></b>	<b>4 - 13</b>
	To confirm the minutes of the meeting held on the 13th July 2021.	
<b>4</b>	<b><u>MINUTES - 27.7.21</u></b>	<b>14 - 21</b>
	To confirm the minutes of the meeting held on the 27 July 2021.	
<b>5</b>	<b><u>FORWARD PLAN</u></b>	<b>22 - 22</b>
	Report attached.	
<b>6</b>	<b><u>QUARTER ONE KEY PROJECT AND PERFORMANCE REPORT</u></b>	<b>23 - 61</b>
	Report attached.	
<b>7</b>	<b><u>SUPPLEMENTARY PLANNING DOCUMENTS - INITIAL CONSULTATION DELEGATION</u></b>	<b>62 - 64</b>
	Report attached.	
<b>8</b>	<b><u>REVISED HEALTH AND SAFETY POLICY</u></b>	<b>65 - 78</b>
	Report attached.	
<b>9</b>	<b><u>REVENUES WRITE OFF REPORT</u></b>	<b>79 - 87</b>
	Report attached.	
<b>10</b>	<b><u>2021-22 PERIOD 4 BUDGET MONITORING REPORT</u></b>	<b>88 - 123</b>
	Report attached.	
<b>11</b>	<b><u>ANY OTHER BUSINESS</u></b>	
	To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.	

**12     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."

**13     CONFIDENTIAL - GYB SERVICES LIMITED SHAREHOLDER'S REPORT**

Details

**14     CONFIDENTIAL MINUTES - 13.7.21**

Details

**15     CONFIDENTIAL MINUTES - 27.7.21**

Details



# Policy and Resources Committee

## Minutes

Tuesday, 13 July 2021 at 18:00

### **1 APOLOGIES FOR ABSENCE**

There were no apologies for absence reported at the meeting.

### **3 MINUTES**

The minutes of the meeting held on 1 June 2021 were confirmed.

Councillor Wainwright commented that he had asked for clarification on minute number 5, Annual Performance Report, in regard to PR15, Corporate Property Portfolio Arrears and EN04, Fly Tipping and that he was unaware that this information would not be available to Members until the next performance report in September. The Chief Executive Officer reported that this information would be emailed to Members after the meeting.

### **2 DECLARATIONS OF INTEREST**

Councillor Wells declared a personal interest in item numbers 6 & 12 as he was a member of the Town Deal Board and a trustee of GYPT.

Councillor Williamson declared a personal interest in items 6,9 & 12 as he was Chairman of the GYPT.

Councillor Hanton declared an interest in item 7, as he was Chairman of Great

Yarmouth CCTV Ltd.

The Chairman, Councillor Smith, & Councillor Wainwright declared a personal interest in item 9 as they were members of the Great Yarmouth Town Deal Board.

However, in accordance with the council's Constitution, were allowed to both speak and vote on the items.

## **4 FORWARD PLAN**

The Committee received and considered the Forward Plan.

### **Chairman's Announcements**

(i) The Chairman introduced Sarah Gibb to the Committee who would act as the Council's Deputy Monitoring Officer.

(ii) The Chairman reported that the Council had been successful in securing £9,977,100 funding from the National Lottery Heritage Fund to undertake the refurbishment of the historic Grade-II listed Victorian Wintergardens on Great Yarmouth's Golden Mile which was fantastic news for the Borough and he thanked the Chief Executive Officer and all the officers concerned for their hard work to secure the grant funding. The grant award would be topped up with £5m taken from the recent Town Deal grant. The Chairman reported that a report would be taken to the next Full Council meeting.

Councillor Plant and Councillor Wainwright passed on their thanks and congratulations to Officers for their hard work and commitment to the project. Councillor Flaxman- Taylor also passed on her thanks to former Councillors and employees who had worked on the project.

(iii) The Chairman announced that Great Yarmouth Borough Council and East Suffolk Council would be submitting a joint bid to become the next UK City of Culture in 2025, the deadline being Monday, 19 July 2021 with the decision due to be announced in May. Applications would be whittled down to a shortlist of six in September. If successful, 2025 would see a packed programme of events celebrating the arts, culture and history across the towns and surrounding districts in Norfolk and Suffolk.

## **5 POSITIONING THE BOROUGH AS A VISITOR DESTINATION**

The Committee received and considered the report from the Head of Marketing and Communications.

The Head of Marketing & Communications reported that this report sets out proposals to position the Borough as an all-year round destination for visitors in the 21st century reflecting on the changing pattern of how visitors access resort information over the last three years.

The Head of Marketing & Communications reported that the Council worked closely with the Town Centre Partnership (TCP) and Greater Yarmouth Tourism and Business Improvement Area (GYTABIA) to promote and market the resorts in the Borough as part of an all-year-round place to visit as 'destinations' with their own unique identities under the new Visit Great Yarmouth brand.

The Head of Marketing & Communications reported that the landscape of tourist information was evolving, with digital trends emerging more heavily since the start of COVID-19. Closure of the Maritime House building and redeploying establishment costs would ensure Great Yarmouth's digital presence was maximised. The current TIC offering came at a substantial cost to the Council, and a decrease in revenue had resulted in an increased deficit in recent years. Through working smarter and utilising a blend of staff resources, including COVID Marshals as Ambassadors, existing establishment costs could be redeployed to ensure digital presence was maximised, enabling existing marketing staff to concentrate on further commercial/revenue streams. There was a need to maintain a level of phone and email coverage, which could be managed through existing resources including weekend cover during the season.

The Head of Marketing & Communications reported that Maritime House offered the opportunity for a new revenue stream through being re-purposed for commercial use. The options set-out in this report provided a realistic proposition to develop the Council's strategic support to the tourism sector and aligned with the operational delivery of tourism destination marketing undertaken by GYTABIA.

Councillor Wainwright commented that he was pleased to see that the Covid Marshalls were continuing to be utilised and, in his opinion, they would be required for the foreseeable future. Councillor Wainwright sought clarification as to whether the Tourist Information Centre would be re-located to the previous Greenwoods site which had now been acquired by the Council as part of the Town Deal. The Chief Executive Officer advised that it was hoped that the former Greenwoods site would become a Heritage Centre and provide a different offer to the Tourist Information Centre and work was progressing on this matter.

The Head of Communications and Marketing reported that a shared hub facility on Great Yarmouth seafront was being investigated with officers working with the CCG and Police on this matter. Councillor A Wright commented that he welcomed the proposed hub would could act as a call-in centre for tourists. The Chairman confirmed that he and the Chief Executive Officer have had discussions with the CCG and Police and that GYTABIA would be advised of the proposal.

Councillor Hammond asked whether it would be possible for signposts to be placed in the entrance gateways to the Borough which encompassed "Visit Great Yarmouth" with an email address, to advise visitors ideas of where to visit. The Chief Executive Officer reported that this matter would be looked into as it might only entail a QR code sited within the Council's car parks.

Councillor P Carpenter asked if the pop-up information points would be sited throughout the Borough including Gorleston, Hemsby & Scratby.

Councillor Plant asked if an App could be introduced which covered the whole of the Borough to show visitors what was on offer. The Head of Marketing and Communications advised that this matter was being looked into.

Councillor Flaxman-Taylor asked for clarification in regard to the ambassador roles being undertaken by the Covid Marshals and whether this would delay the roll out of the ambassador programme, if the Marshals were still dealing with Covid issues. The Head of Marketing and Communications advised that Marshals already undertook part of the planned ambassador role as part of their day-to-day work and conversations were taking place to discuss their capacity moving forward.

Councillor A Wright requested the inclusion of the shared information hub on Great Yarmouth seafront be included in the recommendations to ensure that visitors to the Borough continued to have a point of contact at Great Yarmouth Seafront.

RESOLVED:-

That the Committee:-

- a) Note the content of this report and the proposed new operating model for the provision of visitor/tourism information,
- b) Support the principles contained in this report to move to online and telephony visitor information services supplemented by COVID Marshals in the interim whilst in a pandemic, and longer term via a blend of seasonal 'Hosts', Heritage Guides and Street Wardens,
- c) Confirm the continued closure of the Tourist Information Centre and request the Head of Property Services brings forward an options appraisal to re-purpose the building in a manner that will support the local leisure or hospitality sectors; and
- d) Endorse that a shared information hub be provided at Great Yarmouth seafront.

## **6 GYPT ANNUAL REVIEW**

The Committee received and considered the report from the Head of Inward Investment.

The Head of Inward Investment reported that this report provided an overview of the outcomes of the Great Yarmouth Preservation Trust Annual Review and provided highlights of key areas of interest.

A presentation of the Annual Review (annexed to this report) was given by Darren Barker, as Project Director of the Great Yarmouth Preservation Trust, and Members would have the opportunity to ask questions or seek clarification.

The Chairman thanked Darren for the presentation which gave an excellent overview of the collaborative work between the Council and GYPT.

Councillor Wainwright thanked Darren for the excellent report and for all the hard work and commitment he gave to GYPT and the Borough.

Councillor Williamson reported that two further members of staff had been employed by GYPT from funding received from the Architectural Heritage Fund. Councillor Williamson reported that the full GYPT was available and for interested Councillors to contact Darren for a copy.

Councillor Wells highlighted the quality of residential homes which had been built to a very high standard by GYPT at King Street, Great Yarmouth.

Councillor Myers reported that he was always impressed with the standard of work of GYPT and hoped their work would form part of the City of Culture 2025 bid.

Councillor A Wright reiterated the need for schools to keep the history of Great Yarmouth alive and for the town to be recognised as a centre for heritage and culture.

RESOLVED:-

That the Committee note the contents of the report and receive the Annual Review of the Great Yarmouth Preservation Trust.

## **7 2020/21 TREASURY MANAGEMENT OUTTURN REPORT**

The Committee received and considered the report from the Finance Director.

The Finance Manager reported that this report presented the treasury management activity for the 2020/21 financial year and included:

1. The overall treasury position for 2020/21
2. The borrowing requirement and debt for 2020/21; and
3. The borrowing outturn for 2020/21

The Finance Manager reported that the treasury management strategy for 2020/21 was approved at by Full Council in February 2020 and this report provided the final treasury activity for the 20/21 financial year and performance against the indicators set within the treasury management strategy.

As at 31 March 2021, the Authority had net borrowing of £100m, arising from its revenue and capital income and expenditure. This was made up of firstly £134m of loans, which was an increase of £15m from 31 March 2020, largely due to capital spend. Secondly, investments stood at £34m at the end of 2021 up from £22m from the previous financial year due to the timing of cash received.

In line with expectations, significantly lower income was generated from cash and short-dated money market investments, including money market funds in 2020/21, as rates on cash investments are close to zero percent. The report also included the performance compared to the indicators set within the Treasury Management Strategy, set out in section 7 for which two of the limits were exceeded in the year.

The investment limit was exceeded within the first month of 2020/21 for the Barclays FIBCA account where the maximum limit of £1.5m was breached as £2.6m was invested, and for the Money Market Fund which had a maximum limit of £12m which was breached at one point when £19m was invested.

In both cases, this was due to the unexpected higher retained cash balances due to the timing of receipt of grant monies ahead of paying out, as a result of COVID. When the strategy was set, such balances could not have been anticipated. The balances were put in these funds to generate a better return on the investments in line with our strategic goals of security, liquidity and return. This was because whilst the Debt Management Office investments level was unlimited, the interest rates were so poor during the year, that at times, they were at a negative interest rate. Therefore the decision was taken to breach the limits and hold these funds in the Money Market Fund & the FIBCA account to generate a better return on the investments in line with our strategic goals of security, liquidity and return.

Furthermore, the impact of a 1% rise in interest rates limit was also breached, as the limit was set based on a lower investment balance and higher loan balances based on the anticipated levels when the Treasury Management Strategy was written. The Councils investment balances have increased by 25% and loan balances have decreased by 33% again due to Government funding received to assist with the pressures relating to the pandemic.

RESOLVED:-

That the Committee recommend to Full Council the Treasury Management Outturn Report and Indicators for 2020/21.

## **8 GENERAL FUND OUTTURN 2020-21**

The Committee received and considered the report from the Finance Director.

The Finance Director reported that this report showed the general fund year end budget monitoring position for the 2020/21 financial year.

The Finance Director reported that the outturn position, as reported, would be used to produce the draft statutory accounts that would be subject to external audit later in the year.

In respect of the revenue outturn position, there was a reported surplus of £497,250 which the report was recommending be allocated to the Treasury Management Reserve, Insurance Reserve and Special Projects Reserve, as outlined at section 4.4 of the report.

The Finance Director reported that the outturn on the capital programme, together with its financing and an updated programme for 2021/22 which reflected the carry forward of capital projects not completed in 2020/21, plus the additions to the capital programme of the Beach Huts, Wellesley Recreation Ground, Crematorium Roof and Marina Centre, as detailed at section 5 of the report. Appendix E had been amended and was included as a separate attachment, reflecting the total programme for 2021/22.

The Finance Director reported that the outturn position reflected the impact of Covid19 on the revenue position for the year. Government funding of £3.5m had been received in the year for the emergency support and new burdens, mainly in relation to the administration of the many grant schemes, and also the sales, fees and charges funding which had covered 75% of the reduced income, compared to the budget. Reduced income not covered by the fees and charges scheme had been mitigated by the general tranche funding.

The Finance Director reported that the detail within the report and appendices provided commentary on the more significant variances compared to the budget. Most significant variances included an addition to the bad debt provision in the year which had been reviewed to reflect the impact of the last 12 months and debt recovery, reduced income from demand led services for example, car parking income and also more favourable variances from reduced interest payable and additional turnover in the year. The outturn position allowed for the roll forward of some unspent service budgets which had been earmarked for ongoing commitments in 2021/22.

Councillor Wainwright congratulated the Finance Director and her team for all their sterling work carried out processing the Covid grants whilst undertaking business as usual. The Chairman echoed Councillor Wainwright's sentiments.

RESOLVED:-

RESOLVED:-

That the Committee agree and recommend to Full Council:-

- (i) The outturn position for the general fund for 2020/21 as included in the report and appendices;
- (ii) The transfers to and from reserves as detailed within the report and Appendix A along with an updated reserves statement (Appendix C);
- (iii) Transfer the surplus to the earmarked reserves as detailed within the report;
- (iv) The financing of the 2020/21 capital programme as detailed within the report and appendices; and
- (v) The updated capital programme for 2021/22 as included in the report (section 5) and Appendix E.

## **9 TOWN DEAL HEADS OF TERMS, PRIORITISATION EXERCISE AND MONITORING & EVALUATION UPDATE**

The Committee received and considered the report from the Chief Executive Officer.

The Chief Executive Officer reported that at the Town Deal Board meeting held on the 16 March 2021, the Heads of Terms, (HoT), for a Town Deal of up to £20.1 million to deliver ten Immediate Investment Priorities as set out in the Town Investment Plan was agreed. The Heads of Terms offered for a Town Deal of up to £20,100,000 against an original ask of £24,780,390.

This report confirmed the Board prioritised interventions that were made in line with the value of the funding award and provides an update regarding the subsequent

monitoring & evaluation, (M&E), that had taken place. This report will also document the marketing & evaluation schedule associated with the Town Deal Heads of Terms.

RESOLVED:-

That the Committee recommend to Full Council:-

- (i) To acknowledge MHCLG receipt of the said agreed interventions,
- (ii) Note that the subsequent Monitoring and Evaluation (M&E) submission for addressing key conditions by 24 May 2021 have been addressed, including financial information,
- (iii) To acknowledge that preparatory work on the delivery of Stage 2 Business case is underway; and
- (iv) Note the Monitoring & Evaluation reporting schedule for the Town Deal as per agreed Heads of Terms.

## **10 ANY OTHER BUSINESS**

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

## **11 EXCLUSION OF PUBLIC**

RESOLVED:-

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

## **12 CONFIDENTIAL - BUILDING PURCHASE - 37-39 MARKET PLACE, GREAT YARMOUTH**

Confidential Minute on this item

The meeting ended at: 20:00

PRESENT:-

Councillor Smith (in the Chair); Councillors P Carpenter, Flaxman-Taylor, Grant, P Hammond, Hanton, Myers, Plant, Smith, Wainwright, B Walker, Wells, Williamson & A Wright.

Ms S Oxtoby (Chief Executive Officer), Ms K Sly (Finance Director), Mrs C Dyble (Head of Media & Communications), Mrs P Boyce (Strategic Director), Mrs M Burdett (Head of Inward Investment), Mrs K Blakemore (Strategic Director), Ms C Whatling (Monitoring Officer), Ms S Gibbs (Deputy Monitoring Officer), Mr D Barker (Heritage & Design Manager), Ms L Snow (Finance Manager), Mrs J Beck (Head of Property & Asset Management), Mrs S Wintle (Corporate Services Manager) & Mrs C Webb (Executive Services Officer).





**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Policy and Resources Committee

## Minutes

Tuesday, 27 July 2021 at 18:00

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Myers & Williamson.

### **2 DECLARATIONS OF INTEREST**

Councillors Plant & Smith declared a personal interest in item 10, Public Events Policy, as they were Directors of the Great Yarmouth Town Centre Partnership.

Councillors Hammond & A Wright declared a personal interest in item 10, Public Events Policy, as they were Directors of GYTABIA.

However, in accordance with the Council's Constitution were allowed to both speak and vote on the items.

Councillor Wells declared a personal interest in item 14, Agreement with GYPT & Norfolk Conservation Ltd and would leave the room whilst the matter was determined acting upon advice from the Monitoring Officer.

### **3 FORWARD PLAN**

The Committee received and considered the Forward Plan.

RESOLVED:-

That the Committee note the Forward Plan.

#### **4 ANNUAL ACTION PLAN 2021-22**

The Committee received and considered the report from the Senior Performance & Data Protection Officer.

The Senior Performance & Data Protection Officer reported that the Annual Action Plan 2021-22 documented the projects and activities that would be taken forward by the Council during 2021-22, this builds on the previous year's action plan and continued the delivery of 'The Plan 2020 - 2025'.

The Annual Action Plan also included a suite of Performance Indicators which related to 'The Plan 2020 - 2025' and on-going service delivery of the Council. This data would be presented to Members quarterly through the various Service Committees.

RESOLVED:-

That the Committee consider the Annual Action Plan 2021-22 and the suite of Performance Indicators detailed in Appendix 1, of the report.

#### **5 AGILE WORKING POLICY**

The Committee received and considered the report from the Head of Organisational Development (Head of OD)

The Head of Organisational Development reported that the new policy would build on the ways of working which had been so successful during the pandemic, it would help shape our future ways of working and enable the Council to continue to deliver to its high standard, be an employer of choice, attracting and retaining the best people for jobs and help us to remain competitive in the market place.

The roll out of the policy would be supported by an action plan which would consider the resources required to implement together with linkages to the wider corporate strategies including the Digital Improvement Strategy and the Medium Term Financial Strategy. The policy would be subject to regular review in response to changing service delivery needs and with the ongoing development of new technologies.

The Head of Organisational Development reported that introducing agile working practices would involve developing a new work culture. It was not about doing things in the old way with some new technologies and redesigned offices; it was about new ways of working using new tools, new processes, and new approaches to management and teamwork. The Council would support managers and staff through these changes by helping to identify where changes were needed and provide to tools and knowledge to realise those changes.

The Head of Organisational Development reported that agile working was the idea that work was an activity we do rather than a place we go. It placed an emphasis on how we make use of the technology and workspace available to complete our work. It supported a culture of looking at outcomes as the measure of success. By working in

an agile way, we would develop a modern, dynamic workforce that delivered our services from locations other than the traditional working environment of a desk in a Council building. The overriding ethos to agile work was that “work is what you do – not where you do it”. Agile working aimed to provide greater flexibility, particularly in relation to the time and location employees could work, subject to the requirements of the service and individual jobs.

Councillor Wainwright asked that when officers were on leave, that they left up to date, out of office emails so that Members were able to obtain help when required. This oversight was echoed by Councillor A Wright.

Councillor P Carpenter reminded the Committee that the policy was a living, working document. However, she had voiced her concerns at the JCWG meeting that staff who were unable to work from home must be accommodated in an office to ensure their well-being.

RESOLVED:-

That the Committee agree the new Agile Working Policy.

## **6 HERITAGE ACTION ZONE - SHOPFRONT DESIGN GUIDE SUPPLEMENTARY PLANNING**

The Committee received and considered the report from the Strategic Planning Manager and Heritage Action Zone Project Manager.

The Director of Planning & Growth reported that the scheme comprised of a series of projects and workstreams which collectively tackled problems of empty, redundant and neglected buildings through repair and re-use, transforming dilapidated properties into new homes, shops and community spaces. Through capital projects, it would repair and restore the historic environment and public realm and encourage property owners to invest in conservation improvements to restore historic character through a scheme of small grants. The project strategically aligned with the Future High Street Fund and Town Deal Investment Plan actions and objectives and would deliver a significant community benefit.

The Director of Planning & Growth reported that the five design guides would cover shopfronts, extensions, repairs and public realm together with an umbrella guide. The first design guide to be prepared was the Shopfront Design Guide. It was proposed that the guide would help support the grant system for shopfront repairs but would also be a planning policy document to help determine applications involving shopfronts. Therefore, it was proposed that that the document was adopted as a Supplementary Planning Document (SPD). SPDs build upon and provide more detailed advice or guidance on policies in an adopted local plan. They do not form part of the ‘development plan’ but were a material consideration in the determination of planning applications.

Councillor Plant commented that he felt this was an excellent report and highlighted pages 66 & 73 and suggested that officers should consider not just the shop front but the architecture above it too.

RESOLVED:-

That the Committee approve the first draft Shopfront Design Guide Supplementary Planning Document (appendix 1) for consultation.

## **7 LOCAL COUNCIL TAX SUPPORT - PERMISSION TO CONSULT ON 2022 SCHEME**

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

The Head of Customer Services reported that this report was seeking Members approval to proceed with consultation on the 2022 Council Tax Support Scheme. As outlined in the report, the Council was not recommending any changes from the existing scheme for the next year.

Following the consultation period, a further report would be presented to the Committee later in the year with the final recommendations for the 2022 scheme.

RESOLVED:-

That the Committee grant permission to consult on retaining the current scheme for 2022 as set out in section 4.1 of the report.

## **8 ANNUAL DEBT RECOVERY REPORT 2020/21**

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

The Head of Customer Services reported that this was the Annual Debt Recovery report covering the period 2020/21 and was one of the performance management measures to provide Members with outturn figures for the prior year. The report included:-

- A summary of debts written off in each debt area showing the reasons for write off and values,
- Collection performance for Council Tax and Non - Domestic Rates (NNDR); and
- Level of arrears outstanding

The Head of Customer Services highlighted that section 1.3 of the report summarised the impact that the COVID pandemic had had on collection rates and reflected the organisations decision to take a considered approach to recovery and enforcement action through a difficult year for residents and businesses. However, It should be noted that in terms of the revenue services team performance, they had focused resources and maximum efforts to administer the range of national business grants & discounts over the course of last year and into the current year. Appendix 1 provided a factual summary of the Council's three main income streams and the level of debt associated with each. The Committee was asked to note that whilst in-year collection rates had suffered together with arrears of debt, housing benefit debt continued to reduce. In addition to this, although it had been a difficult year for collection, we continued to pursue these debts and can confirm our collection rates for last year have already increased to 96% for Council Tax with Business Rates expected to reach the same within the next couple of weeks.

RESOLVED:-

That the Committee approve the annual report giving details of the Council's write-offs in accordance with the Council's Recovery Guidelines and performance in relation to revenues collection.

## **9 NOTICE OF ADJUSTMENT TO SUNDRY DEBTOR WRITE OFF WITHIN REVENUE WRITE OFF REPORT**

The Committee received a verbal update from the Head of Customer Services.

The Head of Customer Services reported an update following the Revenues Write Off report which was presented to the Policy & Resources Committee on the 23rd March 2021, where Members approved the individual cases for write-off contained within the schedules.

Following the Committee, there had been an update to the case of the Football Club where the Committee approved the write off, of £11,810.62 being statute barred. Following representations made by the club, we have reallocated payments made to more recent debt, which had previously been automatically applied to the oldest debt. This had resulted in an additional sum of £5,950 which was also statute barred under the Limitations Act 1980, being over 6 years old. The write off, of this sum, is within officer delegation for decision.

RESOLVED:-

That the Committee note the update as provided.

## **10 PUBLIC EVENTS POLICY**

The Committee received and considered the report from the Head of Marketing & Communications.

The Head of Marketing & Communications reported that Great Yarmouth was renowned for its history of performance and entertainment. A comprehensive schedule of public events & festivals all-year round that were accessible to all, considered equality, diversity and inclusivity, which also had due regard to good environmental stewardship, would help continue this reputation. Public events were designed to attract footfall and benefit local businesses and communities, helping to make Great Yarmouth a fantastic place to live, work and visit. Going forward, public events & festivals would be guided by the proposed Events Policy reflecting the ambitions of the Council as a Place and measured to assess effectiveness and shared learning.

The Head of Marketing & Communications reported that officers proposed to work to expand the portfolio of public events & festivals for the Borough and would specifically look to increase the number of events outside the traditional visitor season in

alignment with the Culture, Heritage and Tourism Strategy. To steer the direction of future potential and prospective public events, Members were asked to consider and agree an Events Policy (Appendix A) which sets out a series of criteria and considerations aligned to the Council's strategic objectives. This includes ensuring events provide value – social, environmental &/or financial to the residents and businesses of the borough and safeguards the place as a whole. If agreed, the policy would be developed with key partners to ensure alignment to the Culture, Heritage and Tourism Strategy and wider ambition of City of Culture 2025.

Councillor Flaxman-Taylor asked if Ward Members could be notified when an event was taking place in their ward, and commented that it would be good to see events taking place in other parts of the Borough such as Hopton, Bradwell, Hemsby, Scratby, Caister & Winterton. Councillor Flaxman-Taylor also asked how often partners would be invited who are mentioned within the recommendations to present to P&R Committee.

Councillor A Wright suggested that it might be difficult for businesses to be able to agree to a three year plan as we were coming out of the pandemic. he asked that businesses were kept abreast of the changing rules and regulations as the borough emerged from lockdown into business as usual.

The Chairman stressed that all events must go through the Council's Event Safety Awareness Group, whether they were to be held on public or private land.

Councillor Plant highlighted paragraphs 2.1 & 2.2 on page 131 of the report which summarised the Council's aspirations for the next 5 to 10 years.

RESOLVED:-

That the Committee agree to:-

- a) Formalise the partnership between Great Yarmouth Borough Council, the Town Centre Partnership and Great Yarmouth Tourism and Business Improvement District,
- b) Approve the Events policy with a view to it being further developed with the above partners,
- c) Note the forthcoming public events & festival programme for the next twelve months to July 2022; and
- d) Work with the above partners to develop the events programme and invite partners to a future Policy and Resources Committee to present their collective proposals for events for the next 3 years with an aim to support the bid for City of Culture 2025.

## **11 COVID-19 PATHWAY TO RECOVERY - UPDATE**

The Committee received and considered the report from the Chief Executive Officer.

The Chief Executive Officer advised that this report provided members with an update on the 'Pathway to Recovery' paper approved by this Committee on 23 June 2020. Throughout the last 12 months, the Council had continued to respond to the needs of

residents and businesses impacted by the pandemic by actively working with NHS health services, the County Council, other districts, NALEP, voluntary and community sector, community volunteers, business groups and local partner agencies. The Recovery Plan had been adapted and refocused taking account of immediate needs, as well as maintaining a medium to long term view of economic and community recovery.

The Council continues to deliver against an ambitious vision as set out within the Council's Corporate Plan. Significant investment had been secured within the last 12 months to drive forward our regeneration plans.

The Chairman highlighted the enhanced trace and testing currently being undertaken in Ormesby and Hemsby following an experiential rise in Covid numbers in the villages which was a partnership between the Council, NCC, and Public Health England.

Councillor Wainwright asked what the Council's plan was moving forwards from 16 August 2021 as observed tests for staff and members would be heavily resource intensive. The Chairman reported that this matter was currently being discussed.

RESOLVED:-

That the Committee:-

(a) Note and approve the updated Action Plan for the Great Yarmouth's 'Pathway to Recovery Plan' in Appendix 1; and

(b) Delegate authority to the Chief Executive Officer to sign the Partnership Agreement with Norfolk County Council in regards to the Local Outbreak Management Plan.

## **12 ANY OTHER BUSINESS**

The Chief Executive Officer announced that the Mayor of Great Yarmouth, Councillor Sue Hacon, had tendered her resignation this evening.

## **13 EXCLUSION OF PUBLIC**

RESOLVED:-

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

## **14 AGREEMENT WITH GREAT YARMOUTH PRESERVATION TRUST AND NORFOLK CONSERVATION LIMITED**

Confidential minute on this item.

The meeting ended at: 18:45

PRESENT:-

Councillor Smith (in the Chair); Councillors P Carpenter, Flaxman-Taylor, Grant, P Hammond, Hanton, Plant, Wainwright, B Walker, Wells & A Wright.

Ms S Oxtoby (Chief Executive Officer), Ms C Whatling (Monitoring Officer), Ms S Gibbs (Deputy Monitoring Officer), Ms K Sly (Finance Director), Mrs C Dyble (Head of Marketing & Communications), Mrs M Burdett (Head of Inward Investment), Mrs M Lee (Head of Customer Services), Mrs S Tate (Head of OD), Mr D Glason (Director of Planning & Growth), Mr J Wedon (Senior Policy & Data Protection Officer) & Mrs C Webb (Executive Services Officer).

	URN	Matter for Decision	Report by	Policy & Resources
1		SPD paper from Sam - add	Strategic Planning Manager	14/09/21
2	21-069	Revenues Write Off Report	Head of Customer Services	14/09/21
3	21-098	Financial Monitoring Report (Period 4)	Finance Director	14/09/21
4	21-080	2021/22 Quarter 1 Performance Report	Senior Information and Data Protection Officer	14/09/21
5	21-097	Health and Safety Policy Revisions	Health and Safety Officer	14/09/21
6	21-033	GYBS Shareholder's Report	Director of Operational Services	14/09/21
7	21-130	Equinox Companies' Update	Strategic Director (PB)	02/11/21
8	21-116	Procurement Strategy	Monitoring Officer	02/11/21
9	21-079	Leisure Centre Operator Procurement	Strategic Director (KB)	02/11/21
10	21-100	Medium Term Financial Strategy 2021/22 to 2023/24	Finance Director	02/11/21
11	21-101	Period 6 Budget Monitoring Report - GF	Financial Services Manager	02/11/21
12	21-102	Treasury Management Strategy - Half Yearly review	Financial Services Manager	02/11/21
13	21-119	Town Deal update	Chief Executive Officer	02/11/21
14	21-081	2021/22 Quarter 2 Performance Report	Senior Information and Data Protection Officer	07/12/22
15	21-104	Council Tax Discounts 2022/23	Revenues Manager	08/02/22
16	21-105	Council Tax Base 2022/23	Revenues Manager	08/02/22
17	21-106	Budget Report 2022/23 HRA	Finance Director	08/02/22
18	21-107	Budget Report 2022/23 - GF	Finance Director	08/02/22
19	21-108	Fees and Charges 2022/23 onwards	Finance Director	08/02/22
20	21-109	Capital Strategy 2022/23	Financial Services Manager	08/02/22
21	21-110	Investment Strategy 2022/23	Financial Services Manager	08/02/22
22	21-111	Treasury Management Strategy - 20221/22	Financial Services Manager	08/02/22
23	21-112	Council Tax Setting 2022/23	Finance Director	08/02/22

**URN:** 21-080

**Subject:** Quarter 1 Key Project and Performance Report

**Report to:** Policy & Resources Committee – 14<sup>th</sup> September 2021

**Report by:** Senior Performance & Data Protection Officer

#### **SUBJECT MATTER**

The following presents an update on performance for the first quarter of 2021/22 (Apr – Jun) where progress is assessed against Targets which are set at the start of the financial year.

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

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

#### **RECOMMENDATION**

That Committee 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). Performance measures will be presented to the relevant service Committees on a quarterly basis with the complete suite going to Policy & Resources Committee. The suite of ten Key Projects will be reported to Policy & Resources Committee quarterly.

## 2. Work to Date

A review of all projects was conducted at the end of the 2020/21 financial year and a new list of key projects was established and included in the Council's Annual Action Plan 2021/22, this was approved by Policy & Resources Committee on 27<sup>th</sup> July 2021.

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

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

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

KP11 - The Conge: The site viability remains an issue, however the procurement of a strategic partner is well underway and an application has been made to the Brownfield Land Release Fund for funding towards demolition and site remediation costs. These actions along with other grant applications will address the site viability. Ongoing discussions are also being held with current leaseholders regarding their leases.

KP12 - North Quay Redevelopment: Procurement has commenced for an external consultant to deliver soft market testing, ideally this will be a specialist in urban regeneration. Soft Market testing Invitation to Tender drafted and released on contracts portal 21 June 2021. Contract drafted by NP Law. Closure date for tenders is 26<sup>th</sup> July 2021, outcome will be reported within next quarter report. CPO process being reviewed with Counsel advice sought, potential option for NQ site. Counsel advice expected July 2021.




## 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 41 targeted and 9 monitored measures reported in the first quarter performance report. The monitored measures are reported for contextual information, this data is important information for the Council as the actions of the Council may make improvements however there is not sufficient control over the outcome to set a target.

Out of the 41 targeted measures, information has not been available for 1 measure. A breakdown of the remaining 40 targeted measures is shown below.

Performance Measures against Targets		Totals
	Green – Performance has met or exceeded target	24
	Amber – Performance is below target but within tolerance	8
	Red – Performance is below target and tolerance	8

Throughout the first quarter the COVID pandemic has continued to have an adverse effect on some areas of the Council's performance, however as restrictions continue to ease these effects will lessen.

There are eight 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.

Out of these eight measures four have been disproportionately affected by COVID which has caused them to slip into the Red Status. The four measures affected are indicated by an \* below:

The red status measures are:

- PR01 - Average time to assess Housing Benefit New Claims (Quarterly)\*
- PR06 - Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)\*
- PR07 - Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly Cumulative)\*
- PR15(a) - Corporate Property Portfolio Arrears per annum\*
- HN02(b) - Social housing new applicants awaiting assessment (Snapshot at last day of quarter)
- HN04 - Average cost of a Void repair
- HN06 - Total Void Works (service provision) as % of Total Repairs Costs
- HN07 - Costs – total responsive repairs as a percentage of total repairs costs

#### 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

**KEY PROJECTS – SUMMARY REPORT QUARTER 1 2021/22 (APR - JUL)**

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

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

Project	Project Lead	Lead ELT	Current Position
<b>KP01</b> – Energy Park, Business Incubator and related offshore activities	Stuart Dawson	David Glason	
<b>KP03</b> – Middlegate Estate <b>Regeneration</b>	Nicola Turner	Kate Blakemore	
<b>KP04</b> – Wellesley Recreation Ground	Tracey Read	Kate Blakemore	
<b>KP05</b> – Marina Centre	David Ramsey	Iain Robertson	
<b>KP06</b> – Winter Gardens	Michelle Burdett	Iain Robertson	
<b>KP08</b> – Improving the Markets and the Marketplace	Jane Beck	Iain Robertson	
<b>KP09</b> – Go Trade	Stacy Cosham	Iain Robertson	
<b>KP11</b> – The Conge Redevelopment	Claire Wilkin	Nicola Turner	
<b>KP12</b> – North Quay Redevelopment	Tracey Read	David Glason	
<b>KP13</b> – Operations and Maintenance Base	Jon Barnard	David Glason	

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

## Project Progress Report

<b>Project Name</b>	Great Yarmouth Energy Park & South Denes Regeneration		
<b>Date</b>	28 <sup>th</sup> July 2021		
<b>Project Sponsor</b>	David Glason		
<b>Support ELT Officer</b>	Jane Beck		
<b>Project Manager</b>	Jon Barnard		
<b>Status – Energy Park</b>			<b>Green – No problems for minor issues</b>
<b>Status – Incubations Units</b>		<b>Amber – Issues that are being mitigated</b>	
<b>Summary of the whole project</b>			
<p><b>The Great Yarmouth Energy Park</b></p> <p>The ambition is to secure inward investment and regenerate the project area to generate economic growth and improve the environment through redevelopment. The strategy is a reflection of the demand on the port area, with targeted redevelopment and re-use of sites by the private and public sector. Part funding for the project has been put in place by Norfolk County Council from the Norfolk Infrastructure Fund, this is recorded by the NIF Annual report dated 3 March 2014 where it is decided to support the project to £2.75m. The remaining funding, £250,000, will come from Great Yarmouth Borough Council from its capital reserves.</p> <p><b>Business Incubation units Phase 1</b></p> <p>Part of Towns Deal bid, creation of business incubator units within the north east quadrant of GYEP which is within the ownership of Great Yarmouth Borough Council, unlocking and enabling further inward investment by the energy sector and providing a low-risk local base for energy sector start-ups, relocations and growing businesses.</p>			
<b>Key Project achievements</b>	<b>Milestones</b>	<b>Target Date/Outcome</b>	
Business Incubation unit's (Phase 1)	Construction to commence	Mid 2022	
Business Incubation units (Phase 1)	Project manager appointed and Officer working group set up	Met	
Business Incubation Units funding (phase 1)	Town Deal bid	Met	
Port Infrastructure	Expression of Interest submission – jointly between GYBC, NCC, NALP and the Port to bid for a share of national port infrastructure funding	Met	
Business Incubation Units	Feasibility Study for Town deal	Met	
Energy Park: Land Assembly	Various sites acquired case by case basis:	Met	
	Havenshore North (5 acres)	Met	
	Millora Works site clearance	Met	
	Tecta Site (block 1) – ground breaking commenced	Met	
	Ocean Yard (block 4) site clearance completed	Met	
	Vanguard Point site clearance completed	Met	
	All sites acquired either sold/let & developed or in use temporarily (case by case basis)	Met	
Marketing/Promotion	Agents appointed	Met	
	Energy Park marketing website	Met	

Summary of Project Quarter Performance			
1) Business Incubation – Great Yarmouth Energy Park. Phase 1 Approval given for Towns Deal Officer working group set up to progress scheme and project manager appointed 2) Ongoing interest received for sites within Great Yarmouth Energy Park and agents progressing enquires.			
Open issues		Mitigation	
COVID 19		The impact of COVID 19 on the projects will continue to be monitored	
Incubator Units		The final location, design and development – work is underway in this area but until finalised, funding requirements can’t be fully agreed.	
Financial Summary 1 – Actuals - Great Yarmouth Energy Park			
	Revenue	Capital	Notes on Background
Total Budget Approved		£3,000k	
Funded by:			
GYBC		£250k	
External Grant e.g. HLF		£2,750k	NIF Loan
Other			
Total Funding		£3,000k	
Actual Spend to date	£0.3k	£1,155k	As at June 2021: Capital spend is cumulative for project. Revenue expenditure is for 2122
Savings Achieved			
Income Achieved			
Financial data verified by (name of finance officer):			Date:
Lorna Snow			30/07/21

Financial Summary 2 – Actuals - Great Yarmouth Incubator Scheme			
	Revenue	Capital	Notes on Background
Total Budget Approved		£3.7 Million	No spend to date
Funded by:			
Towns Deal		£3.7 Million	
GYBC			
NCC			
Enterprise Zone B			
Actual Spend			
Financial data verified by (name of finance officer):			Date:
Lorna Snow			30/7/21

## Project Quarter Progress Report

<b>Project Name</b>	Middlegate Estate Regeneration		
<b>Date</b>	9/7/2021		
<b>Lead ELT Officer</b>	Nicola Turner		
<b>Support ELT Officer</b>	Kate Blakemore		
<b>Project Manager</b>	Nicola Turner		
<b>Status</b>			Green - no problems or minor issues
<b>Summary of the whole project</b>			
A feasibility and master planning study for potential to regenerate Middlegate Estate.			
<b>Key Project achievements</b>	<b>Milestones</b>	<b>Target Date/Outcome</b>	
<b>Phase 1:</b> A high-level options appraisal for the site has been undertaken alongside extensive stakeholder engagement. As a result these options have been finalized and developed to form part of a master plan for the whole site, which will include financial analysis.	<ul style="list-style-type: none"> <li>Create Project Team</li> <li>Tender and appoint Consultant</li> <li>Consultation</li> <li>Consideration of report by Working Party</li> <li>Consideration of report by Housing and Neighbourhoods Committee</li> </ul>	Met and phase 1 complete	
<b>Phase 2:</b> Review viability and master plan to reflect current and future needs.  Update: Project scope amended to identify a master plan and costs to deliver a zero carbon regenerated Middlegate and as comparison to provide costs for regeneration to achieve Building Regulations standards of energy efficiency.	<ul style="list-style-type: none"> <li>Refinement of housing need</li> <li>Completion of recreation review</li> <li>Refresh of master plan</li> <li>Completion of cost and viability analysis</li> <li>Draft final master plan and viability appraisal received</li> <li>Consideration of report by Working Party</li> <li>Consideration of report by Housing and Neighbourhoods Committee</li> </ul>	Met Met – July 2021            March 2022	
<b>Summary of Project Quarter Performance</b>			
Focus has been on completing the recreational/leisure survey with a draft report received in the quarter. The scope of the work has been amended to understand the costs of delivering a zero carbon regenerated scheme which will require a refresh of the master plan before the costs of the regeneration and viability can be appraised.			
<b>Open issues</b>	<b>Mitigation</b>		
Detailed Financial work	Scope of work agreed – variation agreed (zero carbon).		
Recreation strategy for area required	Scope of work agreed.		

Financial Summary – Actuals			
	Revenue	Capital	Notes on Background
<b>Total Budget Approved</b>	£	£320,000	<b>Grant funding from MCHLG</b>
<b>Funded by:</b>			
<b>GYBC</b>	£	£	
<b>External Grant e.g. HLF</b>	£	£320,000	MCHLG
<b>Other</b>	£	£	
<b>Total Funding</b>	£	£320,000	
<b>Actual Spend to date</b>	£	£211,005	
<b>Savings Achieved</b>	£	£0	
<b>Income Achieved</b>	£	£0	
<b>Financial data verified by (name of finance officer):</b>			<b>Date:</b>
Danielle Patterson			15.07.21

## Project Progress Report

Project Name	Wellesley Recreation Ground		
Date	Quarter 1 Report 2021		
Lead ELT Officer	Kate Watts		
Support ELT Officer			
Project Manager	Tracey Read		
Status			Green - no problems or minor issues
Summary of the whole project			
Develop a clear future direction for the Wellesley Road Recreation Ground, including current and future usage, potential 3G facilities, onsite buildings and future management of the site. A review of income, expenditure, management, maintenance, issues, risks and opportunities on the site to present a calculated, coherent and comprehensive plan for the site which addresses all areas, either as one study or as linked studies.			
Following a feasibility study for this site it has been agreed that the Council will work with various funding partners to:			
<ul style="list-style-type: none"><li>• Install a 9v9 3G football pitch on the site</li><li>• Carry out improvement works to the three listed buildings on the site</li><li>• Install CCTV on the football stadium</li><li>• Undertake improvement works to the athletics track and lighting</li></ul>			
Key Project achievements	Milestones	Target Date/Outcome	
Complete a feasibility study for the site (Dec 19)	H & N Committee	Met	
Submit a funding bid to the football association (July 21)	Submitted bid	In progress	
3G pitch works commence on site (Oct 21)	Constructions work commenced		
Ticket office works tendered (funding in place) (April 21)	Appoint contractors	Met	
CCTV installation (funding in place) (May 21)	CCTV installation completed	In progress	
Site improvement works funding secured (Feb 21)	Budget Council	Met	
Site improvement works tendered	Appoint contractors	In progress	
Stakeholder engagement – ongoing	Feedback through Members working group	In progress	
Exploration of funding opportunities – ongoing	Feedback through Members working group	In progress	
Improvements to athletics track to take place	Athletics track improvements complete	Met	
Improvements to existing on site lighting	Lighting improvements complete	In Progress	
Summary of Project Quarter Performance			
Project Team is working with FA to develop a funding bid for a 3G pitch, as well as wider regeneration and refurbishment of the site, including football stadium/changing rooms and ticket office.			
Page 32 of 123			
Title deed for the site received from Land Registry.			

Football Foundation undertook fieldwork surveys on 16th June. Further electrical surveys took place the following week. Awaiting feedback.

Consultant appointed and has started to draft the FA application for 3G pitch. A draft site management options has been drafted and ongoing dialogue with GYFC re Football Stadium Improvement fund priorities/options.

Improvements to athletics track completed.

Contract awarded to GY Preservation Trust for improvements to the Ticket Office, works to commence over the following weeks.

Confirmation from Fields in Trust received that they are happy with site proposals, no authorization needed for the 3G pitch.

Members Working Group meeting took place, positive feedback to site plans.

Regular meetings with the FA taking place to ensure delivery of the 3G project.

Application to Safer Streets Fund, in partnership with Norfolk Constabulary and GYTCP, was successful. PMO working with Property to establish Project Plan/Timeframe leading on CCTV installation on site.

Communications plan being drafted, to include comms around community engagement session to be held in August 2021, date TBC.

in August 2021, date TBC.

Open issues	Mitigation		
Covid-19 – Delays due to measures and staff redeployment	Work is continuing, albeit slightly delayed. No serious impact to the project delivery.		
Stakeholder engagement	Critical to the success of any option appraisal or potential proposal. The Wellesley is a well-loved asset within the borough with long standing uses. Continue to work with stakeholders to develop options for the site that will be well used and well managed.		
Financial Summary – Actuals			
	Revenue	Capital	Notes on Background
Total Budget Approved	£25,000	£303,000	
Funded by:	This is to be being broken down in the below rows – leave this line blank.		
GYBC	£25,000	£303,000	Capital Budget as per budget setting 2021/22. Allocation following feasibility study.
External Grant e.g. HLF	£50,000	£0	Grant Funding of £50,000 received from the Coastal Revival Fund in 2018/19.
Other	£0	£0	
Total Funding	£75,000	£303,000	
Actual Spend to date	£38,802,517	£4,350	Funding of £25,000 was allocated form the Council’s special projects reserve to fund a feasibility study for this project, this was agreed at Corporate Projects Board - Monday 29th January 2018.

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			Revenue spend of £18,802 was funded by £50,000 grant received. The remaining CRF funding is being used to fund ticket office works (£28k)
<b>Savings Achieved</b>	£	£	
<b>Income Achieved</b>	£	£	
<b>Financial data verified by (name of finance officer):</b>			<b>Date: June 2020</b>
Fiona Castleton			29.07.21

## Project Quarter Progress Report

Project Name	Marina Centre		
Date	15/08/2021		
Lead ELT Officer	Iain Robertson		
Support ELT Officer	Sheila Oxtoby		
Project Manager	David Ramsay		
Status			No problems or minor issues
Summary - the whole project			
The project proposes to redevelop the Leisure Centre site to include a six-lane pool, learner pool, sports hall, various health and fitness suites, leisure water and climbing wall. The project has completed RIBA Stages 1-4 and is progressing through Stage 5 with the contract award to Morgan Sindall Construction.			
Key Project achievements	Milestones		Target Date/ Outcome
RIBA Stages	Stage 1,2,3 and 4		Completed
Pre-Construct Services Contract Award			March 2020
Demolition Completion			September 2020
Main Construction Contract Award			November 2020
Main Construction Start on Site			December 2020
Practical Completion			Summer 2022
Summary of Project Quarter Performance			
<b>Construction</b> - Main Contract Works · on programme, the critical path element of the works progressing well. Pool pipework to the main pool is complete. Main pool walls virtually complete. Phase 2 of the steel frame installation is nearing completion (Phase 1 already completed). Ground and First floor, floor slabs substantially complete. Metal decking to the first floor of phase 2 steel frame is underway. Wall envelope substructure to the sports hall, East and West elevation is complete. Drainage and underground ductwork to the dry side area has been installed. Internal blockwork walls have commenced to the wet change area as has external facing brick. Roof cladding has started. Works to the Eastern side of the Southern car park are being progressed.			
<b>Funding</b> - £2.6m in New Anglia GBF and BRF grants drawn down. Sport England grant agreement completed.			
<b>Customer Charter</b> - Contractor Key Performance Indicators agreed.			
Open issues		Mitigation	
Additional costs to comply with Covid Requirements		Additional funding was incorporated in the budget to accommodate known Covid costs with the ongoing situation being managed.	
Building Control Requirements		To accommodate differences in interpretation of the regulations between the building control officer and the design team an amount in the contingency is being identified to accommodate any additional costs.	
Shortages/increase in costs of Labour/Materials		There is an international shortage of certain materials (steel, cement and wood for example) which together with potential labour shortage issues could impact on the cost/programme of the build. This does not appear to be Covid/Brexit	

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		related so any issues will be the responsibility of the contractor although programming implications might impact on the practical completion date	
<b>Financial Summary – Actuals</b>			
<b>Budget</b>	<b>Committed Spend</b>	<b>Savings Achieved</b>	<b>Income Achieved</b>
£	£	£	£
<b>Commentary:</b>			
<b>Financial data verified by (name of finance officer):</b>			<b>Date:</b>

## Project Quarter Progress Report

Project Name	Winter Gardens		
Date	01 July 2021		
Project Sponsor	Iain Robertson		
Support ELT Officer	Sheila Oxtoby		
Project Manager	Michelle Burdett		
Status			Green - no problems or minor issues
Summary - the whole project			
The project is to restore the building and structural elements of the Heritage asset, as well as to give the building a new life by transforming both the internal and external spaces into a distinctive attraction for both the local community and the visitors to Great Yarmouth. It is intended that the facility will provide an all year-round attraction along the Golden Mile.			
Key Project achievements	Milestones	Target Date/ Outcome	
RIBA 1+			
First stage Funding Application	Procure a Design Team to prepare a stage 1 application to National Lottery Heritage Fund. Business Planner (DCA), Architect (BFF), Service Engineer (Buro Happold), Structural Engineer (TMP), QS PM (Artelia Ltd) appointed	July – September 2020 <b>COMPLETE</b>	
	Consultation with stakeholders (GYBC, HE, GYPT, Victorian Society, NHIG etc)	December 2020 <b>COMPLETE</b>	
	Cost Plan against agreed concept design (Artelia)	7 December 2020 <b>COMPLETE</b>	
	M&E Strategy completed (BH)	7 December 2020 <b>COMPLETE</b>	
	Submission of Interim Report, including Confirmed Brief and Draft Conservation Statement (BFF)	9 December 2020 <b>COMPLETE</b>	
	Outline concept design options reviewed by MWG and agreed	10 December 2020 <b>COMPLETE</b>	
	Public Engagement	14 December 2020 – 11 January 2021 <b>COMPLETE</b>	
	Review and refine study in consultation with client and stakeholders	1 February 2021 <b>COMPLETE</b>	
	Submission of pre application	26 February 2021 (midday) <b>COMPLETE</b>	
Produce a 3-minute film for application committee	Film required in place of a site visit as part of the application scoring process.	30 April 2021 <b>COMPLETE</b>	
Produce public prospectus	Prospectus that describes the project and build/business ambition for use	July 2021	

	for other funding application and public engagement		
Stage One application outcome	Notification from National Lottery Heritage Fund	July 2021	
Prepare Development Application	Latest Submission 2022	Specific date TBC	
To secure a commercial end user	Development Agreement to be signed by successful commercial operator from tender process	Specific date TBC	
Delivery Phase (capital works)		Maximum 5 years	
Summary of Project Quarter Performance			
<ul style="list-style-type: none"><li>Finalisation of stage 1 application submitted to NLHF February 2021</li><li>Short video in place of a site visit submitted, incorporating wider GY regeneration plans alongside specific plans of bringing the historic building back into use. Submitted 30 April 2021</li><li>NLHF Committee presentation delivered by Strategic Director May 2021</li><li>Procurement briefs for Development stage design team scoped with advice from DCA Consultancy and South Norfolk Council procurement team. Finalisation of procurement briefs before launch of tenders to be agreed next reporting period.</li><li>NLHF Committee meeting held end of June 2021 and decision expected start of July 2021.</li></ul>			
Open issues		Mitigation	
Financial risk to Council managing project of this magnitude and national importance		Working with commercial operator to strengthen Horizon Fund application success. Full consultant team in place; the requisite skills are strong with the current multi-disciplinary team	
Safety risk of building structure		Structural survey completed by The Morton Partnership and internal scaffolding installed. This complies with survey recommendation to sustain integrity of structure for up to 5 years. The works are complete, drain assessment shows blockages which need rectifying. Budget within tolerance	
Lack of understanding the depth of building restoration requirements. Risk of structural and application failure.		Investment in thorough and detailed design, engineering, cost and business planning work in the pre-application phase will enable the Council to understand and mitigate the risks presented by the project, so that if funding is secured at the end of 2020, progress can be made swiftly thereafter to develop the scheme in detail on the basis of detailed knowledge and planning. This work is now underway and as stated – will be better understood during the next period	
Commercial Operator withdraws from project		The business modelling has been completed in partnership with the Commercial Operator and has been tested against industry standards. This has formed the business case that was submitted in February 2021.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£120,000	£107,218 Actual spend. £2k committed spend.	£0	£48,314
Commentary:			
The project spending is on track against the currently awarded BRP allocation. BRP Grant Claims submitted in line with timeframe, final claim due November 2021.			

Pending NLHF outcome the project budget will be revised to incorporate new funding streams.	
<b>Financial data verified by (name of finance officer):</b>	<b>Date:</b>
Jane Bowgen	06/07/2021

## Project Quarter Progress Report

Project Name	KP08 – Improving the Market Place	
Date	April – June 2021	
Lead Officer	Jane Beck	
Support ELT Officer	Iain Robertson	
Project Manager		
Status – six-day Market	Green - no problems or minor issues	
Status – 37-39 Market Place	Green – no problems or minor issues	
Status – Public Realm	Amber issues that are being mitigated	
Summary - the whole project		
By 2025, redevelopment of the six-day covered market focusing on local goods and creating incubator opportunities for the new businesses to develop in the Town Centre. To complete the redevelopment of the wider public realm space within the Market Place. To increase footfall and repurpose currently empty buildings including the relocation of the Great Yarmouth Library and development of a multi-agency learning hub.		
Key Project achievements	Milestones	Target Date/ Outcome
Six-day Covered Market		
Contractor commencement on site	April 2021	Underway
Phase 1 completion	First 17 units available for occupation	Anticipated to be October 2021
Phase 2 completion	Further 6 units available.	Anticipated to be February 2022
Phase 3 completion of development	Remaining 7 units including incubator units available.	Anticipated to be May 2022
Library Relocation and Learning Hub		
Completion of funding from the Future High Street and Town Deal Fund for the development	Much of the capital funding required for the project is in place	September 2021
Sale price for the former Palmers Department store has been agreed	Purchase approved and HOT's agreed	September 2021
A feasibility study and concept design up to RIBA stage 2 completed	Final draft of the RIBA 2 report signed off and multi-agency project board agreed decision to move to RIBA 3	September 2021
Public Realm Improvements		
Design phase of development	Principles to be agreed and detailed design to commence	August / Sept 2021
Summary of Project Quarter Performance		
Works on the six-day market progress well with the completion of the main phase 1 structure underway. Initial challenges with ground works have delayed the anticipated July moves but impact on existing traders relocating during the summer season has been positively received. Negotiations with existing traders continue with the focus remaining to take traders into the new building with the benefit of a range of incentives.		
A detailed feasibility study for the redevelopment of the former Palmers department store into a Library and learning hub has been completed. The study demonstrated that there is a need for the project and the it is financially feasible.		

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A Project Manager has been appointed to scope, design and deliver the construction phase of the public realm works. The design work and consultation for this project is anticipated to commence in early September. The wider public realm improvements will be co-ordinated with the six-day market and library redevelopment works.

Open issues	Mitigation
Number of traders relocating to new units reduced	Work with existing traders ahead of marketing remaining units. Enquires list being maintained
Purchase of the former Palmers department store 37 – 39 Market Place not agreed	Agreement of Policy and Resources Committee in place and heads of terms confirmation anticipated in the next quarter.
Not all capital funding is in place for project	Decision expected in September on funding bid from the Department for Education.
There may be significant issues with the fabric of 37-39 Market Place due to age and structure	Initial visual surveys indicated building suitable. In-depth invasive surveys will be carried out following final agreement of the Heads of Terms, full access to building to be achieved as soon as possible.
Long-term operation occupiers of the Learning Hub yet to sign up to revenue costs for building.	Ongoing revenue funding and sources of income generation under consideration.
Disruption from public realm works	Timetabling of works to compliment completions wherever possible. Consultation and communications strategy to be updated to include all projects in the town centre.

#### Financial Position June 2021

MARKET PLACE PROJECTS	Capital Budget	Actuals To Date	Forecast
<b>EXPENDITURE TOTALS</b>	<b>£14,434,114</b>	<b>£1,119,247</b>	<b>£14,434,114</b>
Market Place Redevelopment	£4,750,000	£1,111,272	£4,750,000
Market Place Realm	£4,342,701		£4,342,701
Market Place Redevelopment / Realm - contingency	£1,500,000		£1,500,000
Purchase of 37-39 Market Place	£1,659,000		£1,659,000
37-39 Market Place Conversion - residential/ business	£1,734,971		£1,734,971
Low Carbon & Digital Transformation	£447,442	£7,975	£447,442
<b>FUNDED BY:</b>			
<b>External grants &amp; Contributions</b>	<b>£11,839,802</b>		
Future High Street Funding Allocation		£10,627,903	
Business Rates Pool		£1,100,000	
Norfolk County		£8,900	
Historic England Heritage Fund		£50,000	
Urban Tree Challenge Fund /		£15,074	
Historic England Cultural fund			
ORCS & Vattenfall		£17,925	
HAZ Cultural Fund		£20,000	
Great Yarmouth BC Funds: Borrowing	£2,594,312		
<b>TOTAL FUNDING</b>	<b>£14,434,114</b>		

## Project Quarter Progress Report

Project Name	Go Trade		
Date	01 July 2021		
Lead ELT Officer	Iain Robertson		
Project Sponsor	Michelle Burdett		
Project Manager	Stacy Cosham		
Status			Green - no problems or minor issues
Summary - the whole project			
Go Trade is a project that is bringing together a total of 16 English and French partners from south east England and northern France with the aim of boosting visitor numbers, dynamism and attractiveness of Great Yarmouth Market. To achieve this aim Great Yarmouth Borough is working with the 15 project partners to develop the Go Trade brand, themed events, promotional videos, market trader training and digital corner (town centre WI-FI).			
A project extension has been approved by the Joint Secretariat covering 1 April 2021 to 31 March 2022.			
Key Project achievements	Milestones	Target Date/ Outcome	
Work Package Management: WPM			
Signed Partners Agreement for Extension	Agreement from GYBC to continue Go Trade partnership and assigned deliverables	Completed December 2020	
Submission of Claim 8	January to June 2021 grant claim and progress report certified by FLC	15 September 2021	
Submission of Claim 9	July to Dec 2021 grant claim and progress report certified by FLC	January 2022	
Submission of Claim 10	Jan to March 2022 Final grant claim and progress report certified by FLC	May 2022	
Work Package Communications: WPC			
Co-lead to produce Cross Border press releases	Working with BBC to produce three press releases to be published by multiple partners. GYBC leading two out of three, drafting content and translation. Final PR (GYBC led) to attract new markets and sustainability of brand	30 September 2021	
Produce partnership tourism itineraries	Coordinate collation of tourism itineraries from all partners and translate to French. Minimum 1 set	31 December 2022	
Maintain social media channel content (UK Partners)	Coordinate content for GT social media channels on behalf of all UK partners	Until 31 December 2021 Potential legacy work	
Work Package Business Support: WPT1			
Engage market traders to complete online business support tools	Promote available online resources and coordinate workshops on specific subjects requested by Traders	Until 31 December 2021	
Recruit Young Traders onto market and host Young Trader Market days highlighting them	Engagement with Job Centre and employment support agencies to present market trading as viable self-employment option	Until 31 December 2021	

Traders Passport system which is being designed by project partners Castlepoint Borough Council and Lumbres.	GYBC has provided feedback regarding agreed upon content of traders based upon the Go Trade values. Encourage GY Traders to register on Go Trade website.	Until 31 December 2021
<b>Work Package Tourism: WPT2</b>		
Management of Tourism work package across partnership	Coordinating all deliverables from partners, reporting on market events, digital corners, tourism itineraries and a partnership publication	Until December 2021
Delivery of Go Trade Animations (Events) Schedule.	Full schedule of animations for 2021-22. Delivered within the Market Place.	Until December 2021
Produce tourism itinerary promoting GY market	Promote Great Yarmouth events and activities, seasonal for Autumn/Winter	30 September 2021
Engagement of Tourism organisations to promote GY Market on their day trips	Seek tourism sector support to promote Great Yarmouth market as a visitor attraction	Until December 2021
Overnight Stays Count	Working with UK Partners commissioning Destination Research to report overnight stays for 2020	November 2021
<b>Work Package Branding: WPT3</b>		
Introduction of Market Place Wi-Fi for digital corner.	Install free public wi-fi around the marketplace. Working with GYTCP and Elephant Wi-Fi. Incorporating footfall counters for visitor tracking.	<b>Complete</b> Installed January 2021. Launched April 2021
Produce and public tourism marketing videos promoting the Great Yarmouth market offer.	Produce tourism based promotional videos attracting visitors to the market. Given redevelopment works this is under debate with Lead Partner whether our additional target can be met. Original target of 3 has been fully met	Until December 2021
Attract new markets to Go Trade	Work across partnership to identify markets around East of England to attract to join Go Trade	Until December 2021
<b>Summary of Project Quarter Performance</b>		
<ul style="list-style-type: none"> <li>Public wi-fi formally launched by press release, newsletter and social media in April 2021. One final device will be installed within the new market structure further enhancing coverage inside the market.</li> <li>Project Plan 2021-22 formalised with Project Sponsor and rolled out working across GYBC services</li> <li>Collation of footfall statistic completed and reported back to lead partner as part of QIA</li> <li>Risk Register updated following CV19 impact and aligned with extension project plan</li> <li>Attended Partnership Steering Committee meeting June 2021. Presented progress of Tourism Work Package across partnership, targets clarified by lead partner, Basildon Borough Council</li> <li>Established tourism network contacts across partnership, ready for use</li> <li>Coordinated and published cross border press release (December 2020 and March 2021)</li> <li>Launched final tourism video on public platforms</li> <li>Undertaken business support survey with Traders (feedback assessed and Business Advisor pulling together requested workshops for Traders who said they wanted support)</li> <li>Completed budget review to align Tourism deliverables with Welcome Back Fund objectives.</li> <li>Appointed a new First Level Controller</li> </ul>		

**Next Steps:**

- Appraisal of overall project plan, mapping all outputs against deliverables and legacy assessment
- Produce monthly trader newsletters (these are drafted ready for refinement and issue)
- Update Tourism Itineraries, across partnership
- Translate project newsletter from French, as agreed on behalf of partnership
- Delivery of market entertainment programme
- Delivery of trader support in liaison with Business Advisor
- Approach neighbouring markets to join Go Trade
- Establish any potential new markets in the Borough (parish engagement intended)

Open issues		Mitigation	
Delayed payment of claims.		GYBC officers continue to mitigate/seek advice from the lead project partner and the Joint Secretariat to resolve with FLC.	
Continued local and/or national lockdown due to coronavirus		Further lockdowns prevent the delivery of marketplace events. Officers will endeavour to plan events complying with government guidelines and concentrate activity on Trader support and tourism promotion.	
Inability to achieve agreed project targets through lack of trader engagement or market developments		Officers are documenting all engagement activity to demonstrate ambition and attempts that should a lack of engagement and missed targets result, we can justify clearly via audit, determination to achieve	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£256,041	£206,582	£566	£188,995
<b>Commentary:</b> Claims 3 to 6 were reimbursed at 100% not the agreed percentage of 69%. These overpayments equated to £41,562 and this additional funding has been requested to be carried forward to April 21 from the old financial year to support the project extension. Confirmation that this has been agreed by the Director of Finance has not yet been received. Although both claims 7 and 8 have been included in the income achieved figure it should be noted that claim 7 is still outstanding for payment while claim 8 is due for submission September 21. It is assumed these will be paid in full.			
Financial data verified by (name of finance officer):			Date:
Mark Rogers			07-07-21

## Project Quarter Progress Report

<b>Project Name</b>	The Conge		
<b>Date</b>	27.07.2021		
<b>Lead ELT Officer</b>	Nicola Turner		
<b>Support ELT Officer</b>	David Glason		
<b>Project Manager</b>	Claire Wilkins		
<b>Status</b>		Amber: Issues that are being mitigated	
<b>Summary - the whole project</b>			
Transforming The Conge: by 2025, The Conge is transformed with new development lining both sides of the lower half of the street, and the next phase ready for delivery connecting it to the renewed Market Place.			
<b>Key Project achievements</b>	<b>Milestones</b>		<b>Target Date/ Outcome</b>
Existing Business Support	Support package for businesses identified for relocation or costings to feed into viability		September 2020 - soft engagement over relocation with leaseholders commenced.
Secure planning for redevelopment	Outline planning consent secured – Dec 2020		Met
Public Realm investment	Realign Carriageway – improved public realm and footway/cycleway linking rail station to Market Place		Complete
Secure redevelopment of the Site	<ul style="list-style-type: none"> <li>Resolution of existing leases</li> <li>Secure development partner</li> <li>Commence redevelopment</li> </ul>		<ul style="list-style-type: none"> <li>All leases ended</li> <li>Development Partner secured and work on Reserved Matters application progressed</li> <li>Redevelopment commences</li> </ul>
Funding	<ul style="list-style-type: none"> <li>Project included within the Future High Street Fund (FHSF) bid submission</li> <li>Project re-appraisal in light of successful FHSF bid outcome</li> <li>Discussions with Homes England &amp; progression of Strategic Development Partner</li> <li>Secure further grant funding through Brownfield Land Release Fund</li> </ul>		<ul style="list-style-type: none"> <li>Mid-2020</li> <li>January 2021 - Complete</li> <li>Ongoing</li> </ul>

		<ul style="list-style-type: none"><li>Decision pending due late Summer 2021</li></ul>	
Summary of Project Quarter Performance			
<p>The procurement for the Strategic Partner has progressed and we have entered ‘round 2’, the competitive dialogue phase, with the successful tenderers.</p> <p>An application has been made to the Brownfield Land Release Fund for funding towards demolition and site remediation costs.</p> <p>Talks with Homes England in relation to funding are ongoing.</p>			
Open issues		Mitigation	
Viability of site		Procurement of a Strategic Partner and grant applications will address the viability of the scheme.	
Long leases outstanding		Ongoing discussions with current leaseholders	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£185,000	£76,010.85	£	£
Commentary:			
Budget comprises £92,500 from GYBC, £92,500 Business Rates Pool Grant Funding. Of the £76k committed spend, 50% has been funded by the BRP.			
Financial data verified by (name of finance officer):			Date:
Greg London			28/07/2021

## Project Quarter Progress Report

<b>Project Name</b>	North Quay		
<b>Date</b>	Q1 Report 2021		
<b>Lead ELT Officer</b>	David Glason		
<b>Support ELT Officer</b>	Sheila Oxtoby		
<b>Project Manager</b>	Tracey Read		
<b>Status</b>		<b>Amber: Issues that are being mitigated</b>	
<b>Summary - the whole project</b>			
Comprehensive redevelopment of the North Quay waterfront site in Great Yarmouth – a strategic site allocation in the Great Yarmouth Local Plan.			
<b>Key Project achievements</b>	<b>Milestones</b>	<b>Target Date/ Outcome</b>	
Land acquisition	Land acquisition strategy	July 2018 - Complete	
	Committee report on acquisition strategy	July 2018 - Complete	
	Submit application for Business Rates Pool (BRP) funding £170k (decision November 2018)	September 2018 – Complete & Successful	
	Set up Officers Working Group Meetings for next 12 months	Complete	
	Appoint Development Surveyor	Complete	
	Carry out an independent review of the Land Evaluation Survey and factor in final land evaluation cost needed	Complete	
	Commission a study for legal advice on Compulsory Purchase and engagement	Complete	
Business Rate Pool Milestones	BRP monitoring reports	Ongoing with all deadlines hit.	
Communications Strategy	Draft Communications Strategy	Complete	
	Draft letters for residents	Complete	
	Draft Media Statement	Complete	
	Ongoing Media Preparedness	Complete	
Engagement with Land Owners	Letters to Businesses	Complete	
	Engage all parties (landowners and leaseholders) initially to identify specific constraints and opportunities for agreements beginning with investors and developers.	Ongoing	
	Engagement with smaller site owner occupiers, especially residents to provide reassurance over process and timeframes	Complete	

Technical Studies	Tender sent out 18th March 2019	Complete
	Highways transport assessment Ground and contamination survey Utilities assessment Flood risk and Drainage assessment Topographical survey Ecological survey Landscape survey Archaeological assessment Air Quality assessment Noise assessment	All Complete
Independent Land Evaluation Report	Report on land registration and cost valuation w/c 11 <sup>th</sup> March 2019	Complete
Supplementary Planning Document	SPD development starts 7th May 2019	Complete
	First draft SPD 30th August 2019	Complete
	Procure consultants - Urban Delivery engaged	Complete
	Prepare Options for SPD	Complete
	Draft Leaflet / Questionnaire / Exhibition Boards / Online Consultation Form / Document	Complete
	Policy and Resources Committee to agree Consultation October 2019	Complete
	Informal Consultation Period to 24 <sup>th</sup> November 2019	Complete
	Final Draft SPD	Complete
	SEA/HRA Screening	Complete
	Regulation 12/13 Representations Period	Complete
	Adopt SPD at Policy and Resources Committee – May 2020	Complete May 2020
Soft Market Testing	Procurement of external organisation to deliver soft market testing	Summer 2021
	Delivery of soft market testing	Autumn 2021
	Industry market day	Autumn 2021
Land acquisition	Ongoing negotiations	Ongoing
<b>Summary of Project Quarter Performance</b>		
Officer Working Group reconvened December 2020 and meeting monthly to move project forward.		

Procurement June 2021 for external consultant to deliver soft market testing, ideally a specialist in urban regeneration. Soft Market testing ITT drafted and released on contracts portal 21<sup>st</sup> June 2021. Contract drafted by NPLaw. Closure date for tenders is 26<sup>th</sup> July 2021, outcome to be reported within next quarter report.

North Quay is included in a package of measures in the successful Great Yarmouth Town Deal bid submitted in December 2020, this will contribute to the programme of land assembly. Revised area agreed due to reprofiled TD funding.

CPO process being reviewed with Counsel advice sought, potential option for NQ site. Counsel advice expected July 2021.

Town Deal funding of £2.6million awarded.

Site 10 under offer.

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Open issues		Mitigation	
Impact of COVID19		Reviewed/monitored	
Lack of response to procurement for Consultant to deliver soft market testing.		Potential organisations will be made aware of tender.	
Financial Summary – Actuals			
Budget	Committed Spend	Savings Achieved	Income Achieved
£2,947,000	£628,000 Spend to date £296k	£0	£0
<p><b>Commentary:</b></p> <p>Norfolk Business Rate Pooled funding secured (£197K) as well as £2.5m from GYBC for land acquisition. North Quay is included in a package of measures in the draft Great Yarmouth Town Deal bid submitted in December 2020, successfully securing £2.6m to contribute to the programme of land assembly which will be confirmed following Full Business Case submission by March 2022.</p>			
Financial data verified by (name of finance officer):			Date:
Greg London			29/07/2021

## Project Progress Report

<b>Project Name</b>	Operations and Maintenance Campus		
<b>Date</b>	Quarter 1 Report 2021		
<b>Lead ELT Officer</b>	David Glason		
<b>Support ELT Officer</b>			
<b>Project Manager</b>	Jon Barnard/Tracey Read/Roberta Wilner		
<b>Status</b>			<b>Green - no problems or minor issues</b>

### Summary of the whole project

Development of Great Yarmouth Operations and Maintenance Campus located on the southern tip of the South Denes peninsula and outer harbour – an optimum location for the offshore sector. The development will include new pontoons, improved highway infrastructure, new facilities for offshore energy sector businesses and refurbishment of the river quay.

The aims of the project are to:

- Encourage & support the growth of the offshore energy sector in Great Yarmouth
- Offer facilities in close proximity to Great Yarmouth's Outer Harbour, giving operators access to deep water as well as the river port
- Rejuvenating and redeveloping sites and quay infrastructure adjacent to the Outer Harbour
- Potentially creating up to 650 new jobs at the new campus

<b>Key Project achievements</b>	<b>Milestones</b>	<b>Target Date/Outcome</b>
Creating development value / business growth / inward investment	Business case / Feasibility and Demands & Needs studies	December 2020
	£6m Getting Building Funding secured through NALEP	Summer 2020
	Planning and Technical studies	Ongoing
Commercial Operators secured	Heads of Terms signed	Ongoing
Land assembly	Securing vacant possession of sites	June 2021
	Demolition of existing buildings	July 2021
	Appointment of main contractor and construction to commence	Late 2021
	Create Operations and Maintenance Campus, South Denes phase 1	April 2022

### Summary of Project Quarter Performance

Demolition contract awarded; work progressing well and nearing completion.

Procurement of Construction Works. Tender documents and Detailed Design completed. Tender advertised June/July 2021. To be reported during next quarter.

Draft Communications plan received from NCC, final draft to be circulated to OWG in July 2021.

Planning application submitted 14<sup>th</sup> May, pre-planning information exercise concluded 30<sup>th</sup> April All comments received and subsequent NCC responses were collated in a Consultation Report submitted within the Planning Application.

WSP environment site surveys started w/c 12th April. Five visits required in total between April and June, comprising dawn visits for black redstart birds.

Land based SI concluded on Halliburton Site and GYBC site adjacent to quayside. Some further SI testing now required on Peel Ports land to establish condition of materials for either site retention/reuse or disposal.

Delays being experienced with the Marine Management Organisation (MMO) progressing Licence for in-river Site Investigation (SI). SI Application submitted 27th January 2021, NCC application for construction works licence was submitted on 14th May. Their 13 weeks advisory period has elapsed. MMO have now notified that an extension in time is required for their statutory consultation which will require minimum 8 additional weeks. Marine-based SI commissioned through Norse Lab. To be undertaken once MMO Licence application has been approved, circa Spring 2021. Letters were submitted to MMO from senior offices at NCC, GYBC and NALEP covering in-river SI and construction licences.

WSP has commenced dialogue directly with Cadent Gas over the proposals and vibration assessment, to assess impacts or constraints on pontoons and piling works within close proximity to the gas main.

Engagement has commenced with potential new utility providers.

Open issues		Mitigation	
Planning permission for the site		Project sponsor and NCC PM to meet with GYBC planners to discuss EIA and planning route.	
MMO Licenses		Engagements with MMO and letters sent to MMO from senior officers.	
Covid-19		Situation continues to be monitored	
Financial Summary – Actuals			
	Revenue	Capital	Notes on Background
Total Budget Approved		£18million	*Project costs tbc through WSP work.
Funded by:	This is to be being broken down in the below rows – leave this line blank.		
NALEP	£0	£6 million	
GYBC	£0	£1 million	
NCC	£0	£1 million	
Enterprise Zone Pot B	£0	£10 million (tbc*)	EZ Pot B funding the WSP feasibility study
Actual Spend to date			
Savings Achieved	£	£	
Income Achieved	£	£	
Financial data verified by (name of finance officer):			Date: June 2020

## PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2021/22

## POLICY &amp; RESOURCES COMMITTEE

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
PR01: Average time to assess Housing Benefit New Claims (Quarterly)	22.74 days	16 days	26 days	26 days	16days	<b>R</b>	↑	↑
Commentary: The first quarter results have been impacted by increased workloads created by an influx of new claims and changes of circumstances through February and March this year on top of it being a peak time for the service. Ongoing performance is expected to be within or on target and current performance is resulting in processing times reduced to 8.56 days for new claims and 11.57 days for changes in circumstances.								
PR02: Average time to assess Housing Benefit Change in Circumstances (Quarterly Cumulative)	12.33 days	10 days	15 days	11 days	10 days	<b>A</b>	↓	↑
PR03: Collection rates Council Tax (Quarterly Cumulative)	28.6%	28.9%	27.2%	94.6%	96%	<b>A</b>	N/A	↑
PR04: Empty Homes								
a) Number of long term empty homes (6 months or more)	597	Less than 600	673	656	Less than 600	<b>G</b>	↑	↑
b) Number of long term empty homes (Over 2 years) (Snapshot at last day of quarter)	154	Less than 160	143	171	Less than 160	<b>G</b>	↑	↓
PR05: Collection rates NNDR (Quarterly Cumulative)	18.1%	18.0%	23.4%	90.3%	97.0%	<b>G</b>	N/A	↓
Commentary: The reason for quarter 1 being significantly down on quarter 1 from last year is due to the following. A re-billing exercise had to be carried out at the end of June to reduce for most businesses the 100% COVID Expanded Retail Discount to a 66% discount with effect from 1 July. Also, from 1 July major national retail businesses were not entitled to any relief at all due to a cap now being in place. This had a significant impact on the amount to be collected and increased the collectible debit by over £5m.								

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
PR06: Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)	76.13%%	90%	91.70%	87.04%	90%	<b>R</b>	N/A	↓
Commentary: This quarter has resulted in over 8000 more calls being received than last year, and 6,800 more calls than 2019 in the same period, directly impacting performance. The team have still managed to answer 1200 more calls this quarter compared to the last 2 years. The additional volumes whilst high takes into account the annual billing and benefit recalculations and rent increases as well as brown bin renewals in addition to queries and changes to individual circumstances following the timing of this year's national lockdown and slow lifting of restrictions impacting our customers. Performance was also adversely effected by carrying two vacancies throughout Q1, these have now been filled and with resource levels now back to normal we expect to be back on target for Q2.								
PR07: Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly Cumulative)	02:08 minutes	1:30 minutes	0:47 minutes	1:00 minutes	1:30 minutes	<b>R</b>	N/A	↓
Commentary: The additional call volume mentioned above along with the two vacancies has also effected average wait times. We will be reviewing our Customer Service Charter to reflect changes in service delivery, making wider use of virtual appointments and a change from a general drop in service (apart from emergency e.g. homeless) to pre – arranged appointments for face to face delivery. These measures will reduce wait time and bring performance back within target.								
PR08: Percentage of FOI and EIR requests responded to within 20 working days (Quarterly Cumulative)	83%	90%	81%	82.40%	90%	<b>A</b>	N/A	↑
Commentary: Performance in this area has increased compared to the same time last year despite a marked increase in land searches being requested due to the COVID pandemic. A new system has been put in place whereby chase emails are sent to the relevant department one week before a response is due and this continues regularly until responses are received, however sending responses on time relies heavily on information being provided by other departments within the Council who at times have seen resourcing issues and have therefore not responded to requests within the allocated 20 working days. To further increase performance a monthly report will be presented to ELT detailing FOI and EIR performance and a training session on responding to FOI's and EIR's will be delivered to the Information Champions by NP Law in early September.								
PR09: % of completed Full Performance Reviews (Quarterly Cumulative)	0%	N/A	0%	76%	85%	<b>G</b>	N/A	↔
Commentary PDR's are due to be completed by the end of August 2021. Figures will be circulated after this time. Managers continue to conduct monthly 1:1's with staff as well as following the PDR cycle.								

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)	2.44 days	2.1 days	2.44 days	8.44 days	8.5 days	A	N/A	↔
Commentary: Although the days lost per FTE is the same as Q1 for 2020/21 it should be noted that the average FTE has increased since the same quarter last year, therefore impacting on the outturn for Q1. The number of employees who have had a period of absence has doubled compared to the same quarter last year, as has the number of occurrences. Sickness figures do not include any Covid related absences. Since the start of the pandemic we have had 23 positive test results for staff with Covid-19. Our top reasons for absence remain the same as last year. There are a number of absences relating to surgical procedures which have been delayed due to Covid.								
PR11: Council spend on apprenticeships as a % of apprenticeship levy (Quarterly Cumulative)	59%	Monitor	103%	98.54%	Monitor	N/A	N/A	↓
Commentary: Currently 12 apprentices on programme. There were no new starts for Q1, Q2 plans include 5 apprentices in housing, discussions ongoing about further apprenticeships in Building Control, Environmental Services and Customer Services.								
PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)	0%	0%	0%	86% of revised plan	100%	G	N/A	↔
Commentary: Audit work has been rescheduled to commence in Quarter 2, therefore no audit days have been delivered yet.								
PR13: Internal Audit recommendations								
a) Percentage of priority 1 Internal Audit recommendations completed on time (Quarterly cumulative)	100%	100%	100%	100%	100%	G	↔	↔
b) Number of priority 2 Internal Audit recommendations outstanding	14	New Measure	New Measure	New Measure	Monitor	N/A	New Measure	New Measure
PR14: Corporate Property Portfolio Revenue Growth per annum (Quarterly Cumulative)	3.57%	0.63%	Not available	4.86%	2.50%	G	N/A	↑

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
PR15: Corporate Property Portfolio								
a) % Arrears per annum	18.49%	7.5%	57.65%	14.64%	7.5%	R	↓	↑
b) Total Arrears amount in £'s	221,983.96	Monitor	New Measure	New Measure	Monitor	N/A	New Measure	New Measure
<p>Commentary: The current higher rate of arrears is a result of the COVID lockdowns and the suspension of recovery action during this period. The Council's approach throughout this time was to support businesses to maintain their tenancies and retain jobs in Borough, therefore enabling them to survive the lockdown and resume their business activities once COVID restrictions allowed. Now COVID restrictions have ceased and businesses are able to trade normally we are expecting these arrears to be paid. All arrears cases are reviewed frequently, however Section 82 of the Coronavirus Act 2020 has been extend to 25th March 2022 severely limiting landlords in pursuing arrears, in summary this :-</p> <ul style="list-style-type: none"> <li>- Protects commercial tenants against eviction to 25 March 2022, unless legislation is passed ahead of this.</li> <li>- Extended to 25 March 2022 (unless legislation is passed ahead of this) the restriction on the use of the Commercial Rent Arrears Recovery (CRAR), which restricts the ability of landlords to seize goods owned by the tenant in lieu of rent owed unless the tenant has more than 554 days' worth of rent arrears.</li> <li>- Extended the restrictions against serving a winding up petition on the basis of a statutory demand implemented through the Corporate Insolvency and Governance Act 2020 until 30 September 2021.</li> </ul>								
PR16: Corporate Property Overall Occupancy levels per annum (Quarterly Cumulative)	96.21%	90%	96.07%	96.21%	90%	G	↔	↑
PR17: Payment of Invoices within 30 days (%) (Quarterly Cumulative)	92.0%	90%	94.6%	93%	90%	G	N/A	↓

**PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2021/22**

**ECONOMIC DEVELOPMENT COMMITTEE**

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
ED01: Planning applications: Major applications determined within 13 weeks or as agreed extension (Quarterly Cumulative)	100%	75%	100%	82%	75%	<b>G</b>	N/A	↑
ED02: Planning applications: Non Major (Minor or Other) applications determined within 8 weeks or as agreed extension (Quarterly Cumulative)	93%	80%	66%	74%	80%	<b>G</b>	N/A	↑
ED03: Percentage of Major planning applications processed within 13 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	81.0%	75%	97.2%	89%	75%	<b>G</b>	N/A	↓
ED04: Percentage of Non Major planning applications processed within 8 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	82.0%	80%	78.7%	77%	80%	<b>G</b>	N/A	↑
ED05: Percentage of Major planning applications overturned on appeal over the last 24 months (Quarterly Cumulative)	0.0%	9%	2.8%	0%	9%	<b>G</b>	N/A	↑
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 )	5.26%	9%	0.3%	0.2%	9%	<b>G</b>	N/A	↓
ED07: Building Control: The percentage of building regulation applications where a decision notice is issued within the eight week statutory period. (Quarterly Cumulative)	Unavailable	100%	100%	95%	100%	N/A	N/A	N/A

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
ED08: Percentage of Land Charges search returns sent within 10 working days. (Quarterly Cumulative)	39.47%	90%	97.40%	79.35%	90%	A	↓	↓
Commentary: Due to the reduction of stamp duty and easing of Covid restrictions we have received 1177 searches during the first quarter of this year, this is more than double the 530 received during the first quarter of 2020/21 and nearly equals the 1419 searches received during the whole of 2020/21. This influx of searches in conjunction with staff shortages has impacted on performance in this area. Personal searches have also had to be absorbed into the team during lockdown which has further increased the workload and adversely effected performance. Temporary staff have been recruited and are now in place, we expect their impact to be realised in time for the second quarter performance report.								
ED09: Enterprise Zone: Beacon Park: % of empty floor space across delivered development at Beacon Park (Quarterly Snapshot at last day of quarter)	0.41%	10.0%	5.11%	5.11%	10.0%	G	↑	↑

# PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2021/22

## ENVIRONMENT COMMITTEE

Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 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)	98%	90%	Not Available	Nil	90%	G	N/A	N/A
b) Number of food premises inspected (Quarterly)	11	Monitor	No Inspections	2	Monitor	N/A	↑	↑
EN02: Garden waste service: Number of households taking up garden waste bin service. (Quarterly Cumulative)	10118	11000	9858	10701	11000	A	↓	↑
<p>Commentary: Historically the subscription for the service was offered on an annual basis based on a 1st April renewal. This means that a large portion of the resubscriptions are all due at the same time. Due to various suspensions of the service because of bad weather and covid this has delayed the mass resubscriptions by a few months hence it affecting this quarters figure. This fall in numbers occurs annually and as people resubscribe recovers back to previous quarter subscription level. The option to move to automatic renewal via direct debit is currently being looked at which would stop or minimise this drop in number.</p>								
EN03: Percentage of total domestic waste collected which is sent for recycling (Quarterly Cumulative)	35.64%	35%	33.57%	30.15%	35%	A	↑	↑
EN04: Number of Flytips reported (Quarterly Cumulative)	728	Monitor	500	2146	Monitor	N/A	N/A	↓
EN05: Number of streets in the Borough meeting street cleanliness levels								
a) Litter (formerly NI195a)	100.0%	95%	No Inspections	97.7%	95%	G	↑	N/A
b) Detritus (formerly NI195b) (Snapshot at last month of quarter)	99.0%	95%	No Inspections	98.46%	95%	G	↑	N/A
EN06: Contamination rate in dry recycling (Quarterly Cumulative)	26.6%	29%	18.6%	18.2%	19%	G	↓	↑

# PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (APR – JUN) 2021/22




## HOUSING AND NEIGHBOURHOODS COMMITTEE


Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
HN01: Great Yarmouth Housing rent: GYBC rent collection rate								
a) Rent collected as % of rent debit	92.76%	91%	New Measure	New Measure	97%	<b>G</b>	New Measure	New Measure
b) Arrears as a % of rent debit	7.24%	9%	New Measure	New Measure	3.0%	<b>G</b>	New Measure	New Measure
c) Total rent arrears	£491848	£645,000	£571,568	£424,697	£752,500	<b>G</b>	↓	↑
HN02: Number of								
a) Social housing applicants in allocation pool	1051	Demand lead	949	754	Demand lead	N/A	↓	↓
b) Social housing new applicants awaiting assessment (Snapshot at last day of quarter)	203	150	186	221	50	<b>R</b>	↑	↓
Commentary: Performance in processing housing applications has been impacted by the continuing high level of housing applications, two new additional Housing Assessment Officers commenced in June and July to support the assessment of housing applications, overall since the end of 2020/21 there has been a small reduction in the number of housing applications which remain unassessed, but performance remains below target and is being actively monitored.								
HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	40 days	50 days	48 days	39 days	30 days	<b>G</b>	N/A	↑
HN04: Average cost of a Void repair (Quarterly Cumulative)	£3,710.52	£2,745	£2,991.72	£3,117.53	£2,745	<b>R</b>	N/A	↓
Commentary: Average cost has increased by £592.94 compared to last year for a number of reasons, largely because of the nature of the work that needs to be undertaken to meet GYBC voids standard . Material cost increases have also contributed to this increase. The voids standard is to be reviewed over the coming quarter. Please also see commentary in HN06.								


Indicators	This Quarter	Target	Qtr 1 20/21	20/21 Outturn	21/22 Annual Target	Status	Trend	
							Last Period	Last Year
HN05: Percentage of residents very or fairly satisfied with the repairs service they received (Quarterly Cumulative)	93.22%	95%	Not Available	92.4%	95%	A	N/A	N/A
Commentary: This figure is being closely monitored as whilst satisfaction levels tend to drop in situations such as current operational performance, indications in some cases represent top quartile performance using Housemark benchmarking data, therefore it could be assumed satisfaction would be higher. General reason for dissatisfaction is around lead in times for larger repairs.								
HN06: Costs – Total Void Works (service provision) as % of Total Repairs Costs (Quarterly Cumulative)	23%	8.1%	10%	9.1%	8.1%	R	N/A	↓
Commentary: This figure is higher than last year due to increased spend in voids and decrease in capital spend going through GYN. Following the transfer of the Asset provision to Property and Asset Management a review of the void process and overall capital spend is being undertaken. The number of Voids works completed in the first quarter of this year is 117, this is more than double the 52 completed in the first quarter of last year.								
HN07: Costs – total responsive repairs as a percentage of total repairs costs	35.31%	22.1%	23.54%	18.52%	22.1%	R	↓	↓
Commentary: As for HN06 although there has been an increased in spend on planned large repairs due to increased volumes to clear backlogs and deal with historic repairs.								
HN08: Number of Disabled Facilities Grant (DFGs)								
a) Number of completions	10	Monitor	New Measure	New Measure	Monitor	N/A	New Measure	New Measure
b) Number of calendar days from initial request to works complete in the quarter (All cases):								
i) works under £10,000	298	Monitor	New Measure	New Measure	Monitor	N/A	New Measure	New Measure
ii) works over £10,000	538	Monitor	New Measure	New Measure	Monitor	N/A	New Measure	New Measure
Commentary: Covid still continues to impact on the number of completions and the time taken to complete the work. Delays arose as a direct result of the lockdown last year when all works ceased from March until July and continue to be delivered at a slower pace as a result of the adoption of necessary Covid safe working practices, which allow works to progress with minimal risk to the client group.								

**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.

**Subject:** Supplementary Planning Documents – Initial Consultation Delegation

**Report to:** Policy and Resources Committee – 14 September 2021

**Report by:** Sam Hubbard, Strategic Planning Manager

#### **SUBJECT MATTER**

**Request for delegated authority to approve the first stages of consultation on Supplementary Planning Documents.**

#### **RECOMMENDATION**

That the Policy and Resources Committee delegate authority to the Director of Planning and Growth, in consultation with the Chairman of the Committee and the Local Plan Working Party, to approve the first stages of public consultation on emerging Supplementary Planning Documents.

### **1. Introduction**

- 1.1. Supplementary Planning Documents (SPD) build upon and provide more detailed advice or guidance on policies in an adopted local plan. They do not form part of the ‘development plan’ but are a material consideration in the determination of planning applications. The Council currently have two adopted Supplementary Planning Documents (SPD) for Hall Quay and North Quay.
- 1.2. The Town and Country Planning (Local Planning) Regulations 2012 require at least two stages of consultation during the preparation of an SPD. Firstly, consultation is required during the initial preparation of the document to inform a draft SPD. This consultation is typically more informal and could be in a questionnaire format (such as the initial consultation on the North Quay SPD) or in the form of a first draft of the SPD. More than one consultation could be undertaken if necessary and some consultations could be more tailored to be focussed on certain interest groups. The point of consultation at this stage is to give people an early say on the content of the SPDs before the Council has formalised a final position on the matter.
- 1.3. Once a final draft of the Supplementary Planning Document has been prepared it must then be subject to a more formal public consultation prior to adoption.
- 1.4. A number of Supplementary Planning Documents will be prepared by the Borough Council over the next couple of years. These include:

- Coastal Change Supplementary Planning Document - to support Policies GSP4 and E2 of emerging Local Plan Part 2 (initial consultation considered by Policy and Resources on 21<sup>st</sup> July 2020)
- Open Space SPD – to aid with the implementation of Policy H4 of the emerging Local Plan Part 2 – this will provide more detail on developer contributions to open space and how they can be spent.
- Design Guides for Great Yarmouth Heritage Action Zone
  - Shopfronts (initial consultation considered by Policy and Resources on 27<sup>th</sup> July)
  - Public Realm
  - Extensions / repairs
  - New build
  - ‘Umbrella Guide’
- Borough-wide Design Code(s)
- Green Infrastructure and Recreational Avoidance Mitigation Strategy
- Non-Designated Heritage Assets

1.5. In order to support the timely production of these documents this report requests that delegated authority is given to the Director of Planning and Growth, in consultation with the Local Plan Working Party and the Chairman of Policy and Resources Committee, to approve the public consultation at the initial stages of preparation as detailed above. Local Plan Working Party will have input on the drafting and formulation of consultation materials for these initial stages. Before approving materials for consultation the Director of Planning and Growth will also consult with the Chairman of the Policy and Resources Committee and feedback the input from the Local Plan Working Party.

1.6. The formal stage of consultation on the final draft of the SPD will still be subject to approval by the Policy and Resources Committee. Policy and Resources Committee also has the responsibility for adoption of the SPD on behalf of the Council.

## **2. Financial Implications**

2.1. No direct implications. Some staff resource will be saved during the preparation of SPDs.

## **3. Legal and Risk Implications**

3.1. The risks are considered minimal. Delegation is only being requested for the informal consultation stages during the preparation of the SPD. Approval for consultation on a final draft SPD will still be overseen by Policy and Resources Committee. The powers to prepare an SPD are outlined within the Planning and Compulsory Purchase Act 2004 and the Town and County Planning (Local Planning) Regulations 2012. Consultation is a necessity in the preparation of a Supplementary Planning Document and if not done correctly could lead to future scope for challenge.

## **4. Conclusion**

- 4.1. Supplementary Planning Documents require at least two stages of consultation. To ensure the timely production of Supplementary Planning Documents it is requested that delegated authority is given to approve the first, informal, stages of consultation. This delegated authority is proposed to be given to the Director of Planning and Growth in consultation with the Local Plan Working Party and the Chairman of Policy and Resources Committee.

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

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Through ELT
Existing Council Policies:	Local Plan Part 1: Core Strategy, emerging Local Plan Part 2.
Financial Implications (including VAT and tax):	n/a – covered by usual staff operating costs.
Legal Implications (including human rights):	n/a
Risk Implications:	n/a
Equality Issues/EQIA assessment:	n/a
Crime & Disorder:	n/a
Every Child Matters:	n/a

**URN:** 21-097

**Subject:** Revised Health and Safety Policy

**Report to** ELT 1<sup>st</sup> September 2021

**Policy and Resources 14<sup>th</sup> September 2021**

**Report by Sarah Flatman Corporate Health and Safety Advisor**

#### **SUBJECT MATTER**

The report provides an overview of revisions made to the Council's Health and Safety Policy that was last updated in 2018.

#### **RECOMMENDATION**

That ELT and Policy and Resources formally agree the revisions to the policy.

## **1. Introduction**

The Health and Safety Policy was approved in 2018. Since this time, there have been changes to the organisational structure of the Council, the Health and Safety Policy and Policy Statement of Intent required revision to reflect these changes.

## **2. Background**

The Chief Executive of the Council is the legally accountable officer to ensure the authority's compliance with the Health and Safety at Work etc. Act 1974.

All other employees have either a general or a specific responsibility to ensure the organisation works safely in relation to its own employees and any other persons who may be affected by its activities.

This first part of our Safety Policy is our Health & Safety Policy Statement (sometimes referred to as the Statement of Intent). This sets out our commitment to managing health and safety including how GYBC intends to manage health and safety issues and meet health and safety requirements.

The Council's Health and Safety Policy itself clarifies these responsibilities and details the arrangements we have in place to eliminate or minimise risk to employees and others who may be exposed to risks associated with its activities.

The Policy has been submitted for consultation to members of the ELT Health and Safety Working Group, which includes a union representative.

### **3. Summary of Changes**

The following changes have been made to the document: -

- It has been aligned with the new structure and new Council branding.
- The statement of intent has been incorporated into the policy (This was previously a separate document).
- The document has been simplified removing unnecessary technical jargon.
- Responsibilities have been simplified and updated where ownership has changed.

### **4. Next Steps**

The Policy needs to be approved by ELT and Policy and Resources Committee, Leader of the Council and then the Chief Executive; Leader of the Council and a Union Representative must sign the Statement of Intent.

This policy will then be placed on the loop and brought to the attention of all employees.

### **5. Financial Implications**

The Council could incur financial loss if the Health and safety Executive took action against us as it is a legal requirement to ensure the Policy remains relevant and up to date.

### **6. Risk Implications**

Should the Health and Safety Executive investigate an incident or carry out a safety inspection of the Council they could take formal action if our safety policy does not accurately reflect the safety arrangements we have in place.

### **7. Legal Implications**

The Management of Health and Safety at Work Regulations require that where an employer employs 5 or more employees, there is a written health and safety policy document produced. It is also a requirement that the health and safety policy is kept up to date.

### **8. Conclusion**

An effective health and safety policy is key to creating a safe workplace, but for health and safety policies to remain relevant, they need to be regularly reviewed and updated.

### **9. Background Papers**

Revised Health and safety Policy Attached

*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	Contacted no comments made
Section 151 Officer Consultation:	N/A
Existing Council Policies:	There is an existing health and safety policy in place
Financial Implications (including VAT and tax):	Detailed above
Legal Implications (including human rights):	Detailed Above
Risk Implications:	Detailed Above
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

# Health and Safety Policy

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Version	Author	Date	Changes	Status
2.0	Corporate Health and Safety	August 2021	Updated	Final

## Introduction

The Health and Safety Policy sets out Great Yarmouth Borough Council's (GYBC) commitment to the health, safety and welfare. This is identified in Part 1 that contains our Policy Statement.

Part 2 of the policy details the main roles and responsibilities of each and everyone one of us. All of us have a part to play and a responsibility to ensure that the Council's health and safety arrangements are followed and that we help in maintaining a safe and healthy working environment for everyone including ourselves.

This section also identifies the arrangements GYBC have in place to manage and control the risks to the health and safety and wellbeing of our colleagues and others who may be affected by our work activities.

## Part 1: Policy Statement

Effective management of health, safety and well-being is integral to delivering our priorities for the Borough of Great Yarmouth.

Our overall objective is to provide a safe and healthy working environment for our employees, the people we work with and those that access our services. We will achieve this by:

- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance
- Implementing an effective health and safety management system to ensure compliance with legal requirements
- Adopting a sensible and proportionate approach to managing risks
- Providing and maintaining a safe and healthy working environment, safe machinery, equipment and systems of work for our employees
- Communicating and consulting with employees and their trade union representatives so that employees are well informed and engaged in our health and safety arrangements.
- Complying with statutory requirements and where possible industry best practice
- Investigating and learning the lessons from accidents and work-related ill health incidents
- Providing effective information, instruction and training to employees to ensure safe working practices
- Monitoring and reviewing systems and preventative measures, including those of our partners and commissioned and contracted organisations, to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives
- Regularly reviewing and monitoring this policy

Overall accountability for health and safety is recognised as a prime responsibility for all those who manage and supervise activities, commission and contract services under their control. However, for these commitments to be effective, employees throughout the organisation must play their part in creating and sustaining a positive health and safety culture.

**Signed**

**Signed**

**Signed**

**Sheila Oxtoby**  
**Chief Executive**

**Carl Smith**  
**Leader of the Council**

**Ian Hampshire**  
**On behalf of Unison**

**Date**

**Date**

**Date:**

## Part 2: Arrangements and Responsibilities for Health and Safety

### 1 The GYBC Health and Safety Management System

The purpose of a health and safety management system is to enable an organisation to understand and control its health and safety risks in a proportionate way and to improve its performance. It aims to eliminate or minimise risk to employees and others who may be exposed to risks associated with its activities. It enables the organisation to assure itself of its conformance with its stated policy and to demonstrate such conformance to others. The system will also assist the organisation in meeting applicable legal obligations.

The policy statement is reviewed regularly by the Corporate Health and Safety Advisor. Any revisions are agreed with Unions before being authorised by Executive Leadership Team and signed by the Chief Executive, Leader of the Council and Union representative.

Policies and guidance to detailing the arrangements that the Council have in place to eliminate or minimise risk to employees and others who may be exposed to risks associated with its activities are contained on the loop, (GYBC Intranet site) [Health and Safety Homepage](#)

These documents that set out our expectations and levels of mandatory compliance known as 'policies' as well as other documents which have a guidance status to help employees to comply with their duties. All published documents provide advice and guidance on how to achieve safe systems of work taking into account legislation, enforcement agencies/industry best practice, case law and incidents.

Most of these documents are owned and reviewed by the Head of Environmental Services, and they apply to all areas of GYBC business. However, there are service-owned procedures which relate to very specific service issues. These are owned by named managers within that service, and it their responsibility to ensure these are reviewed and kept up to date as appropriate.

Local procedures and work instructions are also produced and owned by teams and services. These describe the local arrangements for that area of GYBC for managing tasks or activities.

### 2 Organisational Responsibilities

GYBC recognises that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities, employees, commissioned and contracted services under their control. However, all employees have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions.

GYBC, through the Leader of the Council and Chief Executive, has overall responsibility for the GYBC Health and Safety Policy Statement.

The following meetings have specific health and safety actions as follows:

## **2.1 Executive Leadership Team (ELT)**

ELT are responsible for ensuring that health and safety is effectively managed.

## **2.2 Corporate Health and Safety Working Group**

This overarching aim of the group is to raise/address concerns around health and safety within the Council, to raise the profile of health, safety and welfare management and ensure that actions in the Council's existing Policies are implemented. Full details of the group's objectives are detailed in their Terms of Reference.

## **3 Management Responsibilities**

For the Organisational Structure of the Council see **Appendix 1**.

### **3.1 Leader of the Council**

Joint responsibility with the Chief Executive for strategic direction of health and safety in GYBC and policy.

### **3.2 Elected Members**

Elected Members form the body corporate of the Council and have the collective and individual responsibility for the planning, resourcing and overseeing of its activities.

Collectively, the Members and the Executive Leadership Team constitute the "directing mind" of the Council in the provision of its services and conduct of its undertaking.

Each Elected Member will therefore:

- Consider health, safety and welfare issues as part of their decision-making process
- Use the advice provided by the Senior Officers to help in their decision-making process to ensure the health, safety and wellbeing of all likely to be affected by these decisions

### **3.3 Chief Executive**

As the Head of Paid Service, the Chief Executive has overall responsibility for health and safety at GYBC. They are responsible for ensuring:

- The Policy Statement and management system is implemented and adhered to across the organisation
- The effectiveness of the health and safety strategy, organisation and arrangements
- The provision of appropriate resources to enable persons with specific responsibilities to perform their duties effectively
- That effective management exists to secure implementation and review of the GYBC health and safety arrangements
- Their demonstration of commitment towards a positive health and safety culture

### **3.4 Strategic Directors**

- Agree the contents of the annual work plan for the management of health and safety for adoption and agreement by the Executive Leadership Team (ELT) with the Head of Environmental Services
- Ensure that all Directors/Heads of Service remain risk focused and are aware of the key risks in the Department
- Ensure that appropriate reporting mechanism are in place to agree, consult and secure health and safety standards
- Influence the integration of the health and safety requirements as part of the Council's decision-making processes and strategic planning
- Ensure representation by Strategic Directors at Corporate Health and Safety Working Group in line with terms of reference
- Adequate budgetary provision is made to meet the cost of fulfilling individual service requirements in relation to health, safety and welfare

### **3.5 Head of Environmental Services**

The Head of Environmental Services has overall responsibility for the development, maintenance and improvement of the health and safety management system including:

- Advising Management Team on the strategic direction for health, safety and well-being
- Ensuring that the Chief Executive is kept apprised of significant issues which may be identified as having an impact on GYBC
- Ensuring that the Health and Safety Policy Statement is reviewed every two years and is effectively implemented
- Ensuring that adequate arrangements and resources are in place to:
  - Develop review and publish health, safety and well-being policies and procedures to ensure they remain valid and strive for continuous improvement
  - Provide focussed operational support to managers and employees regarding key risk activities
  - Provide competent health and safety advice and guidance
  - Monitor, benchmark and review health and safety performance against the published policies and procedures
  - Oversee accident reporting and monitor incident investigation (including reporting under RIDDOR)
  - To maintain the Warning Marker System and review associated policies and guidance
- Monitoring the implementation of the Council's health and safety policy and to prepare reports to the ELT, Audit and Risk Committee and Health and Safety Working Group on health and safety performance, making recommendations for improving performance as necessary
- Establish an annual work plan for the management of health and safety for adoption and agreement by the Management Team
- Developing and maintaining a health and safety training strategy and ensuring training services align with this in conjunction with the Head of Organisational Development

### **3.6 Head of Property and Asset Management**

Ensure that the following are in place for GYBC property in line with policy:

- Fire risk assessments are undertaken, fire improvements identified are implemented and adequate evacuation procedures are in place
- Fire safety equipment is adequately maintained and tested
- Management of asbestos containing material at premises
- Management of Legionella and water hygiene
- To facilitate and coordinate the monitoring and management of compliance within commercial and residential assets across the borough and to ensure the actions of the Council and others do not compromise health and safety.
- Facilitate, manage and monitor the work of contractors in public buildings
- Act as the main point of contact for Facilities Management, including liaising over the decommissioning and commissioning of buildings they manage
- Ensure that all Council operated / managed premise related plant and equipment is adequately maintained and tested in accordance with statutory requirements
- To facilitate the implementation of the GYBC display screen equipment requirements
- To facilitate the implementation of the First Aid requirements for GYBC property

### **3.7 Head of Organisational Development**

- To ensure the integration of health, safety and wellbeing training and awareness in induction and on an ongoing basis
- To ensure that systems are in place for identifying work-related ill health, and ensuring appropriate actions are taken in all cases to support employees
- To ensure that all managers and staff are aware of how to identify signs of work-related stress and how to deal with them, whether or not they result in a period of absence from work
- To raise awareness of mental health and the support available to staff

### **3.8 All Directors and Heads of Service**

Each Director and Head of Service is responsible for ensuring that suitable and adequate arrangements are in place for the management of health and safety. In particular, they must ensure that health and safety policies are implemented and ensure that:

- A positive health and safety culture is actively demonstrated and promoted through good leadership
- Procedures are developed and implemented for specific service risk, along with detailed work instructions where necessary
- Key risks are identified and monitored
- Managers or other directly reporting staff are provided with appropriate support, guidance and resources to enable them to discharge their health and safety duties
- Adequate time and resources are given to managers and employees to fulfil their roles
- There are adequate and effective arrangements in place for consulting all employees and their representative trade unions within their areas of responsibility on matters that affect their health and safety
- They have systems in place for monitoring health and safety within their areas of responsibility, including setting targets for improvement and reviewing performance

- Where their service works with partnership organisations, or they commission or contract the provision of services on behalf of GYBC, suitable health and safety arrangements are established and monitored
- Out of hours use of buildings and delivery of services are managed
- Relevant health and safety monitoring in line with the annual audit plan is carried out in their service and that monitoring information is provided to the Corporate Safety Advisor in line with policy
- Escalate as required health and safety matters of concern to the relevant Strategic Director and ultimately the Chief Executive as Head of Paid Service

### **3.9 Corporate Health and Safety Advisor**

- Advising managers and other employees on health and safety matters to enable them to meet their health and safety responsibilities
- Supporting line managers and supervisors in implementing safety policies procedures and arrangements
- Contributing to the development of strategy, policies and procedures
- Work with others to ensure the integration of safety policies, for example Corporate Risk and Business Continuity
- Monitoring the implementation of the Council's health and safety policy, including carrying out safety inspections and audits and preparing reports for the appropriate managers and consultative bodies
- Investigating, as appropriate, reported incidents of injury and ill-health to employees and, other persons, including incidents of aggression and violence and 'near-misses
- Providing health and safety training as appropriate
- To carry out inspections and audits and report findings to relevant groups
- To actively participate in Health and Safety Action Plans, meetings and be part of the process to set realistic targets to maintain progressive progress and continued standards of compliance with relevant statutory provisions
- Escalate as required health and safety matters of concern to the relevant Director/Head of Service and ultimately the Chief Executive as Head of Paid Service
- Ensure any audit recommendations are complied with
- Manage the Warning Marker System

### **3.10 Health and Safety Support Service**

As and when required additional health and safety advice and technical support is procured to support the delivery and compliance with the Great Yarmouth Health and Safety Management System

### **3.11 Managers**

Managers will be responsible for employees and activities under their control. They will ensure that requirements of relevant policies are complied with. In particular, they will:

- Ensure that risk assessments are undertaken by competent staff and adequate control measures are applied on a risk basis
- Monitor and review health and safety performance through:

- Undertaking health and safety inspections of the relevant work area/practices in accordance with relevant corporate and departmental policy
  - Setting health and safety targets and objectives through appraisals and other supervisory reviews
  - Ensuring incidents are reported and investigated in line with policy
  - Monitoring commissioned and contracted work under their control for compliance
- Develop and implement safe systems of work
  - Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
  - Ensure action is taken to resolve any situations that may adversely affect the health and safety of employees or other persons. They will rectify any problem within their own resources or see it is raised with the appropriate Head of Service/Director without delay where they do not have the budgetary or management control to do so
  - To ensure that appropriate return to work programmes are in place for all employees that have been absent as a result of an accident or work-related ill health
  - Ensure that they personally undertake all required training and that employees under their control are given adequate information, instruction, training and supervision to carry out their duties safely
  - Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
  - Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported, investigated and the findings acted upon without delay
  - Ensure that employees and their trade union representatives are consulted on matters of health and safety that affect them
  - Work with nominated Property Staff to ensure premises operate safely
  - Ensure that commissioned and contracted work complies with GYBC requirements for the selection and management of contracts
  - Ensure that they seek timely assistance and advice where expert help is required from the Corporate Health and Safety Advisor
  - Ensure suitable health and communication arrangements are in place including ensuring health and safety is a standing agenda item at team meetings

### **3.12 Commissioners, Project and Contract Managers**

All employees that have a role in managing projects or contracts must ensure they follow the policies relating to this area and in particular:

- All relevant health and safety requirements are included in the selection and set up of contracted/commissioned work
- The Corporate Health and Safety Advisor is consulted in a timely way regarding the development of significant new projects and commissioned services
- Appropriate levels of monitoring are set up to ensure organisations are delivering to the agreed health and safety standards
- They attend all relevant training relating to their role

### **3.13 Employees**

Each employee has a responsibility to themselves, their colleagues and their Line Manager/ Supervisor to:

- Make themselves familiar with this document, and specific health and safety procedures and policies that affect them
- Use the safe working instructions that are provided
- Actively contribute towards good safety practice, setting a good personal example
- Use personal protection equipment and appropriate safety equipment that has been provided
- Report all accidents, incidents and damage, whether persons are injured or not
- Report any hazards/concerns to their line manager
- Request/discuss safety training with their line manager when they feel their skills need updating
- Complete all mandatory health and safety training within the timescales required
- Fulfil additional specific roles in line with GYBC requirements such as: first aider, health and safety co-ordinator, fire evacuation and risk assessor

### **3.14 Employee Consultation / Safety Representatives**

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. It also helps in motivating staff and making them aware of health and safety issues.

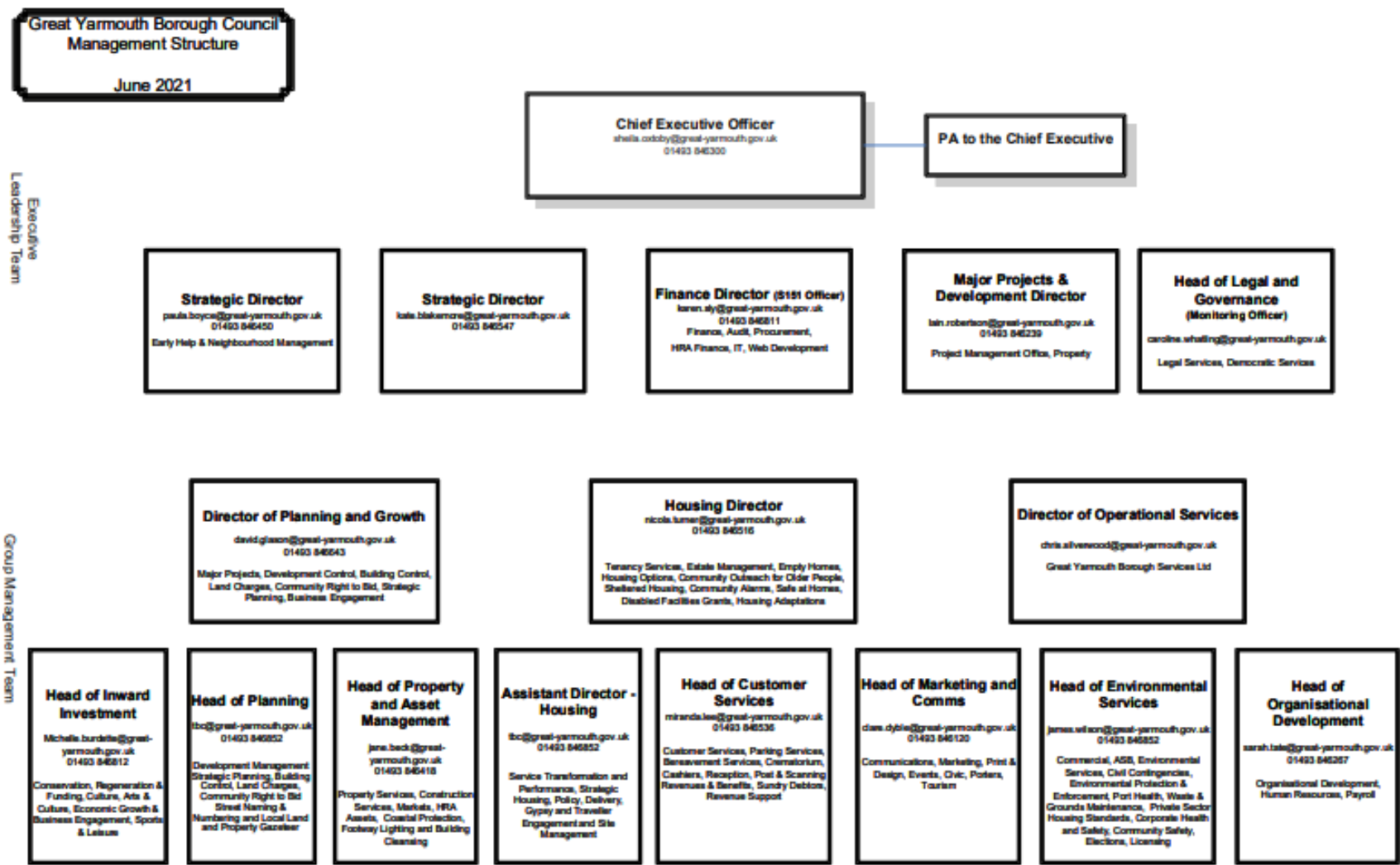
Trade Union safety representatives represent employees in day-to-day consultation with management on issues of health and safety. Such representatives are recognised by GYBC as having an important role in achieving employee involvement and in creating and sustaining a positive health and safety culture.

By mutual agreement between the Council and the appropriate Trade Unions, safety representatives will represent both union and non-union employees work areas. GYBC reserves the right to consult the whole workforce.

Safety representatives should be consulted in a timely fashion where possible on all matters of health and safety that may affect employees and on the provision of health and safety information and training.

Before making any decisions, which could have health and safety consequences for employees, managers should inform trade union safety representative about their proposed course of action and give them an opportunity to express their views.

Appendix 1



**URN:** 21-069

**Subject:** Revenues Write Off Report

**Report to:** Policy and Resources Committee – 14<sup>th</sup> September 2021

**Report by:** Stuart Brabben, Revenue & Benefits Service Manager

### **SUBJECT MATTER**

This report seeks the approval and authorisation of a schedule of individual Business Rate and Sundry Debt accounts where the debt is recommended for write off.

### **RECOMMENDATIONS**

That Committee:

- 1) Approve and authorise individual write offs as detailed within the Schedule 1 (Business Rates) and Schedule 2 (Sundry Debt)

## **1. INTRODUCTION**

- 1.1 Members of the Committee are asked to note that this report is in relation to debts and recovery actions that pre-date the Covid-19 pandemic and should not be recognised as any reflection on any financial impacts on businesses as a result of the pandemic.
- 1.2 The committee last considered the Revenues Write off report and schedules of debt in March 2021.
- 1.3 Consideration for writing off a debt is given where it is held to be uneconomical to recover, is time barred or is legally unenforceable.
- 1.4 All debts to be written off will be processed in accordance with the Council's Financial Procedure Rules.
- 1.5 The Council will always be flexible in its approach to recovery of arrears. Each case will be considered on its own merits.
- 1.4 The Council has a duty to minimise any loss to public funds. In seeking to recover arrears it will have regard to:

- the period of time that the debt may take to be recovered;
- the effect of recovery on the affected person from whom recovery is sought;
- the ability to repay of the affected person from whom recovery is sought; and
- the practicality of recovery of the debt and the cost of doing so.

1.5 Under the law, there is an obligation to take reasonable steps to collect debts. There are however many situations where there is justification for writing off debts, provided reasonable steps have been taken regarding each individual case.

1.6 The scheme of delegation for the write off of uncollectable debt is as follows;

- (i) Council Tax and Business Rates Team Leader and the Sundry Debt and Recovery Team Leader - up to £500
- (ii) Revenue & Benefits Service Manager - £501 to £5,000
- (iii) Revenues & Benefits Service Manager and Head of Customer Services - £5,001 to £7,500
- (iv) Head of Customer Services and Section 151 Officer - £7,501 to £10,000
- (v) Policy and Resources Committee - £10,001 and above

Only account numbers with debts over £10,001 are referred for member approval, some debtors can have more than one account in arrears where the scheme of delegation for debts up to £10,000 will apply.

1.7 The main circumstances where an unrecoverable debt will be considered for write off and their applicable codes are listed below:

**Table 1**

<b>Write Off Code</b>	<b>Reason for Write Off</b>
WO1	Where the person is made insolvent (bankruptcies, Liquidations, insolvencies and administration orders).
WO2	The person dies and there are no funds within the estate to pay the debt.
WO3	We are unable to trace the person's whereabouts.
WO4	Where the cost of collection will be greater than the amount of the debt (e.g. recommendations from our Legal representatives).
WO5	Hardship cases where the individual circumstances of the debtor may lead to a decision to write off a debt.

WO6	Company ceased trading/dissolved and has no assets
WO7	Company is registered abroad. No recourse to any recovery actions within UK.
WO8	We are not able to make a legal claim for debt older than six years. This is laid down in the Limitation Act 1980 section 19 which states that “no action shall be brought to first recover arrears after the expiration of six years from the date on which the arrears became due.”
WO9	After negotiations with the debtor and as part of an agreed revised payment plan to ensure that the revised outstanding debt is able to be paid

## 2. RECOVERY PROCEDURES

### 2.1 Business Rates

- 2.1.1 The National Non-Domestic Rates recovery procedures are laid down by statute in the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 and subsequent amendments.
- 2.1.2 If after a reminder or final notice has been issued payment is not made in full or an appropriate arrangement has not been set up, enforcement action is taken. A summons will be issued giving the date that the case will be heard at the magistrate’s court.
- 2.1.3 After the court hearing a liability order will be issued. If the ratepayer then contacts the council and discusses the reasons why their account is in arrears, the council will if appropriate set up an arrangement to clear the arrears. This will be at the discretion of the council.
- 2.1.4 Where appropriate, the council will provide support or provide information to the ratepayer.
- 2.1.5 If an arrangement cannot be set up the authority may look to recovery by enforcement agents.
- 2.1.6 If the authority is unable to recover the debt by any of the above methods it may look to use other methods of recovery which may include charging orders, bankruptcy or winding up of the business. However, before any further action is taken checks will be carried out.
- 2.1.7 During the recovery process, if appropriate the council will consider entitlement to the different forms of rate relief to reduce the debt.
- 2.1.8 Reminder Notices are normally issued within 14 days of a missed instalment and if the instalment continued to be unpaid a court summons would normally be issued within a further 28 days in order to obtain a Liability Order.

## 2.2 Sundry Debts

- 2.2.1 If after a reminder and a final notice has been issued and payment is not made in full or an appropriate arrangement has not been set up, recovery action is taken.
- 2.2.2 A decision is then taken on the form of enforcement to recover the debt outstanding. This could be the use of collection agents or passed to NPLaw to enforce the debt through the County Court. If the ratepayer then contacts the council and discusses the reasons why their account is in arrears, the council will if appropriate set up an arrangement to clear the arrears. This will be at the discretion of the council.
- 2.2.3 Where appropriate, the council will provide support or provide information to the ratepayer.
- 2.2.4 Ultimately, If the authority is unable to recover the debt by any of the above methods it may look to use other methods of recovery which may include, bankruptcy or winding up of a business. However, before any further action is taken appropriate checks will be carried out.
- 2.2.5 Reminder Notices are normally issued within 28 days of the initial invoice and if the invoice continues to be unpaid a Final Notice would normally be issued within a further 14 days.

## 3. **Further Information**

- 3.1 The table below shows by each financial year the total value of Business Rates write offs that are in Schedule 1 of this write off report. It also shows the current collection rate for these financial years, the amount still to be collected and the potential eventual collection rate.

**Table 2 - Value by Year**

<i>Year</i>	<i>Total Amount Written Off by year to 31 August 2021 (£)</i>	<i>% collected for that year as at 31 August 2021</i>	<i>Still to be collected after these write offs (£)</i>	<i>% still outstanding after these write offs</i>	<i>Potential overall Collection rate</i>
2015	280,740	99%	37,434	0.1%	99%
2016	278,310	99%	67,354	0.2%	99.2%
2017	229128	98.7%	87,090	0.3%	99.%
2018	137,678	98.6%	245,818	0.8%	99.4%
2019	7,617	98.2%	433,412	1.4%	99.6%

3.2 *The table shows that the overall collection rates for Business Rates in respect of the financial years 2013 and 2014 is over 99%. All the above years have a potential to reach over 99%, as we continue to pursue the debts outstanding.*

#### 4. FINANCIAL IMPLICATIONS

4.1 Where a debt is irrecoverable, prompt and regular write off of such debts is important, so that the Council can budget for bad debts. An integral part of debt recovery is the effective management of bad debts, to ensure resources are applied efficiently to the collection of monies outstanding which can reasonably be expected to be collected.

4.2 The Council has a bad debt provision within its financial accounts as part of its monitoring process and the amount of this provision is reviewed annually.

4.3 Where the Council writes off a debt and then later finds there has been a change in the customer's circumstances, it will reinstate and pursue recovery of the monies owed.

#### 5. RECOMMENDATIONS

- 1) Approve and authorise individual write offs as detailed within the Schedule 1 (Business Rates) and Schedule 2 (Sundry Debt)

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

# Schedule 1

## Business Rates Committee Write Offs – Batch 320

Case No	Debtors name and Business Address in Great Yarmouth	Type of Business and VOA Property Description	Period of Debt	Amount to be Written Off	Reason for Write Off
77xxxxxxx	Genus UK Ltd 2 Market Gates Great Yarmouth	Shop & Premises	2019/20	£33,203.12	<p>WO1</p> <p>The company went into administration on the 9 May 2019 and the outcome was that this quickly led to a Company Voluntary Arrangement (CVA) on the 11 June 2019. At the time the expected return for non-preferential creditors was estimated as 10%</p> <p>The administrators paid the business rates due for the company for the period of administration.</p> <p>The remainder of the Business Rates bill for the year 2019/20 became part of the non preferential debt that can be claimed by creditors as part of the CVA.</p> <p>GYBC made a proof of debt claim on the 20 June 2019 in respect of the full amount unpaid for the year 2019/20.</p> <p>In August 2020 a notification to the creditors advised that the expected return to creditors was scaled down to between 1p and 3p in the £.</p> <p>A payment of £543.40 was received in December 2020.</p> <p>The balance of £33,203.12 is irrecoverable.</p> <p>The company continues to experience financial difficulties and entered into another CVA on the 2 September 2020.</p>

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## Schedule 2

### Sundry Debts Committee Write Offs – Batch 243

Case No	Debtors name and address in Great Yarmouth	Nature of Debt	Period of Debt	Amount to be Written Off	Reason for Write Off
1	Debtor	Overpayment of Housing Benefit	<p>Various periods arising over</p> <p>15.10.2012 to 24.04.2016</p> <p>£19,165.60</p>	£16,642.33	<p>Write Off Code: WO1</p> <p>The debtor had an overpayment of Housing Benefit which was created as she had claimed as a single person and failed to notify that she was living with a partner.</p> <p>The overpayment was invoiced on the 15/08/2016 and, in the absence of full payment or a payment arrangement, recovery was initially through an attachment to earnings.</p> <p>Debtor entered into an Individual Voluntary Arrangement (IVA) on the 20 December 2019. This showed the debtor had total debts to her creditors of over £25k.</p> <p>The IVA binds all creditors to its terms. As a previous IVA application for this debtor had failed, the outstanding balance was not initially recommended for write off.</p> <p>The statement received from the IVA practitioner in January 2021 confirms that the IVA is being maintained by the debtor. The projected dividend for creditors is stated as being only 7p in the £.</p>

					<p>The balance unpaid on the invoice is recommended to be written off on the basis that the IVA is being maintained and the amounts of any dividend recoveries will be written back once they are received from the insolvency practitioner.</p>
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**URN:** 21-098

**Report to:** Policy and Resources Committee 14 September 2021

**Subject:** 2021/22 Period 4 Budget Monitoring Report

**Report by:** Financial Services Manager

#### **RECOMMENDATIONS**

**It is recommended that Members note the content of the report and the revised forecast for 2021/22.**

### **1. INTRODUCTION**

- 1.1. This report compares the actual expenditure and income position at the end of July 2021 to the general fund budget for 2021/22 and presents a forecast position for the current year.
- 1.2. The original base budget for 2021/22 was approved by Council in February 2021 and assumed a transfer from the general reserves of £111,916, since then the base budget has been updated to reflect in year budget virements resulting in a £111,077 requirement from reserves. This provides an updated forecast for the current year compared to this position.
- 1.3. This report gives the position for the year to the end of July 2021 and forecast outturn against this, adjusted for in year approved budget movements from reserves. The position also reflects the latest forecast of the financial impact of Covid in the current financial year.

### **2. BUDGET MONITORING POSITION – REVENUE**

- 2.1. The General Fund Summary at Appendix A shows the high level budget monitoring position at 31 July 2021. This shows an underspend to date of (£6.6m) compared to the profiled budget. This positive position reflects a number of variances, but mainly the increased income from Section 31 grants, recognised as part of business rates income within Appendix A. Section 31 grants reliefs, due to Covid, have been paid in advance to Councils to supporting potential cashflow pressures. This equates to a variance of (£6.5m) at month 4. These funds will be fully paid out and reconciled at yearend, so this has no impact on the forecast position.
- 2.2. In summary, the full year forecast shows a deficit position of £163k (a deficit of £52k against the updated budget of £111k).
- 2.3. Appendices A and B provide commentary on the more significant variances (£+/-£20,000 year to date and +/- £10,000 full year) identified from the budget monitoring process carried out between finance and services for the position at the end of period four 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).

- 2.4. The service forecasts included at Appendix A and B include estimates of the impact to the service budgets of Covid. These will include additional spend in response to Covid along with reduced income and rental streams.
- 2.5. The employee turnover report to the end of period 4 is 4.86% (in comparison to period 4 which was reported in 2020/21 of 4.27%). 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 be also be accrued from restructuring and where there have been significant delays in-between a post becoming vacant and then being filled. Some of the in-year vacancy savings will be offset using agency and interim appointments. Overall, for the period to the end of August there is an underspend of (£282k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.
- 2.6. The Council forecast includes £3.4m costs in relation to Covid (as per detail in Appendix B) including £1.9m payments to businesses of additional restriction grants for the year. These payments are fully funded and are part of the forecast Covid income of £2.9m recognised in 2021/22. The £1m of Covid funding carried forward in earmarked reserves at the end of last year is largely forecast to be spent by the yearend.
- 2.7. The Council have continued to pay out Covid business grants and as of 31 July 2021 the following amounts had been paid out:

	<b>Spend to date in 2122 (£)</b>	<b>Total Spend (£)</b>
Local Restrictions Support Grants, excluding Restart Grants	1,140,342	16,847,023
Restart Grants	10,934,746	10,934,746
Additional Restriction Grants *	1,367,872	2,876,227

The funding and the costs in relation to the Additional Restriction Grants are reflected in the Council's income and expenditure as they are responsible for the awarding criteria for the grants. They are therefore included in Appendix A and B. Under accounting conventions, the Council acts as an agent of the Government in administering the other grants and so the income and expenditure is not recognised as that of the Councils so is not included.

- 2.8. The overall financial impact of Covid is being monitored monthly and is used to inform the returns to MHCLG on the impact to the financial position of the Council. Where known, the impact has been included in the budget monitoring position as detailed in the appendices to the report.

### **3. BUDGET MONITORING POSITION – SUMMARY**

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

<b>Budget Area</b>	<b>Full Year Current Budget £'000</b>	<b>Full Year Forecast £'000</b>	<b>Total Estimated Full Year Effect £'000</b>
Service Area	13,653	13,705	52
Non-Service Areas	(11,231)	(11,231)	0
Use of Reserves	(2,311)	(2,311)	0
<b>Total (Surplus)/Deficit</b>	<b>111</b>	<b>163</b>	<b>52</b>

3.2. There has been much interest in the Banksy's within the borough. Works to protect them have been underway and spend to date has been £6k. It is intended that these and any other future costs will be met from the current budget provision.

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

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

4.1. Actual spend until the end of July 2021 totals £4.5m as summarised under Appendix D. This is in line with expectations as capital spending tends to occur in the final quarters of the financial year.

4.2. Appendix D shows a total capital budget of £42.3m as at month 4, £14.9m of which is anticipated to be utilised in future financial years as projects span financial years.

4.3. The 2021/22 budget set the General Fund Capital Programme at £2.8m. Approved budgets totalling £38.6m were rolled forward from 2020/21.

4.4. Details of the revised 2021/22 budget are provided under Appendix D. The revised programme has been increased to incorporate changes to the following project budgets, which have been approved since the Capital Programme was set in February 2021:

- Wellesley Recreation Ground – budget of £48k approved to cover initial costs of the project.
- Crematorium Main Roof - £60k approved following Business Case to ELT.
- New Health & Fitness Centre – additional £50k approved by Policy & resources Committee in July 2021 to improve access to the facility from the beach side.
- Disabled facilities Grant budgets - adjusted by £201k to align budgets to funding allocation announced after budget setting.
- Norfolk & Waveney Equity Loan Scheme (£128k) and Equity Loans (£86k) budgets aligned to funding available from capital receipts from repayments of previous loans.
- Beach Huts – additional £130k approved by Policy & Resources Committee in July 2021.
- Winter Gardens – Budget amended to include £215k previously omitted as it was assumed this cost would be revenue in nature.

4.5. The current budget reflects only the elements of the Future High Street (£13.8m funding) and Town Deal (£20.1m funding) projects where detailed capital budgets for the individual projects

have been confirmed and spending has commenced. Future budget monitoring reports will be updated as the projects progress.

## 5. CONCLUSIONS

- 5.1. The revenue budget is showing a forecast full year overspend of £52k. The overall financial position will continue to be closely monitored and where appropriate, the timing of the use of reserves in the year will be considered as part of the consideration of the overall outturn position reported to members later in the year.
- 5.2. The capital 2021/22 budget stands at £42.3m as at month 4. Spend is anticipated to increase in as the year progresses and currently the forecast spend is £27.4m with £14.9m to be carried forward into future years. The position will continue to be monitored as projects progress.

## 6. FINANCIAL IMPLICATIONS AND RISKS

- 6.1. The details within Appendices A and B to this report highlight the significant variances including those that are estimated to result in a full year impact.
- 6.2. The overall position for 2021/22 will continue to be monitored during the year and will be reported to Management team and Members accordingly.

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

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

**Appendix A - General Fund Summary Period 4 2021/2022**

	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £	Comments
<b>Net Cost of Services</b>								
Executive	4,108,536	5,235,799	1,026,846	889,612	(137,234)	5,119,193	(116,606)	See Appendix B for details of significant variances.
Housing	1,158,059	1,122,592	400,255	467,472	67,217	943,548	(179,044)	
Inward Investment	1,205,607	1,382,087	569,591	370,681	(198,910)	1,315,103	(66,984)	
Planning and Growth	427,075	412,238	144,759	159,884	15,125	420,238	8,000	
Customer Services	(545,453)	(641,161)	(163,110)	(575,373)	(412,263)	(425,969)	215,192	
Property and Asset Management	167,560	315,549	(497,414)	(327,977)	169,437	571,969	256,420	
Communications, Marketing and Events	777,164	757,435	241,467	233,000	(8,466)	746,216	(11,219)	
Environmental Services	5,063,126	5,068,039	4,036,431	3,978,699	(57,732)	4,964,497	(103,542)	
	<b>12,361,674</b>	<b>13,652,578</b>	<b>5,758,823</b>	<b>5,195,998</b>	<b>(562,826)</b>	<b>13,654,795</b>	<b>2,217</b>	
<b>Non Service Expenditure/Income</b>								
Recharge to HRA	(1,914,393)	(2,169,144)	0	0	0	(2,169,144)	0	
Loan Interest Payable	1,229,995	1,229,995	169,493	162,749	(6,744)	1,229,995	0	
Interest Receivable	(58,967)	(58,967)	(19,656)	(11,297)	8,359	(58,967)	0	
Capital Charges Reversal	(2,196,310)	(2,196,310)	0	(0)	(0)	(2,196,310)	0	
Revenue Contribution to Capital	0	0	0	0	0	0	0	
Transfers to/(from) Earmarked Reserves	(946,958)	(2,310,923)	(344,840)	(0)	344,839	(2,260,923)	50,000	
Transfers to Business Rates Reserve for Impact between years					0			
Transfers to General Reserve	0		0	0	0			
Pension Back Funding	2,126,769	2,126,769	708,924	707,356	(1,568)	2,126,769	0	
Parish Precepts & Concurrent Grants	539,586	539,586	269,793	272,255	2,462	539,586	0	
Provision for Loan Repayment (MRP)	1,558,000	1,558,000	0	0	0	1,558,000	0	
Accounting Adjustments - soft loans, acc absences	0	0	0	0	0	0	0	
Vacancy Management & Apprenticeship Levy	(279,222)	47,751	15,917	14,629	(1,288)	47,751	0	
	<b>58,500</b>	<b>(1,233,243)</b>	<b>799,632</b>	<b>1,145,692</b>	<b>346,060</b>	<b>(1,183,243)</b>	<b>50,000</b>	
<b>Income</b>								
Council Tax - Parishes	(519,506)	(519,506)	0	(519,506)	(519,506)	(519,506)	0	
Council tax - Borough	(4,865,925)	(4,865,925)	0	519,506	519,506	(4,865,925)	0	
Business Rates	(4,507,153)	(4,507,153)	(183,372)	(6,478,033)	(6,294,661)	(4,507,153)	0	The high variance at month 4 refelects that the Government to aid with cashflows for COVID retail relief paid in advance. This additional income will be offset by a reduction in business rates retained when this is calculated at the end of March 2022.
Revenue Support Grant	(2,073,588)	(2,073,588)	0	0	0	(2,073,588)	0	
New Homes Bonus	(38,766)	(38,766)	(19,383)	(9,692)	9,691	(38,766)	0	
Other Grants	(303,320)	(303,320)	(101,107)	(54,534)	46,573	(303,320)	0	
	<b>(12,308,258)</b>	<b>(12,308,258)</b>	<b>(303,862)</b>	<b>(6,542,259)</b>	<b>(6,238,397)</b>	<b>(12,308,258)</b>	<b>0</b>	
<b>(Surplus)/Deficit</b>	<b>111,916</b>	<b>111,077</b>	<b>6,254,593</b>	<b>(200,570)</b>	<b>(6,455,163)</b>	<b>163,294</b>	<b>52,217</b>	

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22****Note 1 Significant variances requiring commentary:****Note 2 Support Services Recharges:****Note 3 IAS19 Accounting Adjustment:**

Significant variances of +/- £20,000 year-to-date or +/- £10,000 full year forecast variances only require commentary. This is based on the total variance for the service line level

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

**Executive**

Executive Team	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	669,143	661,124	220,376	209,711	(10,665)	647,124	(14,000)
Non-pay	19,298	19,298	6,432	4,878	(1,555)	12,048	(7,250)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	688,441	680,422	226,808	214,589	(12,219)	659,172	(21,250)
Support Services Recharges	(688,420)	(688,420)	0	0	0	(688,420)	0
Capital Charges	0	0	0	0	0	0	0
Total:	21	(7,998)	226,808	214,589	(12,219)	(29,248)	(21,250)

Vacant position at beginning of year that is now filled.

Legal	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	470,805	470,805	156,935	156,935	0	470,805	0
Gross Direct Income	(35,000)	(35,000)	(8,333)	(10,098)	(1,765)	(30,000)	5,000
Net Direct Expenditure/(Income) Total:	435,805	435,805	148,602	146,836	(1,765)	440,805	5,000
Support Services Recharges	(435,810)	(435,810)	0	0	0	(435,810)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(5)	(5)	148,602	146,836	(1,765)	4,995	5,000

No significant variances.

Equinox	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	92,620	92,620	30,873	45,580	14,706	183,200	90,580
Gross Direct Income	(92,620)	(92,620)	(30,873)	(57,029)	(26,156)	(228,520)	(135,900)
Net Direct Expenditure/(Income) Total:	0	0	0	(11,450)	(11,450)	(45,320)	(45,320)
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	(11,450)	(11,450)	(45,320)	(45,320)

Budgets forecast revised to reflect expenditure in year relating to the company. All Expenditure, except for Equinox Officer post fully recovered from Equinox Entreprises Ltd.

Budget Forecast revised to reflect all income received in year. Income offsets expenditure recharged and SLA agreement with Equinox Entreprises Ltd.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Corporate Costs	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	181,801	181,801	60,601	63,217	2,617	177,301	(4,500)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	181,801	181,801	60,601	63,217	2,617	177,301	(4,500)
Support Services Recharges	(181,810)	(181,810)	0	0	0	(181,810)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(9)	(9)	60,601	63,217	2,617	(4,509)	(4,500)

No significant variances.

COVID-19 costs	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	941,216	279,765	268,734	(11,031)	941,216	0
Non-pay	50,000	2,206,579	1,444,567	1,547,828	103,261	2,490,794	284,215
Gross Direct Income	(745,722)	(2,655,126)	(2,106,494)	(2,187,634)	(81,140)	(2,883,683)	(228,557)
Net Direct Expenditure/(Income) Total:	(695,722)	492,669	(382,162)	(371,072)	11,090	548,327	55,658
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	(695,722)	492,669	(382,162)	(371,072)	11,090	548,327	55,658

Original budget did not include the continuation of the Additional Restriction Grants in 2122 which are forecasted to be £1.9m by the yearend. This is matched by income below. The costs also recognises spend against funds held in earmarked reserves.

As noted above the income includes £1.9m Additional Restriction Grant funding which was not included within the original budget. The Income budget of £746k originally was based on Tranche 5 funding only.

Finance	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	652,895	631,700	210,568	192,292	(18,276)	625,300	(6,400)
Non-pay	370,816	370,816	123,607	121,488	(2,119)	381,316	10,500
Gross Direct Income	(5,000)	(5,000)	(1,667)	0	1,667	(5,000)	0
Net Direct Expenditure/(Income) Total:	1,018,711	997,516	332,508	313,780	(18,728)	1,001,616	4,100
Support Services Recharges	(1,018,710)	(1,018,710)	0	0	0	(1,018,710)	0
Capital Charges	0	0	0	0	0	0	0
Total:	1	(21,194)	332,508	313,780	(18,728)	(17,094)	4,100

£6k under accrual for prior year so cost recognised in 2122. Also general increase in banking/ cash processing charges from prior year.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

North Quay/Conge Project	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	18,695	18,695	18,700	18,700
Gross Direct Income	0	0	0	(46,846)	(46,846)	(47,000)	(47,000)
Net Direct Expenditure/(Income) Total:	0	0	0	(28,151)	(28,151)	(28,300)	(28,300)
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	(28,151)	(28,151)	(28,300)	(28,300)

No budget established as part of the budget setting as fully funded. Spend is covered by the Business Rates Pool from Norfolk County Council. The income reflects income received for the current year and £17k owed for the prior year owed that was not accrued for.

ICT	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	417,018	405,926	137,310	115,365	(21,945)	339,926	(66,000)
Non-pay	778,791	778,791	102,158	138,522	36,364	838,697	59,906
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	1,195,809	1,184,717	239,468	253,887	14,420	1,178,623	(6,094)
Support Services Recharges	(1,238,710)	(1,238,710)	0	0	0	(1,238,710)	0
Capital Charges	42,896	42,896	0	0	0	42,896	0
Total:	(5)	(11,097)	239,468	253,887	14,420	(17,191)	(6,094)

Vacancies within the department.  
Microsoft licenses have significantly increased in cost, but this should be offset by a saving on telephony and shared service charges.

Member Services	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	185,480	180,803	60,267	57,184	(3,083)	178,303	(2,500)
Non-pay	329,397	329,397	108,338	91,431	(16,907)	322,997	(6,400)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	514,877	510,200	168,605	148,615	(19,990)	501,300	(8,900)
Support Services Recharges	(514,880)	(514,880)	0	0	0	(514,880)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(3)	(4,680)	168,605	148,615	(19,990)	(13,580)	(8,900)

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Corporate Strategy	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	89,656	87,003	29,001	15,507	(13,494)	75,003	(12,000)
Non-pay	4,420	4,420	1,474	1,135	(339)	4,420	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	94,076	91,423	30,475	16,642	(13,833)	79,423	(12,000)
Support Services Recharges	(94,070)	(94,070)	0	0	0	(94,070)	0
Capital Charges	0	0	0	0	0	0	0
Total:	6	(2,647)	30,475	16,642	(13,833)	(14,647)	(12,000)

Role vacancy since the the start of the year which is expected to continue for full year.

Elections	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	163,467	160,139	53,381	91,251	37,870	160,139	0
Non-pay	122,653	122,653	40,884	91,766	50,882	135,653	13,000
Gross Direct Income	(114,700)	(114,700)	(38,233)	(191,872)	(153,639)	(192,200)	(77,500)
Net Direct Expenditure/(Income) Total:	171,420	168,092	56,032	(8,855)	(64,887)	103,592	(64,500)
Support Services Recharges	30,960	30,960	0	0	0	30,960	0
Capital Charges	0	0	0	0	0	0	0
Total:	202,380	199,052	56,032	(8,855)	(64,887)	134,552	(64,500)

Spend occurred in first quarter of the year will be recovered from Cabinet Office once the claim is finalised.

Human Resources	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	411,525	401,362	133,620	136,823	3,203	405,862	4,500
Non-pay	48,896	48,896	12,290	14,740	2,450	53,896	5,000
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	460,421	450,258	145,910	151,563	5,653	459,758	9,500
Support Services Recharges	(460,420)	(460,420)	0	0	0	(460,420)	0
Capital Charges	0	0	0	0	0	0	0
Total:	1	(10,162)	145,910	151,563	5,653	(662)	9,500

No significant variances.

Total Executive:	(493,335)	633,929	1,026,846	889,612	(137,234)	517,323	(116,606)
Total Executive excluding capital charges and recharges:	4,065,639	5,192,903	1,026,846	889,612	(137,234)	5,076,297	(116,606)
Total Executive excluding recharges:	4,108,535	5,235,799	1,026,846	889,612	(137,234)	5,119,193	(116,606)

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22****Housing**

Housing Needs	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	666,648	646,577	215,209	242,051	26,842	651,197	4,620
Non-pay	339,114	339,114	93,977	193,525	99,548	381,238	42,124
Gross Direct Income	(258,410)	(258,410)	(86,136)	(178,308)	(92,172)	(491,546)	(233,136)
Net Direct Expenditure/(Income) Total:	747,352	727,281	223,049	257,268	34,218	540,889	(186,392)
Support Services Recharges	321,700	321,700	0	0	0	321,700	0
Capital Charges	19,013	19,013	0	0	0	19,013	0
Total:	1,088,065	1,067,994	223,049	257,268	34,218	881,602	(186,392)

Increased temporary staffing levels to reach the current service demand. Pay costs are being met from the Homelessness reserve.

Bed & Breakfast overspent by £92k. This is a demand led service, which has received increased requests year to date and is subject to increased summer accommodation price rises. Income recovery figures have also increased to partly offset the overspend as per below.

Increased income recovery from B&B in line with increased service demand as per above. Increased grant monies received to aid expenditure relating to homelessness.

Housing Strategy	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	176,136	171,699	57,232	69,118	11,886	138,262	(33,437)
Non-pay	43,545	43,545	6,183	13,276	7,093	59,950	16,405
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	219,681	215,244	63,415	82,394	18,979	198,212	(17,032)
Support Services Recharges	88,170	88,170	0	0	0	88,170	0
Capital Charges	22,603	22,603	0	0	0	22,603	0
Total:	330,454	326,017	63,415	82,394	18,979	308,985	(17,032)

Reduced staff pay cost forecast due to staff vacancy in year.

Increased non pay cost forecast as a result of temporary agency staff being used to cover the above vacancy duties.

Traveller's Site/Gapton Hall	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	58,435	58,435	19,478	19,875	397	58,435	0
Non-pay	55,000	55,000	18,333	24,283	5,950	55,000	0
Gross Direct Income	(67,231)	(67,231)	(22,410)	(35,007)	(12,597)	(67,231)	0
Net Direct Expenditure/(Income) Total:	46,204	46,204	15,401	9,151	(6,250)	46,204	0
Support Services Recharges	37,140	37,140	0	0	0	37,140	0
Capital Charges	0	0	0	0	0	0	0
Total:	83,344	83,344	15,401	9,151	(6,250)	83,344	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Better Care Fund (NEW)	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	101,077	97,869	32,325	29,794	(2,531)	97,869	0
Non-pay	26,235	26,235	2,912	404	(2,508)	24,806	(1,429)
Gross Direct Income	(145,216)	(145,216)	0	0	0	(145,216)	0
Net Direct Expenditure/(Income) Total:	(17,904)	(21,112)	35,237	30,198	(5,039)	(22,541)	(1,429)
Support Services Recharges	55,620	55,620	0	0	0	55,620	0
Capital Charges	0	0	0	0	0	0	0
Total:	37,716	34,508	35,237	30,198	(5,039)	33,079	(1,429)

No significant variances.

Safe at Home	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	279,548	271,798	90,680	86,261	(4,418)	271,798	0
Non-pay	67,638	67,638	21,065	21,652	586	63,147	(4,491)
Gross Direct Income	(226,077)	(226,077)	(48,592)	(21,452)	27,141	(195,777)	30,300
Net Direct Expenditure/(Income) Total:	121,109	113,359	63,153	86,461	23,309	139,168	25,809
Support Services Recharges	94,710	94,710	0	0	0	94,710	0
Capital Charges	0	0	0	0	0	0	0
Total:	215,819	208,069	63,153	86,461	23,309	233,878	25,809

Reduced estimated income following Covid-19 restrictions limiting works that can be completed. For example, contractor availability and delays in sourcing materials.

<b>Total Housing:</b>	<b>1,755,398</b>	<b>1,719,932</b>	<b>400,255</b>	<b>467,472</b>	<b>67,218</b>	<b>1,540,888</b>	<b>(179,044)</b>
<b>Total Housing excluding capital charges and recharges:</b>	<b>1,116,442</b>	<b>1,080,976</b>	<b>400,255</b>	<b>467,472</b>	<b>67,218</b>	<b>901,932</b>	<b>(179,044)</b>
<b>Total Housing excluding recharges:</b>	<b>1,158,058</b>	<b>1,122,592</b>	<b>400,255</b>	<b>467,472</b>	<b>67,218</b>	<b>943,548</b>	<b>(179,044)</b>

**Inward Investment**

Project Management Office	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	173,894	57,965	62,825	4,861	173,894	0
Non-pay	0	1,702	567	202	(365)	1,702	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	175,596	58,532	63,027	4,495	175,596	0
Support Services Recharges	0	89,551	0	0	0	89,551	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	265,147	58,532	63,027	4,495	265,147	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Projects and Programmes	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	259,445	150,005	49,006	51,520	2,514	150,005	0
Non-pay	4,159	2,457	1,387	42,298	40,911	58,657	56,200
Gross Direct Income	0	0	0	(56,200)	(56,200)	(56,200)	(56,200)
Net Direct Expenditure/(Income) Total:	263,604	152,462	50,393	37,618	(12,775)	152,462	0
Support Services Recharges	218,850	129,299	0	0	0	129,299	0
Capital Charges	0	0	0	0	0	0	0
Total:	482,454	281,761	50,393	37,618	(12,775)	281,761	0

Project expenditure for the Learning Hub in 2122 fully recovered as per the line below.

Project income for the Learning Hub in 2122

Future High Street Fund	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	1,360	1,360	8,811	7,451	1,360	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	1,360	1,360	8,811	7,451	1,360	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	1,360	1,360	8,811	7,451	1,360	0

MHCLG grant income for Future high streets.

Offshore Wind Project	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	50,069	50,069	16,690	16,355	(335)	50,069	0
Non-pay	0	0	0	17,625	17,625	49,135	49,135
Gross Direct Income	(50,069)	(50,069)	(16,690)	(11,991)	4,699	(99,204)	(49,135)
Net Direct Expenditure/(Income) Total:	0	0	0	21,989	21,989	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	21,989	21,989	0	0

Budget forecast revised to show project marketing expenditure in year. All costs fully recovered as per the line below.

Income for the Inovation project and Enterprise Zone Pot B funding.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Inclusion Project (ESF)	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	4,481	3,926	1,310	1,150	(160)	582	(3,344)
Non-pay	0	0	0	120	120	0	0
Gross Direct Income	0	0	0	71,687	71,687	0	0
Net Direct Expenditure/(Income) Total:	4,481	3,926	1,310	72,957	71,647	582	(3,344)
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	4,481	3,926	1,310	72,957	71,647	582	(3,344)

Claims for Project Income still being processed relating to 2020/21.

Towns Fund	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	4,800	4,800	6,795	1,995	4,800	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	4,800	4,800	6,795	1,995	4,800	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	4,800	4,800	6,795	1,995	4,800	0

No significant variances.

Winter Programme	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	5,424	5,424	0	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	5,424	5,424	0	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	0	0	0	5,424	5,424	0	0

Project expenditure profiled to be expected later in year. All expenditure offset by grant income as per below.  
Grant income received in year to offset expenditure above.

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CCTV	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	91,992	91,992	27,664	33,750	6,086	98,336	6,344
Gross Direct Income	(4,000)	(4,000)	0	(4,000)	(4,000)	(4,000)	0
Net Direct Expenditure/(Income) Total:	87,992	87,992	27,664	29,750	2,086	94,336	6,344
Support Services Recharges	20,030	20,030	0	0	0	20,030	0
Capital Charges	0	0	0	0	0	0	0
Total:	108,022	108,022	27,664	29,750	2,086	114,366	6,344

No significant variances.

Culture and Leisure	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	(450)	(152)	884	1,036	(450)	0
Non-pay	133,944	133,944	90,015	69,769	(20,246)	133,944	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	133,944	133,494	89,863	70,654	(19,209)	133,494	0
Support Services Recharges	38,390	38,390	0	0	0	38,390	0
Capital Charges	0	0	0	0	0	0	0
Total:	172,334	171,884	89,863	70,654	(19,209)	171,884	0

2020/21 Invoice outstanding for active norfolk.

Voluntary Sector Grants	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	0	0	0	0	0	0	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	0	0	0	0	0
Support Services Recharges	7,700	7,700	0	0	0	7,700	0
Capital Charges	0	0	0	0	0	0	0
Total:	7,700	7,700	0	0	0	7,700	0

No significant variances.

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Indoor Leisure - Phoenix Pool & Marina Centre	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	163,710	193,710	27,684	82,527	54,843	318,126	124,416
Gross Direct Income	0	0	0	(124,416)	(124,416)	(124,416)	(124,416)
Net Direct Expenditure/(Income) Total:	163,710	193,710	27,684	(41,889)	(69,573)	193,710	0
Support Services Recharges	76,890	76,890	0	0	0	76,890	0
Capital Charges	33,291	33,291	0	0	0	33,291	0
Total:	273,891	303,891	27,684	(41,889)	(69,573)	303,891	0

Covid Grant expenditure paid out in year.

Covid grant income received in year and paid out in year with no impact to the Council.

Neighbourhood Management	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	262,853	256,198	85,292	88,579	3,287	278,198	22,000
Non-pay	206,848	206,848	13,166	266,072	252,907	471,165	264,317
Gross Direct Income	(113,000)	(113,000)	(37,667)	(471,479)	(433,812)	(469,301)	(356,301)
Net Direct Expenditure/(Income) Total:	356,701	350,046	60,791	(116,827)	(177,618)	280,062	(69,984)
Support Services Recharges	1,050	1,050	0	0	0	1,050	0
Capital Charges	0	0	0	0	0	0	0
Total:	357,751	351,096	60,791	(116,827)	(177,618)	281,112	(69,984)

Establishment overspend covered by Community Champions Funding and Early Help Hub Contributions.

Community Champions Funding covers spending and as well as covering an element of the pay costs above.

Waterways	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	16,112	6,571	7,817	1,246	16,112	0
Non-pay	107,853	91,741	29,096	56,878	27,782	91,741	0
Gross Direct Income	(50,853)	(50,853)	(16,951)	(425)	16,526	(50,853)	0
Net Direct Expenditure/(Income) Total:	57,000	57,000	18,716	64,270	45,554	57,000	0
Support Services Recharges	12,870	12,870	0	0	0	12,870	0
Capital Charges	53,000	53,000	0	0	0	53,000	0
Total:	122,870	122,870	18,716	64,270	45,554	122,870	0

Spend is above for the first few months of the year but is forecast to be in line with budget at yearend.

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Conservation	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	151,017	147,210	49,071	48,664	(407)	147,210	0
Non-pay	95,054	95,054	17,086	30,849	13,763	975,054	880,000
Gross Direct Income	(66,667)	(66,667)	(22,222)	(32,825)	(10,603)	(946,667)	(880,000)
Net Direct Expenditure/(Income) Total:	179,404	175,597	43,935	46,688	2,753	175,597	0
Support Services Recharges	61,120	61,120	0	0	0	61,120	0
Capital Charges	25,408	25,408	0	0	0	25,408	0
Total:	265,932	262,125	43,935	46,688	2,753	262,125	0

Wintergardens development stage expenditure and HAZ expenditure in 2122.

Wintergardens development stage grant funding & HAZ Grant income offsets expenditure in year.

Economic Development	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	103,409	101,191	33,729	33,913	184	101,191	0
Non-pay	1,800	1,800	266	60	(206)	1,800	0
Gross Direct Income	(10,014)	(10,014)	0	6,088	6,088	(10,014)	0
Net Direct Expenditure/(Income) Total:	95,195	92,977	33,995	40,061	6,066	92,977	0
Support Services Recharges	154,410	154,410	0	0	0	154,410	0
Capital Charges	0	0	0	0	0	0	0
Total:	249,605	247,387	33,995	40,061	6,066	247,387	0

No significant variances.

Enterprise GY	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	1,877	1,877	548	11,397	10,849	1,877	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	1,877	1,877	548	11,397	10,849	1,877	0
Support Services Recharges	7,700	7,700	0	0	0	7,700	0
Capital Charges	0	0	0	0	0	0	0
Total:	9,577	9,577	548	11,397	10,849	9,577	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Enterprise Zone	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	1,350,000	1,350,000	150,000	49,956	(100,044)	1,350,000	0
Gross Direct Income	(1,600,000)	(1,600,000)	0	0	0	(1,600,000)	0
Net Direct Expenditure/(Income) Total:	(250,000)	(250,000)	150,000	49,956	(100,044)	(250,000)	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	(250,000)	(250,000)	150,000	49,956	(100,044)	(250,000)	0

Spend is lower than budget for at month 4 but is anticipated to be in line with budget at yearend.

Total Inward Investment:	1,804,617	1,891,546	569,591	370,681	(198,910)	1,824,562	(66,984)
Total Inward Investment excluding capital charges and recharges:	1,093,908	1,180,837	569,591	370,681	(198,910)	1,113,853	(66,984)
Total Inward Investment excluding recharges:	1,205,607	1,292,536	569,591	370,681	(198,910)	1,225,552	(66,984)

**Planning and Growth**

Building Control	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	254,661	252,701	85,362	89,012	3,650	252,701	0
Non-pay	30,236	30,236	12,352	11,086	(1,266)	30,236	0
Gross Direct Income	(302,976)	(302,976)	(100,992)	(82,466)	18,526	(277,976)	25,000
Net Direct Expenditure/(Income) Total:	(18,079)	(20,039)	(3,278)	17,632	20,910	4,961	25,000
Support Services Recharges	181,080	181,080	0	0	0	181,080	0
Capital Charges	0	0	0	0	0	0	0
Total:	163,001	161,041	(3,278)	17,632	20,910	186,041	25,000

Under recovery of income due to lower than budgeted fee income attributed to Covid in early part of year £20k plus fire risk assessments which are no longer undertaken by this department resulting in loss of income £5k.

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Development Control	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	654,693	648,363	216,691	217,058	367	648,363	0
Non-pay	34,201	34,201	13,155	16,898	3,743	34,201	0
Gross Direct Income	(565,292)	(565,292)	(188,431)	(181,231)	7,200	(555,292)	10,000
Net Direct Expenditure/(Income) Total:	123,602	117,272	41,415	52,726	11,310	127,272	10,000
Support Services Recharges	168,630	168,630	0	0	0	168,630	0
Capital Charges	0	0	0	0	0	0	0
Total:	292,232	285,902	41,415	52,726	11,310	295,902	10,000

Under recovery of income due to lower than budgeted fee income attributed to Covid in early part of year.

Land Charges	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	50,035	50,143	17,265	17,664	399	50,143	0
Non-pay	43,082	43,082	14,180	17,122	2,942	43,082	0
Gross Direct Income	(138,154)	(138,154)	(46,051)	(53,955)	(7,904)	(158,154)	(20,000)
Net Direct Expenditure/(Income) Total:	(45,037)	(44,929)	(14,606)	(19,169)	(4,563)	(64,929)	(20,000)
Support Services Recharges	47,760	47,760	0	0	0	47,760	0
Capital Charges	0	0	0	0	0	0	0
Total:	2,723	2,831	(14,606)	(19,169)	(4,563)	(17,169)	(20,000)

Cumulative income above budgeted level attributed to increase demand before the end of stamp duty relief.

Strategic Planning	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	283,962	277,307	92,433	77,585	(14,848)	270,307	(7,000)
Non-pay	104,356	104,356	33,840	35,518	1,678	104,356	0
Gross Direct Income	(21,729)	(21,729)	(5,045)	(4,409)	637	(21,729)	0
Net Direct Expenditure/(Income) Total:	366,589	359,934	121,228	108,695	(12,533)	352,934	(7,000)
Support Services Recharges	116,690	116,690	0	0	0	116,690	0
Capital Charges	0	0	0	0	0	0	0
Total:	483,279	476,624	121,228	108,695	(12,533)	469,624	(7,000)

One vacancy held in early part of year now filled.

Total Planning and Growth:	941,235	926,398	144,759	159,884	15,125	934,398	8,000
Total Planning and Growth excluding capital charges and recharges:	427,075	412,238	144,759	159,884	15,125	420,238	8,000
Total Planning and Growth excluding recharges:	427,075	412,238	144,759	159,884	15,125	420,238	8,000

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22****Customer Services**

Benefits	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	593,279	574,407	191,469	207,287	15,818	605,407	31,000
Non-pay	22,538,189	22,538,189	7,507,230	6,701,196	(806,034)	20,237,639	(2,300,550)
Gross Direct Income	(23,223,212)	(23,223,212)	(7,555,573)	(7,251,405)	304,168	(21,006,212)	2,217,000
Net Direct Expenditure/(Income) Total:	(91,744)	(110,616)	143,126	(342,921)	(486,047)	(163,166)	(52,550)
Support Services Recharges	186,517	186,517	0	0	0	186,517	0
Capital Charges	0	0	0	0	0	0	0
Total:	94,773	75,901	143,126	(342,921)	(486,047)	23,351	(52,550)

£10k of the overspend is covered by funding from Verify Earnings and Pensions fund, included in income below. Remaining overspend down to expected vacancy saving not yet achieved.

Forecast based on actual housing benefit claim figures paid to date extrapolated for the remaining of the year. Payments out should be funded from housing subsidy received, as reflected in the income variance below.

Forecast reflects increased housing benefit subsidy anticipated for increased housing benefit claim payments as per above. Also includes £140k funding for new subsidy allocation for increase in demand due to Covid-19.

Crematorium and Cemeteries	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	225,337	217,647	72,548	76,299	3,751	227,647	10,000
Non-pay	600,229	600,229	351,328	258,040	(93,288)	646,129	45,900
Gross Direct Income	(1,601,739)	(1,601,739)	(533,914)	(460,365)	73,549	(1,425,739)	176,000
Net Direct Expenditure/(Income) Total:	(776,173)	(783,863)	(110,038)	(126,026)	(15,988)	(551,963)	231,900
Support Services Recharges	185,040	185,040	0	0	0	185,040	0
Capital Charges	72,149	72,149	0	0	0	72,149	0
Total:	(518,984)	(526,674)	(110,038)	(126,026)	(15,988)	(294,774)	231,900

Unbudgeted funeral expense costs, which are offset by elements within income.

Income is lower than anticipated when the budget was set.

Customer Services	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	652,021	629,597	209,531	195,136	(14,395)	618,597	(11,000)
Non-pay	12,683	12,683	3,395	8,205	4,810	8,683	(4,000)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	664,704	642,280	212,926	203,341	(9,585)	627,280	(15,000)
Support Services Recharges	(664,700)	(664,700)	0	0	0	(664,700)	0
Capital Charges	0	0	0	0	0	0	0
Total:	4	(22,420)	212,926	203,341	(9,585)	(37,420)	(15,000)

Underspend due to vacancies in first quarter, however these positions are now filled which is reflected within the forecast.

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Support Services	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	163,601	155,956	51,985	50,268	(1,717)	155,956	0
Non-pay	35,682	35,682	11,895	40,517	28,623	35,682	0
Gross Direct Income	0	0	0	(286)	(286)	0	0
Net Direct Expenditure/(Income) Total:	199,283	191,638	63,880	90,500	26,620	191,638	0
Support Services Recharges	(202,550)	(202,550)	0	0	0	(202,550)	0
Capital Charges	3,267	3,267	0	0	0	3,267	0
Total:	0	(7,645)	63,880	90,500	26,620	(7,645)	0

Overspend is on postage but this will be apportioned to all other departments based on budget at yearend.

Car Parks	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	436,269	422,059	140,167	131,371	(8,796)	416,559	(5,500)
Non-pay	975,685	975,685	231,795	314,818	83,023	929,785	(45,900)
Gross Direct Income	(2,511,826)	(2,511,826)	(977,282)	(934,188)	43,094	(2,421,076)	90,750
Net Direct Expenditure/(Income) Total:	(1,099,872)	(1,114,082)	(605,320)	(487,999)	117,321	(1,074,732)	39,350
Support Services Recharges	404,590	404,590	0	0	0	404,590	0
Capital Charges	44,213	44,213	0	0	0	44,213	0
Total:	(651,069)	(665,279)	(605,320)	(487,999)	117,321	(625,929)	39,350

Reduced income in first quarter due to steady relaxing of COVID restrictions, this also has reduced the profit share elements due to partners (roughly 50% of lost income).

Revenues	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	730,541	705,674	235,967	243,584	7,617	776,574	70,900
Non-pay	310,104	310,104	99,692	88,371	(11,321)	293,696	(16,408)
Gross Direct Income	(601,925)	(601,925)	(203,342)	(244,222)	(40,880)	(644,925)	(43,000)
Net Direct Expenditure/(Income) Total:	438,720	413,853	132,317	87,733	(44,584)	425,345	11,492
Support Services Recharges	800,610	800,610	0	0	0	800,610	0
Capital Charges	0	0	0	0	0	0	0
Total:	1,239,330	1,214,463	132,317	87,733	(44,584)	1,225,955	11,492

£30k of pay costs not captured a in budget but is covered by Norfolk County Council funding below. £25k of the remaining overspend down to expected vacancy saving not yet achieved.  
Underspends on legal and recovery costs are due to an over accrual of costs for 2021.  
Over recovery of budgeted income, mostly catch up from prior year impact of COVID.

Total Customer Services:	164,054	68,346	(163,110)	(575,373)	(412,263)	283,538	215,192
Total Customer Services excluding capital charges and recharges:	(665,082)	(760,790)	(163,110)	(575,373)	(412,263)	(545,598)	215,192
Total Customer Services excluding recharges:	(545,453)	(641,161)	(163,110)	(575,373)	(412,263)	(425,969)	215,192

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22****Property and Asset Management**

Public Toilets	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	195,620	195,620	152,618	146,111	(6,507)	195,620	0
Gross Direct Income	(4,000)	(4,000)	(1,333)	(314)	1,019	(4,000)	0
Net Direct Expenditure/(Income) Total:	191,620	191,620	151,285	145,797	(5,488)	191,620	0
Support Services Recharges	42,980	42,980	0	0	0	42,980	0
Capital Charges	163,129	163,129	0	0	0	163,129	0
Total:	397,729	397,729	151,285	145,797	(5,488)	397,729	0

No significant variances.

Repairs and Maintenance	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	24,580	24,580	15,442	14,485	(957)	24,580	0
Gross Direct Income	(97,572)	(97,572)	(32,524)	(32,524)	0	(97,572)	0
Net Direct Expenditure/(Income) Total:	(72,992)	(72,992)	(17,082)	(18,039)	(957)	(72,992)	0
Support Services Recharges	52,180	52,180	0	0	0	52,180	0
Capital Charges	253,632	253,632	0	0	0	253,632	0
Total:	232,820	232,820	(17,082)	(18,039)	(957)	232,820	0

No significant variances.

Footway Lighting	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	193,273	193,273	57,005	56,265	(740)	178,273	(15,000)
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	193,273	193,273	57,005	56,265	(740)	178,273	(15,000)
Support Services Recharges	55,150	55,150	0	0	0	55,150	0
Capital Charges	74,179	74,179	0	0	0	74,179	0
Total:	322,602	322,602	57,005	56,265	(740)	307,602	(15,000)

Savings in electricity due to the introduction and use of energy efficient lightbulbs

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Coastal Protection	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	56,620	55,511	18,505	25,021	6,516	55,511	0
Non-pay	101,445	101,445	34,895	35,745	850	101,445	0
Gross Direct Income	(550)	(550)	0	0	0	(550)	0
Net Direct Expenditure/(Income) Total:	157,515	156,406	53,400	60,765	7,365	156,406	0
Support Services Recharges	51,220	51,220	0	0	0	51,220	0
Capital Charges	362,692	362,692	0	0	0	362,692	0
Total:	571,427	570,318	53,400	60,765	7,365	570,318	0

No significant variances.

Community Centres	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	10,799	9,960	7,521	8,293	772	9,960	0
Gross Direct Income	(8,274)	(8,274)	(2,842)	(6,792)	(3,950)	(8,274)	0
Net Direct Expenditure/(Income) Total:	2,525	1,686	4,679	1,501	(3,178)	1,686	0
Support Services Recharges	9,580	9,580	0	0	0	9,580	0
Capital Charges	27,142	27,142	0	0	0	27,142	0
Total:	39,247	38,408	4,679	1,501	(3,178)	38,408	0

No significant variances.

Council Offices - Town Hall	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	165,529	168,565	113,381	119,952	6,571	168,565	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	165,529	168,565	113,381	119,952	6,571	168,565	0
Support Services Recharges	(214,540)	(214,540)	0	0	0	(214,540)	0
Capital Charges	49,010	49,010	0	0	0	49,010	0
Total:	(1)	3,035	113,381	119,952	6,571	3,035	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Council Offices - Greysfriars	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	110,112	110,112	65,025	56,625	(8,400)	110,112	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	110,112	110,112	65,025	56,625	(8,400)	110,112	0
Support Services Recharges	(117,820)	(117,820)	0	0	0	(117,820)	0
Capital Charges	7,710	7,710	0	0	0	7,710	0
Total:	2	2	65,025	56,625	(8,400)	2	0

No significant variances.

Council Offices - Maritime House	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	43,636	43,636	22,064	23,544	1,480	43,636	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	43,636	43,636	22,064	23,544	1,480	43,636	0
Support Services Recharges	(48,190)	(48,190)	0	0	0	(48,190)	0
Capital Charges	4,560	4,560	0	0	0	4,560	0
Total:	6	6	22,064	23,544	1,480	6	0

No significant variances.

Council Offices - Catalyst Centre	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	48,443	48,443	19,541	22,342	2,801	48,443	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	48,443	48,443	19,541	22,342	2,801	48,443	0
Support Services Recharges	(52,400)	(52,400)	0	0	0	(52,400)	0
Capital Charges	3,958	3,958	0	0	0	3,958	0
Total:	1	1	19,541	22,342	2,801	1	0

No significant variances.

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Beach Huts	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	170	170	0	0
Non-pay	45,919	45,919	7,655	7,125	(530)	45,919	0
Gross Direct Income	(61,940)	(61,940)	(56,386)	(56,401)	(15)	(61,940)	0
Net Direct Expenditure/(Income) Total:	(16,021)	(16,021)	(48,731)	(49,106)	(375)	(16,021)	0
Support Services Recharges	21,950	21,950	0	0	0	21,950	0
Capital Charges	0	0	0	0	0	0	0
Total:	5,929	5,929	(48,731)	(49,106)	(375)	5,929	0

No significant variances.

Markets	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	72,445	70,227	23,408	23,120	(288)	70,227	0
Non-pay	256,154	256,154	189,055	182,084	(6,971)	256,154	0
Gross Direct Income	(259,759)	(259,759)	(235,373)	(138,620)	96,753	(134,759)	125,000
Net Direct Expenditure/(Income) Total:	68,840	66,622	(22,910)	66,584	89,494	191,622	125,000
Support Services Recharges	57,540	57,540	0	0	0	57,540	0
Capital Charges	4,820	4,820	0	0	0	4,820	0
Total:	131,200	128,982	(22,910)	66,584	89,494	253,982	125,000

Income expected to be lower than budget due to Covid and the redevelopment of the market site.

Go Trade	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	20,161	20,161	4,740	4,739	(1)	20,161	0
Non-pay	36,588	36,588	4,802	3,452	(1,350)	36,588	0
Gross Direct Income	(39,154)	(39,154)	(6,585)	(5,652)	933	(39,154)	0
Net Direct Expenditure/(Income) Total:	17,595	17,595	2,957	2,539	(418)	17,595	0
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	17,595	17,595	2,957	2,539	(418)	17,595	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Bretts	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	44,443	44,443	14,812	3,444	(11,368)	29,726	(14,717)
Gross Direct Income	(56,209)	(56,209)	(22,300)	(11,370)	10,930	(45,279)	10,930
Net Direct Expenditure/(Income) Total:	(11,766)	(11,766)	(7,488)	(7,926)	(438)	(15,553)	(3,787)
Support Services Recharges	7,160	7,160	0	0	0	7,160	0
Capital Charges	0	0	0	0	0	0	0
Total:	(4,606)	(4,606)	(7,488)	(7,926)	(438)	(8,393)	(3,787)

These variances relate to the 20-21 actual charges which were lower than the year-end accruals but in turn resulted in lower than expected recovery of income.

Courts	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	7,290	7,290	2,431	5,580	3,149	7,290	0
Gross Direct Income	(14,670)	(14,670)	(5,707)	1,281	6,988	(4,881)	9,789
Net Direct Expenditure/(Income) Total:	(7,380)	(7,380)	(3,276)	6,861	10,137	2,409	9,789
Support Services Recharges	7,880	7,880	0	0	0	7,880	0
Capital Charges	0	0	0	0	0	0	0
Total:	500	500	(3,276)	6,861	10,137	10,289	9,789

No significant variances.

South Denes Energy Park	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	2,869	2,869	957	2,200	1,243	2,869	0
Gross Direct Income	(8,004)	(8,004)	(2,668)	(3,335)	(667)	(8,004)	0
Net Direct Expenditure/(Income) Total:	(5,135)	(5,135)	(1,711)	(1,135)	576	(5,135)	0
Support Services Recharges	54,050	54,050	0	0	0	54,050	0
Capital Charges	0	0	0	0	0	0	0
Total:	48,915	48,915	(1,711)	(1,135)	576	48,915	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Factory Units	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	42,207	42,207	16,871	25,167	8,296	25,593	(16,614)
Gross Direct Income	(134,451)	(134,451)	(57,630)	(54,872)	2,758	(113,017)	21,434
Net Direct Expenditure/(Income) Total:	(92,244)	(92,244)	(40,759)	(29,705)	11,054	(87,424)	4,820
Support Services Recharges	17,930	17,930	0	0	0	17,930	0
Capital Charges	0	0	0	0	0	0	0
Total:	(74,314)	(74,314)	(40,759)	(29,705)	11,054	(69,494)	4,820

Costs will reduce during the year due to the end of the rental of Sinclair Court but this in turn will reduce the income achievable by the council from the occupied units.

Corporate Estates	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	20	20	7	10	3	20	0
Non-pay	432,695	432,695	410,243	452,143	41,900	500,695	68,000
Gross Direct Income	(2,302,177)	(2,302,177)	(1,274,808)	(1,251,422)	23,386	(2,218,449)	83,728
Net Direct Expenditure/(Income) Total:	(1,869,462)	(1,869,462)	(864,558)	(799,269)	65,289	(1,717,734)	151,728
Support Services Recharges	505,180	505,180	0	0	0	505,180	0
Capital Charges	13,869	13,869	0	0	0	13,869	0
Total:	(1,350,413)	(1,350,413)	(864,558)	(799,269)	65,289	(1,198,685)	151,728

This overspend is due to electricity £20k & water £20k for void properties and rents payable £28k which is recovered below in income.

This combined under recovery of income is due to new leases and increased charges on existing leases (£116,936) less void properties £150,664 plus advertising £10,000, beach concessions £30,000 and events £10,000 which will not be achieved due to Covid.

Minerva House	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	8,400	8,400	3,901	4,363	462	8,400	0
Gross Direct Income	(65,575)	(65,575)	(27,411)	(26,861)	550	(65,575)	0
Net Direct Expenditure/(Income) Total:	(57,175)	(57,175)	(23,510)	(22,498)	1,012	(57,175)	0
Support Services Recharges	8,840	8,840	0	0	0	8,840	0
Capital Charges	0	0	0	0	0	0	0
Total:	(48,335)	(48,335)	(23,510)	(22,498)	1,012	(48,335)	0

No significant variances.

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Onians	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	1,492	1,492	469	3,623	3,154	1,492	0
Gross Direct Income	(10,800)	(10,800)	(3,600)	(3,675)	(75)	(10,800)	0
Net Direct Expenditure/(Income) Total:	(9,308)	(9,308)	(3,131)	(52)	3,079	(9,308)	0
Support Services Recharges	7,880	7,880	0	0	0	7,880	0
Capital Charges	0	0	0	0	0	0	0
Total:	(1,428)	(1,428)	(3,131)	(52)	3,079	(1,428)	0

No significant variances.

Property Services	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	1,011,788	998,742	332,304	265,903	(66,401)	898,742	(100,000)
Non-pay	40,407	37,371	13,897	15,741	1,844	37,371	0
Gross Direct Income	(293,281)	(293,281)	(97,760)	(20,085)	77,675	(193,281)	100,000
Net Direct Expenditure/(Income) Total:	758,914	742,832	248,441	261,559	13,118	742,832	0
Support Services Recharges	(758,910)	(758,910)	0	0	0	(758,910)	0
Capital Charges	0	0	0	0	0	0	0
Total:	4	(16,078)	248,441	261,559	13,118	(16,078)	0

5 vacancies held in early part of year have resulted in pay underspends but has caused an under recovery of income from the HRA &amp; Capital.

Beacon Park	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	236,458	236,458	153,103	190,878	37,775	262,002	25,544
Gross Direct Income	(1,143,589)	(1,143,589)	(533,518)	(590,111)	(56,593)	(1,190,812)	(47,223)
Net Direct Expenditure/(Income) Total:	(907,131)	(907,131)	(380,415)	(399,233)	(18,818)	(928,810)	(21,679)
Support Services Recharges	70,010	70,010	0	0	0	70,010	0
Capital Charges	167,536	167,536	0	0	0	167,536	0
Total:	(669,585)	(669,585)	(380,415)	(399,233)	(18,818)	(691,264)	(21,679)

Sale of remaining unit will create savings in electricity (£15k) and rates (£37k) but incur increased agency costs of £11k. Consultancy costs of £63k have also been incurred above budget which will be recharged.

This over recovery of income relates to the consultancy costs mentioned above (£63k) less service charges which are still to be raised £15k.

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Property Building Services	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	467,136	467,136	170,378	174,651	4,273	472,685	5,549
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	467,136	467,136	170,378	174,651	4,273	472,685	5,549
Support Services Recharges	0	0	0	0	0	0	0
Capital Charges	0	0	0	0	0	0	0
Total:	467,136	467,136	170,378	174,651	4,273	472,685	5,549

No significant variances.

Housing Asset Team	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	674,914	674,914	224,971	116,699	(108,272)	554,914	(120,000)
Non-pay	104,000	104,000	34,667	16,672	(17,995)	84,000	(20,000)
Gross Direct Income	(920,114)	(754,914)	(251,637)	(133,371)	118,266	(614,914)	140,000
Net Direct Expenditure/(Income) Total:	(141,200)	24,000	8,001	0	(8,001)	24,000	0
Support Services Recharges	0	(165,200)	0	0	0	(165,200)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(141,200)	(141,200)	8,001	0	(8,001)	(141,200)	0

Savings have been achieved due to vacancies and lower than budgeted non-pay expenditure but these in turn have reduced the recharges to the HRA.

Total Property and Asset Management:	(54,769)	(71,981)	(497,414)	(327,977)	169,437	184,439	256,420
Total Property and Asset Management excluding capital charges and recharges:	(964,676)	(816,688)	(497,414)	(327,977)	169,437	(560,268)	256,420
Total Property and Asset Management excluding recharges:	167,561	315,549	(497,414)	(327,977)	169,437	571,969	256,420

**Communications, Marketing and Events**

Communications	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	195,145	191,817	63,941	58,214	(5,727)	193,197	1,380
Non-pay	11,924	11,924	4,171	4,427	256	11,924	0
Gross Direct Income	(5,000)	(5,000)	0	(130)	(130)	(5,000)	0
Net Direct Expenditure/(Income) Total:	202,069	198,741	68,112	62,511	(5,601)	200,121	1,380
Support Services Recharges	(202,070)	(202,070)	0	0	0	(202,070)	0
Capital Charges	0	0	0	0	0	0	0
Total:	(1)	(3,329)	68,112	62,511	(5,601)	(1,949)	1,380

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Print and Design	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	164,100	159,064	53,019	51,290	(1,729)	155,664	(3,400)
Non-pay	56,774	56,774	18,925	19,555	630	56,774	0
Gross Direct Income	(23,500)	(23,500)	(11,166)	(6,844)	4,322	(23,500)	0
Net Direct Expenditure/(Income) Total:	197,374	192,338	60,778	64,001	3,223	188,938	(3,400)
Support Services Recharges	(197,370)	(197,370)	0	0	0	(197,370)	0
Capital Charges	0	0	0	0	0	0	0
Total:	4	(5,032)	60,778	64,001	3,223	(8,432)	(3,400)

No significant variances.

Tourism	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	90,116	85,139	28,378	19,271	(9,107)	75,351	(9,788)
Non-pay	235,527	259,527	71,274	28,983	(42,291)	152,192	(107,335)
Gross Direct Income	(170,960)	(194,960)	(55,734)	(13,861)	41,873	(85,656)	109,304
Net Direct Expenditure/(Income) Total:	154,683	149,706	43,918	34,393	(9,525)	141,887	(7,819)
Support Services Recharges	247,120	247,120	0	0	0	247,120	0
Capital Charges	0	0	0	0	0	0	0
Total:	401,803	396,826	43,918	34,393	(9,525)	389,007	(7,819)

Events had to be cancelled due to COVID-19, including the Wheels Festival. The Tourist Information Centre will remain closed for the year so no costs from tickets purchased to be resold.

Events had to be cancelled due to COVID-19, including the Wheels Festival. The Tourist Information Centre will remain closed for the year so no income from ticket sales.

Civic and Pottering	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	186,464	180,078	60,026	56,094	(3,932)	178,698	(1,380)
Non-pay	37,098	37,098	7,874	8,331	457	37,098	0
Gross Direct Income	(7,000)	(7,000)	(500)	(362)	138	(7,000)	0
Net Direct Expenditure/(Income) Total:	216,562	210,176	67,400	64,063	(3,337)	208,796	(1,380)
Support Services Recharges	(216,560)	(216,560)	0	0	0	(216,560)	0
Capital Charges	0	0	0	0	0	0	0
Total:	2	(6,384)	67,400	64,063	(3,337)	(7,764)	(1,380)

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Mayor	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	7,299	7,299	3,484	3,942	458	7,299	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	7,299	7,299	3,484	3,942	458	7,299	0
Support Services Recharges	15,470	15,470	0	0	0	15,470	0
Capital Charges	0	0	0	0	0	0	0
Total:	22,769	22,769	3,484	3,942	458	22,769	0

No significant variances.

Events	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	5,875	5,875	8	4,073	4,065	5,875	0
Gross Direct Income	(6,700)	(6,700)	(2,233)	17	2,250	(6,700)	0
Net Direct Expenditure/(Income) Total:	(825)	(825)	(2,225)	4,090	6,316	(825)	0
Support Services Recharges	122,110	122,110	0	0	0	122,110	0
Capital Charges	0	0	0	0	0	0	0
Total:	121,285	121,285	(2,225)	4,090	6,316	121,285	0

No significant variances.

<b>Total Communications, Marketing and Events:</b>	<b>545,862</b>	<b>526,135</b>	<b>241,467</b>	<b>233,000</b>	<b>(8,466)</b>	<b>514,916</b>	<b>(11,219)</b>
<b>Total Communications, Marketing and Events excluding capital charges and recharges:</b>	<b>1,033,994</b>	<b>1,014,267</b>	<b>409,638</b>	<b>396,490</b>	<b>(13,147)</b>	<b>1,003,048</b>	<b>(11,219)</b>
<b>Total Communications, Marketing and Events excluding recharges:</b>	<b>777,162</b>	<b>757,435</b>	<b>241,467</b>	<b>233,000</b>	<b>(8,466)</b>	<b>746,216</b>	<b>(11,219)</b>

**Environmental Services**

Environmental Health	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	1,157,853	1,127,259	403,594	392,255	(11,339)	1,096,459	(30,800)
Non-pay	842,104	852,104	534,897	516,062	(18,835)	831,662	(20,442)
Gross Direct Income	(120,034)	(120,034)	(38,586)	(37,987)	599	(120,034)	0
Net Direct Expenditure/(Income) Total:	1,879,923	1,859,329	899,904	870,330	(29,574)	1,808,087	(51,242)
Support Services Recharges	303,460	303,460	0	0	0	303,460	0
Capital Charges	9,340	9,340	0	0	0	9,340	0
Total:	2,192,723	2,172,129	899,904	870,330	(29,574)	2,120,887	(51,242)

Underspend is due to vacant posts.  
Internal drainage board levy less than estimated.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Selective Licensing	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	45,474	44,365	14,790	12,060	(2,730)	44,365	0
Non-pay	3,010	3,010	1,004	17,740	16,736	3,010	0
Gross Direct Income	(50,000)	(50,000)	(16,667)	(29,801)	(13,134)	(50,000)	0
Net Direct Expenditure/(Income) Total:	(1,516)	(2,625)	(873)	0	873	(2,625)	0
Support Services Recharges	32,780	32,780	0	0	0	32,780	0
Capital Charges	0	0	0	0	0	0	0
Total:	31,264	30,155	(873)	0	873	30,155	0

No significant variances.

Grounds Maintenance	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	589,384	589,384	540,335	542,624	2,289	587,084	(2,300)
Gross Direct Income	(39,950)	(39,950)	(1,650)	(988)	663	(39,950)	0
Net Direct Expenditure/(Income) Total:	549,434	549,434	538,685	541,636	2,951	547,134	(2,300)
Support Services Recharges	23,200	23,200	0	0	0	23,200	0
Capital Charges	82,075	82,075	0	0	0	82,075	0
Total:	654,709	654,709	538,685	541,636	2,951	652,409	(2,300)

No significant variances.

Street Cleansing	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	664,521	664,521	664,252	664,466	214	664,521	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	664,521	664,521	664,252	664,466	214	664,521	0
Support Services Recharges	18,890	18,890	0	0	0	18,890	0
Capital Charges	0	0	0	0	0	0	0
Total:	683,411	683,411	664,252	664,466	214	683,411	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Waste Management	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	176,239	98,345	32,781	33,195	413	98,345	0
Non-pay	2,866,915	2,866,915	2,354,987	2,375,114	20,127	2,916,915	50,000
Gross Direct Income	(1,629,750)	(1,554,974)	(898,068)	(967,225)	(69,158)	(1,654,974)	(100,000)
Net Direct Expenditure/(Income) Total:	1,413,404	1,410,286	1,489,701	1,441,084	(48,617)	1,360,286	(50,000)
Support Services Recharges	141,620	141,620	0	0	0	141,620	0
Capital Charges	18,011	18,011	0	0	0	18,011	0
Total:	1,573,035	1,569,917	1,489,701	1,441,084	(48,617)	1,519,917	(50,000)

Increase in gate fees of £29k, which is offset by additional recycling credits received. This is forecast to total £50k by the end of the year. (£53k) increase in recycling credits offsets additional gate fees and forecast to be (£80k) by the end of the year. Garden bin subscriptions have increased by (£17k) and forecast to be (£20k) in total as renewals tend to be at the start of the financial year.

Parks and Outdoor spaces	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	197,411	197,411	146,720	147,803	1,083	197,411	0
Gross Direct Income	0	0	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	197,411	197,411	146,720	147,803	1,083	197,411	0
Support Services Recharges	35,860	35,860	0	0	0	35,860	0
Capital Charges	3,522	3,522	0	0	0	3,522	0
Total:	236,793	236,793	146,720	147,803	1,083	236,793	0

No significant variances.

Outdoor Sports	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	0	0	0	0	0	0	0
Non-pay	410,059	442,173	421,297	436,994	15,697	442,173	0
Gross Direct Income	(89,684)	(89,684)	(36,503)	(33,219)	3,285	(89,684)	0
Net Direct Expenditure/(Income) Total:	320,375	352,489	384,794	403,776	18,982	352,489	0
Support Services Recharges	44,860	44,860	0	0	0	44,860	0
Capital Charges	55,285	55,285	0	0	0	55,285	0
Total:	420,520	452,634	384,794	403,776	18,982	452,634	0

No significant variances.

**Appendix B - General Fund Services - Budget monitoring and commentary Period 4 2021/22**

Licensing	Original Budget 2021/22 £	Current Budget 2021/22 £	P4 YTD Budget 2021/22 £	P4 YTD actual 2021/22 £	P4 YTD actual variance £	Full Year Forecast £	Full Year Forecast Variance £
Gross Direct Expenditure:							
Pay	111,385	109,002	36,332	33,191	(3,141)	109,002	0
Non-pay	29,833	29,833	6,350	6,702	352	29,833	0
Gross Direct Income	(269,874)	(269,874)	(129,434)	(130,289)	(854)	(269,874)	0
Net Direct Expenditure/(Income) Total:	(128,656)	(131,039)	(86,752)	(90,395)	(3,643)	(131,039)	0
Support Services Recharges	120,420	120,420	0	0	0	120,420	0
Capital Charges	0	0	0	0	0	0	0
Total:	(8,236)	(10,619)	(86,752)	(90,395)	(3,643)	(10,619)	0
No significant variances.							
<b>Total Environmental Services:</b>	<b>5,784,219</b>	<b>5,789,129</b>	<b>4,036,431</b>	<b>3,978,699</b>	<b>(57,732)</b>	<b>5,685,587</b>	<b>(103,542)</b>
<b>Total Environmental Services excluding capital charges and recharges:</b>	<b>4,894,896</b>	<b>4,899,806</b>	<b>4,036,431</b>	<b>3,978,699</b>	<b>(57,732)</b>	<b>4,796,264</b>	<b>(103,542)</b>
<b>Total Environmental Services excluding recharges:</b>	<b>5,063,129</b>	<b>5,068,039</b>	<b>4,036,431</b>	<b>3,978,699</b>	<b>(57,732)</b>	<b>4,964,497</b>	<b>(103,542)</b>
<b>Total for Services:</b>	<b>10,447,281</b>	<b>11,483,434</b>	<b>5,758,823</b>	<b>5,195,998</b>	<b>(562,826)</b>	<b>11,485,651</b>	<b>2,217</b>
<b>Total for Services excluding capital charges and recharges:</b>	<b>11,002,196</b>	<b>12,203,549</b>	<b>5,926,994</b>	<b>5,359,488</b>	<b>(567,506)</b>	<b>12,205,766</b>	<b>2,217</b>
<b>Total for Services excluding recharges:</b>	<b>12,361,674</b>	<b>13,563,027</b>	<b>5,758,823</b>	<b>5,195,998</b>	<b>(562,826)</b>	<b>13,565,244</b>	<b>2,217</b>

**Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Period 4 2021/22**

	Original Budget 2021/22 £	Current Budget 2021/22 £	Forecast 2021/22 £	Variance £
Employee	12,709,425	13,362,304	13,080,155	(282,149)
Premises	5,244,049	5,258,016	5,227,878	(30,138)
Transport	140,032	140,032	122,067	(17,965)
Supplies & Services	6,136,567	8,573,200	10,031,361	1,458,161
Third Party Payments	3,370,226	3,370,226	3,491,792	121,566
Transfer Payments	23,411,668	23,411,668	21,394,043	(2,017,625)
Support Services	117,400	117,400	131,900	14,500
Capital Charges	1,616,310	1,616,310	1,616,310	0
Support Services - Recharges Out	(11,440,153)	(11,605,353)	(11,605,353)	0
Support Services - Recharges In	9,525,760	9,525,760	9,525,760	0
Income	(40,384,003)	(42,286,129)	(41,530,262)	755,867
	<b>10,447,281</b>	<b>11,483,434</b>	<b>11,485,651</b>	<b>2,217</b>

**Appendix E - General Fund Capital Programme - Detail - 2021/22**

Services & Projects	Budget Expenditure £000				2021/22 Expenditure £000			21/22 Financing - £000				2022/23 Est. Carry Forward
	Rolled Forward 20/21 Budget	Approved 21/22 Budget	Original 21/22 Budget	Updated 21/22 Budget	Actuals to date	Forecast 21/22	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts	
CCTV Upgrade - Town Centre	-	76	76	76	76	76	1	76	-	-	-	0
Human Resources Job Evaluation system	-	21	21	21	16	21	5	21	-	-	-	0
<b>Total: Executive</b>	-	<b>97</b>	<b>97</b>	<b>97</b>	<b>92</b>	<b>97</b>	<b>5</b>	<b>97</b>	-	-	-	<b>0</b>
Childrens Playground Refurbishment	86	-	86	86	-	86	86	86	-	-	-	0
Wellesley CCTV	15	-	15	15	-	15	15	15	-	-	-	-
Wellesley Track	-	-	-	48	14	48	34	48	-	-	-	-
<b>Total: Communities</b>	<b>101</b>	-	<b>101</b>	<b>149</b>	<b>14</b>	<b>149</b>	<b>136</b>	<b>149</b>	-	-	-	<b>0</b>
St Nicholas Minster West Boundary Wall	95	-	95	95	-	95	95	95	-	-	-	0
St Nicholas car park north Boundary Wall	25	-	25	25	-	25	25	25	-	-	-	-
Crematorium Office Roof Works	22	-	22	22	-	22	22	22	-	-	-	0
Crematorium Main Roof Works	-	-	-	60	-	60	60	60	-	-	-	-
Crematorium Tearooms	433	-	433	453	1	453	452	453	-	-	-	0
<b>Total: Customer Services</b>	<b>575</b>	-	<b>575</b>	<b>655</b>	<b>1</b>	<b>655</b>	<b>654</b>	<b>655</b>	-	-	-	<b>0</b>
Health and Leisure (Marina) Centre	19,649	-	19,649	19,699	3,286	15,000	16,413	16,027	2,426	50	1,195	4,699
The Waterways	4	-	4	4	-	4	4	-	4	-	-	0
Phoenix Pool & Gym car park extension	130	-	130	130	-	130	130	130	-	-	-	-
Winter Programme	635	-	635	635	21	635	614	-	635	-	-	0
Heritage Action Zone	25	-	25	25	-	25	25	-	25	-	-	0
<b>Total: Inward Investment</b>	<b>20,442</b>	-	<b>20,442</b>	<b>20,492</b>	<b>3,307</b>	<b>15,794</b>	<b>17,186</b>	<b>16,157</b>	<b>3,090</b>	<b>50</b>	<b>1,195</b>	<b>4,698</b>
Disabled Facilities Grants	851	1,200	2,051	2,250	229	1,200	2,021	-	2,168	-	82	1,050
Better Care Fund Projects	5	-	5	8	1	8	6	-	8	-	-	-
Empty Homes	510	-	510	510	-	250	510	482	-	-	28	260
DFG Top-up Grants	250	-	250	250	-	20	250	-	-	250	-	230
DFG Top-up Loans	150	-	150	150	-	20	150	-	-	150	-	130
Norfolk & Waveney Equity Loan Scheme	36	-	36	164	-	36	164	-	-	-	164	128
Equity Home Improvement Loans	545	-	545	631	-	50	631	-	-	-	631	581
HMOs /Guesthouse Purchase & Repair Scheme	1,739	-	1,739	1,739	30	1,000	1,709	1,739	-	-	-	739
Acquisition of property for transitional housing	1,640	-	1,640	1,640	0	1,000	1,639	782	793	-	65	640
Community Housing Fund Loans	540	-	540	540	-	100	540	-	-	540	-	440
<b>Total: Housing</b>	<b>6,266</b>	<b>1,200</b>	<b>7,466</b>	<b>7,881</b>	<b>260</b>	<b>3,684</b>	<b>7,621</b>	<b>3,003</b>	<b>2,968</b>	<b>940</b>	<b>970</b>	<b>4,197</b>
ICT Investment to deliver GYBC ICT Strategy	430	1,000	1,430	1,430	195	750	1,235	1,400	-	30	-	680
<b>Total: IT, Communications &amp; Marketing</b>	<b>430</b>	<b>1,000</b>	<b>1,430</b>	<b>1,430</b>	<b>195</b>	<b>750</b>	<b>1,235</b>	<b>1,400</b>	-	<b>30</b>	-	<b>680</b>

## Appendix E - General Fund Capital Programme - Detail - 2021/22

Services & Projects	Budget Expenditure £000				2021/22 Expenditure £000			21/22 Financing - £000				2022/23 Est. Carry Forward
	Rolled Forward 20/21 Budget	Approved 21/22 Budget	Original 21/22 Budget	Updated 21/22 Budget	Actuals to date	Forecast 21/22	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts	
Public Toilet Refurbishment Programme	45	-	45	45	-	45	45	45	-	-	-	0
Footway Lighting	211	300	511	511	25	380	486	511	-	-	-	131
External Redecoration & Repair of the Wellesley Grandstand	-	74	74	74	-	74	74	74	-	-	-	-
Esplanade Resurfacing	246	-	246	246	-	150	246	246	-	-	-	96
Phoenix Pool car park soakaway	-	40	40	40	1	40	39	40	-	-	-	-
Beach Huts	79	-	79	209	-	209	209	0	-	-	209	0
Council Chamber relocation	153	-	153	153	-	153	153	153	-	-	-	0
Claydon Pavilion	383	-	383	383	-	383	383	-	363	20	-	0
Replacement Lighting in the Assembly Rooms	-	45	45	35	-	35	35	35	-	-	-	-
Beacon Park Projects	500	-	500	500	-	100	500	380	120	-	-	400
Market Place Redevelopment	4,102	-	4,102	4,102	583	3,800	3,519	1,252	2,850	-	-	302
North Quay Redevelopment	2,351	-	2,351	2,351	-	500	2,351	2,351	-	-	-	1,851
Winter Gardens	864	-	864	1,080	-	250	1,080	864	-	215	-	830
Energy Park - South Denes	1,845	-	1,845	1,845	-	100	1,845	1,845	-	-	-	1,745
<b>Total: Property &amp; Asset Management</b>	<b>10,779</b>	<b>459</b>	<b>11,238</b>	<b>11,573</b>	<b>608</b>	<b>6,219</b>	<b>10,964</b>	<b>7,796</b>	<b>3,333</b>	<b>235</b>	<b>209</b>	<b>5,354</b>
Noise Meter Replacement	-	11	11	11	10	11	1	11	-	-	-	0
Mobile CCTV	-	15	15	15	-	15	15	15	-	-	-	-
<b>Total: Environmental Health</b>	<b>-</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>10</b>	<b>26</b>	<b>16</b>	<b>26</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Overall Total</b>	<b>38,593</b>	<b>2,782</b>	<b>41,375</b>	<b>42,303</b>	<b>4,486</b>	<b>27,374</b>	<b>37,817</b>	<b>29,283</b>	<b>9,391</b>	<b>1,255</b>	<b>2,374</b>	<b>14,929</b>