

## REPORT TO CABINET

|  |                                      |   |   |                                     |                                    |
|--|--------------------------------------|---|---|-------------------------------------|------------------------------------|
| <b>Open</b>  |                                      | Would any decisions proposed :  |   |                                     |                                    |
| <b>Any especially affected Wards</b>   | Mandatory/                           | Be entirely within Cabinet's powers to decide                                 |   | YES                                 |                                    |
|  | Discretionary /                      | Need to be recommendations to Council   |   | NO                                  |                                    |
|  | Operational                          | Is it a Key Decision  |   | NO                                  |                                    |
| Lead Member: Cllr Chris Morley<br>E-mail: <i>cllr.chris.morley@west-norfolk.gov.uk</i>   |                                      | Other Cabinet Members consulted: All  |   |                                     |                                    |
|  |                                      | Other Members consulted: All members previously provided with the information |   |                                     |                                    |
| Lead Officer: Michelle Drewery, Assistant Director Resources<br>E-mail: <i>michelle.drewery@west-norfolk.gov.uk</i><br>Direct Dial: 01553 616432 |                                      | Other Officers consulted: Management Team and Senior Leadership Team          |   |                                     |                                    |
| Financial Implications<br>YES  | Policy/ Personnel Implications<br>NO | Statutory Implications<br>NO  | Equal Impact Assessment<br>YES/NO<br>If YES: Pre-screening/ Full Assessment | Risk Management Implications<br>YES | Environmental Considerations<br>NO |

Date of meeting: 14 January 2025

### BUDGET MONITORING REPORT – PERIOD UP TO 30 SEPTMEBER 2024

#### **Summary**

The attached report sets out the financial position for the Council for the period up to 30 September 2024 and includes key risks.

#### **Recommendation**

##### Cabinet Resolves:

To note the contents of the report for the period

##### Recommendations to Full Council:

None

#### **Reason for Decision**

To ensure Cabinet are informed of the Council's financial position and can take corrective action where needed if necessary.

## **1 Background**

1.1 Details are set out in the report.

## **2 Options Considered**

2.1 Details are set out in the report.

### **3 Policy Implications**

3.1 None at this time.

### **4 Financial Implications**

4.1 The purpose of the report is to provide Members with information on the Council's budget monitoring position for 2024/2025. Details are set out in the report.

### **5 Personnel Implications**

5.1 The report is setting out financial information. There are no implications for personnel.

### **6 Environmental Considerations**

6.1 The report is setting out financial information. There are no direct environmental considerations.

### **7 Statutory Considerations**

7.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

7.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

7.3 The Council must set and deliver a balanced budget. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves. The report sets out the forecast position on the general fund reserve balance.

### **8 Equality Impact Assessment (EIA)**

8.1 This report is setting out financial information only. There are no direct equality implications arising from this report. It is expected that equality impact assessments will be undertaken to support the development of budget proposals each year.

### **9 Risk Management Implications**

9.1 Details are set out in the report.

### **10 Declarations of Interest / Dispensations Granted**

## **11 Background Papers**

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)

## Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

|   |                            |          |          |         |        |
|---|----------------------------|----------|----------|---------|--------|
| Name of policy/service/function   |                            |          |          |         |        |
| Is this a new or existing policy/service/function? ( <i>tick as appropriate</i> )   | New                        |          | Existing |         |        |
| Brief summary/description of the main aims of the policy/service/function being screened.<br><br>Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.  |                            |          |          |         |        |
| Who has been consulted as part of the development of the policy/service/function? – new only ( <i>identify stakeholders consulted with</i> )  |                            |          |          |         |        |
| <b>Question</b>   | <b>Answer</b>              |          |          |         |        |
| <p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> <p><b><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></b></p> |                            | Positive | Negative | Neutral | Unsure |
|   | Age                        |          |          |         |        |
|   | Disability                 |          |          |         |        |
|   | Sex                        |          |          |         |        |
|   | Gender Re-assignment       |          |          |         |        |
|   | Marriage/civil partnership |          |          |         |        |
|   | Pregnancy & maternity      |          |          |         |        |
|   | Race                       |          |          |         |        |
|   | Religion or belief         |          |          |         |        |
|   | Sexual orientation         |          |          |         |        |
|   | Armed forces community     |          |          |         |        |
|   | Care leavers               |          |          |         |        |
| Other (eg low income, caring responsibilities)  |                            |          |          |         |        |

| Question  | Answer   | Comments                                      |
|---|----------|---|
| <b>2.</b> Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another? | Yes / No |   |
| <b>3.</b> Could this policy/service be perceived as impacting on communities differently?   | Yes / No |   |
| <b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?   | Yes / No |   |
| <b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?<br>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section                                  | Yes / No | <b>Actions:</b>                               |
|   |          | <b>Actions agreed by EWG member:</b><br>..... |
| <p><b>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b></p><br><br><p><b>Decision agreed by EWG member:</b> .....</p>   |          |   |
| <b>Assessment completed by:</b><br><b>Name</b>  |          |   |
| <b>Job title</b>  |          |   |
| <b>Date completed</b>   |          |   |
| <b>Reviewed by EWG member</b>   |          | <b>Date</b>                                   |

**Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy ([corporate.policy@west-norfolk.gov.uk](mailto:corporate.policy@west-norfolk.gov.uk))**